KING'S LYNN NEIGHBOURHOOD BOARD
MEETING NOTES

Date:	Friday, 25 September 2026	**Location:**	MS Teams
Time:	1:00pm	**Chair:**	Vicky Etheridge

Attendees	
Board Members:	Vicky Etheridge, Kerry Heathcote, Cllr Alistair Beales, Cllr Simon Ring, Carly West-Burnham, Bishop Jane Steen, Adam Taylor, Andrew Stevenson, Nova Fairbank, Graham Slater, Chris Starkie, Rik Martin
Support Members:	Duncan Hall, Jemma Curtis, Nicola Cooper, Michelle McLean, Emma Kavanagh, Sarah Parker, Spencer Hunt, Phoebe Rudgard

Minutes	**Actions**
1. Apologies Board Meeting Board Members: James Wild MP, Kate Blakemore, Zach Stanford, Laura Dunn, , Hannah Edge. Support Members: Michelle Drewery, David Wiles	
2. Declarations of interest Declarations of interest were recorded for: • 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) • Rik Martin (Capacity Building) • Adam Taylor (Hosting Cake in the Carnegie event)	
3. Introduction The Chair welcomed the Board to the meeting and introduced Spencer Hunt from North East Lincolnshire as the guest speak for agenda item 4.	
4. Adopting Our Future - A Community Led Approach Spencer Hunt and Phoebe Rudgard described North East Lincolnshire's community-led approach, using the established Greater Grimsby Board, Our Future and locally recruited decision-makers to shape and distribute a £20 million Pride in Place fund. **Governance Model:** It was highlighted that North East Lincolnshire used the existing Greater Grimsby Board rather than creating a new neighbourhood board and a Pride in Place subgroup was established beneath it, chaired by a voluntary-sector representative and linked to mission groups covering themes identified through community engagement. It was	

emphasised that this approach has the local authority retaining accountable-body responsibilities, while aiming to remain as unobtrusive as possible in delivery. **Community Engagement:** Further information was shared on Our Future who supported physical engagement, workshops and a Polis online consultation. Resident engagement included submission of ten-year vision statements and votes on others which was hugely successful and saw the process generate approximately 790 new ideas, around 1,100 participants and more than 56,000 votes. These were then grouped into themes including town-centre vitality, the built environment, renewable energy, nature, safety, housing, education, arts and culture. **Mission Groups:** More than 80 people applied to join mission groups, with applicants explaining their interest and relevant skills. Chairs of the groups joined the Pride in Place subgroup, creating a connection between community priorities, thematic development and the Greater Grimsby Board's oversight. **Fund Design:** The creation of a community fund was and is an integral part of the community engagement process. The Growing Together Fund consists of three elements: Give It A Go grants of up to £10,000 for new ideas; Strengthen and Grow grants of up to £50,000 for existing organisations; and Build for the Future, still being developed for larger capital projects. **Local Decision-Making:** Decision-makers were recruited openly from the community, separately from the mission groups and subgroup. For Strengthen and Grow, community representatives will be supported by subject-matter experts because applications may involve larger capital projects and more detailed technical considerations. **Community Grants and Legal Entity:** It was explained how North East Lincolnshire supports applicants, administers grants through Key Fund and plans to establish an independent legal entity within 12 months to provide a longer-term legacy for Pride in Place. **Applicant Support:** For community project submission, Our Future promotes funds, manages the website and supports applications, including workshops for people who have not previously completed funding forms. Applicants who were unsuccessful can receive feedback and submit an improved application in a later round. **Learning Approach:** The programme is being treated as a learning environment, with reflective reviews built into delivery. It was noted that the first round did not leave enough time between feedback sessions and the application deadline, so the process is being adjusted for future rounds. **Grant Administration: "**Key Fund" an external funding administrator was commissioned to administer the grants, allowing the council to avoid taking on all application administration and due-diligence work. The arrangement is supported by funding policies, grant agreements, scheme delegations, privacy statements and data-sharing arrangements,	

providing assurance that decisions and distributions comply with accountable-body requirements. **Future Legal Entity:** North East Lincolnshire intends to establish a new legal entity within 12 months, potentially as a charity or community interest company. Our Future is exploring options for consideration by the board, with the aim of creating an independent body that can manage Pride in Place funds and attract additional philanthropic and external investment. **Transition Arrangements:** The Pride in Place subgroup will not automatically become the new entity. Appropriate trustee-directors and skills will need to be identified. Key Fund may continue to provide oversight and administration during the early stages until the new organisation has sufficient capacity and governance to manage the fund independently.	
5. Minutes of previous meeting 26 June 2026 Minutes from the previous meeting were noted and AGREED	
6. Items to note a. Action log - noted b. Forward work programme -noted	
7. St George's Guildhall **The board was given an** update on the St George's Guildhall and Creative Hub, reporting progress nine months into construction and archaeological discoveries. **Construction Progress:** Messenger is progressing groundworks, new footings, openings, brickwork, repairs, roof works and the installation of the Crown Post Truss. Heating and electrical design work continues, including coordination with the Theatre and Shakespeare Visitor Experience. Guildhall roof activity is expected to continue into January or February 2027. **Archaeology:** Archaeological excavation continues in the area of the proposed goods lift, where excavation must go deeper than elsewhere on site. Field Archaeological Services (FAS) and heritage specialists are assessing any significant findings. **Social Value:** Messenger continues to use local suppliers and trades within a 40-mile radius, representing close to 15% of the contract value. Engagement with schools and the College of West Anglia, apprenticeships and wider community benefits are continuing. **Fundraising:** Cause4 has been appointed to strengthen the fundraising campaign, develop the case for support, establish fundraising infrastructure and pursue new opportunities. Arts Council England has invited a full application for access improvements, with the application targeted for the end of October. **Guildhall Operations and Transition:** Discussion was held around the operational readiness, the proposed new Operations Director role and the transition to charity-led operation, with the Borough Council retaining a backstop role while responsibilities and funding are clarified.	

Learning And Engagement Staffing: The interim learning and engagement lead has finished, and a new candidate has been appointed. A start date has not yet been confirmed, but they are expected to begin within approximately one month. **Community Activities:** The programme has delivered family sessions, storytelling, games, crafts, drama and dragon arts workshops across the Borough, including in Hunstanton, Downham, Gaywood and North Lynn. Activities have deliberately included areas that are harder to reach, where previous sessions were oversubscribed School visits to Number 29 King Street reached more than 800 children, a Minster end-of-term play attracted 200 young people, **Visitor Engagement:** Number 29 recorded 2,751 visitors by 24 August 2026. Heritage Open Day attracted 1,059 visitors despite access being through a controlled construction route with fencing and scaffolding. **Communications Approach:** The team is developing a regular, multi-channel communications programme covering visible construction progress, conservation, stakeholder visits, fundraising and future opportunities. Local messaging is intended to maintain political and community support, while regional, national and international messaging supports fundraising and specialist heritage engagement. Social media channels are proving successful and have so far generated 35,000 views. **Newsletter:** A monthly e-newsletter is being used to keep councillors, the senior leadership team, the Neighbourhood Board, the charity, partners, stakeholders, officers and volunteers informed.	
8. King's Lynn Masterplan The refined King's Lynn Masterplan was presented, which retains its overall approach while incorporating statutory-stakeholder feedback and sets out direct-delivery and enabling priorities for the next stage. The plan covers 24 sites, approximately 730 new homes, 17,791 square meters of non-residential floor space and 17.2 hectares of public realm and open space. It was emphasised that it is not solely a development plan: it also addresses movement, biodiversity, health, wellbeing and the quality of public spaces. **Stakeholder Refinement:** The final draft has been refined following consultation and feedback from the Environment Agency, planning officers, Historic England and Norfolk County Council highways officers. The fundamental structure remains unchanged, but details have been adjusted. **Delivery Roles:** The Borough Council will directly progress opportunities involving its own assets, while the Council and Neighbourhood Board can act as enablers for privately or community-owned sites. The masterplan is intended to help partners and funders understand how individual projects fit within a wider town-centre strategy.	

Endorsement Process: The Cabinet report is being finalised for November, with Council consideration planned for early December. The draft remains non-public and can still be refined; board members were asked to send comments before the report proceeds through Cabinet and scrutiny. Board members broadly supported the Masterplan but asked to strengthen the public narrative about the Borough's enabling role, explain the rationale for the 24 sites and provide clearer information about parking changes.	
9. Governance Review - Task & Finish Group The governance task and finish group proposed retaining the strategic Neighbourhood Board while building a separate community-led structure through community capacity funding, skills development and a phased transition. **Board Role:** The task and finish group concluded that the existing Neighbourhood Board remains necessary for strategic leadership, oversight, accountability, scrutiny and partnership working. A community-led body would gradually develop experience in engagement, project development and local delivery rather than immediately replacing the board. **Capacity Building:** Four community connector or community builder posts have been appointedin priority neighbourhoods. Their work will help establish community representation and build the capacity needed for a future community-led structure. **Skills Audit:** The current board will undertake a skills and experience audit to determine whether it has the knowledge required to guide the transition and oversee emerging community-led arrangements. This will identify areas requiring training, including governance, legacy planning, fundraising and community-fund development. **Membership and Elected Members:** The board does not intend to recruit additional members until it understands the future structure, membership needs and skills gaps. Members also highlighted the need to brief and engage ward councillors so they understand their role in supporting community work and the relationship between elected members, the board and community builders. **ACTION:** Officers to update ward members on community capacity building progress **Transition Planning:** The proposed transition is iterative and is expected to include community representation, governance and leadership training, fundraising skills, appraisal of legal structures, a community co-chair and a transitional community leadership subgroup. Board members and community builders will need structured introductions and a set of practical actions over the coming months. **ACTION:** Circulate the skills audit to KLNB members to identify training or development needed to oversee the emerging community-led governance arrangements	**JC/NC** **NC/PMO**

10. Devolution/LGR/QEH Policy Update **Local Government Reorganisation:** The Secretary of State paused the local government reorganisation process on 7 September. The pause applies to proposals to abolish existing councils and replace them with new unitaries; it does not indicate that the policy has been abandoned. The government indicated that the next elections will be normal Borough Council elections on existing boundaries, rather than unitary elections. Civil servants are expected to consider the position during the conference recess, ending on 12 October, after which a timetable and further details are expected. The future arrangement remains open: the government may revise and resubmit the existing proposal, make a different decision or undertake further consultation. The four areas with judicial reviews had their decisions withdrawn because of the legal timetable, while other areas were described as paused. **Devolution:** Devolution remains a stated government commitment and is not intended to be delayed by reorganisation. Norfolk and Suffolk are considering participation in a mayoral authority, with a mayoral authority without a mayor potentially being established in early 2027 to support the first funding tranche in 2027–28; mayoral elections are expected in 2028, although an earlier 2027 election has been discussed. **QEH Service Configuration:** It was explained that the QEH group is developing a clinical strategy on future service configuration, with community views being gathered through a Healthwatch-supported survey before proposals are considered by the group board. Formal decisions have not yet been made.	
11. Highlight Reports Covering September Updates a. Programme overview -noted b. **Guildhall & Creative Hub** -noted with no further update provided following the project's discussion in agenda item 7. c. **Active Clean Connectivity** – Planning consent has been secured for the Enterprise Zone Active Travel Hub, with construction expected to begin in autumn. Baker Lane is being resubmitted. d. **Riverfront Regeneration -** Riverfront dry-side works are complete apart from outstanding drainage matters, and a pre-meeting tour is planned for Board members before the October board meeting, with a formal opening planned for spring. **ACTION:** Circulate invitation to KLNB members for the dryside tour on October 23.10.26 prior to the KLNB meeting. e. **Rail to River -** Pop-up marketing materials have been refreshed and a new tenant is in place. The Purfleet Street arch alternative design is being reviewed by the team in the absence of a response from Boots regarding building attachment permissions. **Update Project Reports** f. **Town Centre Repurposing** - noted with no further update provided following the project's discussion at agenda item 8.	**PMO**

g. **Riverfront Phase II (Devils Alley)** - noted with no further update provided following the project's discussion at agenda item 8. h. **Riverfront Phase II (Sommerfeld & Thomas)** - noted with no further update provided following the project's discussion at agenda item 8. i. **Community Capacity Building** – It was reported that all four community capacity-building posts have been offered, with introductions planned for the October and November board meetings. 'Cake at the Carnegie' is planned for 3 October at the old library as an informal community event intended to reach people who may not attend formal consultations. Feedback will contribute to asset mapping and local action plans. Community Action Norfolk is working with clergy and Together Norfolk on the line-management approach, while communications activity continues around recruitment and community engagement.	
12. Finance Strategic Overview A £59.4 million forecast was reported against a £58.7 million overall budget, with the Riverfront deficit resolved through contingency use and the Active Clean and Connectivity deficit increasing because of Morgan Sindall delays and related costs.	
13. Quarterly Risk Register Review The board noted the updated risk register and reviewed the updated focus on current delivery and completion risks. Earlier risks have been closed or consolidated, while coverage has been strengthened for operational sustainability, benefits realisation and strategic governance. **Election Risk:** The Board highlighted the May local elections as a potential source of change in board representation and a factor in the transition to future governance arrangements. **Chair Succession:** The current Chair said their term ends in March 2027, creating a potential need for a new Chair. Members noted that the board should remain robust and confident through any changes and considered whether succession should be managed from within the existing board. **Key Programme Risks:** The register includes cost escalation and affordability, construction delays, stakeholder and community engagement, scope change, programme capacity, statutory consents, political support and secured funding.	
14. **AOB** No items brought forward.	
15. Meeting Closed at 3:30pm	

Date and time of next Board meeting	**Friday 23 October 2026** **1:00pm – 3:00pm**	**Council Chambers** **Town Hall** **King's Lynn** **PE30 5DQ**

After the meeting the Chair agreed to the publication of the following papers: 05. Minutes of Previous Meeting – AGREED 06. Items to note a. Action log - AGREED b. Forward work programme – AGREED 07. St Georges Guildhall a. GH Creative Hub and Progress Update presentation – EXEMPT b. St George's Guildhall Pride in Place Monitoring - EXEMPT 08. King's Lynn Masterplan a. Final draft Masterplan - EXEMPT b. Summary & Priorities - EXEMPT 09. Governance Review - Task & Finish Group a. Task & Finish Group Update - AGREED b. Transition Timeline Proposal to Community Led - AGREED c. Skills Audit - AGREED 11. Highlight Reports Covering April Updates a. Programme overview - AGREED b. Guildhall & Creative Hub - AGREED c. Active Clean Connectivity - AGREED d. Riverfront Regeneration - AGREED e. Rail to River - AGREED Update Project Reports f. Town Centre Repurposing - EXEMPT g. Riverfront Phase II - EXEMPT h. Sommerfeld & Thomas - EXEMPT i. Community Capacity Building - AGREED 12. Finance Strategic Overview - EXEMPT 13. Quarterly Risk Register a. KLNB Risk Register Report - AGREED b. KLNB RR Appendix A - AGREED c. PiP Risk Register - AGREED d. PiP Fraud Register - AGREED	