KING'S LYNN NEIGHBOURHOOD BOARD
MEETING NOTES

Date:	Friday, 23 October 2026	**Location:**	MS Teams
Time:	1:00pm	**Chair:**	Vicky Etheridge

Attendees	
Board Members:	Vicky Etheridge, Kerry Heathcote, Cllr Simon Ring, Bishop Jane Steen, Adam Taylor, Andrew Stevenson, Nova Fairbank, Graham Slater, James Wild MP, Kate Blakemore, Laura Dunn, Zach Stanford
Support Members:	Duncan Hall, Jemma Curtis, Nicola Cooper, Emma Kavanagh, David Wiles, Hannah Edge, Ian Parkes, Gavin Broad, Vicki Price, Sara Nurse, Sarah Lapsey, Jesuyanmife Ogundele, Harriet Bye

Minutes	**Actions**
1. Apologies Board Meeting Board Members: Cllr Beales, Chris Starkie, Rik Martin, Carly West-Burnham Support Members: Michelle Drewery, Sarah Parker	
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 (Community Capacity Building) • Rik Martin (Community Capacity Building) • Adam Taylor (Hosting Cake in the Carnegie event)	
3. Introduction The Chair welcomed the Board to the meeting and introduced	
4. Minutes of previous meeting 25 September 2026 Minutes from the previous meeting were noted and AGREED	
5. Items to note a. Action log – noted. Regarding Action 181, the decision to hold the High Street repair works due to the prohibitive Norfolk County Council cost estimate was	

flagged at September's meeting and therefore it was requested this be updated on the action log. Target date for completion of any works currently unknown. b. Forward work programme -noted c. Comms Update – noted d. Guildhall Operations Director Role – noted The chair flagged the need for and importance of Board members to complete the skills survey that was previously circulated. Thanks were given to those who have already completed it. For those outstanding the deadline for completion is 27.10.26. **ACTION:** Board members to complete the Skills Audit by 27.10.26	**ALL**
6. Community Capacity Building Update The board was introduced to the new community capacity team covering Gaywood, Fairstead and King's Reach, North Lynn and South Lynn, outlining an asset-based approach that moves from understanding and connecting communities towards convening, collaboration and community-led action. **Team Responsibilities:** The neighbourhood community builders will identify residents, organisations, groups and local connectors, to build relationships and link organisations that do not currently work together. Their focus will be across all four areas regarding children, young people and families, including stronger links with schools, family hubs and existing services, and development of the King's Lynn Youth Network with Mancroft Advice Project, the West Norfolk Youth Advisory Board, the Targeted Youth Support Service, the Benjamin Foundation and other partners. **Evidence And Baseline:** The Engagement Support Officer role will provide the monitoring, evaluation, evidence, asset-mapping, contact-management and reporting systems for the programme. The baseline will establish each neighborhood's assets, strengths, connectors, leaders, resident priorities and opportunities, creating a reference point for measuring change over time. **Delivery Sequence:** Between October and December, the team will listen to residents and organisations, visit neighbourhoods, identify assets and connectors, map relationships and establish priorities. From January, the intended progression is towards convening partnership hubs and community forums, collaborating around shared priorities, and beginning community-led action by spring. **Early Feedback and Barriers:** Within the team's first week they had produced positive engagement from professionals and residents, with no significant barriers identified so far. Councillor engagement was mixed with some practical concerns remaining; a councillor forum will provide an opportunity to establish shared understanding and relationships in the future. **Support And Signposting:** In response to an offer of Norfolk County Council support, the team would work closely with adult social services and local community development	

workers to provide routes into relevant services. The Citizens Advice, based in the same Connection building, can help residents with blue-badge applications and benefits forms. **Town Centre Community Capacity Planning:** Town-centre engagement through Cake in the Carnegie and the Debenhams Enquiry by Design process was discussed. **Engagement Findings:** Cake in the Carnegie attracted 54 people through an informal event designed to reach residents who may not attend formal consultations; feedback broadly confirmed earlier findings and included positive views from families who had recently moved to the town. **Town Centre Approach:** The board discussed the need to complement major capital projects with neighbourhood-level engagement, community-led investment and a town-centre action-planning approach. Developing an options paper was proposed for community capacity building and possible grassroots investment in the town centre in the absence of a lead anchor organisation yet to be identified; members also considered inviting local organisations to propose how they could participate and whether a subgroup might be appropriate. **Debenhams Opportunity:** More than 40 participants, including residents, community representatives, officers and members, took part in the Debenhams Enquiry by Design process, which was described as constructive and proactive despite concerns about the vacant building. **Agreed Next Step:** The board supported progressing an options paper as soon as practicable, covering the resources, governance and delivery model needed for town-centre community capacity building. Existing community roles connected with the former library site were offered as a possible source of capacity where useful. **Community Grants Fund Exploration:** The board supported exploring a small community grants fund, proposing grants for at least £1,000. Members agreed that small grants could provide visible, practical progress while the longer community-capacity model is being established. Members noted that a previous Council grants programme had been oversubscribed and that the scheme would need clear eligibility rules, filtering, governance and capacity arrangements. Possible administrators included the community capacity team, Norfolk Community Foundation or another specialist organisation. **External Learning:** Shared learning and materials from Norfolk County Council's recent small-grants and larger grant programmes were offered. Understanding what value-added an external delivery partner would provide, including reach into communities and the ability to attract match funding may be useful. **Decision And Timing:** The board agreed to explore both internal and external delivery options before the next meeting, while recognising that a fully developed scheme might not be achievable within a month. The immediate task is to develop principles, guardrails, governance options and an indicative timetable.	**NC** **NC** **NC**

7. STARS Update An update was given to the board on the revised STARS scheme, covering the DfT-funded programme, its design changes, stakeholder engagement, public consultation and construction-planning constraints, with consultation scheduled from 9 November to 18 December 2026. **Scheme Scope and Funding:** The original scheme was reduced because inflation made Southgate's unaffordable within the fixed funding envelope. The revised scheme removes Southgate's, adds gyratory improvements from the Local Cycling and Walking Infrastructure Plan and includes Baxter's Plain. DfT accepted the adjustment request in January 2026, without requiring further outline or full business-case submissions. **Design Development:** The scheme includes widened footways, new or improved shared-use routes, a bidirectional cycle route on Railway Road, links through Norfolk Street and Little Port Street, changes around Blackfriars Street and St James's Park, and a shared-use route along John Kennedy Road towards Bawsey Drain. Safety-audit changes include resolving the vehicle route through Baxter's Plain, redesigning the Railway Road/Blackfriars Road/St James's Park junction and parking or cycle-route changes where the proposed route would otherwise terminate without a Southgate's connection. **Stakeholder Engagement:** Engagement with the local bicycle user group, library staff, Vancouver Quarter management and Borough officers have been made, and discussions with Vision Norfolk and the police regarding visually impaired users, tactile treatments and hostile-vehicle mitigation is being sought. Active Travel England has also provided input, and the local planning authority has indicated that planning permission is not required for Baxter's Plain, subject to obtaining a Certificate of Lawful Development. **Public Consultation:** The consultation will run online from 9 November to 18 December, supported by letter drops to affected residents and businesses, publicity at key locations and social media. Staffed sessions are planned at the new library on 25 November and 3 December; feedback will be used to refine the scheme before the lawful development certificate, detailed design and construction planning proceed. **Programme and Construction:** The target is to complete the works around March 2028, although construction may extend beyond that date; DfT funding is available until March 2029. A term contractor has been identified and is working on traffic management and specialist-material lead times, while the County Council is coordinating construction slots with other major schemes, including possible competing priorities such as the West Winch Housing Access Road and Hardwick Roundabout.	
PiP/TF Autumn Monitoring Return The mid-year Pride in Place and Local Regeneration Fund monitoring returns were discussed, which the board approved for submission, noting increased community-capacity expenditure, the planned March capital drawdown for the Guildhall and the absence of reported delays in the current return.	

Pride In Place Return: The current Pride in Place return is a light-touch mid-year assessment. Only approximately £165 was spent on town-centre community capacity building at the reporting point, but expenditure will increase following the appointment of the community capacity team. Six months of team delivery were funded, while a full year of on-costs was claimed because of recruitment-related work and associated costs. **Guildhall Forecast:** The Guildhall and Creative Hub forecast remained as previously reported, with the intention to draw down £360,000 of capital in March at the end of the financial year. Further information will be included in the year-end return, alongside any updated narrative arising from other funding applications. **Local Regeneration Fund Return:** The six-month Local Regeneration Fund return uses the monitoring framework introduced in April 2026. It records outputs, financial information and a short narrative on progress, issues and delays; there were no new delays to report in this period. It was noted that Government reviews submissions closely, having previously requested corrections to a small financial discrepancy and clarification of wording about Riverfront delays. **DECISION:** Does the Board approve the submission of both the PiP and TF 6 monthly monitoring returns? **BOARD APPROVAL:** The board agreed the monitoring information and authorised submission through the Section 151 officer process.	**ALL** **MD**
a. **Highlight Reports Covering September Updates** b. Programme overview -noted c. **Guildhall & Creative Hub** i. The Red Barn roof is nearing completion, brick repairs are under way, exposed roofs are being prioritised before winter, and excavation in the Shakespeare Barn area has progressed without archaeological findings that would delay the project. The Crown Post Truss has been restored and is being reinstalled as a historically significant decorative feature. A new Guildhall Operations Director role has been advertised, and the new Learning and Engagement Officer is in post. ii. **Guildhall Funding and Visits:** A capital Arts Council application was submitted, and the board expects a possible visit from Historic England on 27 November. The visit is intended to support continued engagement with Historic England during the project's lifetime. d. **Active Clean Connectivity** i. Morgan Sindall has signed the contract and begun preparatory work for the Enterprise Park Active Travel Hub, with site works expected to start in early November. The Baker Lane Active Travel Hub application is due to be resubmitted after changes responding to stakeholder feedback; it remains uncertain whether the application will be determined by officers under delegated powers or referred to committee. e. **Riverfront Regeneration** i. Custom House works are progressing, including scaffolding, roof and cupola inspection, internal floor and joist work and basement excavation for lift	

foundations. The scaffold has been confirmed as suitable for storm-surge conditions. The board raised concerns about noise from a welfare generator operating very early in the morning, and the issue was noted for follow-up. f. **Rail to River** i. Rail to River remains broadly complete apart from the Purfleet Street arch. Contact with Boots and the relevant parties has resumed, quotes are available for manufacture and installation, and finance is reviewing how the capital position can be addressed. The Pop-Up units are available again, three tenants are currently in place, and a communications campaign is planned. **Update Project Reports** g. **Town Centre Repurposing** i. Historic England and the King's Foundation are supporting work on the Southern High Street and Debenhams, including a potential place-based grant and public-realm scheme. The board expects a more developed proposal around January, while Debenhams may require a separate funding mechanism because it could absorb the available grant allocation on its own. h. **Riverfront Phase II (Devils Alley)** i. Devils Alley remains in development, with internal work under way on project governance, resourcing, community involvement, long-term management and the balance between capital works and site-related costs. i. **Riverfront Phase II (Sommerfeld & Thomas)** i. The Sommerfeld and Thomas site secured more than £900,000 through the Heritage at Risk Programme, supported by Borough Council match funding, with project inception and start up with Historic England due to start imminently.	
10. Finance Strategic Overview The report was noted with no further comment.	
11. AOB The chair recorded that this was the Vice Chair's Kerry Heathcote final meeting prior to their retirement from the CWA in December. The Chair thanked Kerry for their sustained contribution, including their involvement in the library project and representation of students' interests.	
12. Meeting Closed at 3:00pm	

Date and time of next Board meeting	**Friday 27 November 2026 1:00pm – 4:00pm**	**Council Chambers Town Hall King's Lynn PE30 5DQ**

After the meeting the Chair agreed to the publication of the following papers: 04. Minutes of Previous Meeting – AGREED 05. Items to note a. Action log - AGREED b. Forward work programme – AGREED c. Comms Update - AGREED 06. Community Capacity Building a. Project Update Report – AGREED b. Covering Report CCB TC - AGREED c. Appendix 1 CCB Town Centre - AGREED d. KLNB Governance & CCB - AGREED 07. STARS UPDATE a. Presentation - EXEMPT 08. PiP/TF Monitoring Return a. PiP Monitoring Return Covering Report - AGREED b. PiP Monitoring Return - EXEMPT c. TD Monitoring return - EXEMPT 09. 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 - AGREED g. Riverfront Phase II - AGREED h. Sommerfeld & Thomas - AGREED 10. Finance Strategic Overview - AGREED	