

**King's Lynn Neighbourhood Board  
Action Log / Matters arising**

Ref	Action	Board meeting	Tasked to	Current position	Target Date	Completed	Date closed
181	Accelerated funding: Public Realm on the High Street - Urgent need for resolution	24.02.23	KB	<p>15.01.25 - The Programme Board continue to receive updates for assurance purposes and confirm this matter continues to be actively progressed. A key mtg is taking place on 17.01.25</p> <p>21.03.25 - No update available, will be chased and given at the next meeting</p> <p>09.04.25 - Meeting took place on 10th April between the Council's technical expert and the original contractor's expert. A note indicating areas of agreement, what issues are clarified or remain outstanding, and any advice from a technical standpoint of how the dispute could be settled is expected and further updates will be provided in due course.</p> <p>05.02.26 An engineer has been appointed to provide a set of surveys and support a resolution. Once the surveys have been received this will allow for progression moving forwards.</p> <p>19.03.26 As above.</p>	No target date available	Ongoing	
245	Rail to River Project - Draft a letter to Boots regarding their roof works and the delays to agreeing licence for installation of the arch.	25.10.24	JC/AR	<p>16.01.25 - Scaffold at Purfleet Street down at end of December. BCKLWN legal team in touch with Boots' team to request sign off asap now this barrier to signing is removed.</p> <p>20.03.25 Ongoing. Boots legal team have re-sent the same holding email in response to the latest chaser. Will be picked up urgently by the project team and escalated.</p> <p>31.03.25 This is being chased by BCKLWN legal team. KLTB member has supplied an additional contact at Boots who may be able to move licence issue along. KLTB Chair has offered to write to Boots.</p> <p>30.04.25 This is being chased by BCKLWN legal team. This will be picked up again in light of the building fire and the effect it will have on the licence/install onto the building.</p> <p>20.06.25 Position as above.</p> <p>16.07.25 No update at this time. Has been followed up.</p> <p>13.08.25 BCKLWN legal team will write to Boots threatening to start fee reclaim if not resolved or a timescale given within one month.</p> <p>18.09.25 One month deadline for response not yet reached, but no response as of yet.</p> <p>17.11.25 A letter has been sent asking for contact by 26.11.25 or the process to recover fees will be started if not resolved.</p> <p>07.01.26 Licencing still not resolved. Boots Legal team informed that the BCKLWN will start the process to recoup the payment.</p> <p>12.02.26 Action is still ongoing as this has not yet been resolved. Formal request to recover the legal fees from Boots has begun.</p> <p>20.03.26 No update from Boots following request for fee refund. Options paper for alternatives to arch in production and will be appended to post project evaluation.</p>	April 2026	Ongoing	
272	Rail to River - Follow up on outcomes of known issues for the Pop Up's regarding scaffolding and WIFI connectivity and aim to resolve	27.06.25	JC/JG/AR	<p>16.07.25 Discussions at Programme Board around the concerns. Additional info needed from Cashino regarding proposed length of time it will be up. Timeline required from MC on WFI improvements.</p> <p>13.08.25 MC to arrange wifi connection to the pop ups, but this will not take place until the user requesting this has confirmed ongoing use. MC to contact Cashino building owner once the planning application has been decided (target determination date is Monday 18th Aug) to establish timeframe for proposed works.</p> <p>18.09.25 Planning permission granted for building works at Cashino building. MC to contact building owner for timeline of works, specifically relating to factors that will affect pop up operation.</p> <p>16.10.25 Cashino building owner approached to explore possibility of decorative hoarding being used at site. Public Open Space team to include areas around Pop Ups in street cleaning/weeding. Pause hire offer while unable to offer full use of space.</p> <p>17.11.25 Promotion of Pop Ups still paused due to street works. Meanwhile temporary use found for pop ups from 29th November to 21st December. Norfolk Arts Projected funded story writing sessions.</p> <p>07.01.26 Timeline of works advised scaffold will be removed 14.02.2026. Hoarding has been removed improving look and use of one pop up has improved public perception. Relaunch April 2026</p> <p>12.02.26 Scaffolding is still scheduled to be removed 14.02.26. A meeting has taken place with public open space regarding the Wi-Fi issue, and it has been agreed that Wi-Fi cannot be offered in the pop ups. This is due to the planned closer of the nearest council asset that could provide the phone line for renovations. The Wi-Fi issue related to a specific user who is no longer hiring the Pop up. Other users have been able to successfully use Wi-Fi hotspots from mobile phones. A relaunch is being planned for Easter 2026, with input from Business Operations, Public Open Spaces and comms.</p> <p>20.03.26 Scaffold has been removed, heras fencing still up but will be removed w/c 30th March 2026 allowing trees to be moved back into intended position and table and chairs put in storage boxes ready for use. Units to be cleaned and surrounding area weeded and planters filled. New food and beverage tenant lined up for April. When in occupation tenant will be included in marketing material for re-launch.</p>	April 2026	Ongoing	

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278	ACC - Strikes lighting - Request was made for costings to be calculated and reviewed to determine how funding could be secured to proceed in light Gayton Rd delay.	28.11.25	JC	Scheme reviewed by the ACC project team and NCC are looking internally at how this can be progressed. Work required has been scoped. Funding discussions with NCC ongoing as this scheme is classified as maintenance primarily so does not fulfil the ACC /Towns Fund criteria. However there are a number of operational and external funding sources that could be applicable and explore to prioritise this work. 12.02.26 Longer term improvements are still being reviewed in terms of street lighting, but some immediate works have been undertaken by the BCKLWN Public Open Space team to improve visibility and accessibility in the area. Before and after photos are to be shared with the Board. 19.03.26 Strikes lighting remains outstanding with colleagues at NCC.	April 2026	Ongoing	
280	Consultation Practice Explore other examples regarding good consultation practice for future public consultation	30.01.26	JC	19.03.26 ongoing and update due at the KLNB meeting dated 27.03.26	May 2026		
281	Workshop to explore future governance arrangements including a community led approach.	30.01.26	All	Dedicated workshop to explore future governance arrangements, including options for transitioning to a community led organisation, implications alongside wider developments i.e. devolution, LGR, and a (Parish) Town Council for King's Lynn	April 2026		
282	Community Capacity Building Guidance Added to the action log to reinforce the community led strategy to enhance understanding and the new approach to delivery.	27.02.26	JC/NC	19.03.26 action remains at the request of Board members to understand the new approach and digest info received.	July 2026	Ongoing	
283	Community Governance Review (CGR) Parish (Town) Council Slides - Circulate updated slides to the Board for further information and review.	27.02.26	PMO	19.03.26 Updated slides sent to KLNB 12.03.26	March 2026	Completed	12.03.26
284	CGR Consultation Feedback Investigate if insight from the consultation questions can be shared with the Board.	27.02.26	CM	19.03.26 The privacy notice states the data will only be collected for the purpose of informing the CGR process. Due to this insight would not be able to be shared more widely.	March 2026	Completed	19.03.26
285	Risk Register - Elections Ascertain validity of the request regarding elections being added to the risk register.	27.02.26	PMO	19.03.26 Will be considered / Register updated accordingly at the next KLNB Board update in May.	March 2026	Completed	19.03.26
286	Real Time Reporting Investigate the possibility of producing real time reporting via software investment of other means to improve communication and project insight to the Board.	27.02.26	PMO	19.03.26 Meeting took place 16.03.26 to discuss options moving forward to meet this need. Software purchasing has been ruled out due to initial and ongoing costs that will eventually be passed on to a charitable body in time. Other options such as Power BI via data capture via the normal MS office suite is being investigated.	May 2026	Ongoing	