

BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK

MEMBER MAJOR PROJECTS BOARD

**Minutes from the Meeting of the Member Major Projects Board held on
Monday, 12th May, 2025 at 9.30 am in the Council Chamber, Town Hall,
Saturday Market Place, King's Lynn PE30 5DQ**

PRESENT: Councillor A Beales (Chair), R Blunt, A Kemp, B Long,
C Morley, S Ring (Vice-Chair) and Ware

1 APOLOGIES

An apology of absence was received from Councillor J Moriarty.

2 MINUTES

Councillor Beales commented regarding Councillor Blunt's previous query on whether it was the Borough Council or Norfolk County Council who would be the planning authority for the STARS scheme and confirmed that Officers have not yet confirmed this.

RESOLVED: The minutes from the previous meeting were agreed as a correct record.

3 DECLARATION OF INTEREST

There were no declarations of interest.

4 URGENT BUSINESS UNDER STANDING ORDER 7

There was no urgent business under Standing Order 7.

5 MEMBERS PRESENT PURSUANT TO STANDING ORDER 34

Councillor A Kemp and Councillor A Ware were present under Standing Order 34.

6 CHAIR'S CORRESPONDENCE

There was none.

7 STANDING ITEM: ACTION LOG

Councillor Morley asked if there was any progress on the lease of the Custom House. Councillor Ring advised he would raise this with the Interim Assistant Director for Property and Projects.

The Board had no further comments or questions on the Action Log

8

**STANDING ITEM: PROJECT HIGHLIGHTS REPORT
INCLUDING THE OVERVIEW REPORT**

[Click here to view the recording of the item on YouTube.](#)

EZ NORA Infrastructure

The Assistant Director for Regeneration, Housing and Place highlighted to Board a significant overspend from Norfolk County Council. He added most of the work was completed however minor works were outstanding.

Councillor Ring sought clarification on the travel hub to be built as planned.

The Assistant Director for Regeneration, Housing and Place confirmed the final report had not yet been received however it was positive as there was concern this aspect of the project was jeopardized.

Councillor Ring questioned further if the active travel hub was to go ahead, would this fit the Neighbourhood Board time frames for spending.

The Assistant Director for Regeneration, Housing and Place confirmed it would fit the time frame and requirements of the Neighbourhood Board to be in contract by March 2026, not to have spent the money by this date. He added the timeline was tight and therefore a risk.

Councillor Long raised a concern of the access road being gated and questioned if there were any future plans for this to be opened to allow access for fire emergency vehicles to access Nar Ouse Way and the A47.

The Assistant Director for Regeneration, Housing and Place advised he was unable to confirm but would raise with Norfolk County Council.

Under Standing Order 34, Councillor Kemp commented discussions had been had regarding this matter and added this would be useful for fire emergency vehicles.

Parkway (Florence Fields)

The Assistant Director for Regeneration, Housing and Place advised there had been good progress however sales slower than anticipated. He advised arrangements were being reviewed and housing research had been conducted to identify prospective purchasers.

The Chair, Councillor Beales highlighted site progress was going well. The deputy mayor had recently undertaken a site visit who was particularly interested in the environmental aspects. The Chair confirmed that a site visit for members would be arranged and mentioned that the show home showed the modern construction methods in use, in clear and easy to understand detail. He referenced the projected 55% saving in energy costs. He brought to the Board's attention work going on to enable information to be more accessible to members without compromising commercial sensitivity.

Councillor Ring commented the housing research reinforced the reason for building the developments and who the interested and prospective purchasers are.

The Chair, Councillor Beales highlighted a report was to go to the Corporate Performance Panel to provide an overview of the major housing programme.

In response to Councillor Kemp the Chair, Councillor Beales confirmed the technical risks had been resolved and outlined that works in connected with the attenuation tanks were progressing well.

Councillor Morley commented that overall the major housing programme was on target with the budget. The Chair, Councillor Beales agreed there was realistic forecasting.

Southend Road

The Assistant Director for Regeneration, Housing and Place advised the Board, the project was near completion however the project had exceeded the target completion date with Homes England. He explained there was a review on the how to approach the sales strategy and there was an exempt cabinet member delegated decision covering this.

The Chair, Councillor Beales asked if a site visit for all members could be arranged and for this to be a multisite tour.

West Winch Growth Area

The Assistant Director for Regeneration, Housing and Place highlighted that members would have seen the recent news confirming the outline business case funding from the Department for Transport. He mentioned issues with staffing capacity and an internal accounting anomaly which was being worked through along with ongoing matters as part of the project.

Councillor Morley sought clarification on the delay in the cooperation agreement and whether the deadline set by planning committee had been met. The Assistant Director for Regeneration, Housing and Place advised he was unable to provide an update on the agreement.

The Chair, Councillor Beales commented work was ongoing and provided positive reassurance to members.

Councillor Blunt commented it was a concern for planning committee if this was not going to be completed within the six weeks deadline.

Under Standing Order 34, Councillor Kemp sought clarification if more funding was needed following funding from Homes England and the local contribution. She commented she was concerned about active travel.

The Assistant Director for Regeneration, Housing and Place commented the funding needed to be understood and Officers were working with Norfolk County Council to look at an additional scheme which was different to the Section 106 agreement.

Southgates Place Making/ STARS

The Assistant Director for Regeneration, Housing and Place brought to the attention of the Board the delay with the transport element and delay in the submission of the outline business case from Norfolk County Council due to a funding gap. He advised the project had been paused whilst waiting for Norfolk County Council's intention are going forward.

Councillor Long questioned if this was to be delayed then it was sensible to find a way for the existing area to be tidied up and maintained, specifically the boards/flyposters put up, as this area was owned by the Council.

The Assistant Director for Regeneration, Housing and Place commented there was a fundamental decision required about the business case for STARS which needed to be submitted. He explained the levelling up funding needed to be considered if that was to be used to complete the gyratory element of the scheme with expanded interventions and he confirmed that alternative funding programmes were being considered. He commented what can be delivered needed to be considered from a planning perspective and that needs to take into account environmental improvements.

Councillor Long echoed his previous comments that the area needed to be tidied to improve that access route into the town.

The Chair, Councillor Beales commented Norfolk County Council were not going to fund the gap and therefore the plan needed to be revisited. He added the car garage needed to be demolished and that he was asking officers to look into whether the park can be opened up.

Under Standing Order 34, Councillor Kemp questioned if the project needed to be reviewed to determine what was to be achieved because

an increase in active travel should be a focus. She questioned if there was to be green space to compensate the removal of the park.

The Chair, Councillor Beales responded to Councillor Kemp and reiterated the current proposed scheme would not happen due to the funding gap.

Councillor Morley commented the project scope needed to be recast to reflect aspirations the Borough Council have, and that Norfolk County Council's positioning needed to be reflected in the reporting.

The Chair, Councillor Beales added officers were in communication with Norfolk County Council and await their decision made by Members.

Councillor Morley supported Councillor Long comments and suggested the risk rating be changed from amber to red.

In response to Councillor Kemp the Chair, Councillor Beales confirmed there was a constant thread of conversations being had to improve active travel.

ACC

The Assistant Director for Regeneration, Housing and Place referred to the LCWIP progressing and active travel hubs which were proposed to be located at Baker Lane and on the Enterprise Park.

In response to Councillor Morley, the Assistant Director for Regeneration, Housing and Place confirmed a report was expected imminently.

The Chair, Councillor Beales sought clarification on the progress with Baker Lane.

The Assistant Director for Regeneration, Housing and Place explained both projects would be run together.

The Chair, Councillor Beales raised concern on the impact of Baker Lane travel hub if the Enterprise Park travel hub was not delivered.

The Assistant Director for Regeneration, Housing and Place confirmed there had been discussions on the sites and would ensure a plan B was in place to ensure Baker Lane was delivered if the hub on the Enterprise Park was not.

Under Standing Order 34, Councillor Kemp sought clarification in the funding used to remove the contamination at the enterprise park.

The Chair, Councillor Beales advised a re-mediation statement was awaited to help determine the funding for the hub on the Enterprise Park.

The Assistant Director for Regeneration, Housing and Place commented there were concerns the project costs would be high and therefore not deliverable, however further details were awaited.

Councillor Morley commented a re-analysis should be done to identify if this project was still a requirement for the Borough and if the funding should be reallocated.

The Chair, Councillor Beales advised active travel hubs were identified as a key requirement by the Neighbourhood Board. He commented the question had been raised with reallocating the funds if the project was not deliverable. He explained the importance of understanding the difference between the Borough Council and the Neighbourhood Board.

Councillor Morley sought clarification in the accountable body if the project was not delivered.

The Programme Management Office Manager provided assurance; a report was planned to be presented to the Neighbourhood Board at the end of May following which the Board would decide the way forward. If there was a change in scope a project adjustment request would follow.

Riverfront

The Assistant Director for Regeneration, Housing and Place highlighted there was progress with the Custom House following completion of a new business plan. He advised the new business plan included installation of a platform lift and accessible toilets and the ambition was to have an iconic and purposeful building. He added that the Neighbourhood Board had decided the Devil's Alley aspect would be continued under alternative funding programmes and wanted to re-look at a less construction orientated design.

In response to Councillor Morley, the Programme Management Office Manager explained the evolution of the governance around the former town deal board/ town board now the Neighbourhood Board which outlined two levels of project adjustment request – one at ministerial level and one locally determined.

The Chair, Councillor Beales commented that with new funding programmes there was particular focus on projects which were already started, to be finished. He added there was minimal intervention to an iconic building such as the Custom House and that he believed Devil's Alley needed to be a green space and a clean air area for the public.

Councillor Long echoed his previous comments on Southgates with Devil's Alley which needed to be tidied and maintained.

Rail to River

The Assistant Director for Regeneration, Housing and Place advised the Board of positive progress including 14 trees and bespoke planters on Purfleet Street and New Conduit Street. He highlighted the two pop up shops had opened and a positive list of businesses interested. He advised of operational issues with the arch which were outstanding.

Councillor Long referred to the fire of a nearby building to the pop-up shops resulting in scaffolding. He provided a consideration would be to relocate the pop-up shops whilst the work and scaffolding was ongoing to the adjacent building.

The Chair, Councillor Beales advised the pop-up units were unable to be moved due to the service connections.

Under Standing Order 34 Cllr Kemp sought clarification on the available space for maritime history displays in the Custom House. She raised concern sight was not lost on the recreation of history.

The Chair, Councillor Beales commented the Borough Council owned art relating to history and it was being considered how this would be best presented.

MUCH

The Assistant Director for Regeneration, Housing and Place outlined that progress continued, and the project was on track to achieve the target date to open in Autumn 2025. He highlighted to the Board there were issues with changes in the levels outside the main entrance which Officers were working on, alongside Norfolk County Council. He added that UK Shared Prosperity Funding was used to resolve this issue.

The Board had no questions or comments on this project.

Lynnsport 1

The Assistant Director for Regeneration, Housing and Place advised this project was still early on and the development consisted of 96 units.

The Chair, Councillor Beales commented it was a nice site and encouraged members to visit when this was arranged. He added there were extra trees to be planted, and some properties will overlook the sports fields.

FOCUSED PROJECT PRESENTATION- GUILDHALL

[Click here to view the recording of this item on YouTube.](#)

The Project Officer gave a presentation to the Board on the Guildhall.

The Chair thanked the Project Officer and invited questions and comments from the Board.

Councillor Long referred to the gap between full scheme budget and the funding secured and questioned if the gap was widening or not. He added that he felt some members of the public could not see the benefit of the project yet.

The Chair, Councillor Beales commented the initial budget grew as knowledge has grown about the building. He advised there had been recent additions including the £2 million reallocated from Devil's Alley project.

The Project Officer commented the tender figures are still awaiting therefore the gap could change however the funding which had already been secured remains. He referred to the Cabinet Report from summer 2024 which had identified a £11.3 million shortfall.

Councillor Ring commented that not only cost inflation had applied to this scheme, but the scope and aspirations had inflated too, particularly following discoveries made at the site which had previously not been fully known about. He explained there was movement on the funding gap from the Neighbourhood Board and potential to utilise the future devolution programme. He commented it was difficult to provide the public with information due to the sensitivity but highlighted the historical discoveries made. He added that the building had been at the heart of King's Lynn since 1420 and this project would evolve but it will help to promote the area.

The Assistant Director for Regeneration, Housing and Place understood the frustration with limited detail being shared however this was essential at this stage of the project. He commented work was going to continue beyond the end of the Towns Fund monies; the focus currently is on working with the new charity and looking at funds which had not yet been explored. He also mentioned the Plan for Neighbourhoods fund and the future Norfolk and Suffolk Investment Fund.

Councillor Long thanked Officers and Councillor Ring for the further information and raised concern on the accessibility for deliveries down King's Street once work commences. He commented operational risk needed to be minimised.

The Project Officer advised Officers were aware of challenges that the contractors will have, and the most efficient way of using the space was being considered. He added the contractors would have a management plan which would include operating and loading and access times.

Councillor Morley commented he believed the timescales were optimistic and the project was complex. He commented as the tender process closed; a design would be offered against the RIBA 4 requirements. He added there was currently £10.5 million allocated and further funding was needed.

The Project Officer commented the nature of the project was not underestimated. He explained the project team including the consultant and the procurement team had allocated time to review the responses to the tender. He added the timescales were tight however achievable and deliverable.

Under Standing Order 34, Councillor Kemp sought clarification on the replacement of the riverside restaurant.

The Project Officer highlighted to the Board the importance of hospitality and explained there had been two businesses interested however the time scales did not fit them. He commented on the challenge of finding and engaging with operators to fit into the space.

Under Standing Order 34, Councillor Kemp questioned if the Riverside restaurant was able to be rented, leased or bought. She questioned if this was being delayed because of the major project.

The Project Officer confirmed that currently the site was not compliant in terms of the space and added there would be an extensive update to the fabric of the building in terms of building control.

In response to Councillor Beales question, the Project Officer briefly explained RIBA 4 Stages. He explained, stage 4 was detailed design which included working with the architectural team, stage 3 was proof of concept which was extensive amount of scrutiny by the technical team to develop the concept and ensure deliverability, stage 2 was the concept itself and stage 1 was high level ideas.

The Chair, Councillor Beales sought reassurance there was good engagement with the tender process.

The Project Officer advised there was 28 suitable contractors identified initially, which the procurement team then conducted a review, 5 contractors were shortlisted. He provided assurance the team were trying to get the best deal from the most competent organisation.

The Chair, Councillor Beales asked if the CIO were being provided with updates and asked if Officers had met with the CIO lately.

The Project Officer confirmed the CIO were being kept informed and the project board was held last week and are in regular contact.

The Chair, Councillor Beales sought clarification if the Neighbourhood Board spend from December 2025 to March 2026 was achievable.

The Project Officer confirmed there was a cash flow forecast which demonstrated the spend so far and what the spend would be between now and the end of the project. He added the project will spend £1 million per month and there was £6 million to spend this financial year with £3 million already awarded.

10 **VERBAL UPDATE ON PMO**

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The Programme Management Office Manager provided the Board with an update. She advised recruitment was successful and a PMO Officer and PMO Co-Ordinator had been appointed and were in post. She informed the Board that two further PMO Officer roles had been approved as part of the transformation programme.

11 **OFFICER MAJOR PROJECTS BOARD MINUTES (FOR INFORMATION)**

The Board noted the Officer Major Project Board Minutes.

12 **WORK PROGRAMME**

The Programme Management Office Manager highlighted to the Board the Standing Items coming forward as part of the work programme. She advised the Salters Road Presentation would be moved to the September meeting.

The Assistant Director for Regeneration, Housing and Place advised a detailed West Winch update would be given at the September meeting.

Councillor Beales, the Chair commented a STARS update would hopefully be given at the next meeting once a decision had been made by Norfolk County Council. The Chair commented further if there were any updates on projects which needed a deeper dive to put forward as items on the work programme.

13 **DATE OF NEXT MEETING**

8th September 2025, 9:30am in the Council Chamber, Town Hall, Saturday Market Place, King's Lynn.

14

EXCLUSION OF PRESS AND PUBLIC

RESOLVED: That under Section 100(A)(4) of the Local Government Act, 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Act.

15

SOUTHEND ROAD

Councillor Ring provided the Board with an update on Southend Road.

The Assistant Director for Housing, Regeneration and Place provided a further update to the Board.

Members of the Board asked questions and made comments on Southend Road.

The meeting closed at 11.48 am