

KING'S LYNN NEIGHBOURHOOD BOARD

MEETING NOTES

Date: Friday, 28 th November 2025	Location: KL Town Hall/MS Teams
Time: 1:00pm	Chair: Vicky Etheridge

Attendees
<p>Board Members: Vicky Etheridge, Cllr Alistair Beales, Cllr Simon Ring, Kerry Heathcote, Graham Slater, Zach Stanford, Carly West-Burnham, Andrew Stevenson, Nova Fairbank, Bishop Jane Steen, Kirsty Macleod</p> <p>Support Members: Jemma Curtis, Nicola Cooper, Sarah Parker</p>

Minutes	Actions
<p>Apologies Board Meeting</p> <p>Board Members: Kate Blakemore, James Wild MP, Cllr Stuart Dark, Rik Martin, Laura Dunn, Adam Taylor, Chris Starkie, Sonia Humphries</p> <p>Support Members: Duncan Hall, Michelle McLean, Michelle Drewery</p>	
<p>1. Declarations of interest</p> <p>Declaration of interest were recorded for:</p> <ul style="list-style-type: none"> Kerry Heathcote (School of Nursing project and signed up to the Active Travel Plan. The college is now working in heritage construction and, therefore, an interest has been declared in the Guildhall and Riverfront projects) James Wild MP (Riverfront project) Carly West-Burnham (Active Travel Plan) Adam Taylor (MUCH) 	
<p>3. Introduction</p> <p>The Chair addressed the KLNb and thanked those in attendance for attending.</p>	
<p>4. Minutes of previous meeting on 24th October 2025</p> <p>a. There was a query regarding the comment under the section PiPP 4 Year Investment Plan - 7b and no other capital being available apart from that allocated to the Guildhall and Riverfront allocation. It was explained that it referred to capital for other projects not being available in the initial 4-year investment period due to capital funds that has already been committed in the 4-year period (Guildhall & Riverfront).</p> <ul style="list-style-type: none"> AGREED as an accurate record once the above was understood. 	

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<p>5. Items to note – any queries from the Board</p> <p>(a) Action log –Noted.</p> <p>(b) Forward Work Programme– Noted</p> <p>(c) Finance Update– Noted, P12 line for KL council to be changed to KLNb</p> <p>(d) Quarterly Risk Register – Noted</p> <p>(e) KL Consultation strategy was circulated – no comments therefore Noted and advised it can be submitted</p> <p>The Board was reminded during this section that the STARS Gyrotory Plus project had requested Letters of Support from the Board. A board member volunteered to share wording that could be circulated to all for personalisation.</p>	<p>NF</p>
<p>6. Project Highlight reports – covering October 2025</p> <p>a. Programme overview Noted</p> <p>b. <u>Guildhall & Creative Hub</u> It was noted that a press release had been issued regarding the contractor appointment. Scaffolding is scheduled to be erected, which has a 4-week plan to complete. Historic England has been working closely with BCKLWN on the HAR grant and has been accommodating throughout the process. A Learning and Engagement Officer has been appointed. Once in place their role will be to engage schools through the outreach programme. A communication plan was in development with key milestones, communications, and work experience opportunities of the project. The importance of communications was highlighted, with emphasis on ensuring the project gets the visibility it deserves. It was confirmed that No.29 King Street will remain open for visitors to view plans, with tours anticipated at appropriate times, subject to contractor agreement. The training and skills element was identified as a priority, with collaboration planned with the college on skills development and work experience opportunities. The library was offered as a venue for exhibits and storytelling about the Guildhall during the works. A suggestion was made to create a visual and audio record of the project and its progress. Financials remain at amber status, which is correct as priority for further funding generation efforts continue to help maintain the projects momentum.</p> <p>c. <u>Active & Clean Connectivity</u> A detailed update was provided at the previous KLNb meeting, confirming that planning remains in progress for the Active Travel Hubs. With regard to LCWIP schemes, the final project to complete is Gayton Rd. The project cost has increased by £140K due to the requirement for night-time working.</p>	<p>KLNb</p>

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The college has embraced the Mobility ways project, which focuses on car-sharing initiatives.

A query was re raised regarding lighting in the pedestrian cycle way next to strikes which was removed from the LCWIP scheme due to funding priorities. Due to ongoing concerns about the ownership and maintenance of any proposed lighting from NCC, as well as the suitability of other proposed solutions (e.g. use of bollard style lighting), it was determined that a feasibility study was needed to assess the options and identify the most appropriate solution for this scheme.

It was suggested that, if the Gayton Rd project is delayed, funding for the works along Strikes could be prioritised in the interim, allowing further time to identify additional funding for Gayton Rd completion.

Board members asked whether a decision could be taken to move this element forward, and all expressed support for progressing this work. It was advised that this is a county-level decision. **ACTION** A request was made for costings to be calculated and reviewed to determine how funding can be secured.

JC

d. **Riverfront Regeneration**

A final decision has been made regarding the Custom House core works, which required a change. The contractor appointment for the dryside works has been confirmed, with works scheduled to commence early in the new year.

e. **Rail to River**

No further update

f. **Multi-User Community Hub**

It was discussed that the building remains ready prior to the commencement of external works. Borough planning has been withdrawn and external works to be discharged through the existing NCC Planning consent. Road closures will be required due to bollard movement, and the building must remain prepared for outside works. A decision regarding planning is expected in December, and it is hoped this will not be delayed. It was noted that the old library will remain open throughout January. An article is planned for KL Magazine in the new year, and college photography students will also be involved to capture photographs of the new library. The anticipated opening is scheduled for late February or early March, once external works are complete. However, an earlier opening may be considered if it can be done safely, ensuring fire exits remain accessible. Bollards near the cinema will need to be moved to facilitate this.

The January KLNb meeting planned to be held in the new library will need to be rescheduled. A site visit has been requested by the Board **ACTION** ascertain the most suitable day and communicate to the Board.

HE/VB/SP

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7. PiPP Governance & Community Capacity Building

The importance of encouraging active involvement within communities was highlighted, alongside the need to establish structures that provide reassurance to government regarding compliance and assurance in the facilitation of this funding.

Slides were presented outlining the approach. It was noted that organisations aligning with the 10-year vision, such as Active Norfolk and QEH, should be involved.

Collaborative working was emphasised as a means to support each other, coordinate programmes, avoid duplication of effort, and ensure efficiency, while leveraging opportunities arising from various initiatives.

A scoping meeting with representatives from organisations is scheduled for 05.12.25 to discuss operational details, including structure and resourcing. It was clarified that participation in this meeting does not preclude involvement in the KLNB, and discussions may determine whether alternative representatives would be more appropriate. The proposed group will not have authority to approve funding, which will remain under KLNB.

Questions were raised regarding the nature of interactions, with clarification that the group's role will focus on connectivity, assurance, and integration within the project pipeline. Concerns were expressed about accountability, given that the group will not act as decision-makers. It was confirmed that delivery of the PiPP will involve multiple third parties, and the accountable body will be responsible for due diligence i.e. fraud checks before matters proceed to KLNB for decision making.

A request was made to maintain oversight of those involved to avoid duplication with existing board members. It was suggested that the group be renamed from "Action Group" to "Operational Group" to better reflect its purpose.

Decisions required

1. **Decision:** Note proposals for Action Group establishment and provide feedback ahead of scoping meeting
2. **Decision:** Support identification of key community organisations to spearhead 'area community groups'
3. **Decision:** Approve in principle the allocation of capacity funding to the selected organisations to provide the support required to community groups and build Neighbourhood Area Action Plans.
4. **Decision:** Approve in principle the allocation of resources for a third party to support area community groups and Neighbourhood Area Action Plans
5. **Decision:** Consider the two community grant delivery options outlined so the accountable body can return a detailed recommendation on this at a future meeting – Noted
6. **Decision:** Approve in principle the outlined approach for the KLNB in the delivery of the priority capital projects for 2026-2030,

There was discussion and explanation regarding the recent decisions and the meeting held earlier with the clergy, recognising their role as links to the community. It was suggested that NCC could be involved, given their knowledge of VCSE funding and

KLNB

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access to webinars and related resources. The importance of ensuring that silent voices are heard was emphasised. Further discussions took place around the decisions referenced above.	
KLNB agreed to decisions 1-4 and 6. Decision 5 has been deferred until the new year.	
8. KLNB Self-Assessment The Chair discussed with the Board that they will soon receive a questionnaire to complete. The questionnaire is to gain feedback and insight from the Board member's perspective as to how the meetings are working. It was encouraged that each member completes it in order to help shape the ongoing success and future of the KLNB.	PMO
9. KL Masterplan Workshop led by BDP involving CWA Students A face-to-face workshop was carried out by BDP and the College of West Anglia students to engage them with the developing King's Lynn Masterplan to gain views and input into proposed plans. The workshop was designed to gain insight from a younger generation and was well attended.	
10. Closing Remarks	
11. OPTIONAL Tour of School of Nursing	

Meeting closed at **3:45 pm**

After the meeting the Chair agreed to the publication of the following papers:	
5. a. Action log – EXEMPT b. Forward Work Plan – AGREED c. Financial Overview – AGREED d. Quarterly Risk Register – AGREED 6. c-f Project Highlight Reports – AGREED 7. PiPP Governance & Community Capacity Building – AGREED 9. KL Masterplan Workshop Presentation – AGREED	

Date and time of next Board meeting	Friday 30th January 2026 1:00pm – 3:00pm	Town Hall, King's Lynn & online via MS Teams
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