

KING'S LYNN NEIGHBOURHOOD BOARD

MEETING NOTES



Date:	Friday, 27 th March 2026	Location:	KL Library/MS Teams
Time:	1:00pm	Chair:	Vicky Etheridge

Attendees	
Board Members:	Vicky Etheridge, James Wild MP, Cllr Alistair Beales, Kate Blakemore, Kerry Heathcote, Adam Taylor, Carly West-Burnham, Andrew Stevenson, Nova Fairbank, Kirsty Macleod, Laura Dunn, Bishop Jane Steen, Graham Slater
Support Members:	Duncan Hall, Jemma Curtis, Michelle McLean, Nicola Cooper, Sarah Parker, Atam Verdi (BDP external), Gergana Draganova (BDP external), David Wiles

Minutes	Actions
<p>1. Apologies Board Meeting</p> <p>Board Members: Michelle Drewery, Cllr Simon Ring, Rik Martin, Chris Starkie, Hannah Edge, Zach Stanford</p> <p>Support Members:</p>	
<p>2. Declarations of interest</p> <p>Declarations 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) • Bishop Jane Steen (Capacity Building Proposal) 	
<p>3. Introduction</p> <p>The Chair welcomed the Board to the new King's Lynn Library and expressed delight in the Board being able to meet in the new venue following its opening on Monday 16 March 2026. Norfolk Libraries have recently posted footfall data that details that since opening day the library has seen 8500 visitors in first week alone and continues to see hundreds attending daily which shows how well it has been received by the town.</p> <p>The Vice Chair confirmed that students are really taking advantage of using this new facility to both hot desk and study for their studies and feedback from the students is that they are delighted with the venue.</p>	
<p>4. Minutes of previous meeting on 27 February 2026</p> <p>Minutes from the previous meeting were noted and AGREED.</p>	



<p>5. Items to note – any queries from the Board</p> <ul style="list-style-type: none"> (a) Action log - noted. (b) Forward Work Programme – noted. (c) Comms and Engagement update – noted (d) Draft Local Assurance Framework – noted <p>A discussion was led regarding the Draft Local Assurance Framework that had been shared with the Board highlighting its role in ensuring transparent decision-making for the programme. The Local Assurance Framework, while not a strict requirement for the current programme, is being adopted to ensure transparency and clarity in decision-making, especially for external organisations and members. The framework is modelled on the previous look and feel the Board should be familiar with from the Towns Fund with familiar compliance and assurance processes for approval.</p> <p>It was noted that as the organisation transitions to charitable status, the framework will need to be updated to meet Charity Commission requirements, potentially involving segmentation of decision-making methodologies for compliance.</p> <p><u>ACTION</u> A request to circulate the VKL Operational Group ToR was made.</p>	PMO
<p>6. MHCLG Feedback and Monitoring Return Requirements</p> <p>An update was given following the positive feedback received from MHCLG regarding the Pride in Place Regeneration Plan, the minimal conditions for moving forward, and the introduction of a new online monitoring return process for the programme.</p> <p>The government has strongly endorsed the programme's plan, with only the requirement to upload previously submitted documents to the portal before signing the Memorandum of Understanding, and no additional conditions imposed.</p> <p>The only outstanding clarification sought by MHCLG was regarding the conflict-of-interest policy, which is already addressed in the Terms of Reference and clarification whether further detail is needed will be confirmed.</p> <p>Monitoring Return Process</p> <p>The team received a request for the first year's monitoring return which opens 1 April 2026, which must be approved by the Board and submitted online. The return will be published after board approval.</p>	NC

7. Business Case for Community Capacity Building

An update was given to the Board regarding the proposal for Community Capacity Building for Gaywood, Fairstead, North Lynn and South Lynn with the Clergy and feedback that was given from the Board. The revised business case is structured around strategic, economic, management, commercial, and financial cases, with a focus on using the ABCD model for community development and alignment with recommendations arising from the Marmot Place year 1 findings. Following a revised structure of the proposal in a business case format, it is hoped that it has addressed and clarified some of the points raised. No decision was required at the time of the Board meeting, but the Board was asked to review the draft document. It was proposed that Community Action Norfolk host the community development worker posts, providing HR management and voluntary sector infrastructure, while churches will provide line management. This approach is intended to embed the programme within the community and ensure stability. This links in with the MARMOT Place programme and how that addresses the priorities, theory of change and desired outcomes. Strategic alignment is addressed throughout to ensure all are comfortable with this delivery approach and working with key partners.

The financial case details the breakdown of the budget of over £1 million, with £778,000 allocated to community capacity building over four years, addressing concerns raised previously around the financial implications. The affordability table was discussed and outlined where those costs would be spent throughout the investment period. The model allows for carry-over of unspent funds, and costs have been clarified in consultation with Community Action Norfolk as the proposed host organisation.

The delivery model involves three phases:

1. Appointing community development workers and creating area action plans in priority neighbourhoods
2. Board approval and funding allocation for action plans and community grant delivery
3. Moving towards independent neighbourhood boards with increased community representation that will bring forward more community collaboration and engagement.

Ongoing engagement with stakeholders and community organisations is underway to secure support and ensure the model meets local needs. Letters of support are being gathered, and further consultation will inform the final proposal with outputs and outcomes illustrated alongside delivery timelines.

Questions were raised about line management, information access, and consultation with churches. These were answered confirming the rationale for the hosting model, mechanisms for data sharing, and the evolving nature of physical locations for community workers.



<p>Board members expressed that they felt this revised proposal had addressed earlier concerns and that this approach will work really well in communities. The Chair expressed that the risk of not doing this would be more detrimental to communities. The new business case is critical in formulating the proposal and allows better oversight for this and future projects.</p> <p>It was discussed that the process going forward would be to amend the proposal following any feedback from the KLNB and PiP Steering Group review with a view to bringing to the Board in April for a decision.</p> <p><u>DECISION</u> – Is the Board happy with the one proposal offered regarding Community Capacity Building? The Board AGREED to the above due to the proven track record of success.</p> <p>It was confirmed that this proposal is in accordance with details highlighted in the Local Assurance Framework. This only applies to those neighbourhoods listed. Other neighbourhoods not listed will be reviewed moving forward under a separate proposal.</p>	<p>ALL</p>
<p>8. KL Masterplan</p> <p>External colleagues from BDP presented updates to the Board from the King's Lynn Masterplan which showed an illustrative masterplan and opportunities over the next 5 -10 years which identifies 24 opportunity sites prioritised for short, medium, and long-term delivery, including over 700 new homes and 17,000 square meters of non-residential uses such as leisure, culture, and workspace.</p> <p>Public consultation is scheduled from 11 May 2026 – 7 June 2026 post the election period. Online interactive storyboards will be available with questionnaires, and in person pops up and outreach with voting tokens will play a part to help encourage engagement. Other engagement opportunities via mediums such as social media, email marketing, and newsletters will be used to encourage participation.</p> <p>Key sites discussed included the riverfront (with proposals for increased greenery and public space), Devil's Alley (community-led meanwhile use), Sommerfeld and Thomas warehouse (potential cultural/commercial use), St James swimming pool site (residential and healthcare), and car parking strategy involving the timber yard and other sites.</p> <p>Board members raised concerns about the feasibility of extensive tree planting on the riverfront, the need for realistic illustrations, and the importance of clear communication to manage public expectations. The team agreed to adjust visuals and ensure all technical constraints and previous consultation feedback are considered.</p> <p>Questions were also raised about the net gain or loss of car parking spaces, connectivity to new car parks, and the need for clear narrative and data in the master plan and consultation</p>	

materials. It was confirmed that a comprehensive car parking strategy and contextual information will be included in the full document.

Potential funding sources were outlined, including Historic England, Heritage Lottery, and Homes England, and discussions around the possibility of packaging sites for funding bids. The importance of a clear strategic case for regeneration was emphasised.

Immediate next steps for Devil's Alley include agreeing the scope for meanwhile use, conducting necessary surveys, and preparing a proposal for board approval to allocate funding and progress the project.

Board members highlighted the story telling element is really important around the town's history as many are unaware of the history and this should be exploited more.

It was felt the presentation to date gives a view of how it can look but doesn't give context yet. The Board was assured this context will be highlighted on the storyboards, and engagement is going to be key to getting input via the consultations.

Delivery and next steps will involve meeting with arm's length bodies regarding early engagement which will continue with other stakeholders. Homes England, Historic England, National Lottery and Arts Council and others also provide opportunity as funding sources.

Devils Alley Next steps were presented to the Board as well as stated timelines. It is proposed at the May KLNB meeting to bring forward those proposals.

9. Project Highlight Reports - Covering February 2026

a) **Programme Overview**

Noted

b) **Guildhall**

Ongoing public consultation and stakeholder engagement has begun for the roadways before a planning application can be made. Negotiations are progressing on party wall matters. An internal secondment appointment has been made for a Guildhall Development Director to coordinate all aspects of the project, including fundraising and stakeholder management. Fundraising continues to be a focus as does the appointment of a fundraising consultant.

c) **Active & Clean Connectivity**

A planning application for the enterprise park Active Travel hub is scheduled for May, while the Baker Lane application was refused. The team is reviewing reasons for refusal, considering reapplication, and arranging a briefing for members to address concerns about site suitability, cycling routes, and parking.

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MEETING NOTES



<p>d) <u>Riverfront Regeneration</u></p> <p>A council decision on letting the riverfront contract is expected next month, with progress made in negotiations with the freeholder. The main risk remains securing consent from the freeholder, but recent developments have been positive. The team is also considering alternatives for the arch feature, with options to be presented to the board.</p> <p>e) <u>Rail to River</u></p> <p>The Arch remains outstanding. Options are going to be brought forward to mitigate the loss of the arch and those proposals will be brought forward.</p> <p>f) <u>King's Lynn Library (Multiuser Community Hub)</u></p> <p>The newly opened library saw over 8,297 visitors in its first week, a significant increase from the previous year of 911. Footfall data shows that they are currently receiving 950 visitors a day with high levels of book issues totalling 2620 versus last year's 695. New memberships in the first week totalled 497 versus 18 last year in the same week, and engagement from students and community groups is encouraging. Tours and events are ongoing daily, and the collection of rare books is attracting interest. Room bookings and the training kitchen have lots of interest. The number of students studying is phenomenal compared to previous numbers. What was hoped for with the new library is being realized and people love the rarer books on show. A round of applause was given to Norfolk County Council colleagues regarding the success of this project and the opening.</p>		
<p>10. Finance Update</p> <p>The finance update highlighted the deficit on the rail to river project and clarified that the amount should show as 26 not 33 as shown in the paper. Further clarification was made that the library project has a deficit of £26,000, with £20,000 allocated for the archway. If completed before September, UKSPF funding may be used to cover this cost.</p>		
<p>11. AOB</p> <p>The Chair asked for reflections on the Parish (Town) Council response from the KLNB The board agreed with the wording as long as the wording is amended to say "Should there be a Town Council" The Chair will amend and submit by 4pm 27.03.26</p> <p>The Chief Executive of the Borough Council of King's Lynn and West Norfolk spoke to the Board about the LGR announcement and the 3 unitary council decision. Feedback from MHCLG is positive for Norfolk regarding processes to move forward and praise was given for the forward thinking in the proposals.</p>		
<p>12. Meeting Closed at 3:00pm</p>		
<p>Date and time of next Board meeting</p>	<p>Friday 24 April 2026 1:00pm – 3:00pm</p>	<p>Council Chambers Town Hall King's Lynn</p>

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After the meeting the Chair agreed to the publication of the following papers:

04. Minutes of Previous Meeting – **AGREED**
05. a. Action log – **AGREED**
 - b. Forward Work Plan – **AGREED**
 - c. Comms & Engagement Update – **AGREED**
 - d. DRAFT Local Assurance Framework – **EXEMPT**
07. Business Case for Community Capacity Building –**EXEMPT**
08. KL Masterplan – **EXEMPT**
09. Highlight Reports - **AGREED**
 - a. Programme overview
 - b. Guildhall & Creative Hub
 - c. Active & Clean Connectivity
 - d. Riverfront Regeneration
 - e. Rail to River
 - f. Multi-User Community Hub
10. Finance Update – **AGREED**