

Borough Council of
**King's Lynn &
West Norfolk**



Regeneration and Development Panel

Agenda

Wednesday, 1st June, 2016
at 6.00 pm

in the

**Committee Suite
King's Court
Chapel Street
King's Lynn
PE30 1EX**



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King's Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX
Telephone: 01553 616200
Fax: 01553 691663

Tuesday 24 May 2016

Dear Member

Regeneration and Development Panel

You are invited to attend a meeting of the above-mentioned Panel which will be held on **Wednesday, 1st June, 2016 at 6.00 pm** in the **Committee Suite, King's Court, Chapel Street, King's Lynn** to discuss the business shown below.

Yours sincerely

Chief Executive

AGENDA

1. **Appointment of Chairman for the Municipal Year**
2. **Appointment of Vice Chairman for the Municipal Year**
3. **Apologies for absence**
To receive any apologies for absence.
4. **Minutes** (Pages 6 - 11)
To approve the minutes of the previous meeting.
5. **Declarations of Interest**

Please indicate if there are any interests which should be declared. A declaration of interest should indicate the nature of the interest (if not already declared on the Register of Interests) and the agenda item to which it relates. If a disclosable pecuniary interest is declared, the Member should withdraw from the room whilst the matter is discussed.

Those declarations apply to all Members present, whether the Member is part of the meeting, attending to speak as a local Member on an item or simply observing the meeting from the public seating area.

6. Urgent Business

To consider any business which, by reason of special circumstances, the Chairman proposes to accept as urgent under Section 100(b)(4)(b) of the Local Government Act, 1972.

7. Members Present Pursuant to Standing Order 34

Members wishing to speak pursuant to Standing Order 34 should inform the Chairman of their intention to do so and on what items they wish to be heard before the meeting commences. Any Member attending the meeting under Standing Order 34 will only be permitted to speak on those items which have been previously notified to the Chairman.

8. Chairman's Correspondence

If any.

9. Matters referred to the Panel from other Council Bodies and responses made to previous Panel recommendations/requests

To receive comments and recommendations from other Council bodies, and any responses to recommendations, which the Panel has previously made.

At the Cabinet meeting on 5th April 2016, the following response was made to the recommendations from the Regeneration and Development Panel held on 23rd March 2016:

RD67: EXEMPT – Cabinet Report – King's Lynn Strategic Land Acquisition

PANEL RECOMMENDATION: The Regeneration and Development Panel supported the recommendations to Cabinet as set out in the report.

CABINET RESPONSE: The comments of the Panel were taken into account when Cabinet considered the item.

10. Custom Build and Self Build Policy (Pages 12 - 16)

11. HLF Heritage Grants Guildhall Complex Project (To Follow)

12. Exclusion of Press and Public

To consider passing the following resolution:

“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”.

13. Derelict Land and Buildings Group Update (Pages 17 - 19)

RETURN TO OPEN SESSION

14. Work Programme (Pages 20 - 21)

To consider the draft work programme for 2016/2017.

15. Date of the next meeting

To note that the next meeting of the Regeneration & Development Panel is scheduled to take place on **Wednesday 13th July at 6.00pm** in the Committee Suite, King's Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX.

To:

Regeneration and Development Panel: Miss L Bambridge, Mrs S Buck, Mrs J Collingham, C Crofts, P Gidney, I Gourlay, M Chenery of Horsburgh, M Howland, P Kunes, P Rochford, M Shorting and Mrs E Watson

Portfolio Holders:

Councillor A Beales – Deputy Leader and Portfolio Holder for Regeneration and Industrial Assets

Councillor R Blunt – Portfolio Holder for Development

Councillor A Lawrence – Portfolio Holder for Housing and Community

Councillor Mrs E Nockolds – Portfolio Holder for Culture, Heritage and Health

Appropriate Officers:

Chris Bamfield – Executive Director

Mark Fuller – Principal Project Surveyor

Alan Gomm – LDF Manager

Duncan Hall – Housing Services Manager

Ray Harding – Chief Executive

Ostap Paparega – Regeneration and Economic Development Manager

BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK

REGENERATION AND DEVELOPMENT PANEL

Minutes from the Meeting of the Regeneration and Development Panel held on Wednesday, 23rd March, 2016 at 4.00 pm in the Research Room, Town Hall, Saturday Market Place, King's Lynn

PRESENT: Councillors Mrs K Mellish (Chairman), Mrs J Collingham, C Crofts, M Chenery of Horsbrugh, M Howland, P Kunes, J M Tilbury, A Tyler, Mrs E Watson, D Whitby and Mrs A Wright.

Portfolio Holders

Councillor A Beales - Portfolio Holder for Regeneration and Industrial Assets

Councillor Mrs E Nockolds – Portfolio Holder for Culture, Heritage and Health

Officers:

Chris Bamfield – Executive Director

Matthew Henry – Property Services Manager

Ostap Paparega – Regeneration and Economic Development Manager

RD57: **APOLOGIES FOR ABSENCE**

There was none.

RD58: **MINUTES**

RESOLVED: The minutes from the meeting held on 24 February 2016 were agreed as a correct record and signed by the Chairman.

RD59: **DECLARATIONS OF INTEREST**

Councillor Kunes declared an interest in RD64: Town Hall Update as his wife was on the Audrey Muriel Stratford Trust.

RD60: **URGENT BUSINESS**

There was none.

RD61: **MEMBERS PRESENT PURSUANT TO STANDING ORDER 34**

Councillor Miss Bambridge – RP67: King's Lynn Strategic Land Acquisition.

RD62: **CHAIRMAN'S CORRESPONDENCE**

There was none.

RD63: **MATTERS REFERRED TO THE PANEL FROM OTHER COUNCIL BODIES AND RESPONSES MADE TO PREVIOUS PANEL RECOMMENDATIONS/REQUESTS**

The Panel noted the response made by Cabinet to the recommendations from the Joint Panel Meeting held on 24 February 2016:

- Modifications to the Local Plan
- Assessing King's Lynn and West Norfolk's Housing Requirement.

RD64: **TOWN HALL UPDATE**

The Executive Director referred to the report which provided information to support the visit of the Panel to the Town Hall, which had taken place prior to the meeting. He referred to the Financial Implications as set out in part 7 of the report and explained that the Council had submitted an application to the Heritage Lottery Fund for additional funding. There had been some overspend on the project as it was not the original intention to refurbish the toilets, however whilst the contractors were in the building, and because of the condition of the toilets, the decision was made to refurbish at the same time. If the application for additional funding was unsuccessful the works would be funded from the Town Hall Reserves.

The Executive Director explained that a delay in the ground work because of electric cables had also increased the cost of the project as this had a knock on effect on the work to the lift. He explained that the application to the Heritage Lottery Fund was for 66% of the overspend.

The Executive Director stated that the work carried out had futureproofed the building for the next twenty to thirty years and he was very pleased with the outcome.

The Chairman, Councillor Mrs Mellish, thanked the Executive Director for his report and invited questions and comments from the Panel, as summarised below. The Chairman commended the project and thanked all those involved. She asked for clarification on how the overspend would be paid if funding was not awarded by the Heritage Lottery Fund. The Executive Director explained that the Town Hall Reserves had not been used for the past few years on the anticipation that the Heritage Lottery Fund Project would come forward. There were adequate funds available in the reserves to cover the overspend. He explained that the new lift had to be installed as the existing lift was not suitable for evacuations and it was the ideal opportunity to refurbish the toilets whilst the contractors were on site.

Councillor Tyler felt that the result of the project was wonderful and stated that if the toilets had not been refurbished it would have let the

scheme down. He explained that the toilets were part of the facilities for the public, so hoped that the funding would be awarded.

The Executive Director reminded those present that initially the Council had submitted an application for funding for a larger scale project, however this was rejected by the Heritage Lottery Fund and a smaller scheme which was considered at regional level had subsequently been submitted and approved.

The Executive Director provided information on publicity and marketing. He explained that a portion of the Funding awarded would be used for promotions and publicity and the Marketing and Communications Officer post had now been filled and the new member of staff was due to start shortly. Councillor Crofts suggested that publicity material could be sent out with the Council Tax bills and the Executive Director commented that the bills had already gone out this year, but he would note Councillor Croft's comments. The Executive Director confirmed that a wide range of publicity and promotional material would be made available over varying platforms.

In response to a question from Councillor Howland, the Executive Director confirmed that the lift had an independent power supply and could be used for evacuation purposes.

Councillor Mrs Watson thanked all those involved in the project and commented that it was good that it linked into all heritage in the town centre. She hoped that schools would use Stories of Lynn and asked that consideration be given to offering the College the opportunity to use the temporary exhibition space to promote their work.

The Executive Director noted comments made by the Panel regarding the shoal of spoons, the accents used by some of the actors on the interactive displays and sound issues.

In response to a question from Councillor Tyler, the Executive Director explained that a four year activity plan had been produced which would be used to engage schools and a learning and engagement room was available for use by schools.

The Executive Director anticipated that it was likely that the facility would be open to the public for free on Heritage Open Day.

The Portfolio Holder for Culture, Heritage and Health, Councillor Mrs Nockolds commented that she was pleased that Members had enjoyed their tour and hoped that Members would spread the word and promote the attraction. She explained that the humidity of the archives was still not quite at the correct level to bring the records back in, but it was hoped that the levels would be correct by May 2016. She commented that it was good to see the Town Hall being brought back into regular use. She explained that the courtyard area could now be used for weddings and there were lots of rooms available for events. She

referred to the Hub Room in Stories of Lynn which provided information on other attractions and heritage sites in King's Lynn. The Portfolio Holder for Culture, Heritage and Health reminded Members that Lynn Museum and Stories of Lynn would be open on Sundays.

The Executive Director referred to the proposed statue of King John and explained that the statue would signpost visitors to the Stories of Lynn. .

In response to a question from Councillor Tyler, the Portfolio Holder for Culture, Heritage and Health informed those present that an exhibition was taking place in the Customs House to mark the 400th Anniversary of Shakespeare's death and the work of the King's Players.

RESOLVED: (i) The report was noted.

(ii) A further updated be presented to the Regeneration and Development Panel in October 2016.

RD65: VERBAL UPDATE ON THE ENTERPRISE ZONE

The Regeneration and Economic Development Manager provided the Panel with an update on the Enterprise Zone. He reminded the Panel that part of the NORA site had been granted Enterprise Zone status in November 2015.

A copy of the presentation provided to the Panel is attached.

The Chairman, Councillor Mrs Mellish, thanked the Regeneration and Economic Development Manager for his update and invited questions and comments from the Panel, as summarised below.

In response to a question from Councillor Tyler, the Regeneration and Economic Development Manager explained that a lot of inward investment enquiries had been received over the past two years from businesses outside the borough as well as local businesses with expansion and growth potential. He explained that all enquiries for the Enterprise Zone would be considered on an individual basis and it was important that displacement did not occur. The Enterprise Zone was for new businesses or expanding businesses and eligibility criteria could be produced if required.

The Vice Chairman commented that high quality businesses should be encouraged to the area and the Regeneration and Economic Development Manager explained that the design and infrastructure on site should hopefully attract high quality businesses. He explained that there was no pressure to occupy all sites quickly, however if enquiries were not forthcoming, other options could be investigated.

In response to a question from the Chairman, the Regeneration and Economic Development Manager commented that Devolution should

not have an impact on the scheme as Local Enterprise Partnerships were part of the Devolution Deal. He explained that a legally binding contract was in place between Government and the New Anglia Local Enterprise Partnership to protect from political changes.

The Portfolio Holder for Regeneration and Industrial Assets, Councillor Beales explained that the build quality would be high, which should hopefully attract high quality businesses. He reiterated that there should be no impact on the zone in terms of the Devolution process and Devolution was all about stimulating economic growth. The Portfolio Holder commented that a clustering area of expertise would have significant advantages. He explained that Devolution would afford more control of the skills agenda to reflect the local economy and work could be carried out with the College to ensure that the demands of local businesses and new businesses coming into the area could be met.

The Vice Chairman referred to a similar site elsewhere in the Country and how social space and leisure facilities were provided on site, so people did not have to leave. The Regeneration and Economic Development Manager explained that a commercial basis approach would be taken and networking and social space could be available as well as the facilities offered in the King's Lynn Innovation Centre.

RESOLVED: The update was noted.

RD66: **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.

RD67: **EXEMPT CABINET REPORT - KING'S LYNN STRATEGIC LAND ACQUISITION**

The Property Services Manager presented his report which set out outline terms for a proposed strategic land and property acquisition in King's Lynn. Authority was sought from Cabinet to progress the acquisition through to completion, subject to agreeing acceptable terms in consultation with the relevant Portfolio Holder.

The Chairman thanked the Property Services Manager for his report and invited questions and comments from the Panel.

The Property Services Manager responded to questions relating to contamination issues and future use of the site. The Property Services Manager explained that future uses of the site would be looked at in due course and he agreed to come back to the Panel at the relevant

time to update them on progress and ask for their suggestions on how the site could be developed.

The Portfolio Holder for Regeneration and Industrial Assets thanked the Panel for considering the report and was pleased that Members supported the proposals to progress the acquisition.

RESOLVED: That the Regeneration and Development Panel support the recommendations to Cabinet as set out in the report.

RETURN TO OPEN SESSION

RD68: **WORK PROGRAMME AND FORWARD DECISIONS LIST**

The Chairman referred to the Panel's Work Programme and requested that Members of the Panel contact her if they had suggestions on items they would like to be considered.

The Panel discussed recent articles in the press and discussions held at the King's Lynn Area Advisory Committee regarding the use of the Hardings Pits Bus route and the potential to open it up to other vehicles.

The Portfolio Holder for Regeneration and Industrial Assets explained that discussions would be held with Norfolk County Council and it would be good to gauge the view of the Regeneration and Development Panel if the matter progressed.

RESOLVED: (i) The Panel's Work Programme was noted.

RD69: **DATE OF THE NEXT MEETING**

The next meeting of the Regeneration and Development Panel was scheduled to take place on Wednesday 20th April 2016 at 6.00pm in the Committee Suite, King's Court, Chapel Street, King's Lynn, Norfolk.

The meeting closed at 5.20 pm

POLICY REVIEW & DEVELOPMENT REPORT

Type of Report: Policy Development	Portfolio(s): Development, Housing and Community
Will be subject to a future Cabinet Report:	YES
Will be need to be recommended to Council:	YES
Author Name: Duncan Hall	Consultations: Alan Gomm, Ray Harding, Cllr Adrian Lawrence, Cllr Richard Blunt
Tel: 01554 616445	
Email: Duncan.hall@west-norfolk.gov.uk	
OPEN	

Regeneration and Development Panel

Date: 1st June 2016

Subject: CUSTOM BUILD AND SELF BUILD POLICY DEVELOPMENT TASK GROUP/INFORMAL WORKING GROUP

Summary

The Self-build and Custom Housebuilding Act 2015 places a new duty from April 2016 on council's to identify, and assess demand from individuals or groups of individuals who want to undertake self-build or custom build projects. Further, a duty exists to give regard to the identified need in planning and other functions. The key aim of the new legislation is to facilitate the provision of plots and increase the numbers of new homes delivered in this way (currently far below rates achieved in other European countries). There are a number of options for the type of approach to take from in-direct planning policy mechanisms to direct delivery of services plots.

This report briefly sets out the implications of the Act for the Council and proposes that a Policy Development Task Group or Informal Working Group is established to consider alternative approaches, and make recommendations to Cabinet/ Council.

Recommendations

- Establish a Policy Development Task Group or Informal Working Group to include the portfolio holders' for Planning and Housing
- Agree that the Policy Development Task Group or Informal Working Group also considers approaches to Starter Homes, and measures to increase the housing supply locally.

Background

The definitions of terms are understood as: Self-build as projects where someone directly organises the design and construction of their new home. Custom build

homes as those where someone works with a specialist developer to help deliver a new home.

The Self-build and Custom Housebuilding Act 2015 act creates is a duty to maintain a register of those individual s or groups wishing to build in a local area. There is also a duty on councils to give regard to the register and identified demand when carrying out their planning; housing; public land disposal; and, regeneration functions. The Act is a material planning consideration when councils prepare their Local Plans. There is already evidence that Plans could be found unsound if they don't give regard to Custom-build demand/ identified need.

The case for legislation was made to address low levels of self and custom build compared to other countries, and there is evidence that creating opportunities can increase the speed of delivery of new housing supply. The duty effectively requires a minimum level of promotion and some direction on the information to capture. There have been relevant changes to the National Planning Policy Framework (NPPF) to reflect the new legislation -*“Council’s need to plan for a mix of housing This should take account of current / future demographic and market trends and the needs of different groups in the community including people wishing to build their own homes (NPPF para 50)”*

Requirements on identifying and assessing need/demand

1. Minimum levels of activity are set out in n the Act and include:

- Need for a strong presence on council websites
- Press releases
- Annual contact with register applicants

- Register should capture what, where, type of plot, budget, and tenure
- Use secondary sources of data including building plot search website, ‘need a plot’ information from the government endorsed self-build portal
- Use of local – even site specific surveys of demand/ expressions of interest.

Self-build and Custom-build register

The Council has developed an on-line register that went live on the 1st April 2016. The register will operate in conjunction with Breckland Council, South Norfolk Council (Vanguard authority), and The Broads Authority. Plans will be prepared to promote the register and its purpose in line with the requirements of The Act.

The objective of the Act and its requirements is that the local council ‘facilitates’ service plots in response to objectively assessed need. This can be undertaken through various planning policy routes including direct allocation for Custom build use.

Policy and Strategy approaches

The National Custom and Self-Build association have identified a number of different approaches being used by councils across the country and include:-

- Policies promoting housing mix - a popular approach to date have been to encourage or, in some cases, require private homebuilding (self-build or custom housebuilding) alongside other market housing on windfall sites and allocations. The proportion is typically assessed on a case by case basis and takes into account the level of local demand

- Land allocations, disposals and acquisitions - a growing number of councils are identifying suitable sites or locations where private homebuilding is specifically encouraged, promoted or required. In some cases land is made available by disposing of public land or by buying land

- Promotion as part of affordable housing - a growing number of councils are bringing forward private homebuilding opportunities through their affordable housing policies and, in some cases, they facilitate development through exception sites

- Percentage policy asking for private homebuilding plots to be provided on larger housing sites (typically 5-10% on sites of more than 20 homes) - a growing number of councils are introducing policies that ask for a proportion of allocated or windfall sites over a certain size to make provision for private homebuilding. The most common approach is to require developers to provide serviced building plots, with a Design Code. This simplifies the planning process for individuals and reduces the need for the council to determine a large number of planning applications

- Financial help (mortgages/development finance) - a small number of councils are helping people get access to mortgage finance or are offering mortgages. An example is Capita Asset Services' Custom and Self-Build Finance Scheme supported by Lloyds Banking Group

Proposal

It is proposed that Task Group is established as detailed in the summary box, and that members are updated with progress on plans to promote the register. The Task Group may undertake some consultation subject to any necessary approval and communicate recommendations back to Cabinet/ Council.

Options Considered

Do nothing – not an option as Local Plans can be found unsound if they are silent on Self-build/ Custom-build. A range of policy and strategy options will be considered by the Task Group that will reflect local circumstances and Council priorities.

Equality Impact Assessment (EIA)

Pre-screening report template attached

Policy Implications

The purpose of establishing the Task Group will be to consider appropriate policy and strategy approaches and make recommendations to Cabinet/ Council.

Financial Implications

There are no financial implications in respect of the policy / strategy development work described.

Personnel Implications

There are no Personnel implications in respect of the policy / strategy development work described.

Statutory Considerations

The Act places new duties on the Council as detailed above.

Risk Management Implications

The Local Plan could be compromised without appropriate responses to identified need for those wishing to secure plots for self-build / custom-build.

Declarations of Interest / Dispensations Granted

None

Background Papers

National Custom and Self-Build Association website:



**Pre-Screening Equality Impact
Assessment**

Name of policy/service/function	Custom Build and Self-build policy development task group				
Is this a new or existing policy/ service/function?	New				
Brief summary/description of the main aims of the policy/service/function being screened. Please state if this policy/service rigidly constrained by statutory obligations	The aim of establishing the Task Group will be to explore and evaluate policy and strategy options to respond to the new duties arising from the Self-build and Custom housebuilding Act 2015				
Question	Answer				
<p>1. Is there any reason to believe that the policy/service/function could have a specific impact on people from one or more of the following groups according to their different protected characteristic, for example, because they have particular needs, experiences, issues or priorities or in terms of ability to access the service?</p> <p>Please tick the relevant box for each group.</p> <p>NB. Equality neutral means no negative impact on any group.</p>		Positive	Negative	Neutral	Unsure
	Age			√	
	Disability			√	
	Gender			√	
	Gender Re-assignment			√	
	Marriage/civil partnership			√	
	Pregnancy & maternity			√	
	Race			√	
	Religion or belief			√	
	Sexual orientation			√	
	Other (eg low income)			√	
Question	Answer	Comments			
2. Is the proposed policy/service likely to affect relations between certain equality communities or to damage relations between the equality communities and the Council, for example because it is seen as favouring a particular community or denying opportunities to another?	No	The aim of the group is to consider policy/ strategy approaches.			
3. Could this policy/service be perceived as impacting on communities differently?	No				
4. Is the policy/service specifically designed to tackle evidence of disadvantage or potential discrimination?	No				
<p>5. Are any impacts identified above minor and if so, can these be eliminated or reduced by minor actions? If yes, please agree actions with a member of the Corporate Equalities Working Group and list agreed actions in the comments section</p>	No	Actions:			
		Actions agreed by EWG member:			
Assessment completed by: Name Duncan Hall					
Job title Housing services Manager	Date 1 st April 2016				

Document is Restricted

DRAFT – REGENERATION AND DEVELOPMENT WORK PROGRAMME 2016/2017

1 June 2016

- HLF Heritage Grants Guildhall Complex Project – Mark Fuller/Laura Hampshire
- Derelict Land and Buildings Group Update – last considered October 2015 – Ostap Paparega and Laura Hampshire
- Nominations to Outside Bodies
- Membership of Informal Working Groups (if any are in existence)
- Custom Build and Self Build Policy Group – Duncan Hall

13 July 2016 – meeting to be preceded by a tour of the bus station – details to be confirmed

- CIF Bus Route

30 August 2016

- King's Lynn Town Centre Action Plan – Annual Update
- Arts Centre Update

19 October 2016

- King's Lynn Town Hall update – last update provided March 2016
- LEADER Programme and West Norfolk Local Action Group Update – Norfolk County Council

30 November 2016

- Destination Management Plan Update – Last considered November 2015 – Tim Humphries

13 January 2017

- Capital Programme/Budget

15 February 2017

22 March 2017

- Annual Feedback reports from Outside Bodies

25 April 2017

To be scheduled

- Visit to King's Lynn Innovation Centre