

KING'S LYNN NEIGHBOURHOOD BOARD

MEETING NOTES



Date:	Friday, 24 April 2026	Location:	Town Hall/MS Teams
Time:	1:00pm	Chair:	Vicky Etheridge

Attendees	
Board Members:	Vicky Etheridge, James Wild MP, Cllr Alistair Beales, Cllr Simon Ring Kerry Heathcote, Adam Taylor, Carly West-Burnham, Andrew Stevenson, Nova Fairbank, Graham Slater, Hannah Edge, Zach Stanford, Rik Martin, Chris Starkie
Support Members:	Duncan Hall, Jemma Curtis, Nicola Cooper, Sarah Parker, Ian Parkes, Mike Auger

Minutes	Actions
<p>1. Apologies Board Meeting</p> <p>Board Members: Kate Blakemore, Kirsty Macleod, Laura Dunn, Bishop Jane Steen</p> <p>Support Members: Michelle Drewery, Michelle McLean, David Wiles</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) • Rik Martin (Capacity Building Proposal) 	
<p>3. Introduction</p> <p>The Chair welcomed the Board to the meeting highlighting that it was a two part meeting that would include a governance workshop.</p>	
<p>4. Minutes of previous meeting on 27 March 2026</p> <p>Minutes from the previous meeting were noted and AGREED.</p>	
<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. PiP Risk and Fraud Risk Covering Report – noted Thanks was given to the officer for their work on the PiP Risk and Fraud registers</p> <p>d. Highlight Reports Covering March Updates – noted</p>	

<p>ii. Guildhall & Creative Hub - An update was given to the Board that ongoing efforts were in process to schedule a contractor site visit to the Guildhall for Board members.</p> <p>iv. Riverfront Regeneration – It was reported that the cabinet had approved the riverfront works contract and progress had been made with the property owner regarding lease variations, with contractor appointments expected to be finalised in the coming month.</p> <p>e. Financial Overview – noted</p> <p>f. Update Project Reports (NEW) - noted</p>	
<p>6. KL Masterplan Consultation Update</p> <p>An update was given on the upcoming King's Lynn Masterplan consultation, outlining the timeline, targeted stakeholder sessions, drop-in events, online engagement, and the use of an interactive ArcGIS website.</p> <p>Consultation Timeline and Activities: The consultation will run from 11 May to 8 June, with a targeted stakeholder session for Riverfront and Devil's Alley, multiple public drop-in sessions at key locations, a business breakfast for town centre businesses, and paid social media promotion.</p> <p>Interactive Website Demonstration: The ArcGIS-based interactive website was demonstrated, which will allow users to explore masterplan content, view site-specific proposals, and provide feedback via a short online form with open-text responses.</p> <p>Stakeholder and Board Involvement: Board members were invited to participate in the business breakfast (14 May) and will be given the opportunity to review exhibition boards and other materials before public release, with final drafts expected imminently.</p> <p>Post-Consultation Website Use: The ArcGIS website will remain live after the consultation, serving as an ongoing resource linked from council websites, with language and content to be refined by the comms team</p> <p><u>ACTION</u> - Master Plan Exhibition Materials Circulation: Circulate the final drafts of the exhibition boards for the master plan to the Board for review before they go public, allowing for feedback on any major concerns.</p>	<p>JC</p>
<p>7. Active & Clean Connectivity Update</p> <p>Active and Clean Connectivity Project and Baker Lane Travel Hub Decision: Pulse provided a comprehensive update on the Active and Clean Connectivity (ACC) project, focusing on the Baker Lane Travel Hub planning refusal, options for next steps, and the board's decision to resubmit a revised planning application.</p> <p>Planning Refusal and Issues Raised: The Baker Lane Travel Hub planning application was refused due to concerns about site suitability, conflict between car and cycle users,</p>	

<p>design, and lack of conflict-free cycling access, with specific issues around two-tier cycle racks.</p> <p>Options Considered: Three options were presented: resubmitting a revised planning application with design and access amendments, pursuing permitted development rights for a reduced scheme, or taking no further action and retaining existing facilities.</p> <p style="padding-left: 40px;">DECISION –The board, after discussion, agreed to proceed with option one Resubmitting a revised planning application—incorporating changes such as removing scooter racks, improving access via Traffic Regulation Orders, and addressing design concerns, with letters of support encouraged.</p> <p>Project Timeline and Funding: The revised timeline anticipates a planning submission in May, committee consideration in September, construction starting in January. Completion is estimated by April next year, with funding adjustments reflecting additional costs and reallocation.</p> <p>ACTION - Active Travel Hub Letters of Support: Board members to send letters of support for the Enterprise Zone Active Travel Hub planning application.</p>	ALL
<p>8. Tennyson Avenue Crossing – Next Steps</p> <p>Tennyson Road Pedestrian and Cycle Crossing Update: An update was provided on the Tennyson Road crossing, detailing ongoing challenges with Network Rail, interim safety proposals, and plans for further engagement.</p> <p>Project Background and Importance: The Tennyson Road crossing is a key link in the local cycling and walking infrastructure, connecting residential areas, schools, and the hospital, but is currently perceived as hazardous.</p> <p>Engagement with Network Rail: Discussions with Network Rail have highlighted challenges in delivering a combined signalised crossing at the preferred location due to operational concerns.</p> <p>Next Steps and Lobbying: A request will be made for a firm cost estimate for a feasibility study from Network Rail, with the possibility of high-level lobbying and engagement with the Office of Road and Rail if collaboration is not forthcoming.</p> <p>Interim Safety Measures: Interim proposals include upgraded pedestrian crossings, such as a zebra or central refuge near the Spar shop, with funding secured for feasibility work and further funding to be identified for construction.</p>	

<p>Stakeholder Involvement and Future Options: Pedestrian and cycle surveys will be conducted, and key stakeholders will be briefed to support lobbying efforts, with alternative options considered if collaboration with Network Rail remains unproductive.</p> <p>ACTION - Tennyson Road Crossing Feasibility Study: Request a firm cost estimate from Network Rail for the £150,000 feasibility study on the combined level and pedestrian crossing at Tennyson Road and determine funding options based on their response.</p>	IP
<p>9. Community Capacity Building Decision & Naming Consideration</p> <p>Proposal Amendments and Funding: The final proposal incorporated feedback from previous meetings, clarified full cost recovery, line management, and cash flow, and outlined the use of £420,000 capacity funding to cover the majority of costs, freeing up additional programme delivery funding.</p> <p>Governance and Decision-Making: Additional information was provided regarding line management, governance, and the decision-making framework, including the role of Imagine Norfolk Together and the operational group to avoid duplication and leverage existing resources.</p> <p>Branding and Communication: The board discussed the need for accessible language and branding for the programme, with suggestions to avoid jargon and ensure the initiative is clearly communicated to the public.</p> <p>Approval and Next Steps: The board approved the investment decision, with plans to initiate start-up meetings, publicity, and further work on naming and branding, and confirmation that any underspend can be carried forward.</p> <p>Community Capacity Building Integration: Ensure the new community capacity building activity leverages and coordinates with existing county-wide infrastructure programmes and community development workers to maximise impact and avoid duplication.</p> <p>DECISION - APPROVED: Community Capacity Building Programme Approval: The final business case for the community capacity building programme, detailing funding, governance, and operational plans, was approved by the board.</p> <p>ACTION - Community Capacity Building Project Naming: agreed that the community should develop a process to ascertain a suitable name or brand for the community capacity building project that is relatable.</p> <p>ACTION - Community Representation on the Board: Approach one of the representatives acting as an anchor for the community development work and invite as a community representative onto the board during the transition period.</p>	<p style="text-align: center;">ALL</p> <p style="text-align: center;">ALL</p> <p style="text-align: center;">JC/NC</p>

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<p>ACTION - Community Capacity Building Communications: Develop and implement a communications plan to publicise the investment in the community capacity building model, ensuring language and branding are accessible and resonate with local communities.</p>	<p>JC/NC</p>	
<p>10. PiP Monitoring Return</p> <p>Pride in Place Programme Monitoring Return: The PiP monitoring return requirements were presented, including reporting on capacity funding spend, project delivery forecasts, and board membership changes, with the board agreeing to review and approve the submission.</p> <p>Monitoring Return Requirements: The monitoring return must detail capacity funding spend, project delivery forecasts for the next six and twelve months, and any changes in board membership, with outputs to be reported in future returns as projects commence.</p> <p>Approval Process: The return must be signed off by the S151 Officer and the Neighbourhood Board and be made publicly available after submission to MHCLG.</p> <p>AGREED: Content of draft PiP Monitoring Return reviewed and agreed by the KLNB for submission and publication by 30 April 2026.</p>	<p>NC</p> <p>NC</p>	
<p>11-17 Governance Workshop Breakout</p> <p>Workshop Structure and Objectives: Participants split into groups to discuss current understanding, information needs, and potential timelines for transitioning to a community-led governance model, aiming to map out next steps and identify knowledge gaps.</p> <p>Governance and Representation: Discussions focused on the need for clear delineation between council, delivery bodies, and community representatives, ensuring missing voices are included, and considering models for effective community engagement and advocacy.</p> <p>Next Steps and Actions: The group agreed to continue discussions, possibly at a July session, and to invite a grassroots organisation to join the board as an anchor for community development work, with further work planned on governance structures and stakeholder involvement.</p>		
<p>18. AOB No items were discussed.</p>		
<p>19. Meeting Closed at 3:30pm</p>		
<p>Date and time of next Board meeting</p>	<p>Friday 22 May 2026 1:00pm – 3:00pm</p>	<p>The Beacon Church Losinga Road King's Lynn PE30 2DH</p>
<p>A KL Masterplan Consultation drop-in will be held at the Beacon following the meeting 3pm - 5pm for anyone wishing to attend.</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. PiP Risk and Fraud Risk Covering Report – AGREED
 - d. Highlight Reports Covering March Updates – AGREED
 - e. Financial Overview – AGREED
 - f. Update Project Reports - EXEMPT
07. Active & Clean Connectivity
 - a. ATH Next Steps – AGREED
 - b. LCWIP Workstream Update - AGREED
08. Tennyson Avenue Crossing – EXEMPT
09. Community Capacity Building Decision & Naming Consideration
 - a. Business Case – AGREED with redactions
 - b. Proposal Letters of Support – AGREED with redactions
10. PiP Monitoring Return
 - a. PiP Covering Report - AGREED
 - b. Pip Monitoring Return for Approval - AGREED