

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



# **Regeneration and Development Panel**

## **Agenda**

**Tuesday, 29th January, 2019**  
at 6.00 pm

in the

**Council Chamber  
Town Hall  
Saturday Market Place  
King's Lynn**





**King's Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX**  
**Telephone: 01553 616200**  
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Friday 18<sup>th</sup> January 2019

Dear Member

**Regeneration and Development Panel**

You are invited to attend a meeting of the above-mentioned Panel which will be held on **Tuesday, 29th January, 2019 at 6.00 pm** in the **Council Chamber, Town Hall, Saturday Market Place, King's Lynn** to discuss the business shown below.

Yours sincerely

Chief Executive

**AGENDA**

**1. Apologies for absence**

To receive any apologies for absence.

**2. Minutes (Pages 6 - 12)**

To approve the minutes of the previous meeting.

**3. 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.

**4. 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.

**5. 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.

**6. Chairman's Correspondence**

If any.

**7. Corporate Performance Monitoring - Quarter 2 - 2018-2019 (15 minutes)**  
(Pages 13 - 17)

**8. South East King's Lynn Strategic Growth Area/West Winch Relief Road Update (15 minutes)** (Verbal Report)

To receive an update from officers.

**9. Custom Build Action Plan (15 minutes)** (Pages 18 - 51)

At the Panel Meeting on 30<sup>th</sup> October 2018 the Panel received a summary of the Custom Build Action plan and resolved that the action plan be created and submitted to Cabinet at the appropriate time. The action plan will be considered by Cabinet at its meeting on 5<sup>th</sup> February 2019.

The Panel are requested to consider the action plan and the report to Cabinet and make recommendations to Cabinet as appropriate.

**10. Commercial Premises in Hunstanton - Request from Councillor Bird (45 minutes)** (Page 52)

The document attached to the agenda outlines the request from Councillor Bird for the item to be considered.

Members may be interested in referring to the Business Premises Needs Assessment which was published in April 2018 and is available at [https://www.west-norfolk.gov.uk/download/downloads/id/5162/business\\_premises\\_needs\\_assessment.pdf](https://www.west-norfolk.gov.uk/download/downloads/id/5162/business_premises_needs_assessment.pdf)

Depending on the nature of Members discussion it may be necessary to go into closed session for part of the item. In this case the following resolution will need to be passed:

“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”.

**11. Work Programme and Forward Decision List** (Pages 53 - 59)

**12. Date of the next meeting**

To note that the next meeting of the Regeneration & Development Panel is scheduled to take place on Tuesday 12<sup>th</sup> March 2019 at 6.00pm in the Council Chamber, Town Hall, Saturday Market Place, King’s Lynn.

Members are requested to note that they have been invited to the Corporate Performance Panel Meeting on 30<sup>th</sup> January at 6.00pm in the Council Chamber, Town Hall to consider the Budget.

To:

**Regeneration and Development Panel:** Mrs J Collingham, C J Crofts, S Dark, P Gidney (Chairman), M Chenery of Horsbrugh, P Kunes (Vice-Chairman), C Manning, T Smith, A Tyler, Mrs E Watson and D Whitby

**Portfolio Holders:**

Councillor A Beales – Portfolio Holder for Corporate Projects and Assets  
Councillor R Blunt – Portfolio Holder for Developmet  
Councillor P Hodson – Portfolio Holder for Performance  
Councillor A Lawrence – Portfolio Holder for Community

**Officers**

Alan Gomm – LDF Manager  
Ged Greaves – Senior Policy and Performance Officer  
Duncan Hall – Strategic Housing Manager  
Matthew Henry – Property Services Manager  
Nikki Patton – Housing Strategy Officer  
Hannah Wood-Handy – Principal Planner

**By Invitation**

Councillor Bird for Agenda item 10.

**BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK**

**REGENERATION AND DEVELOPMENT PANEL**

**Minutes from the Meeting of the Regeneration and Development Panel held on Tuesday, 11th December, 2018 at 6.00 pm in the Council Chamber - Town Hall, Saturday Market Place, King's Lynn PE30 5DQ**

**PRESENT:** Councillors P Gidney (Chairman), Mrs J Collingham, C J Crofts, M Chenery of Horsbrigh, P Kunes, C Manning, T Smith, A Tyler, Mrs E Watson and D Whitby

**Portfolio Holders:**

Councillor I Devereux – Portfolio Holder for Environment

Councillor B Long – Leader of the Council

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

**Officers:**

Jemma Curtis – Regeneration Programmes Manager

Philip Eke – Tourism Support Officer

Ray Harding – Chief Executive

Matthew Henry – Property Services Manager

Peter Jermay – Principal Planner (Policy)

Ostap Paparega – Regeneration and Economic Development Manager

**By Invitation:**

Representatives from Graeme Massie Architects and AECOM

RD62: **APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillor Beales.

RD63: **MINUTES**

**RESOLVED:** The minutes from the previous meeting were agreed as a correct record and signed by the Chairman.

RD64: **DECLARATIONS OF INTEREST**

There was none.

RD65: **URGENT BUSINESS**

There was none.

RD66: **MEMBERS PRESENT PURSUANT TO STANDING ORDER 34**

There was none.

RD67: **CHAIRMAN'S CORRESPONDENCE**

The Chairman had received correspondence from Councillor Bird, requesting that an item be added to the Panel's Work Programme. The item related to businesses in Hunstanton and the Chairman agreed that the email be forwarded to the Panel for information.

The request from Councillor Bird would be considered at the next sifting meeting and added to the Panel's Work Programme.

RD68: **TOURISM UPDATE**

The Chairman informed the Panel that the Regeneration and Economic Development Manager would be leaving the Council. The Panel thanked the Regeneration and Economic Development Manager for his involvement and support to the Panel.

The Regeneration and Economic Development Manager presented the Panel with information on tourism, as attached and contained within the report which had been circulated in advance of the meeting.

The following was highlighted:

- The value of the visitor economy was significant and there had been an increase in visitors.
- Year on year comparisons were shown in the presentation.
- Lots of printed marketing material was produced as well as digital marketing including websites and apps. There had been an increase in hits on the Visit West Norfolk website and the apps were proving popular.
- Marketing material was sent to coach companies by the Tourist Information Centre and King's Lynn was featured in coach magazines.
- Focussed marketing was also carried out including explorer trails for the Southern part of the Borough.
- The Council worked in partnership with local, regional and national organisations to promote West Norfolk.

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

Councillor Crofts referred to coach trips and he felt that King's Lynn should do more to promote coach trips to King's Lynn. He explained that he had carried out some research and could not find many trips to King's Lynn on coach operator websites. Councillor Crofts commented that one of the reasons for the lack of coach trips could be because King's Lynn was not user friendly. He felt that more central coach parking was required which was close to the river front and historic

core. Councillor Crofts also raised concern that the Council did not have a permanent Tourism Manager since the previous Manager had left the authority.

The Portfolio Holder for Culture, Heritage and Health, Councillor Mrs Nockolds commented that tourism was extremely important for King's Lynn and she was proud of the work that the tourism department carried out. She commented that they worked hard and had taken on extra staff to work with the Tourism Support Officer. Councillor Mrs Nockolds explained that West Norfolk was promoted to coach companies. She provided a list of some of the operators to which marketing material was sent and commented that coach trips did come into King's Lynn.

Councillor Smith asked if QR codes were used in marketing material. The Tourism Support Officer explained that there were apps which could be downloaded and QR codes had been used up until recently but this culture was now dying out. It was also noted that flyers had been produced to promote the apps and they were also referred to in written material.

Councillor Mrs Collingham asked Members if there was enough of an offer in King's Lynn for visitors to spend the day. She did not think there was. She commented that the retail offer would not satisfy someone for a whole day and the historic buildings did not have facilities to attract people, for example a coffee shop.

The Portfolio Holder for Culture, Heritage and Health, Councillor Mrs Nockolds commented that the Discover King's Lynn map did provide details of the historic buildings, was well used and visitors could walk certain trails. She felt that there was an offer for visitors and made reference to the light projections which drew visitors in for the evening. The Vice Chairman, Councillor Kunes reiterated the comments made by Councillor Nockolds and he commented that facilities were available in historic buildings and provided True's Yard and the Corn Exchange as an example.

Councillor Smith commented that one of the draws to King's Lynn could be that the historic buildings were still serving their original purpose rather than being commercialised and this could provide a much more authentic experience.

The Leader, Councillor Long referred to the app and explained that it contained information on where to eat and drink in King's Lynn. He asked if the tourism department worked with the food hygiene department to ensure that places which were advertised were up to standard. The Tourism Support Officer explained that checks were carried out on an annual basis and only premises with a rating of three and above would be included on the app.

Councillor Crofts felt that although King's Lynn was doing well with tourism, there was more that could be done including promoting King's Lynn to more coach operators as he did not feel that King's Lynn was represented as well as it should be.

The Chairman, Councillor Gidney commented that KL Magazine had a good archive of photographs which could be good to promote the area. In relation to the concerns raised by Councillor Crofts he asked officers to investigate if coach parking could be considered along Boal Quay.

The Chairman, Councillor Gidney made reference to some of the street traders in King's Lynn and he felt that guidance to market traders should be provided on the appearance of their stalls. The Leader of the Council, Councillor Long commented that they did have to adhere to food hygiene criteria, but there were currently no standards in place relating to their appearance.

Councillor Mrs Collingham asked if coach operators had been contacted to ask why they did not choose King's Lynn as a destination. The Regeneration and Economic Development Manager explained that marketing packages were sent to 64 leading coach companies. He suggested that some follow up work could be carried out by the Tourist Information Centre by phone.

Councillor Mrs Watson commented that visitors could come to King's Lynn for either shopping or the historic area and that more promotion was required on the historic area. The Leader of the Council referred to the range of shops available in King's Lynn and the decline of specialist independent retailers. He explained that the retail offer needed to appeal to the whole family in order for King's Lynn to be a destination for shopping.

**RESOLVED:** 1. The Panel thanked the Regeneration and Economic Development Manager for his involvement in the Panel and wished him well in his new job.  
2. The update was noted.

RD69: **RAILWAYS UPDATE**

The Chief Executive and Principal Planner presented an update on Rail Services, as attached.

The Chief Executive provided the Panel with information on the groups and organisations which had been established to drive the improvements required. The Ely Area Improvements Task Force met on a monthly basis to guide the process and this Task Force fed into an annual MP summit. A Project Board had also been established to make decisions on the practical implementation and operation.

The presentation provided an update on the following:

- Eight car train project.
- Service issues
- Ely area improvements
- Track redoubling
- Wisbech to March Rail reopening
- Next steps

The Chairman thanked the Chief Executive and Principal Planner for their presentation and invited questions and comments from the Panel, as summarised below.

Councillor Smith commented that quadruple tracks would be important in some areas, such as Welwyn, and he explained that consideration should be given to the even longer term including where else trains should go from King's Lynn, for example direct to Norwich and Peterborough.

The Leader of the Council, Councillor Long explained that he had met with the organisation involved in the reinstatement of the line from King's Lynn to Hunstanton to discuss their aspirations. He explained that if the Wisbech to March line did not cross the A47 and ran alongside it instead there may be more scope to extend flat track to provide the King's Lynn to Hunstanton link.

Councillor Baron Chenery of Horsbrugh commented that the double track and eight car project was very important as trains were regularly busy with standing room only.

Councillor Smith referred to improvements to rail signalling which were hopefully to be rolled out across the country and he felt that this, along with the double track would make significant improvements.

The Chief Executive commented that the process was very competitive, therefore the organisations involved in the projects in this area needed to be focussed and committed to progress. He felt that this area was ahead of some of the other area schemes and this needed to continue.

The Chairman, Councillor Gidney thanked the officers involved in the project for progressing the schemes and recognising the importance of the issues.

**RESOLVED:** 1. The report was noted.  
2. The organisation involved in the King's Lynn to Hunstanton line be invited to a future meeting of the Panel.

RD70: **NELSON QUAY PUBLIC CONSULTATION FEEDBACK**

Representatives from Graeme Massie Architects and AECOM were present at the meeting and provided the Panel with a presentation on Nelson Quay design development and results of the public consultation. A copy of the presentation is attached.

The Panel was reminded that they had previously been presented with three options for the Nar Loop and the Panel had supported that the area be developed as a wetland area. Information in the design of the wetland area was provided to the Panel and this had been made available for public consultation.

The Panel was also provided with information on the public consultation process which had been carried out and stakeholder workshop sessions. The public consultation ended on 6<sup>th</sup> December and further analysis was still being carried out. The full results would be circulated to the Panel once available.

The Chairman thanked officers and the representatives from Graeme Massie and AECOM for their presentation and invited questions and comments from the Panel, as summarised below.

The Vice Chairman, Councillor Kunes referred to a recent article in the press regarding the name of Nelson Quay. He commented that Nelson was a well-known name and felt that it was a fitting name for the development area for marketing purposes.

Councillor Mrs Collingham commented that the design looked attractive. She asked for consideration to be given to the installation of play equipment along the quayside which would attract families. She suggested that the play area could be boat themed to reflect the surrounding area.

Councillor Smith commented that the surrounding area was made up of narrow streets with little green space area, therefore the development would not only benefit the quayside it would provide the benefit of greenspace to the people who lived close to the area.

Councillor Mrs Watson stated that the public exhibition was very good and she had been very impressed.

The Chairman, Councillor Gidney commented that landscaping was important and he hoped that consideration would be given to the climate on the waterfront. He explained that it was important to have a theme for the style of architecture and landscaping.

**RESOLVED:** The information was noted.

RD71: **WORK PROGRAMME AND FORWARD DECISION LIST**

The following items were identified for consideration to addition to the Work Programme:

- Councillor Bird's request regarding Businesses in Hunstanton.
- King's Lynn to Hunstanton Railway Line
- King's Lynn Transport Study update.

**RESOLVED:** The Panel's Work Programme was noted.

RD72: **DATE OF THE NEXT MEETING**

The next meeting of the Regeneration and Development Panel would be held on Tuesday 29<sup>th</sup> January 2019 at 6.00pm in the Council Chamber, Town Hall, Saturday Market Place, King's Lynn.

**The meeting closed at 8.15 pm**

**POLICY REVIEW AND DEVELOPMENT PANEL REPORT**

REPORT TO:	Regeneration and Development Panel		
DATE:	29 January 2019		
TITLE:	Corporate Performance Monitoring Q2 2018-19		
TYPE OF REPORT:	Monitoring		
PORTFOLIO(S):	Performance		
REPORT AUTHOR:	Ged Greaves		
OPEN/EXEMPT	Open	WILL BE SUBJECT TO A FUTURE CABINET REPORT:	No

**REPORT SUMMARY/COVER PAGE**

<b>PURPOSE OF REPORT/SUMMARY:</b>
The corporate performance monitoring report is in place to monitor progress against agreed performance indicators for the year. The report contains information on the corporate performance monitoring undertaken during Q2 2018-19.
<b>KEY ISSUES:</b>
Performance indicators for 2018-19 have been agreed by Portfolio Holders and Executive Directors as the key performance measures for the year; they cover all Directorates. These indicators were reported quarterly to Corporate Performance Panel.  This monitoring report highlights specific performance issues; where indicators have not met agreed targets they are drawn out into an Action Report, which provides additional detail on what actions are being taken to correct performance that has a variance to target.  The Q2 2018-19 monitoring report shows that of the 14 indicators, 10 targets have been met.
<b>OPTIONS CONSIDERED:</b>
Not applicable.
<b>RECOMMENDATIONS:</b>
The Panel is asked to <ul style="list-style-type: none"> <li>i. Review the performance monitoring report</li> <li>ii. Agree the actions outlined in the Action Report.</li> </ul>
<b>REASONS FOR RECOMMENDATIONS:</b>
To demonstrate that the Council monitors and puts in place appropriate actions to correct performance that has a variance to the set target, to assist us in meeting our statutory duty to try and secure continuous improvement.

## 1. Introduction

- 1.1 The Council's Performance Management Framework includes quarterly monitoring and reporting of performance. Each quarterly performance report is presented to the Corporate Performance Panel and made available to all Councillors and Portfolio Holders for information on the Council's intranet, Insite.
- 1.2 Corporately there are 50 performance indicators for 2018-19 and these have been agreed by Portfolio Holders and Executive Directors as the key performance measures for the year. Of this 50, 14 relate to the Regeneration and Development Panel's remit and these are reported in full in the performance monitoring report – Q2 2018-19.
- 1.3 Exception reporting is used whereby those indicators that have not met their target are drawn out into an Action Report. This report focuses attention on adverse performance. In addition to the notes shown on the full report, senior managers provide information on the actions being taken to bring performance in line or reasons why this cannot happen.
- 1.4 Indicators and targets are agreed by Portfolio Holders and Executive Directors. As part of its work programme, the Panel may wish to consider the indicators within its remit and make recommendations regarding future performance measures and targets.

## 2. Monitoring Report - Key points from the Q2 2018-19 performance monitoring report

- 2.1 The following tables summarise the Council's current performance levels, comparing performance to the previous quarters.

		Number of indicators				Indicator
		Q3 2017-18	Full Year 2017-18	Q1 2018-19	Q2 2018-19	
Performance has improved		4	1	3	3	EP3b,3c,3d
Performance has not improved		0	3	0	1	EP3a
Performance has met and continues to meet target		1	1	2	1	EP5
Performance remains unchanged and below target		0	0	0	0	
Other: <ul style="list-style-type: none"> <li>• reported annually</li> <li>• new indicator</li> <li>• monitor only</li> </ul>		4	4	9	9	EP6,7,8 CO8a,8b, 9a,9b,10a, 10b
Total number of indicators		9	9	14	14	

	Number of indicators				Indicator
	Q3 2017-18	Full year 2017-18	Q1 2018-19	Q2 2018-19	
Performance target met 	7	6	10	10	EP3a,3b,3c 3d,5,6,8 CO8a, 9a, 10a
Performance target not met 	2	3	0	0	
Other: <ul style="list-style-type: none"> <li>• reported annually</li> <li>• figure not available</li> <li>• monitor only (no target set)</li> </ul>	0	0	4	4	EP7 CO8b, 9b, 10b
Total number of indicators	9	9	14	14	

### 3. Issues for the Panel to Consider

Members should review the attached analysis of achievement of the agreed performance indicators for the year. The Action Report should then be reviewed to ensure areas which have not met target are appropriately addressed.

### 4. Corporate Priorities

Performance indicators are developed to monitor key activities many of which directly underpin the achievement of the Council's Corporate Business Plan.

### 5. Financial Implications

None

### 6. Any other Implications/Risks

None

### 7. Equal Opportunity Considerations

None

### 8. Consultation

Management Team, senior officers and Portfolio Holder

### 9. Conclusion

Management Team actively monitors this information on a regular basis and uses the information highlighted on the action report to gain an understanding of the reasons for the levels of performance that have been reported. Members should use the report to assess the actions outlined in the action report which the panel is asked to agree.

### 10. Background Papers

Corporate Business Plan 2015/16 – 2019/20

<b>Status</b>	 Indicator has not met the target	 Indicator has met target	 New 2018-19 indicator
<b>Trends</b>	 The value of this indicator has improved	 The value of this indicator has worsened	  The value of this indicator has not changed

Actions being taken on indicators that have not met target are outlined on the accompanying Action Report

### Environment and Planning

Ref	Link to Corporate Priority	Name	Good Performance	2017/18 full year perf.	2018/19 target	Q2 2018/19 cumulative performance	Q2 2018/19 status	Versus this time last year	Note
EP3a	2	Processing of <b>major</b> development applications	Aim to maximise	100.0%	60.0%	89.0%			
EP3b	2	Processing of <b>non-major</b> development applications	Aim to maximise	84.2%	70.0%	92.0%			
EP3c	2	% of decisions on applications for <b>major</b> development that have been overturned at appeal, measured against total number of major applications determined	Aim to minimise	2.3%	10.0%	3.1%			
EP3d	2	% of decisions on applications for <b>non-major</b> development that have been overturned at appeal, measured against total number of non-major applications determined	Aim to minimise	0.6%	10.0%	0.9%			
EP5	2	% of standard land charges searches carried out within 10 working days	Aim to maximise	100%	95%	100%			
EP6	2	% of applications refused	Aim to minimise	7.36%	10%	6.66%			
EP7	2	% of refused applications then appealed/lodged	Aim to minimise	26.41%	–	48.27%	–		Monitor only
EP8	2	% of appeals allowed	Aim to minimise	35.71%	35%	7.14%			

**Commercial Services**

Ref	Link to Corporate Priority	Name	Good Performance	2017/18 full year perf.	2018/19 target	Q2 2018/19 cumulative performance	Q2 2018/19 status	Versus this time last year	Note
CO8a	3	No of residential houses commenced - NORA	Aim to maximise	-	50	50			
CO8b	3	No of residential house sales completed - NORA	Aim to maximise	-	38	4	-		Q1 2018/19 0 completed
CO9a	3	No of residential houses commenced - Marsh Lane	Aim to maximise	-	130	130			
CO9b	3	No of residential houses sales completed - Marsh Lane	Aim to maximise	-	86	22	-		Q1 2018/19 10 completed
CO10a	3	No of residential houses commenced - Lynnsport 4/5	Aim to maximise	-	89	89			
CO10b	3	No of residential houses sales completed - Lynnsport 4/5	Aim to maximise	-	39	0	-		Q1 2018/19 0 completed

**REPORT TO CABINET**

<b>Open</b>		Would any decisions proposed :		
<b>Any especially affected Wards</b>	Mandatory/	Be entirely within Cabinet's powers to decide	YES	
	Discretionary /	Need to be recommendations to Council	NO	
	Operational	Is it a Key Decision	NO	
Lead Member: Cllr R Blunt E-mail: <i>cllr.richard.blunt@west-norfolk.gov.uk</i>		Other Cabinet Members consulted: Cllr Lawrence & Cllr Beales		
		Other Members consulted: Custom & Self Build Policy Development Task Group		
Lead Officer: Nikki Patton E-mail: <i>Nikki.patton@west-norfolk.gov.uk</i> Direct Dial: 01553 616726		Other Officers consulted: Alan Gomm, Duncan Hall		
Financial Implications YES	Policy/Personnel Implications NO	Statutory Implications YES	Equal Impact Assessment YES If YES: Pre-screening/ Full Assessment	Risk Management Implications YES

Date of meeting: 8 January 2019

**CUSTOM AND SELF-BUILD HOUSING ACTION PLAN**

**Summary**

This report provides information on the Councils first comprehensive Action Plan on Custom and Self-build housing. The Plan sets out the Council's proposed actions to directly meet its own responsibilities to help deliver quality self and custom homes in the Borough to meet local demand. As well as meeting obligations, there are wider benefits to enabling this route of delivery as it provides opportunities to increase housing delivery, fosters creative design providing homes that meet peoples needs and provides opportunities for smaller house builders.

The Action Plan has been produced by the Councils Custom Build and Self Build Policy Development Task Group. The final draft has been approved by the group. The purpose of this report is to inform Cabinet of the Councils responsibilities in relation to Custom and Self Build Housing and seek approval from Cabinet to implement the actions in the plan. **The Action Plan can be found at Appendix A**

**Recommendation**

It is recommended that the Action Plan be approved.

**Reason for Decision**

The recommendation will ensure that the Council fulfils its statutory obligations surrounding Custom and Self Build and provides a clear steer on the Councils position surrounding the delivery of Custom and Self Build housing in the Borough.

## **1.0 Background**

- 1.1 Back in November 2011 the Government published 'Laying the Foundations: A Housing Strategy for England'.<sup>1</sup> This national strategy supported many proposals that had been set out in an industry-led Government Working Group Action Plan promoting self-build housing, produced in July earlier that year.<sup>2</sup> Within the strategy the Government explained how it was intent on doing more than ever to support individuals and communities taking the initiative to build their own homes, which in turn is considered beneficial to the national economy. However, the Government saw that there was a huge untapped potential for custom-built homes, especially when making international comparisons. The Government pledged to enable this housing sector to become mainstream, and to double the number of self and custom-built homes over the next decade. The Government recognised that there were also challenges to self-build and custom house-building, as well as limited information regarding this housing sector.
- 1.2 In October 2014, the Government produced 'Right to Build: Supporting Custom and Self Build',<sup>3</sup> a consultation document, in which it explained how it intended to further empower aspiring self-builders to build their own home in their local area by bringing legislation through the next Parliament, as well as taking into consideration the experiences from the vanguards and the outcome of the consultation.<sup>4</sup> This led to the Self-build and Custom Housebuilding Act (2015).
- 1.3 The key requirements of the legislation are set out in two acts of Parliament, The Self-Build and Custom Housebuilding Act 2015 as amended by the Housing and Planning Act 2016. The Acts introduce three duties for local authorities to meet demand for custom and self-build housing (collectively known as 'the Right to Build' requiring authorities to;
- Prepare, publicise and maintain a register of individuals and associations of individuals "who are seeking to acquire serviced plots of land.
  - Have regard to the register 'when carrying out their planning, housing, land disposal and regeneration functions'; and
  - Give suitable development permission for enough serviced plots of land to meet the demand for custom and self-build housing in their area on a rolling three year basis.

## **2.0 What is Custom and Self-build housing**

**2.1** The Self-build and Custom Housebuilding Act 2015 (as amended by the Housing and Planning Act 2016) provides a legal definition of self-build and custom house building:

*'Self-build and custom housebuilding means the building or completion by –*

- a) individuals,*
- b) associations of individuals, or*
- c) persons working with or for individuals or associations of individuals, of houses to be occupied by those individuals.*

*But it does not include the building of a house on a plot acquired from a person who builds the house wholly or mainly to plans or specifications decided or offered by that person.'*

2.2.1 Whilst legally self-build and custom house building share the above definition, custom build is commonly regarded as where an individual commissions a specialist developer to deliver their own home. Whereas, self-build is where the individual is more directly involved in organising or constructing his or her own home. Both routes require more significant input into the design of their home than other forms of housing.

### **3.0 The Task Group**

**3.1** The Custom Build and Self Build Policy Development Task Group consisting of both Members and Officers, was established by a recommendation of the Regeneration and Development Panel. The purpose of the group is to examine and determine appropriate policy and practice proposals for the Council's Cabinet and Full Council to consider in relation to Custom and Self Build. The Action Plan has been produced by the Task Group. It is proposed that on going monitoring of the Action Plan is undertaken by the Task Group.

### **4.0 The Action Plan**

**4.1** The action plan sets the background as to why self-build and custom house building has gained increasing focus from Government, which has translated into national legislation, policy, regulations and guidance. The document marks the first corporate action plan that comprehensively covers this issue.

It explains emerging local policies, strategies and development in the Borough, as well as the latest evidence the Council has regarding the local

demand for self and custom build housing.

The Council recognises that self and custom house building developed in the Borough offers an important potential route to home ownership and contributes towards housing delivery. This action plan marks the first step in the Council in:

***‘Positively influencing or helping to secure development opportunities where it can support individuals or organisations in our local communities to deliver high quality self-build or custom house building to meet demand in the Borough.’***

#### **4.2 Current approach**

The Council is already carrying out a number of functions to support Custom and Self-Build Housing. Details of these are set out in section 5 of the Action Plan. However, the situation is evolving as changes to legislation and national policies come into place. The Action Plan identifies further actions that the Council can take to ensure compliance with government requirements and increase delivery of Custom and Self-Build housing. The actions are a mix of planning policy and operational interventions that can come forward over both the shorter and longer term.

#### **4.3 Wider Benefits**

Whilst the Council clearly has statutory obligations to meet surrounding custom and self build housing, there are important wider benefits to enabling and delivering custom and self build housing. It also forms part of the governments drive to speed up house building and boost housing supply. In summary they are;

- Increasing housing supply. Evidence that custom and self-builders get on and build. Assists Council in meeting Housing Delivery targets.
- Supports SMEs – small scale offers opportunities where volume housebuilders would not go
- Diversifying housing supply and fostering creative design
- Enables people to live in homes that meet their needs
- Helps people realise their ambitions and invest in homes that they want to live in

#### **4.4 Key Actions**

Whilst there are a number of actions in the plan there are three key actions that are considered to be of significant importance in fulfilling National Planning Policy requirements and increasing the delivery of self-build or Custom house building to meet the Boroughs demand.

- **Action 1- Developing Planning Policy.** Evidence from the Councils

Housing trajectory suggests that single plots contribute to housing completions in the borough. In the most recent financial years (2016/2017 & 2017/2018) approximately 50% of housing completions were on sites of 1 – 4 dwellings, with half of these being single plot sites. However, not all of these can be classed as custom or self-build as it also includes those that were built speculatively. If new national policy requirements are to be met, the Council needs to ensure that identified need can be met. At the same time of creating additional opportunities for plots, a mechanism needs to be applied in order to ensure such plots are available explicitly for the Custom and Self-Build delivery route. If not there is danger the route will not be available for those wishing to build in this way, and that sites are used purely for speculative development or, are traded and do not come forward for development in a timely way. It is important that any new policy developed under Action 1 takes account of this.

- **Action 7- Undertaking detailed assessment of demand.** In order to best respond with appropriate policies and approaches it is important, to first understand more about the nature of demand for self-build and custom house-building in the Borough. Whilst the existing register is a helpful guide, it relies on individuals and organisations' knowing the register exists. Through undertaking research, the Council will be able to get a realistic understanding of local demand, but also their ability to afford available options. This will provide robust evidence which will be used to inform Local Plan Policy.
- **Action 9- Direct delivery on a Council owned site.** The Council has a direct role where it is a landowner itself, to establish if the land is suitable for self-build and/or custom- build homes. This can be exercised through its land disposal, regeneration or housing functions. The Council can also assess the potential for self-build and custom housebuilding on its own land assets and seek to deliver a pilot scheme. Through the Custom Build and Self Build Policy Development Task Group, a site at Stokeferry which is owned by the Council, has been identified a potential pilot site to deliver as a custom build site. Approval for development of the site has been agreed in previous reports. Due diligence work is currently underway to determine viability and suitability.

## **5.0 Specialist input**

The Task Group also recognised that this sector in many respects is in its infancy in the UK, and therefore sought input from Mario Wolf, Director of The Right to Build Task Force. Mario is seconded from Ministry Housing Communities and Local Government (MHCLG). Mario has provided expertise and assisted by facilitating a challenge session with members of the group to develop thinking and understanding of Custom and Self Build Housing and what the Councils involvement might look like. Mario also presented at a Custom & Self build event organised by the Council earlier this year for

landowners and agents. The event was well attended and received very positive feedback.

## **6.0 Risk Management Implications**

There are a number of important aspects here;

- The Local Plan can be found unsound if it fails to adequately address the identified need for custom and self build plots in the borough.
- CSB provides a real opportunity to contribute to housing delivery targets. Without positive policies and actions there is a risk that Local Plan targets won't be met.
- Failure to respond appropriately to identified housing need not only creates further housing issues across the borough but also fails to meet national policy requirements

These risks can be mitigated by;

Implementing the proposed actions set out in the Custom and Self- Build Action Plan.

## **7.0 Options Considered**

7.1 The Council can choose to approve the Action Plan or reject it.

## **8.0 Policy Implications**

8.1 This Plan assists the Council in meeting its corporate objectives of housing and economic growth in the Borough. It will also help contribute to the Council's overall housing delivery and fulfil statutory obligations.

## **9.0 Financial Implications**

9.1 A full business case will be prepared for the direct delivery site in Stoke Ferry, including detailed development costs and funding arrangements and will be subject to usual sign off procedures within the Council.

## **Personnel Implications**

## **10.0 Statutory Considerations**

10.1 There are no statutory implications.

**11.0 Equality Impact Assessment (EIA)**

(Pre screening report template attached)

11.1 There are no equality and diversity implications directly associated with this report.

**Declarations of Interest / Dispensations Granted**



**Pre-Screening Equality Impact  
Assessment**

Name of policy/service/function	Custom & Self-Build Action Plan				
Is this a new or existing policy/ service/function?	New (delete as appropriate)				
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 Custom & Self-Build Action Plan sets out the Council's proposed actions to directly meet its own responsibilities to help deliver quality self and custom homes in the Borough to meet local demand.				
<b>Question</b>	<b>Answer</b>				
<p><b>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 <b>according to their different protected characteristic</b>, for example, because they have particular needs, experiences, issues or priorities or in terms of ability to access the service?</b></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			x	
	Disability			x	
	Gender			x	
	Gender Re-assignment			x	
	Marriage/civil partnership			x	
	Pregnancy & maternity			x	
	Race			x	
	Religion or belief			x	
	Sexual orientation			x	
	Other (eg low income)			x	
<b>Question</b>	<b>Answer</b>	<b>Comments</b>			
<b>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?</b>	No				
<b>3. Could this policy/service be perceived as impacting on communities differently?</b>	No				
<b>4. Is the policy/service specifically designed to tackle evidence of disadvantage or potential discrimination?</b>	No				
<p><b>5. Are any impacts identified above minor and if so, can these be eliminated or reduced by minor actions?</b> If yes, please agree actions with a member of the Corporate Equalities Working Group and list agreed actions in the comments section</p>	No	<b>Actions:</b>			
		<b>Actions agreed by EWG member:</b> .....			
<b>Assessment completed by: Name</b>	<b>Nikki Patton</b>				
<b>Job title Housing Strategy Manager</b>	<b>Date 12<sup>th</sup> Dec 2018</b>				

**Please Note: If there are any positive or negative impacts identified in question 1, or there any 'yes' responses to questions 2 – 4 a full impact assessment will be required.**

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

**SELF-BUILD & CUSTOM HOUSE BUILDING  
ACTION PLAN**

**November 2018**

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



This marks the first document where the Borough Council has set out both its responsibilities and ambitions for self-build and custom house building in the Borough.

Self-build and custom house building has recently received increasing Government attention in the face of meeting the need for housing in the UK.

This action plan sets the background as to why self-build and custom house building has gained increasing focus from Government, which has translated into national legislation, policy, regulations and guidance. This document marks the first corporate action plan that comprehensively covers this issue.

It explains emerging local policies, strategies and development in the Borough, as well as the latest evidence the Council has regarding the local demand for self and custom build housing.

The Council recognises that self and custom house building developed in the Borough offers an important potential route to home ownership and contributes towards housing delivery. This action plan marks the first step in the Council in:

***‘Positively influencing or helping to secure development opportunities where it can support individuals or organisations in our local communities to deliver high quality self-build or custom house building to meet demand in the Borough.’***

## CONTENTS

<b>1.0</b>	<b>INTRODUCTION</b>	<b>Page 1</b>
<b>2.0</b>	<b>BACKGROUND</b>	<b>Page 2</b>
<b>3.0</b>	<b>WHAT IS SELF-BUILD &amp; CUSTOM HOUSE BUILDING?</b>	<b>Page 6</b>
<b>4.0</b>	<b>WHAT ARE THE COUNCIL'S RESPONSIBILITIES FOR SELF-BUILD AND CUSTOM HOUSE BUILDING?</b>	<b>Page 8</b>
<b>5.0</b>	<b>WHAT HAS THE COUNCIL DONE TO SECURE SELF-BUILD AND CUSTOM HOUSE BUILDING TO DATE? AND WHAT IS PLANNED FOR THE FUTURE?</b>	<b>Page 11</b>
<b>6.0</b>	<b>LOCAL SELF-BUILD AND CUSTOM HOUSE BUILDING DEMAND IN WEST NORFOLK</b>	<b>Page 16</b>
<b>7.0</b>	<b>THE COUNCIL'S SELF-BUILD AND CUSTOM HOUSE BUILDING ACTION PLAN</b>	<b>Page 17</b>
<b>8.0</b>	<b>MONITORING &amp; REVIEW</b>	<b>Page 23</b>
<b>9.0</b>	<b>LIST OF ACTIONS</b>	<b>Page 24</b>

## 1.0 INTRODUCTION

### **The Purpose and Role of Borough Council of King's Lynn & West Norfolk Self-Build & Custom House Building Action Plan**

- 1.1 The purpose of this action plan is to set out the Council's own responsibilities and wider ambitions in respect to self-build and custom house building in the Borough.
- 1.2 The delivery of self and custom house building in the Borough is not the sole responsibility of the Council, it in fact relies heavily on those wishing to and having the means to build houses themselves, organisations who would like to facilitate or deliver self-build plots or build custom built houses and interested landowners and developers promoting sites for such products. Given this context, the Council aims to: ***'positively influence or help secure development opportunities where we can support individuals or organisations in our local communities to deliver high quality self-build or custom house building to meet demand in the Borough'***.
- 1.3 This document sets out the Council's proposed actions to directly meet its own responsibilities to help deliver quality self-build and custom house building in the Borough to meet local demand. It also sets out the Council's wider ambitions, where we want to work with customers and partners to influence and help deliver such high-quality housing products.
- 1.4 This action plan will need to be reviewed and updated as and when necessary. This is the Council's first comprehensive action plan focused on this issue. The Council also recognise that this sector in many respects is in its infancy in the UK, and with increasing experience in the Borough, it is important that lessons are learnt and reflected in future action plans.

## 2.0 BACKGROUND

### **Self-Build & Custom House-Building Gaining Increasing Focus from Government**

- 2.1 Back in November 2011 the Government published 'Laying the Foundations: A Housing Strategy for England'.<sup>1</sup> This national strategy supported many proposals that had been set out in an industry-led Government Working Group Action Plan promoting self-build housing, produced in July earlier that year.<sup>2</sup> Within the strategy the Government explained how it was intent on doing more than ever to support individuals and communities taking the initiative to build their own homes, which in turn is considered beneficial to the national economy. However, the Government saw that there was a huge untapped potential for custom-built homes, especially when making international comparisons. The Government pledged to enable this housing sector to become mainstream, and to double the number of self and custom-built homes over the next decade. The Government recognised that there were also challenges to self-build and custom house-building, as well as limited information regarding this housing sector.
- 2.2 In the 2014 March Budget, the Government announced that it would consult on a new 'Right to Build' giving prospective custom builders a right to a plot of land from their local council, and established several vanguards to test the practicalities of operating such a 'Right' across England. In addition, in March 2014 the Government announced that all new developments by individuals extending or building their own home would be exempt from the Community Infrastructure Levy (CIL). CIL is a planning charge, introduced by the Planning Act 2008 as a tool for local authorities to help deliver infrastructure to support the development of their area. The Housing White Paper in February 2017, which this document mentions later, continues this exemption commitment.
- 2.3 In October 2014, the Government produced 'Right to Build: Supporting Custom and Self Build',<sup>3</sup> a consultation document, in which it explained how it intended to further empower aspiring self-builders to build their own home in their local area by bringing legislation through the next Parliament, as well as taking into consideration the experiences from the vanguards and the outcome of the consultation.<sup>4</sup> This led to the Self-build and Custom Housebuilding Act (2015).

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<sup>1</sup> HM Government (November 2011) 'Laying the Foundations: A Housing Strategy for England'.

<sup>2</sup> Self-Build Government Industry Working Group (July 2011) 'An Action Plan to promote the growth of self-build housing'.

<sup>3</sup> Department for Communities and Local Government (October 2014) 'Right to Build: Supporting Custom and Self Build'.

<sup>4</sup> DCLG (March 2015) 'Right to Build: Supporting Custom and Self Build Government response to consultation'.

2.4 Since this time, several pieces of Government legislation, regulations, policy and guidance have come into force that have placed certain responsibilities on Councils. However, before this document explains these, it is firstly important to define what self-build and custom house building is.

### 3.0 WHAT IS SELF-BUILD & CUSTOM HOUSE BUILDING?

- 3.1 The Self-build and Custom Housebuilding Act 2015 (as amended by the Housing and Planning Act 2016) provides a legal definition of self-build and custom house building:

*'Self-build and custom housebuilding means the building or completion by –*

- a) individuals,*
- b) associations of individuals, or*
- c) persons working with or for individuals or associations of individuals, of houses to be occupied by those individuals.*

*But it does not include the building of a house on a plot acquired from a person who builds the house wholly or mainly to plans or specifications decided or offered by that person.'*

- 3.2 Whilst legally self-build and custom house building share the above definition, custom build is commonly regarded as where an individual commissions a specialist developer to deliver their own home. Whereas, self-build is where the individual is more directly involved in organising or constructing his or her own home. Both routes require more significant input into the design of their home than other forms of housing.

#### **Forms of Self-Build and Custom House Building**

- 3.3 Currently there are a variety of ways self-built homes and custom house building are being delivered. Firstly, there are different approaches to the process, some self-builders take forward projects alone, others work in groups. Secondly, the level of self-build can vary, ranging from self-builders carrying out the whole of the construction to custom builders who hire a contractor to carry out the construction through to completion.
- 3.4 In considering whether a home is a self-built or custom-built home, the Council must be satisfied that the initial owner of the home will have the primary input into its final design and layout.
- 3.5 Some of the typical approaches to self-build or custom home building are outlined briefly in Figure 1 on the next page. However, it should be highlighted that the housing products listed below are not exhaustive. With this being an emerging sector, it is highly likely that new self-build and custom house building housing products will rapidly change over time.

## **Figure 1. Examples of Self-Build & Custom House Building Products**

### **Contractor Built One-off Home**

The owner manages the design process including finding the land, hiring an appropriate consultant, and securing planning permission and building regulations approval. Often the owner either hires a main contractor to do all the construction work; or they themselves project-manage the construction phase and hire various sub-contractors to do the work. The owner might also undertake some of the simpler tasks, such as decorating, themselves.

### **Self-Built One-off Home**

The owner follows a similar route to above method except that they then undertake virtually all the construction work themselves. This is popular with people who want to take 'hands on' approach and who may already have experience of building.

### **Kit or Package Home**

The owner finds the plot of land and then works with a kit home company to finalise design. The kit company then supply and erect the house. Sometimes the owner has a watertight shell built and then carries the fitting out work themselves.

### **Developer Built One-off Home**

Here the owner finds a developer with a site and a design that meets their requirements, and the developer then builds it for them.

### **Supported Community Self build**

This is where a group of people come together to share their skills and build a number of houses collectively. The group will normally all work on everyone's house until completion. Often these schemes include training to boost the participants' knowledge of building. Some community groups form themselves and some are coordinated by housing associations or other agencies.

### **Independent Community Collaboration**

Here a group is formed to acquire a larger site that is split into individual plots. They then organise the design and construction of their own home, sometimes collaborating with others to, for example, order materials in bulk.

### **Developer/Contractor led Group Project**

A developer/contractor finds a suitable site then seeks a number of self-build clients and builds the homes to their specification under contract. Often the developer provides an option to just build a watertight shell, so the owner can 'self-finish'. An alternative arrangement is for the developer to offer serviced plots which are sold 'off plan' with a design and build contract.

## **4.0 WHAT ARE THE COUNCIL'S RESPONSIBILITIES FOR SELF-BUILD & CUSTOM HOUSE BUILDING?**

- 4.1 In the light of national legislation, regulations, policy and guidance the following paragraphs explain what responsibilities Councils have in respect of self-build and custom build homes.

### **National Legislation**

- 4.2 The Self-build and Custom Housebuilding Act 2015 (as amended by the Housing and Planning Act 2016) placed a duty that (by 1st April 2016) all local authorities should keep a register of individuals and associations of individuals who are seeking to acquire plots of land for self and custom build housing in the local authority's area (to build houses for those individuals to occupy as homes).

### **National Regulations**

- 4.3 The relevant regulations, The Self and Custom Housebuilding Regulations 2016 and The Self and Custom Housebuilding (Time for Compliance and Fees) Regulations 2016, allowed authorities to introduce a 'local connection test' and charge applicants a fee to be on the register.

### **'Fixing our Broken Housing Market' Housing White Paper**

- 4.4 In February 2017, the Government published a Housing White Paper entitled 'Fixing our broken housing market'<sup>5</sup> which set out the Government's plans to reform the housing market and boost the supply of new homes in England. Whilst wide ranging in nature, one of its main aims was to diversify the construction sector through supporting custom house building. It also reaffirmed its commitment to support custom-build homes with greater access to land and finance and giving people more choice over the design of their home. Finally, it also commented that *'if we do not believe local authorities are taking sufficient action to promote opportunities for self and custom house-building, we will consider taking further action including possible changes to legislation.'*

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<sup>5</sup> MHCLG (7<sup>th</sup> February 2017) 'Fixing our broken housing market'.

## **National Planning Policy Framework (NPPF)**

- 4.5 In July 2018, the Government published the National Planning Policy Framework, which sets out national planning policy. Under the section entitled *'Delivering a sufficient supply of homes'*, the Government makes it clear that to boost supply, it is important that a sufficient amount and variety of land can come forward where it is needed, and that the needs of groups with specific housing requirements are addressed and that land with permission is developed without unnecessary delay. Furthermore, the size, type and tenure of housing needed for different groups in the community should be assessed and reflected in planning policies *'including, but not limited to, those who require affordable housing, families with children, older people, students, people with disabilities, service families, travellers, people who rent their homes and people wishing to commission or build their own homes'*.
- 4.6 The footnote to this paragraph reminded authorities that they are required to keep a register of those seeking to acquire serviced plots in the area for their own self-build and custom housebuilding. They are also subject to duties to 'have regard' to this and to give enough suitable development permissions to meet the identified demand.
- 4.7 The footnote also explained that self and custom-build properties could provide market or affordable housing. This is reinforced in the glossary of NPPF - *'Self-build and custom-build housing: as housing built by an individual, a group of individuals, or persons working with or for them, to be occupied by that individual. Such housing can be either market or affordable housing.'*
- 4.8 Furthermore, importantly the NPPF now requires on applications of 10 homes of more that at least 10% of the homes are available for affordable home ownership. However, there are exemptions, one of which is where 100% of the site is proposed for people wishing to build or commission their own homes.

## **National Planning Policy Guidance (NPPG)**

- 4.9 It is envisaged that National Planning Policy Guidance (NPPG), which provided guidance on policy in the previous NPPF, will be updated to reflect the recent changes to the new NPPF in terms of local housing need. However, it is helpful to highlight that the NPPG that supported the previous NPPF advised that authorities, when assessing the housing and economic development needs of their area, can supplement data from their register with secondary data sources to obtain a robust assessment of demand for this type of housing in their area. Examples of secondary data sources listed in the guidance include building plot search websites, 'Need-a-Plot' information available from the Self Build Portal; and enquiries for building plots from local estate agents and local planning

authorities.<sup>6</sup> It also provided guidance on matters such as administering the self-build and custom house building registers, the duties (i.e. giving suitable permissions) and where exemptions to such duties apply.

4.10 The following sections will look at the local policy context and local evidence of demand for self-build and custom house building in the Borough from the register.

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<sup>6</sup> National Planning Policy Guidance <https://www.gov.uk/guidance/housing-and-economic-development-needs-assessments> Paragraph: 021 Reference ID: 2a-021-20160401 Revision date: 01 04 2016

## **5.0 WHAT HAS THE COUNCIL DONE TO SECURE SELF-BUILD AND CUSTOM HOUSE BUILDING TO DATE? AND WHAT IS PLANNED FOR THE FUTURE?**

- 5.1 The borough council has already put strategies and plans to facilitate self-build and custom house building in place. These are detailed in the following paragraphs; however, the situation is evolving to reflect more recent Government legislation, regulations, policy and guidance. This coincides with the review of the Local Plan.

### **Corporate Business Plan**

- 5.2 This corporate strategy sets out the broad framework for the borough council over a four year period (2015/2016 – 2019/2020). The top priority within this is to drive local economic and housing growth. The borough council has committed to supporting new and existing businesses to help them thrive and ensure that housing growth targets are met.
- 5.3 The focus is on providing the support that businesses need to start up or relocate here and successfully develop. Businesses need to attract employees with appropriate skills and housing for them to live in. This is why the borough council is driving forward with housing growth that will help ensure local people can access housing that meets their needs. This includes those who aspire to build or commission the construction of their own home.

### **Adopted Local Plan**

- 5.4 The adopted Local Plan sets out policies that guide future development in King's Lynn & West Norfolk. It is used to help determine planning applications. In the context of self-build and custom house building, it is important to understand that existing local planning policies were developed and adopted as part of the Local Plan, prior to the recent Government legislation. The current Local Plan is presented in two parts; the Core Strategy (2011), and the Site Allocations and Development Management Policies Plan (2016).

### **Adopted Local Plan: Part 1 - Core Strategy**

- 5.5 The Core Strategy was adopted in July 2016; it provides strategic level guidance as to growth and significant issues across the Borough in the period to 2026. It is the main document setting out the long term strategy, including the vision and objectives for the borough, and broad policies that will steer and shape new development.

- 5.6 Core Strategy Policy CS01 sets out the spatial strategy for the borough and identifies sustainable development locations in accordance with the settlement hierarchy, as set out in Policy CS02.
- 5.7 Policy CS09 Housing Distribution identifies the minimum number of dwellings to provide over the plan period and the method for distribution, which again is in line with CS02. CS09 also discusses housing type, size and tenure which should be provided. Stating that the most up to date strategic housing market assessment should be taken into consideration. The last published strategic housing market assessment is a 2014 update. This is due to be updated shortly as part of the evidence base for the Local Plan review .CS09 continues and addresses affordable housing in term of the percentage sought, thresholds, viability and the mix of tenure. This reflects the identified affordable housing needs of the local population.

### **Adopted Local Plan: Part 2 – Site Allocations and Development Management Policies**

- 5.8 The Site Allocations and Development Management Policies Plan was adopted in September 2016. This gives effect to and compliments the Core Strategy. This is done so through the provision of land use allocations for land uses including residential housing and economic land to meet aspirations of the Core Strategy. It also provides a series of detailed development management policies which will assist in guiding development through the application determination process.
- 5.9 92 residential housing sites are allocated and these have the potential to provide at least 6,294 dwellings. To date approximately 80% of these sites have come forward with some form of a planning proposal. Indeed a number are being built out currently and some have already been completed.

### **Local Plan Review**

- 5.10 The borough council is committed to a review of its Local Plan. This is to reflect emerging housing and employment needs through to 2036. A further 10 years into the future compared to the current plan period. This is set out within Policy DM2A – Early review of Local Plan, contained within the Site Allocations and Development Management Policies Plan.
- 5.11 This new Local Plan, once adopted will fully supersede both parts of the adopted Local Plan. A call for sites and policy suggestions consultation was carried out in November 2016, in accordance with Policy DM2A. The new plan is currently at a draft stage, with a consultation on a draft version currently anticipated to take place in early 2019. This broadly in-line with the latest Local Development Scheme (LDS).

## **Emerging Local Plan: Draft Local Plan review**

- 5.12 The new draft plan will seek to create a policy environment which encourages custom and self-build opportunities. This will not only provide opportunities for those wishing to build or commission the build of their own home but also assists with the supply and the delivery of housing.
- 5.13 In the most recent financial years (2016/2017 & 2017/2018) approximately 50% of housing completions were on sites of 1 – 4 dwellings, with half of these being single plot sites. The majority of these single plots could be classed as Custom & Self Build. The completions of such sites have occurred throughout the borough from Burnham Market in north to Wretton in the south.
- 5.14 Analysis of the housing trajectory shows that aside from single plots, slightly larger developments ranging from 5 dwellings to 25 are starting to come forward and are being developed with a view to providing custom and self-build opportunities.
- 5.15 It is clear that smaller sites are providing opportunities for custom and self-build housing. To increase these opportunities the Local Plan review it will seek to provide settlements with a development boundary. This will enable windfall development to continue. It also looking to introduce a new policy which allows for small scale development to take place outside of development boundaries, in areas reasonably related to the relevant settlement.
- 5.16 This could allow for the sensitive infilling (either in full or part) of small gaps within an otherwise built-up frontage and potentially for the 'rounding off' of development boundaries. Clearly the development would need to be appropriate to the scale and character of the surroundings, and developing a gap which makes a positive contribution to the street scene will be resisted. Beyond this in exceptional circumstances small groups of dwellings may be considered appropriate where the development is of a particularly high quality and would provide significant benefits to the local community.
- 5.17 It is considered that such a flexible approach will seek to maximize the potential for custom and self-build opportunities. Greater weight could also be placed upon those applications which indicate the site is for custom and self-build, ensuring that some sites do actually come forward as custom and self-build.
- 5.18 One of the key opportunities of Custom and Self Build is to increase housing supply by creating more opportunities for people who are not just looking for housing but are looking to meet their housing requirements through this route. Indeed if new national policy requirements are to be met, the Council needs to ensure that identified need can be met. At the same time of creating additional opportunities for plots, a mechanism needs to be applied in order to ensure such plots are available explicitly for the Custom and Self-Build delivery route. If not there is danger the route will not be available for those wishing to build in this way, and that sites are used purely for speculative development or, are traded and do not come forward for development in a timely way.

**Action 1: The borough council through its Local Plan review will seek to develop a new policy which could boost the potential supply and delivery of custom and self-build opportunities on small sites. This will apply to areas outside of development boundaries but reasonably related to the settlement, be this infill or ‘rounding off’.**

5.19 Aside from this specific policy there will also be general encouragement for sites which are seeking to come forward for custom and self-build purposes. It is considered that this is essential, and this would be the minimum approach hence we are seeking to go above and beyond this through the potential policy outlined above.

**Action 2: The borough council’s Local Plan review will create a policy environment which supports and encourages custom and self-build opportunities. This will provide opportunities for those wishing to build or commission the build of their own home and will also assist with the supply and the delivery of housing.**

5.20 The borough council will also support those landowners / developers of sites allocated within the current Local Plan and in the future the Local Plan review who are seeking to bring forward and develop their site for custom and self-build purposes.

**Action 3: The borough council will support the land owners / developers of allocated sites within the current Local Plan and Local Plan review who wish to bring forward their site(s) for custom and self-build purposes.**

**Action 4: The borough council through future Local Plans, beyond the current review, will explore options for securing the development of custom and self-build housing on sites, large, medium and small**

## Neighbourhood Plans

- 5.21 Neighbourhood planning is a right for communities introduced through the Localism Act 2011. Communities can shape development in their areas through the production of Neighbourhood Development Plans (often referred to simply as Neighbourhood Plans).
- 5.22 The borough is one of the largest in terms of land mass in the country, consequently there are approximately 100 parishes. This includes the un-parished area of King's Lynn and the Town Councils of Downham Market and Hunstanton. Currently about a 1/3<sup>rd</sup> of the parishes within the borough are engaged with the neighbourhood plan process. With 4 already made, one being reviewed and another at the referendum stage.
- 5.23 A Neighbourhood Plans once made forms part of the local development plan, sitting alongside the borough's Local Plan. They can contain a range of land use policies which are used in the planning application decision making process. They also have the ability to make their own residential housing allocations and can advocate custom and self-building housing. The borough's Local Plan review will seek to support neighbourhood plans and allow local communities through their neighbourhood plans to choose how best to accommodate the housing need of their area.
- 5.24 As part of the borough council's duty to support communities who wish to prepare a neighbourhood plan, the borough council will inform neighbourhood plan groups with regard to custom and self-build and back custom and self-build opportunities communities wish to bring forward. These could be in the form of general policies or specific allocations.

**Action 5: The borough council through its duty to assist those communities who wish to prepare a neighbourhood plan for their area will inform and support policies which seek to encourage custom and self-build opportunities, as either residential housing allocations or more general land use policies.**

## **6.0 LOCAL SELF-BUILD AND CUSTOM HOUSE BUILDING DEMAND IN WEST NORFOLK**

### **West Norfolk Self-build and Custom Build House Building Register**

- 6.1 The Self and Custom Build Register was launched on the Council's website on April 2016. The eligibility criteria for entry onto the Council's self-build register is established through The Self-Build and Custom Housebuilding (Register) Regulations 2016. It stipulates that any individual or member of an association that signs up to the register must be aged 18 or older and a British citizen, or a national from an EEA State other than the UK, or national of Switzerland. The individual or member of an association must also seek to acquire a serviced plot of land in the Borough to build a house to occupy as their sole or main residence.
- 6.2 To better understand local demand for self and custom build plots in the Borough, the Council has included additional questions, researching the preferences of those on the register. This includes locations within the Borough they would prefer, the type of self or custom build property they are interested in building and the number of bedrooms they are seeking.
- 6.3 Since then, this information indicates that there are 133 individuals interested in self and custom build. In terms of the type of self and custom build those on the register are interested in, 80% are interested in detached houses and 50% are interested in detached bungalows. There is limited demand for other types of housing. The majority of households have indicated that they would be interested in building anywhere in the borough. Finally, in terms of plot size, demand covers a wide range of plot sizes with 33% of households are looking for a plot of less than 500sqm (0.12acres), 28% look for for between 500sqm (0.12a) and 1000sqm (0.25a) and 33% looking for more than 1000sqm.

## 7.0 THE COUNCIL'S SELF-BUILD & CUSTOM HOUSE BUILDING ACTION PLAN

- 7.1 Given this national and local context, the Council's objective is to: ***'positively influence or help secure development opportunities where we can support individuals or organisation in our local communities to deliver high quality self-built or custom-built homes to meet demand in the Borough'***. This section of the action plan sets out what actions can be taken to achieve this.

### **Engaging with Self-build & Custom Build Customers**

- 7.2 The Council is proposing further measures to improve its services to different customers, such as notifying those on the register when planning permission is granted for self-build and custom-built homes (having regard for data protection) and publishing local demand and delivery evidence through the Authority Monitoring Report (AMR).
- 7.3 In line with the Council's continuing service improvement (through 'channel shift'), which ensures a 'customer focused' approach to service delivery and the quick resolution of problems. The Council will aim to update its website with useful information for those interested in self-build and custom house building in the Borough, such as producing guidance in the form of leaflets etc for applicants and headline information on permissions.

**Action 6: Explore and implement innovative methods for engaging with customers who are interested in self-build and custom house building in the Borough and raising awareness of the grant of suitable planning permissions or suitable Council land disposals.**

### **Understanding Local Demand for Self & Custom House Building**

- 7.4 Importantly, the Council need to first understand more about the nature of demand for self-build and custom house-building in the Borough. Whilst the existing register is a helpful guide, it relies on individuals and organisations' knowing the register exists. Through undertaking research, the Council will be able to get a realistic understanding of local demand, but also their ability to afford available options. The Council will also need to understand whether there are any barriers to those individuals or organisations that can afford self-build and custom housebuilding, and whether the Council can play a role in preventing these barriers from occurring.

**Action 7: Continue to improve the Council’s understanding of those individuals or organisations that are interested in self-build or custom housebuilding opportunities within the Borough (as well as their ability to afford available options) by undertaking detailed research.**

### **Opportunities for Self & Custom House Building in the Borough**

- 7.5 Next, it is important we engage with those who have the means to assist individuals or organisations interested in self-build and custom housebuilding. In its simplistic form, to make self-build and custom housebuilding a reality for those who desire it, it requires the provision of suitable land and finance, the skills and materials to build it, as well as suitable utility and public highway access provision. It is important that the Council understands how all these interested parties can work together, to help those who are interested in self and custom build.
- 7.6 Turning to the first, available land. The Council has a direct role where it is a landowner itself, to establish if the land is suitable for self-build and/or custom- build homes. This can be exercised through its land disposal, regeneration or housing functions. The Council will also assess the potential for self-build and custom housebuilding on its own land assets and seek to deliver a pilot scheme.
- 7.7 Secondly, using its planning functions, the most appropriate route for the Council is to approach landowners or relevant parties with land suitable for development to meet local demand for self and custom-built housing, is through Council’s housing availability assessment, commonly known as the ‘Housing and Economic Land Availability Assessment’ (HELAA). A HELAA is a technical exercise to determine the quantity and suitability of land potentially available for housing development. Another example is when pre-application inquiries are made to the Planning Service for self-build and custom-build homes.
- 7.8 Thirdly, the current Local Plan allocated a large scale strategic site at West Winch for major growth. The site is allocated for at least 1,600 dwellings through to 2026 and in the region of 4,000 dwellings in the fullness of time. The growth area is located within the parishes of West Winch and North Runcton. These two parishes have jointly prepared a Neighbourhood Plan for their respective area. This was formally made in 2017. The Neighbourhood Plan contains Policy GA09 ‘*Opportunities for small-scale and self-build development*’ this encourages Custom and Self-Build opportunities within the Growth Area.

**Action 8: Assess sites potential for self-build and custom house building through the Council's housing availability assessment (e.g. HELAA).**

**Action 9: Identify Council owned site to provide a pilot scheme to directly deliver custom build units.**

**Action 10: Seek to integrate Custom and Self-Build as part of the West Winch Growth Area, in line with the North Runcton and West Winch Neighbourhood Plan (2017).**

7.9 With the backdrop of the Government looking to boost house building, Councils like West Norfolk are looking at an increasingly diverse range of housing products, such as self-build and custom-build homes to meet local housing demand. Therefore, it is appropriate that when sites are promoted to the Council, these local needs (including self-build and custom house building) are part of the assessment process.

#### **7.10 Approach to affordable housing on Custom and Self-build sites**

- The Councils adopted affordable housing policy (policy CS09) requires built affordable units to be completed on site and transferred to an affordable housing provider. This policy still applies to custom build sites, however the Council recognises that the approaches that are used to secure affordable units on sites developed by speculative developers may not be appropriate for Custom build sites. The Council has developed an approach which allows the affordable housing to be delivered on site as per the policy requirement whilst not acting as a barrier to custom build sites. The following options could apply;
  - Landowner can commission affordable housing to be transferred to an RP at a price they can pay without the need for other subsidy.
  - Landowner can transfer serviced plots at a price that enables the development of affordable housing without the need for other subsidy. This would be at a cash equivalent price of providing the affordable units on site when being developed by speculative developers.

**Action 11: The Council will work with interested parties such as land owners, planning agents, Registered Providers and custom builders to evaluate if the approach is a practical alternative solution for the transfer of affordable housing on custom build sites.**

### **Achieving High Quality Design**

- 7.11 Where sites have already been identified for self or custom-built housing, such the Council will endeavor to ensure its services, such as planning and building control, help deliver high quality self and custom-built homes. Taking Planning Services, there are different ways the Council can help ensure this type of house building is high quality; this can be an area of concern as self and custom build can potentially lead to a huge degree of variation with so many parties involved, which risks undermining design quality.
- 7.12 Furthermore, self and custom build development pose new challenges for the planning, and it is important that the Council can make good decisions on such applications appropriately and swiftly. The use of procedural advice when submitting a planning application for self-build and custom-build housing is likely to be beneficial to both the applicant and the Council. It could include helpful information on matters such as the level of detail required for outline, full, hybrid and reserved matters applications, as well as how to claim CIL exemption and the use of standard conditions or clauses for s106 agreements.

**Action 12: The Council will work with interested parties to produce procedural guidance on how to apply for planning permission for self- build and custom house building developments in the Borough (e.g. standard conditions) and establish 'in house' advisory service. This will also contain guidance for those communities engaged in the neighbourhood plan process.**

- 7.13 For this action, the Council will aim to involve experienced applicants in helping define what the Authority's design and procedural guidance should cover, as well as provide helpful feedback to the Planning Services for continuous service improvements. This is in line with the Councils approach, as previously mentioned, which puts the customer at the centre of Council services.

### **Update Relevant Corporate Strategies**

- 7.14 Whilst the emerging Local Plan will have specific provisions for self-build

and custom house building, any new significant change in evidence on local demand for these housing products will need to be reflected in the review of the Local Plan. Furthermore, with the Government confirming in the recent NPPF for example, that self and custom-built housing can include both market and affordable housing, it is important that the Council is clear how this distinction is made in the emerging Local Plan.

**Action 13: Any new significant change to national policy or in evidence on the local demand for self-build and custom house building, should be reflected in reviewing the Local Plan, as well as other emerging strategies.**

### **Financing Self & Custom House Building**

- 7.15 Ultimately, the personal financing of self-build and custom house building is largely a matter for interested individuals and the organisations involved. The Council will work to secure funding streams, such as the Home Building Fund currently available from the Government; to enable self-build and custom-build homes to be delivered.

**Action 14: The Council will actively work with Government and other partners to secure funding to enable self and custom-build housing to be delivered.**

### **Sharing Experience**

- 7.16 When it comes to the skills and materials to develop self-build and custom-build homes, the Council is keen to work with all relevant partners to help facilitate investment in construction skills and support economic activity of this sector. The Council is keen to encourage the sharing of skills and best practice in self and custom house building. Hosting or facilitating a series of events that share good practice and skills will help increase collective awareness of all the parties involved.

**Action 15: The Council hosting or facilitating a series of events or forums, such as Expos, workshops and webpages, to encourage skills and experience sharing with interested parties.**

## **8.0 MONITORING & REVIEW**

- 8.1** The Council will look to continually monitor this action plan. If circumstances change significantly, the actions are considered not to be appropriate or not working to achieve the Council's objective, the Council will look to update this action plan. This is the first action plan the Council has ever produced on self-build and custom house building, a relatively new housing sector, therefore it likely it will need to be updated to reflect local experience over the coming years.

## 9. LIST OF ACTIONS

9.1 This Action Plan contains a number of commitments termed actions. These will be for different departments across the council, in collaboration, including planning, housing, property services and corporate projects. The following table provides a list of the actions contained within the Action Plan. It highlights which area they cover i.e. promotion, facilitation or enabling. In many instances they cover more than one of these areas. Which department(s) within the borough council they chiefly apply to. And the time scale each action is considered achievable within. This is indicated via a traffic light system. Green is short term (1- 2 years), amber is medium term (2–5 years), and red represents long term (5 years +). However, some actions span more than one time scale.

No.	Action	Area	Department	Time Scale
1	The Local Plan review will seek to develop a new policy which could boost the potential supply and delivery of custom and self-build opportunities on small sites. This will apply to areas outside of development boundaries but reasonably related to the settlement, be this infill or 'rounding off'.	Facilitation	Planning	Medium
2	The Local Plan review will create a policy environment which supports and encourages custom and self-build opportunities. This will provide opportunities for those wishing to build or commission the build of their own home and will also assist with the supply and the delivery of housing/	Facilitation	Planning supported by Housing	Medium
3	The borough council will support the land owners / developers of allocated sites within the current Local Plan and Local Plan review who wish to bring forward their site(s) for custom and self-build purposes.	Facilitation & Enabling	Planning supported by Housing	Short & Medium
4	The borough council through future Local Plans, beyond the current review, will explore options for securing the development of custom and self-build housing on sites, large, medium and small.	Facilitation & Enabling	Planning supported by Housing	Long
5	The borough council through its duty to assist those communities who wish to prepare a neighbourhood plan for their area will inform and support policies which seek to encourage custom and self-build opportunities, as either residential housing allocations or more general land use policies. Also see Action 10.	Promotion, Facilitation & Enabling	Planning supported by Housing	Short. Medium & Long
6	Explore and implement innovative methods for engaging with customers who are interested in self-build and custom house building in the Borough and raising awareness of the grant of suitable planning permissions or suitable Council land disposals	Promotion	Housing supported by Planning	Short
7	Continue to improve the Council's understanding of those individuals or organisations that are interested in self-build or custom housebuilding	Facilitation	Housing	Short

	opportunities within the Borough (as well as their ability to afford available options) by undertaking detailed research			
8	Assess sites potential for self-build and custom house building through the Council's housing availability assessment (e.g. HELAA).	Enabling	Planning & Housing	Short & Medium
9	Direct delivery on Council owned land. Identify Council owned sites to identify a suitable pilot scheme to Directly deliver custom build units.	Enabling, Facilitation & Promotion	Property Services and Corporate Services. Supported by Housing and Planning	Medium
10	Seek to integrate Custom and Self-Build as part of the West Winch Growth Area, in line with the North Runcion and West Winch Neighbourhood Plan (2017).	Enabling	Planning & Housing	Long
11	The Council will work with interested parties such as land owners, planning agents, Registered Providers and custom builders to evaluate if the approach is a practical alternative solution for the transfer of affordable housing on custom build sites.	Facilitation & Enabling	Housing supported by Planning	short
12	The Council will work with interested parties to produce procedural guidance on how to apply for planning permission for self-build and custom house building developments in the Borough (e.g. standard conditions) and establish 'in house' advisory service. This will also contain guidance for those communities engaged in the neighbourhood plan process.	Promotion & Enabling	Housing supported by Planning	Short
13	Any new significant change to national policy or in evidence on the local demand for self-build and custom house building should be reflected in reviewing the Local Plan, as well as other emerging strategies.	Facilitation	Planning supported by Housing	Short, Medium & Long
14	The Council will actively work with Government and other partners to secure funding to enable self and custom-build housing to be delivered.	Facilitation	Housing	Short, Medium & Long
15	The Council hosting or facilitating a series of events or forums, such as Expos, workshops and webpages, to encourage skills and experience sharing with interested parties	Promotion	Housing supported by Planning	Short

## Agenda Item 10

### Request received from Councillor Bird

Recently at a meeting of the Hunstanton Prosperity Coastal Community Team we were challenged to bring forward the argument for the development of more commercial premises in Hunstanton and District.

Recently the borough had commissioned market research into these needs and the independent research highlights these opportunities.

You may be aware that Hunstanton is undergoing the most amount of change in train that has happened for many decades. The availability of this report, the Neighbourhood plan (still in consultation) the 'One Public Estate' the Southern Seafront design, the accelerated national government development scheme and much more need to be balanced with the potential shortfall of premises for business and development.

There is an element of urgency in this request for a couple of reasons. The first is that in our local headlong race to provide more housing we have converted what were commercial sites into new homes. The second is that no consideration has been given, up to now, in sites, now employment sites, that are at risk due to potentially more housing, leaving no alternative sites in the area for jobs. As a matter to one side the demise of B&B and Hotel beds in the seaside resort is now only 139 compared to about 750 only a few years ago.

Councillor Richard Bird.

## REGENERATION AND DEVELOPMENT PANEL WORK PROGRAMME 2018/2019

DATE OF MEETING	TITLE	TYPE OF REPORT	LEAD OFFICER	INFORMATION, OBJECTIVES AND DESIRED OUTCOMES
<b>22<sup>nd</sup> May 2018</b>	Appointment of Vice Chairman	Operational		To appoint a Vice Chairman for the municipal year 2018/2019.
	Membership of Task Groups and Informal Working Groups	Operational		To appoint Members to the Task Group for 2018/2019
	King's Lynn Transport Study Update	Update	Alan Gomm	To receive an update
	Heritage Action Zone Update	Update	Ostap Paparega	To receive an update.
	EXEMPT - Commercial Rent Arrears Presentation	Information	Fiona Heubeck and Matthew Henry	Corporate Performance Monitoring identified this as one of the Indicators which was not on target. Officers to provide additional information to the Panel.
<b>26<sup>th</sup> June 2018</b>	Business Improvement District	Information	Representatives from the BID	To provide the Panel with information on what the BID levy is being used for in the town centre.
	NORA Enterprise Zone Update	Update	Jemma Curtis	Update on progress with the NORA Enterprise Zone.
	EXEMPT - Derelict Land and Buildings Group Update	Update	Jemma Curtis/Jason Richardson	To receive and update on the work of the Group.
	King's Lynn Transport Study	Workshop Session	Ian Parkes (NCC), Alan Gomm, Jemma Curtis	To look at options for model testing.
<b>31<sup>st</sup> July 2018. Please note earlier start time of 4pm.</b>	2017-2018 full year Corporate Performance Monitoring Report	Monitoring	Becky Box/ Ged Greaves	To monitor progress against agreed performance indicators for the year relevant to the Regeneration and Development Panel.
	EXEMPT - Riverfront/Nelson	Update	Ostap Paparega/	Members of the Panel will receive an

	Quay Update		Jemma Curtis and external consultants	update on progress and have the opportunity to analyse options for sites.
	EXEMPT - Heritage Action Zone – unlocking brownfield sites	Update/Policy Development	Ostap Paparega/ Jemma Curtis and external consultants	Members of the Panel will have the opportunity to suggest options for sites which will be passed on for consideration.
	EXEMPT - Guildhall/Corn Exchange	Update	Chris Bamfield	To receive a verbal update.
<b>11<sup>th</sup> September 2018</b>	<b>VENUE – HUNSTANTON. MEETING TO BE PRECEDED BY A TOUR OF THE HUNSTANTON SOUTHERN SEAFRONT MASTERPLAN AREA STARTING AT 4.30pm</b>			
	Hunstanton Southern Seafront Masterplan – Tour and Update	Update	Matthew Henry	To conduct a tour of the Masterplan area prior to the meeting and receive an update at the meeting.
<b>30<sup>th</sup> October 2018</b>	Custom and Self Build Policies	Policy Development	Duncan Hall.	Update on work of the Task Group.
	Q1 2018-2019 Corporate Performance Monitoring Report	Monitoring	Ged Greaves	To monitor progress against agreed performance indicators for the year relevant to the Regeneration and Development Panel.
	South East King's Lynn Strategic Growth Area / West Winch Relief Road	Cabinet Report	Alan Gomm, Nikki Patton	To consider the Cabinet report and make any appropriate recommendations to Cabinet.
	Corn Exchange Cinema	Policy Development	Chris Bamfield	To consider the report and make any appropriate recommendations to Cabinet.
<b>11<sup>th</sup> December 2018</b>	Railways	Update	Peter Jermany and Ray Harding	Update as requested by the Panel
	Tourism Update	Update	Philip Eke and	Update as requested by the Panel

			Ostap Paparega	
	Nelson Quay Public consultation feedback	Update	Jemma Curtis	Follow up from 31 <sup>st</sup> July.
<b>29<sup>th</sup> January 2019</b>	Q2 2018-2019 Corporate Performance Monitoring Report	Monitoring	Becky Box/ Ged Greaves	To monitor progress against agreed performance indicators for the year relevant to the Regeneration and Development Panel.
	Commercial Premises need in Hunstanton	Opposition item requested by Councillor Bird		To respond to a request from a Member of the Opposition.
	South East King's Lynn Strategic Growth Area / West Winch Relief Road	Update	Alan Gomm, Nikki Patton and Hannah Wood Handy	To receive an update
	Custom Build Action Plan	Cabinet Report	Alan Gomm, Nikki Patton, Hannah Wood Handy, Duncan Hall	To receive the report and make appropriate recommendations to Cabinet.
<b>12<sup>th</sup> March 2019</b>	Report of the River Informal Working Group	Policy Development	Jemma Curtis	To receive the recommendations from the Informal Working Group
	Hunstanton Southern Seafront Masterplan Update	Policy Development	Chris Bamfield	To receive an update
<b>9<sup>th</sup> April 2019</b>	Q3 2018-2019 Corporate Performance Monitoring Report	Monitoring	Becky Box/ Ged Greaves	To monitor progress against agreed performance indicators for the year relevant to the Regeneration and Development Panel.
	Report of the Heritage Action Zone Informal Working Group	Policy Development	Ostap Paparega	To receive the recommendations from the Informal Working Group.

**FORWARD DECISIONS LIST**

<b>Date of meeting</b>	<b>Report title</b>	<b>Key or Non Key Decision</b>	<b>Decision Maker</b>	<b>Cabinet Member and Lead Officer</b>	<b>List of Background Papers</b>	<b>Public or Private Meeting</b>
5 February 2019						
	Budget 2019/20	Key	Council	Leader Deputy Chief Executive		Public
	Capital Programme 2019/20	Key	Council	Leader Deputy Chief Executive		Public
	Local Plan Review	Key	Cabinet	Development Exec Dir – G Hall		Public
56	Management Re-Structure	Non	Cabinet	Leader Chief Executive		Private - Contains exempt Information under para 1 – information relating to the business affairs of any person (including the authority)
	Leisure Provision	Key	Cabinet	Culture Heritage and Health Exec Dir – C Bamfield		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)

<b>Date of meeting</b>	<b>Report title</b>	<b>Key or Non Key Decision</b>	<b>Decision Maker</b>	<b>Cabinet Member and Lead Officer</b>	<b>List of Background Papers</b>	<b>Public or Private Meeting</b>
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26 March 2019	Review of operation of Planning Sifting Panel	Non	Cabinet	Development Exec Dir – G Hall		Public
	Strategic Property Acquisition	Key	Cabinet	Corporate Projects and Assets Exec Dir - C Bamfield		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
57	Nelson Quay King's Lynn - Planning and Delivery	Key	Cabinet	Corporate Projects and Assets Exec Dir - C Bamfield		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Proposed Enforced Sales case & future procedures	Non	Cabinet	Development Exec Dir – G Hall		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Development Options - Hunstanton	Key	Council	Performance and Economic Development Exec Dir - C Bamfield		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)

	Hunstanton Coastal Management Plan	Key	Cabinet	Environment Exec Dir – G Hall		Open
	Major Housing Phase 3 – Enabling Work for Lynnsport 1	Key	Council	Corporate Projects and Assets Exec Dir - C Bamfield		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Major Housing Project 2	Key	Council	Corporate Projects and Assets Exec Dir - C Bamfield		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)

58

<b>Date of meeting</b>	<b>Report title</b>	<b>Key or Non Key Decision</b>	<b>Decision Maker</b>	<b>Cabinet Member and Lead Officer</b>	<b>List of Background Papers</b>	<b>Public or Private Meeting</b>
18 June 2019						
	Strategic Property Acquisition	Key	Cabinet	Corporate Projects and Assets Exec Dir - C Bamfield		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Difficult to Deliver Site – Hunstanton – Housing With Care	Key	Council	Corporate Projects and Assets Exec Dir - C Bamfield		Private - Contains exempt Information under

						para 3 – information relating to the business affairs of any person (including the authority)
	Nar Ouse Enterprise Zone Implementation & Delivery	Key	Council	Corporate Projects and Assets Exec Dir - C Bamfield		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)

<b>Date of meeting</b>	<b>Report title</b>	<b>Key or Non Key Decision</b>	<b>Decision Maker</b>	<b>Cabinet Member and Lead Officer</b>	<b>List of Background Papers</b>	<b>Public or Private Meeting</b>
6 August 2019						