

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



Regeneration and Development Panel

Agenda

*PLEASE NOTE VENUE

Tuesday, 10th September, 2019
at 6.00 pm

in the

***Council Chamber
Hunstanton Town Hall
The Green
Hunstanton**



King's Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX
Telephone: 01553 616200
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Friday 30 August 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, 10th September, 2019 at 6.00 pm** in the **Council Chamber, Hunstanton Town Hall** 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 - 15)

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 Chair 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 Chair 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 Chair.

6. Chair's Correspondence

If any.

7. Community Infrastructure Levy - Governance Arrangements (15 minutes)
(Pages 16 - 26)

8. Corporate Business Plan (45 minutes) (Pages 27 - 30)

9. Coastal Community Fund - Sail the Wash Update (15 minutes) (Pages 31 - 37)

10. Exclusion of Press and Public

To consider passing the following resolution:

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

11. EXEMPT - Derelict Land and Buildings Group Update (15 minutes)
(Pages 38 - 44)

12. EXEMPT - Accelerated Construction Programme - Hunstanton (20 minutes) (Pages 45 - 65)

RETURN TO OPEN SESSION

13. Work Programme and Forward Decision List (Pages 66 - 71)

14. Date of the next meeting

To note that the next meeting of the Regeneration & Development Panel is scheduled to take place on 29th October 2019 at 6.00pm in the Council Chamber, Town Hall, Saturday Market Place, King's Lynn.

To:

Regeneration and Development Panel: Miss L Bambridge, J Bhondi, F Bone, Mrs J Collingham (Chair), M de Whalley, M Howland, B Jones, J Lowe, C Manning, T Parish (Vice-Chair), S Patel and D Whitby

Portfolio Holders:

Councillor R Blunt, Portfolio Holder for Development
Councillor B Long, Leader of the Council
Councillor P Gidney, Portfolio Holder for Project Delivery
Councillor G Middleton, Portfolio Holder for Business Development

Officers

Dale Gagen, Corporate Project Officer
Alan Gomm, LDF Manager
Ged Greaves, Senior Policy and Performance Officer
James Grant, Project Officer
Matthew Henry, Property Services Manager
Jason Richardson, Regeneration Project Officer

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, 30th July, 2019 at 6.00 pm in the Council Chamber - Town Hall, Saturday Market Place, King's Lynn PE30 5DQ

PRESENT: Councillors Mrs J Collingham (Chair), L Bambridge, J Bhondi, F Bone, M de Whalley, M Howland, B Jones, J Lowe, C Manning, T Parish, S Patel and D Whitby

OTHER MEMBERS PRESENT: Councillors C Joyce, A Kemp, C Morley, D Pope and A Ryves.

PORTFOLIO HOLDERS:

Councillor R Blunt – Portfolio Holder for Development
Councillor I Devereux – Portfolio Holder for Environment
Councillor P Gidney – Portfolio Holder for Project Delivery
Councillor P Kunes – Portfolio Holder for Commercial Services
Councillor B Long – Leader of the Council
Councillor G Middleton – Portfolio Holder for Business Development

OFFICERS:

Chris Bamfield – Executive Director, Commercial Services
Mark Fuller – Principal Project Surveyor
Alan Gomm – LDF Manager
Ged Greaves – Senior Policy and Performance Officer
Geoff Hall – Executive Director, Development
Ray Harding – Chief Executive
Matthew Henry – Property Services Manager
Steven King – THI Project Officer
Dave Robson – Environmental Health Manager

RD14: APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Mrs Nockolds.

RD15: MINUTES

A request to amend the minutes had been received from Councillor Rust and was read out by the Chair as follows:

“I’d like to pass to you a request for the minutes to be altered on a matter of accuracy. The minutes state that I did not oppose the cinema, however, what I actually said is that I did not oppose it per se and I went on to list the provisos and concerns I had. I did actually state I shared the concerns of my fellow Labour party Councillors – Jones and Bone, who had articulated issues they were worried about.”

The Democratic Officer explained that the draft minutes currently read as “Councillor Rust addressed the Panel under Standing Order 34. She commented that she did not oppose the proposal but was concerned that the cost of the tickets would present a barrier to some people.”

The Panel felt that the minutes summarised the comments made by Councillor Rust and did not require amending.

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

RD16: **DECLARATIONS OF INTEREST**

Councillor de Whalley declared an interest in the Guildhall Workshop session as he had been involved in meetings with the Shakespeare Trust. He stated he was not a Trustee.

Councillor Bone declared an interest in the Guildhall Workshop session as he had been involved in a newspaper article relating to the Guildhall.

RD17: **URGENT BUSINESS**

There was none.

RD18: **MEMBERS PRESENT PURSUANT TO STANDING ORDER 34**

Councillor Blunt – all items.
 Councillor Devereux – all items.
 Councillor Joyce – all items.
 Councillor Kemp – all items.
 Councillor Kunes – RD25.
 Councillor Middleton – all items.
 Councillor Pope – all items.
 Councillor Ryves – all items.

The asked that, in the future where possible, Members provide more detail on the items that they would like to attend under Standing Order 34, rather than a blanket ‘all items’.

RD19: **CHAIRMAN'S CORRESPONDENCE**

Correspondence had been received from Councillor Rust regarding the minutes of the previous meeting which had been considered under item RD15.

RD20: **FULL YEAR 2018-2019 PERFORMANCE MONITORING REPORT**

The Senior Policy and Performance Officer presented the report. He explained that each year the Cabinet agreed the Performance Indicators and each Panel monitored the Performance Indicators that were relevant to the Panel, on a quarterly basis.

The Panel's attention was drawn to the indicators which had not met target:

- CO8b – Number of residential house sales completed – NORA
- CO9a – Number of residential houses commenced – Marsh Lane
- CO9b – Number of residential houses completed – Marsh Lane
- CO10b – Number of residential sales completed – Lynnsport 4/5

The Senior Policy and Performance Officer referred to the notes against the indicators provided by the Service Manager. An update report would be provided to the Panel in October, but having checked recent sales date, progress was being made.

The Chair thanked the Senior Policy and Performance Officer for his report. There were no questions from the Panel.

RESOLVED: The Panel reviewed the monitoring report and agreed the actions in the action report.

RD21: **KING'S LYNN TRANSPORT STUDY**

The LDF Manager and Environmental Health Manager provided an update on the King's Lynn Transport Study (as attached).

It was explained that the Stage 2 document had now been published which detailed the outcome of the options appraisal. Schemes would now be broken into short, medium and long term interventions and Stage 3 work would include creation of a strategy for the area.

A further update would be provided to the Panel once the Stage 3 work had been completed, prior to its submission to Cabinet.

The Chair thanked officers for their presentation and invited questions and comments from the Panel, as summarised below. She commented that she felt that the report was difficult to digest and she was unclear on the proposals.

Councillor Bambridge commented that resident only parking for the Friars should be considered and that school start and finish times across King's Lynn should be staggered to relieve congestion. Councillor Bambridge also commented that interventions on the bus network may not be possible as they were privately operated.

Councillor de Whalley asked how the plan would contribute towards the 2050 zero carbon emissions commitment. He also asked why Stage 2 had not been subject to public consultation and that there was little mention of off road cycle lanes within the report.

The Cabinet Member for Project Delivery, Councillor Gidney, commented that the report needed a simplified analysis, broken down into traffic types, issues prioritised and then delivery systems could be looked at. He also stated that there was no mention of automated traffic lights in the report.

The LDF Manager explained that the Stage 2 document included the options which were feasible and Stage 3 would look at them in more detail. He explained that Appendix H of the report mentioned cycle routes, buses and automated traffic signals. Interventions did include the bus network infrastructure.

Councillor Kemp addressed the Panel under Standing Order 34 and stated that the Council's priority should be Climate Change and that the Hardings Way bus lane should not be opened up to traffic because travel by bus, cycle and walking should be encouraged. She gave merit to the suggestions for park and ride facilities at Clenchwarton and encouraged use of the Ferry which was also a form of park and ride. She stated that the Council needed to rule out the idea of allowing traffic on Hardings Way.

Councillor Ryves addressed the Panel under Standing Order 34. In response to a question from Councillor Ryves, it was confirmed that the provision of electric charging points was included in the report. He also asked if consideration would be given to car parking offers in line with the potential new cinema at the Corn Exchange. The Environmental Health Manager explained that a Car Parking Strategy was being produced which would look at this.

The Leader, Councillor Long, explained that this study had been long awaited. He explained that Norfolk County Council had a Transport Committee, but there had not been much investment in King's Lynn.

The Portfolio Holder for Development, Councillor Blunt, commented that the Study was still a work in progress and the Strategy would be produced and presented to the Panel once ready.

In response to a question from the Chair it was confirmed that Park and Ride was still in the list of potential schemes.

RESOLVED: The update was noted.

RD22: **GUILDHALL WORKSHOP SESSION**

Officers presented Members of the Panel with an update on the Guildhall (as attached). The Executive Director invited Members to contact him if they would like a tour of the complex.

The Chair invited the Panel Members to participate in a Workshop session which would suggest ideas on the future use of the Guildhall. Suggestions would be used to inform future bid applications.

The Panel broke into groups and looked at three different aspects of the Guildhall; audiences, activities and uses. The groups fed back the following ideas:

Audiences

- Synergy across the whole site
- Young people and those in education
- Play in a day
- Stage School
- Appeal to tourists and the local community
- Coach parties
- Link with Shakespeare was a unique selling point and should be exploited
- Improved access for people with disabilities was required
- Schemes such as 'friends of the Guildhall'
- Rehearsal space for rent
- Conference and meeting facilities
- Emerging talent and upcoming artists.
- Musical Groups
- Comedy Clubs in Crofters
- Event hire – intimate space for weddings and functions
- Workshop space
- Arts Clubs
- Christmas Market/Grotto

Audiences

- Shakespeare
- Independent films and films made by local people of all ages
- Contemporary Arts
- Theatre
- Arts
- Dance
- All ages and abilities
- Professional and amateur

Uses

- Flat floor was essential in the Guildhall to create a flexible use space

- Community events and engagement
- Retail - crafts, speciality and variety
- Artistic outlet
- Work with Charitable Organisations
- More emphasis on the kitchen
- Improved disabled access was essential
- Co-ordinated whole site management
- Flexible seating
- Comfort
- Uses can be restricted by security
- Cultural Hub
- Museum
- Arts space
- Importance of annual/recurring events to build and grow the offer
- Diversity

The Chair commented that the Guildhall stage should be movable to make the space as flexible as possible.

Councillor Ryves addressed the Panel under Standing Order 34 and asked if the site could be sold to a commercial operator and converted into a pub or restaurant. The Executive Director explained that there was a covenant on the Guildhall which meant that it had to remain as a theatre and gallery. Discussions had been held with the National Trust on this issue, but it was non-negotiable.

Members of the Panel commented that the link with Shakespeare should be exploited as a unique selling point.

The Executive Director thanked the Panel for their suggestions and explained that more detail on future bid applications would be brought back to the Panel as appropriate.

RESOLVED: The results of the workshop session would be used to assist with future bid applications.

RD23: **EXCLUSION OF PRESS AND PUBLIC**

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

RD24: **EXEMPT - NELSON/BOAL QUAY DEVELOPMENT UPDATE**

The Executive Director provided the Panel with an update on the site.

The Chair thanked the Executive Director for the update and invited questions and comments from the Panel.

Officers answered questions relating to the future plans for the site, investment opportunities and flood risk.

RESOLVED: The update was noted.

RETURN TO OPEN SESSION

RD25: **SOUTH LYNN BRICK KILN**

Councillor Kemp had requested that this item be considered by the Panel and was invited to address the Panel.

She commented that heritage was very important. She explained that the brick kiln had been de-listed, and formed part of the Heritage Action Zone site. She felt that the Heritage Action Zone was the perfect place to showcase this historic asset but was concerned that there was no report available on how the brick kiln could be restored.

Councillor Kemp suggested that a competition for local companies to restore the brick kiln could be held and that the asset should not be lost as heritage was important in an industrial area.

She explained that there was funding available to restore historic buildings and this building should not be lost as once it was gone it was gone and there would be no way of getting it back.

Councillor Joyce addressed the Panel under Standing Order 34. He asked why the Civic Society had not been made aware of the decision to de-list the building and why there had been no Councillor consultation on the demolition order. He stated that there was a live planning application on the site, and he was aware of one developer that wanted to incorporate the brick kiln as a feature on the site.

The Executive Director for Development provided the Panel with the history of the site. He explained that in 1996 it had been reported that the building was dilapidated, over grown, crumbling and likely to collapse. A report had been produced in 2007 by Morston Assets in support of an application for a supermarket which sought to demolish the kiln. He explained that the report referred to a structural report which stated that there were cracks, missing bricks and the building was deteriorating. It also stated that the roof was likely to collapse if the plant growth was removed. The Executive Director explained that the building had been in a poor condition for a significant amount of time.

The Executive Director referred to the report from Historic England. The report included comments from the Civic Society which proved that

they had been consulted as part of the de-listing process. The Executive Director clarified that there was not a live planning application on the site, the application had been determined over a year ago.

The THI Project Officer provided the Panel with information on the de-listing process. He explained that, as part of the Heritage Action Zone project, listings had to be updated, therefore a review had been carried out. This had resulted in some buildings being delisted, some being downgraded and some being added to the list.

Councillor de Whalley commented that the purpose of the Heritage Action Zone was to breathe life into new areas by combining development with heritage. He felt that demolishing the brick kiln was counter intuitive to the project aims.

Councillor Ryves addressed the Panel under Standing Order 34. He explained that he had been in touch with a professional expert who had provided reasons as to why the building should be retained and actions which could be progressed to determine the condition of the building including how it could be restored.

The Leader of the Council, Councillor Long, stated that in the past there had been a planning application on the site, but development had not taken place. Then there was the millennium community project which had proposed housing, a new College campus and commercial premises on the site, but that development had stalled, until recently, and now there was housing on the site and the site had started to be regenerated.

He appreciated concerns raised but asked Members not to be misled by the information Councillor Kemp had provided, which had been circulated with the Agenda and stated that a Lynn News poll had resulted in 80% of respondents wanting the brick kiln saved. Councillor Long referred to a poll on the Lynn News website which said that 49% of respondents would prefer a new supermarket instead, 19% had no idea it even existed and 32% cared about the brick kiln. He felt that people would generally rather see commercial development which would benefit the town.

Councillor Kemp stated that the 80% figure which she had reported had been provided to her by the Lynn News and was accurate when she had submitted her request for the item to be considered.

Councillor Long reminded the Panel that the Planning Committee had agreed the methodology for demolition and he hoped that the Panel would support the process. He stated that it was a dangerous structure and he would be accountable should anyone get hurt on the site. He reminded the Panel that reports from a number of years ago had highlighted that the structure was dangerous and could collapse. He suggested that the bricks from the brick kiln could be used as a feature

in future development, along with an interpretation board which outlined the history of the site so that it could be remembered.

Councillor Bambridge informed the Panel that she had been contacted by constituents regarding this and she commented that, in the past, the Council had demolished structures, which could now be considered historically important and the Council needed to consider carefully if this would be something that they would regret in the future.

Councillor Lowe referred to the Lynn News poll and stated that it only had received 132 votes.

Councillor Patel commented that he agreed with the comments made by Councillor Long. He asked if the responsibility for any accidents on the site lied with any other Councillor would they feel the same way about retaining the structure when they knew that it was dangerous and could collapse.

The Vice Chair, Councillor Parish commented that Historic England had determined that the brick kiln was not of ancient interest. He felt that there were other buildings which were much more worthy of retention. He agreed with the Leader in that an artefact or monument to the structure should be incorporated into any future development on the site.

Councillor Jones suggested that the demolition be delayed and the public be consulted to see if there was public interest in saving the site.

The Chief Executive reminded the Panel that officers had explained the de-listing process and the planning process and the correct processes had been followed in the same way as any developer would have to. He explained that the land that the brick kiln was on was an employment site for NORA and it was important to bring this site forward for development. He acknowledged that previous development had been designed around it, but this had not happened and the brick kiln currently limited the development options on the site and made it less attractive to potential purchasers. The Chief Executive asked the Panel to look to the future and the opportunities for this gateway site to King's Lynn. He stated that Historic England were the experts and had come to a view that the building was not worthy of Listed Building status. He asked the Panel to consider where it would be best to direct the Councils limited resources with regards to historic buildings, especially as there were so many in King's Lynn.

Councillor Ryves addressed the Panel under Standing Order 34. He referred to the action plan that had been sent to him by a professional expert and hoped that the Panel would give it a chance.

RESOLVED: The Panel supported the demolition of the brick kiln, which had been de-listed and was not considered by Historic England to be of historical importance. This would enable much needed

development to take place on the Heritage Action Zone site resulting in employment and economic benefits to King's Lynn. The Panel suggest that any development on the site should include a clearly visible and potentially useful artefact made of brick (preferably sourced from the brick oven or bricks made in it).

RD26: **RETIREMENT OF CHIEF EXECUTIVE**

The Chair informed the Panel that this would be the Chief Executives last Regeneration and Development Panel Meeting before his retirement at the end of the month and requested that thanks be recorded for his assistance and guidance to the Panel.

RESOLVED: The Panel recorded their thanks to the Chief Executive.

RD27: **WORK PROGRAMME AND FORWARD DECISION LIST**

The meeting in September was likely to take place in Hunstanton. The Panel would be informed of the arrangements in due course.

RESOLVED: The Panel's Work Programme was noted.

RD28: **DATE OF THE NEXT MEETING**

The next meeting of the Regeneration and Development Panel would be held on Tuesday 10th September 2019 at 6.00pm. Venue to be confirmed.

The meeting closed at 8.25 pm

POLICY REVIEW AND DEVELOPMENT PANEL REPORT

REPORT TO:	Regeneration and Development Panel		
DATE:	10 September 2019		
TITLE:	CIL Governance arrangements		
TYPE OF REPORT:	Policy Development		
PORTFOLIO(S):	Development		
REPORT AUTHOR:	Alan Gomm		
OPEN/EXEMPT	Open	WILL BE SUBJECT TO A FUTURE CABINET REPORT:	Yes

REPORT SUMMARY/COVER PAGE

PURPOSE OF REPORT/SUMMARY:
<ul style="list-style-type: none"> • Cabinet is minded to ask the Regeneration and Development Panel to establish the detail arrangements and to recommend these to Cabinet for implementation. • The Regeneration and Development Panel is asked to consider the Terms of Reference as attached at Appendix 1 to the report overleaf, and offer any comments before Cabinet endorses them.
KEY ISSUES:
<p>Devising a fair and equitable system for spending CIL, but meeting the relevant legal requirements.</p>
OPTIONS CONSIDERED:
<p>The Panel is asked initially to comment on the draft terms of reference. Other options are not appropriate at this stage.</p>
RECOMMENDATIONS:
<p>The Regeneration and Development Panel is asked to consider the Terms of Reference as attached and offer any comments before Cabinet endorses them.</p>
REASONS FOR RECOMMENDATIONS:
<p>In order to get a workable basis for the ultimate governance arrangements.</p>

REPORT TO CABINET

Open/Exempt		Would any decisions proposed :		
Any especially affected Wards	Mandatory/	Be entirely within Cabinet's powers to decide		YES/NO
	Discretionary /	Need to be recommendations to Council		YES/NO
	Operational	Is it a Key Decision		YES/NO
All				
Lead Member: Cllr R Blunt E-mail: cllr.richard.blunt@west-norfolk.gov.uk		Other Cabinet Members consulted: All		
		Other Members consulted: None		
Lead Officer: Alan Gomm E-mail: alan.gomm@west-norfolk.gov.uk Direct Dial:01553616237		Other Officers consulted: Management Team		
Financial Implications YES/NO	Policy/Personnel Implications YES/NO	Statutory Implications YES/NO	Equal Impact Assessment YES/NO If YES: Pre-screening/ Full Assessment	Risk Management Implications YES/NO
If not for publication, the paragraph(s) of Schedule 12A of the 1972 Local Government Act considered to justify that is (are) paragraph(s)				

Date of meeting: 24 September 2019

Community Infrastructure Levy (CIL) – Suggested Governance arrangements

Summary

- Discussion is given about how the Borough Council might wish to consider projects to be supported out of CIL.
- Monitoring and accounting for CIL (income and expenditure) is a very important part of the process, and this includes the shares appropriate for parish and town councils.
- Cabinet agreed on 6 December 2016 that the Borough Council works towards a method of CIL governance, and this paper is a step in that process.
- Cabinet is minded to ask the Regeneration and Development Panel to establish the detail arrangements and to recommend these to Cabinet.
- The Regeneration and Development Panel is asked to consider the Terms of Reference as attached as Appendix 1, and offer any comments before Cabinet endorses them.

Recommendation

It is recommended that the Regeneration and Development Panel is asked to develop a system for spending CIL with the Terms of Reference as attached at Appendix 1.

Reason for Decision

To meet our obligations to spend CIL on infrastructure projects across the Borough and account for the spending.

1. Background

1.1 Cabinet agreed on 6 December 2016 that the Borough Council works towards a method of CIL governance which was discussed in the report.

1.2 We have now completed our first full round of collecting CIL payments and passing relevant amounts to town and parish councils as appropriate, and the annual statement is available on our website. Some £669 953 has been collected, and £119 183 passed on to town / parishes. Having collected this significant amount we need to formalise a process for spending it. Projections for coming years suggest that approximately £0.5M could be available each year once CIL is fully worked into the system.

1.3 In terms of our legal responsibilities:

CIL Regulation 59 – A Charging Authority must apply CIL to funding the provision, improvement, replacement, operation or maintenance of infrastructure to support the development of the area.

1.4 A broad list of suitable / necessary infrastructure projects (the 'Regulation 123' list) is included with the CIL documents on our website. However this is neither detailed or project specific. Potential projects are outlined in various documents such as the Borough Infrastructure Study, the Local Plan and our capital programme. These are clearly other candidate projects, such as proposals from the County Council to invest in new schools, or other public bodies such as health, but potentially many others from parish and town councils.

1.5 There should be a transparent process where bids are made by all potential stakeholders and projects analysed and prioritised.

2. Requirements of a CIL Governance scheme

2.1 There are a number of key questions or issues that should be addressed in deciding on a particular process.

- Who can apply, what for, and in what format? What are the principles of a scheme?
- How do we establish potential projects
- How to consider the projects bids submitted?
- A transparent agreed way of doing things
- What is the role of Management Team?
- How do we establish Cabinet agreement to a set of projects
- How do we monitor the implementation of projects?
- What monitoring should be in place?
- Should there be a focus on strategic level spending or more smaller projects?
- What are the priorities for spending?
- Money is already distributed to parish / town councils – can they bid for more?
- What is the detailed role for Members?
- What are the scoring criteria / weighting?

- Should match funding be a necessary element?
- What should be the fit to corporate priorities?
- What emphasis should there be on deliverability?

3. Conclusion

3.1 There are clearly sensitivities around the choosing of particular projects and making sure that what the community needs in terms of infrastructure to deal with new growth pressures is equitably supplied. This is an issue that affects all Members and it is important to ensure there is agreement as to an appropriate process. It is therefore suggested that

- The Regeneration and Development Panel is asked to undertake this task with Terms of Reference (as attached as Appendix 1).
- This will develop ideas in detail / process guidance.
- Answer the questions above and others.
- This would be a time limited remit to develop the scheme.

4. Options Considered

4.1 Originally Cabinet envisaged Officers would develop a system, and delegated authority had been given to do this, but the potential political sensitivities around spending on community infrastructure has led to a re-evaluation of this position.

5. Policy Implications

5.1 None

6. Financial Implications

6.1 Money to operate a scheme would be an expense on the CIL itself, and is therefore covered.

7. Personnel Implications

7.1 Staff resource will be used in administering the system but this is not quantifiable at the present until the detail design is established.

8. Statutory Considerations

8.1 CIL operates under a statutory basis and accounting processes are in place. Any spending scheme would have to reflect that.

9. Equality Impact Assessment (EIA)

Pre screening report template attached

10. Risk Management Implications

10.1 None.

Terms of Reference for the Regeneration and Development Panel in the preparation of a CIL Governance and spending mechanism

Requirements of a CIL Governance scheme

Background to CIL

In terms of our legal responsibilities:

CIL Regulation 59 – A Charging Authority must apply CIL to funding the provision, improvement, replacement, operation or maintenance of infrastructure to support the development of the area.

CIL Regulations Reporting Criteria:

Reg 62 (4) (b)	Total CIL expenditure for the reported year.
Reg 62 (4) (c)(i)	The items of infrastructure to which CIL (including land payments) has been applied.
Reg 62 (4) (c)(ii)	The amount of CIL expenditure on each item.
Reg 62 (4) (c)(iii)	The amount of CIL applied to repay money borrowed, including any interest, with details of the infrastructure items which that money was used to provide including any interest, with details of the infrastructure items which that money was used to provide (wholly or in part)
Reg 62 (4) (e)(i)	The items of infrastructure to which the infrastructure payments relate
Reg 62 (4) (e)(ii)	The amount of CIL to which each item of infrastructure relates

A broad list of suitable / necessary infrastructure projects (the ‘Regulation 123’ list) is included with the CIL documents on our website. However this is neither detailed or project specific. For Government monitoring the list below is used to categorise spending, and serves as a ‘checklist’ of potential types of projects.

Government Data – CIL Spending (Digital Land Report Criteria)

- CIL Admin (5%)
- Parish CIL Payments (15%/25%)
- Affordable Housing
- Community Facilities
- Digital Infrastructure
- Economic Development

- Education
- Flood & Water Management
- Green Infrastructure
- Health
- Highways
- Land
- Open Space & Leisure
- Transport
- Transport & Travel
- Other

Potential projects are outlined in various documents such as the Borough Infrastructure Study, the Local Plan and our capital programme. These are clearly other candidate projects, such as proposals from the County Council to invest in new schools, or other public bodies such as health, but potentially many others from parish and town councils.

Task - a transparent process where bids are made by all potential stakeholders and projects analysed and prioritised should be devised

There are clearly sensitivities around the choosing of particular projects and making sure that what the community needs in terms of infrastructure to deal with new growth pressures. This is an issue that affects all Members and it is important to ensure there is agreement as to an appropriate process.

Task - There are a number of key questions or issues that need to be addressed. The Panel is asked to consider and recommend about the following with regard to a particular scheme / process.

Who can bid, and for what?

- Who can apply, what for, and in what format? What are the principles of a scheme?
- How is the County Council treated?
- How do we establish potential projects
- How to consider the projects bids submitted?
- A transparent agreed way of doing things

Prioritising projects and spending

- How will CIL be spent?
- Should there be a focus on strategic level spending or more smaller projects?
- If larger projects are chosen:
 - How will projects be selected?

- How will CIL spending be managed?
- What will happen when a project is complete?
- How often will CIL projects be reviewed?
- How long will each project receive CIL?
- If smaller/individual projects are accepted:
 - Who can apply?
 - What will be the application period e.g. annually/adhoc?
 - What will the application process involve?
 - What needs to be included in the application form?
 - Should there be match funding?
 - How will applications be filtered?
- What are the priorities for spending?
- Money is already distributed to parish / town councils – can they bid for more?
- What are the scoring criteria / weighting?
- When and who will undertake the scoring of each application?
- When applications are scored, how and when should this information be produced?
- Should there be a time period for repayment?
- Should match funding be a necessary element?
- What emphasis should there be on deliverability?

Involvement of Borough Council bodies

- How and who will make the decisions to choose projects?
- What is the role of Management Team?
- How do we establish Cabinet agreement to a set of projects
- What is the detailed role for Members?
- What should be the fit to corporate priorities?

Monitoring

- How do we monitor the implementation of projects?
- What monitoring should be in place?
- How will these decisions be produced/published?
- How will the CIL Officer be made aware of the decisions?
- How will money be issued – on receipt of invoices/ instalments/once decisions are made?
- How will project spending be monitored, to ensure it is in line with the CIL Regs?
- Would a financial report annually be acceptable?
- Who will make the decision that CIL is not spent correctly?
- What will happen if CIL is not spent correctly – what will be the process to recover the CIL?

Background issues and implications

4 Financial Implications

Money to operate a scheme would be an expense on the CIL itself, and is therefore covered.

5 Personnel Implications

Staff resource will be used in administering the system but this is not quantifiable at the present until the detail design is established.

Task – Consider an appropriate staffing regime

6 Statutory Considerations

CIL operates under a statutory basis and accounting processes are in place. Any spending scheme would have to reflect that.

Pre-Screening Equality Impact Assessment

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



Name of policy/service/function	CIL – Administration of spending on infrastructure projects				
Is this a new or existing policy/service/function?	New / Existing (delete as appropriate)				
Brief summary/description of the main aims of the policy/service/function being screened. Please state if this policy/service is rigidly constrained by statutory obligations	Establishing a Task Group to design the process.				
Question	Answer				
<p>1. Is there any reason to believe that the policy/service/function could have a specific impact on people from one or more of the following groups according to their different protected characteristic, for example, because they have particular needs, experiences, issues or priorities or in terms of ability to access the service?</p> <p>Please tick the relevant box for each group.</p> <p>NB. Equality neutral means no negative impact on any group.</p>		Positive	Negative	Neutral	Unsure
	Age			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	

POLICY REVIEW AND DEVELOPMENT PANEL REPORT

REPORT TO:	Regeneration and Development Panel		
DATE:	10 September 2019		
TITLE:	Corporate Business Plan 2020-2024		
TYPE OF REPORT:	Monitoring		
PORTFOLIO(S):	Performance		
REPORT AUTHOR:	Ged Greaves		
OPEN/EXEMPT	Open	WILL BE SUBJECT TO A FUTURE CABINET REPORT:	Yes

REPORT SUMMARY/COVER PAGE

PURPOSE OF REPORT/SUMMARY:
The Corporate Business Plan sets the broad framework for the council's work over the next four years. Following the borough elections, it is timely to review the four year plan and this report sets out the indicative process and timetable and a high level view of proposed priorities and objectives for the panel to consider.
KEY ISSUES:
<ul style="list-style-type: none"> • Current Corporate Business Plan ends in 2019/20. • Member induction identified a range of potential issues. • Initial draft priorities and objectives developed for member consideration. • More detailed plan to be developed for consideration by the scrutiny panels.
OPTIONS CONSIDERED:
Not applicable.
RECOMMENDATIONS:
The Panel is asked to: <ul style="list-style-type: none"> i. Consider the draft priorities and objectives in Appendix A.
REASONS FOR RECOMMENDATIONS:
To progress the development of the council's Corporate Business Plan.

1. Developing the new Corporate Business Plan

1.1 The Corporate Business Plan sets the broad framework for the council's work over the next four years. The current plan was developed at a time when the council faced severe financial challenges as the government continued with its austerity approach to addressing the nation's financial deficit. It also sought to enhance the economic and social prosperity of west Norfolk. The current plan has the following priorities:

1. Provide important local services within our available resources
2. Drive local economic and housing growth
3. Work with our communities to ensure they remain clean and safe
4. Celebrate our local heritage and culture
5. Stand up for local interests within our region
6. Work with our partners on important services for the borough

1.2 These priorities were further defined in 18 objectives and reflected in directorate and service plans and individual objectives set during staff appraisals. Monitoring reports are provided to Management Team and the Corporate Performance Panel and quarterly updates on performance indicators are provided to the three scrutiny panels.

1.3 A variety of potential priorities were identified during the member induction programme. Management Team and Cabinet have begun to shape these into high level priorities and objectives and seek wider member engagement in the development of the corporate business plan. The outline plan is at Appendix A.

2. Indicative process and timetable for developing the Corporate Business Plan

2.1 The indicative timetable below sets out 2 rounds of consultation with the scrutiny panels:

Consultation on <i>outline</i> plan with scrutiny panels	E&C – 3 September 2019 CPP – 9 September 2019 R&D – 10 September 2019
Consultation on <i>more detailed revised plan</i> with scrutiny panels	E&C – 15 October 2019 CPP – 21 October 2019 R&D – 29 October 2019
Cabinet consideration and approval	12 November 2019
Council approval	28 November 2019
Dissemination	January 2020

2.2 The first cycle of consultation will focus on the broad priorities and objectives for the council. The output from those discussions will be used to develop a more detailed draft plan to be considered in the second cycle of meetings in October 2019.

3. Issues for the panel to consider

3.1 It is proposed that the panel breaks into groups facilitated by officers. The notes from each of the panels will be used to further refine the priorities and objectives and, with support from service managers, develop a more detailed plan. The more detailed draft plan will be brought to panels in the following cycle of meetings.

4. Corporate priorities

The Corporate Business Plan sets the broad framework for the council's work over the next four years and corporate priorities.

5. Financial implications

None

6. Any other implications/risks

None

7. Equal opportunity considerations

None

8. Consultation

Management Team, senior managers and portfolio holders.

9. Conclusion

The Corporate Business Plan is actively monitored and reported to Management Team and Corporate Performance Panel. Following the borough elections, it is timely to review the four year plan. Members should use the report to consider the council's future priorities and objectives. A more detailed draft plan will be brought to the panel.

10. Background papers

Corporate Business Plan 2015/16 – 2019/20

Appendix A – Draft Corporate Business Plan (outline plan)

Our vision

West Norfolk is a place where businesses and people can flourish; where communities are active and healthy; where residents and visitors can access fulfilling cultural, leisure and sporting activities; and where a good quality of life and environment are available to all.

As part of our vision, the council is committed to ensuring equality for all residents of and visitors to west Norfolk, and to its employees.

Our priorities and objectives

1. Focusing on delivery

- a) Delivery of value for money services.
- b) Enhancing governance.
- c) Ensuring the council's financial sustainability.

2. Delivering growth in the economy and with local housing

- a) Promote the borough as a vibrant place in which to live, to do business and as a leading visitor and cultural destination.
- b) Develop and facilitate the range and quality of business premises available.
- c) Promote, lobby and support infrastructure improvements across the district.
- d) Increase the supply of suitable housing in appropriate locations.

3. Protecting and enhancing the environment including tackling climate change

- a) Develop and implement the council's carbon reduction strategy and encourage our partners, communities and local businesses to reduce their environmental impact.
- b) Encourage sustainable living through our local plan and development policies.
- c) Work with partners and the community to improve our natural environment.
- d) Improve recycling levels.
- e) Support measures that protect our communities from flooding.

4. Improving social mobility and inclusion

- a) Continue to assist our residents to maximise their opportunities by accessing the support and services they are entitled to.
- b) Prevent homelessness, meet housing needs, improve housing conditions and ensure homes are accessible.
- c) Work with partners to improve education attainment levels and the skills of local people.

5. Creating and maintaining good quality places that make a positive difference to people's lives

- a) Protect, promote and enhance the borough's natural and built environment.
- b) Maintain accessible, clean, pleasant and safe public places and communities.

6. Helping to improve the health and wellbeing of our communities

- a) Provide early help support to communities and individuals who are vulnerable.
- b) Support our local communities to be healthy and more active.

Sail the Wash Coastal Communities Fund

Jason Richardson
Regeneration Project Officer

Borough Council of
King's Lynn &
West Norfolk



Aims of Project

The project will aim to create 40 more permanent berths and generate 3000 visitor boat nights over the 3 year period of the project by;

Extending existing permanent and visitor mooring provision through a combination of pontoons and swing moorings on the River Nene at Sutton Bridge and on the River Great Ouse at King's Lynn.

Providing mooring within the Wash at various locations to provide convenient and safe anchorage destinations for leisure boaters while travelling between port destinations around the Wash

Commission a series of up to date surveys and anchorage to aid navigation and improve access and passage making for leisure boaters to and from the Wash

Developing an accompanying marketing campaign and promotion to target markets through the 'borderless' marketing entity which will be 'Sail the Wash'

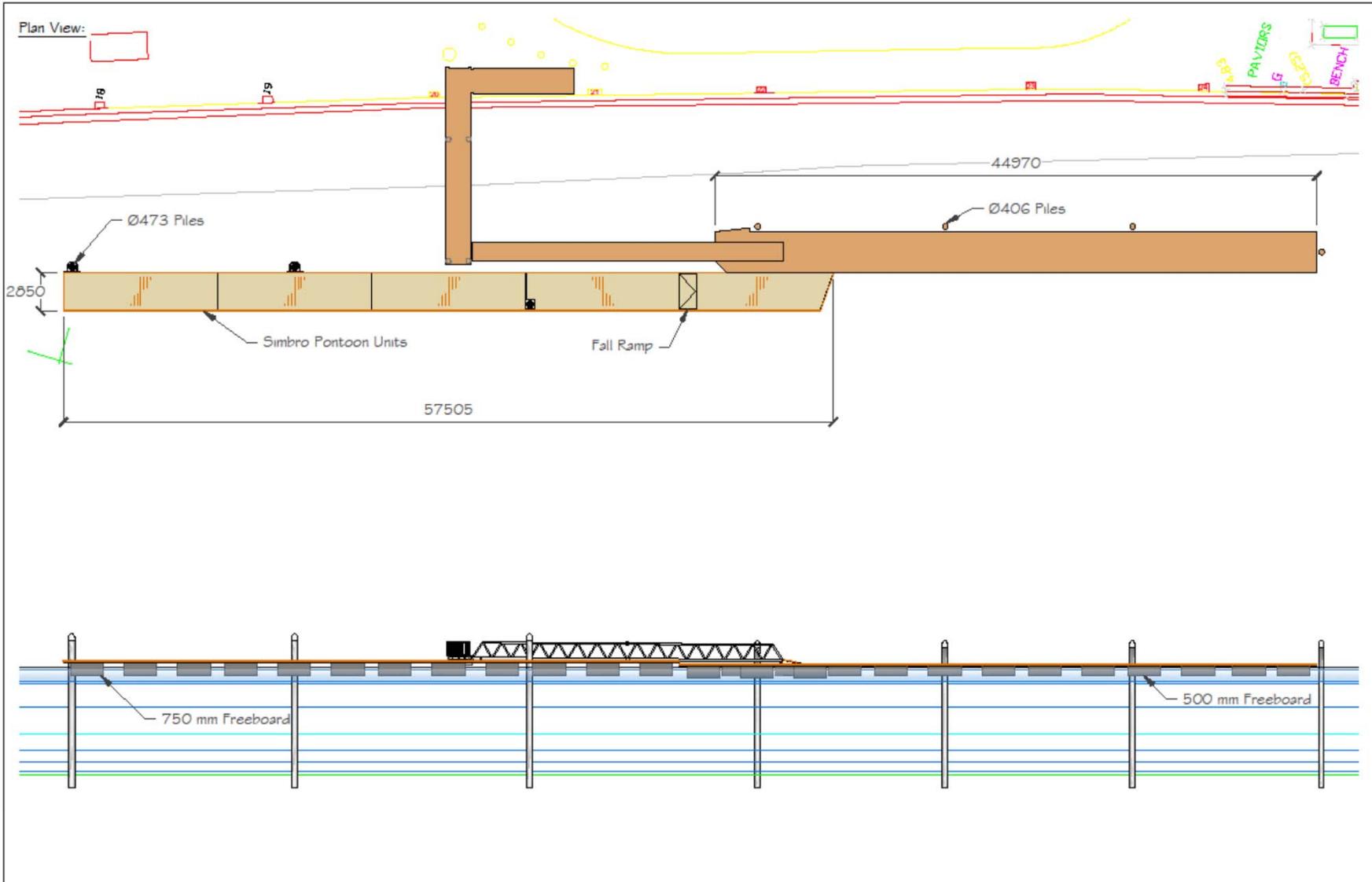


Coastal Community Foundation R5 Funding

The project is 100% externally funded and will be delivered in partnership with Fenland District Council and Lincolnshire County Council.

The overall award consists of:

	2019-20	2020-21	Total for grant
Revenue plus overheads	£ 63,500.00	£ 59,500.00	£ 123,000.00
Funding from CCF	£ 63,500.00	£ 59,500.00	£ 123,000.00
From other funders			£ -
Capital	£ 522,871.45	£ 33,175.98	£ 556,047.43
Funding from CCF	£ 522,871.45	£ 33,175.98	£ 556,047.43
From other funders			£ -
Total funding required	£ 586,371.45	£ 92,675.98	£ 679,047.43
Funding from CCF	£ 586,371.45	£ 92,675.98	£ 679,047.43
From other funders			£ -



CLIENT P.D.Harvey & Co Town Quay Extension - Kings Lynn	DRAWING Option A Elevations	DRAWN BY RF	SCALE 1:250 @ A3	DATE 09/03/18	 Solent Marine Ltd.		REF 1 2 3 4 5	DATE 1 2 3 4 5	APPROVED BY OP	TYPE Schematic	REF 1 2 3 4 5	DATE 1 2 3 4 5	APPROVED BY OP	TYPE Schematic
	DRAWING NO./REV SOL-3411-SC06-000	APPROVED BY OP	TYPE Schematic	REF 1 2 3 4 5			DATE 1 2 3 4 5	APPROVED BY OP	TYPE Schematic					

Solent Marine Ltd. Mill Rythe Lane, Hayling Island, Hampshire, PO11 0QG Tel: 02392 466 666 Email: Projects@solentmarine.com Website: www.solentmarine.com Copyright © Solent Marine Ltd.

Implications and ongoing revenue costs

- Kings Lynn Conservancy Board – Annual Rent £15,000 tbc
(Increase from £12500)
- Crown Estates – Annual Rent – Circa £1500 tbc
- Total increased in revenue cost post year 3 – Circa max £4000
- Business case projected increased income year 1 – £10,800



Recommendations

Support that project progresses on the basis of:

- Revised lease terms with Kings Lynn Conservancy Board allowing more commercial approach to operations.
- Longer stays and Winter berthing being possible on the extended facilities.
- No Increased revenue burden until end of funded project.

The above conditions ensure the project contributes to the aims of the Informal River Working group as laid out in previous reports.

Any Questions?

Document is Restricted

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Agenda Item 12

Document is Restricted

Document is Restricted

REGENERATION AND DEVELOPMENT PANEL WORK PROGRAMME 2019/2020

DATE OF MEETING	TITLE	TYPE OF REPORT	LEAD OFFICER	INFORMATION, OBJECTIVES AND DESIRED OUTCOMES
11th June 2019	Appointment of Vice Chairman	Operational		
	Appointments to Task Groups and Informal Working Groups	Operational	Democratic Services Officer	To review Membership of Task Groups and Informal Working Groups set up by the Panel
	High Street and Heritage Action Zone	Update	C Bamfield, M Henry, H Jamieson, S King, M Fuller	Workshop Session
	EXEMPT Corn Exchange Cinema Proposals	Update	C Bamfield	To receive an update. A tour of the Corn Exchange to be held prior to the meeting.
30th July 2019	King's Lynn Area Transport Study Update		Alan Gomm and Dave Robson	Update on Stage 1 report.
	Full Year 2018-2019 Performance Monitoring Report	Monitoring	Ged Greaves	Performance Monitoring
	Guildhall Workshop Session	Workshop Session	Chris Bamfield	To hold a workshop session on ideas for the future of the Guildhall which can be used to inform future bid applications.
	EXEMPT Nelson Quay/Boal Quay Development	Update	Chris Bamfield/Matthew Henry	
	South Lynn Brick Kiln	Opposition Member Item		Opposition Member Item requested by Councillor Kemp.
10th September 2019	Venue – Town Hall, Hunstanton			
	Coastal Community Fund – Sail The Wash		Jason Richardson and Chris Bamfield	

	EXEMPT – Derelict Land and Buildings Group Update	Annual Update	Regeneration and Planning	Annual update as requested by the Panel.
	EXEMPT Hunstanton Development Proposals	Policy Development	James Grant and Chris Bamfield	Information on development sites.
	CIL Governance	Policy Development	Alan Gomm	
	Corporate Business Plan		Ged Greaves	
29th October 2019	Walk around King's Lynn			Suggested by the Chairman to take place prior to the meeting.
	Q1 2019-2020 Performance Monitoring Report	Monitoring	Ged Greaves	
	King's Lynn Area Transport Study Update		Alan Gomm and Dave Robson	Further update from July meeting.
	Future High Street Fund Update	Update	Chris Bamfield and Matthew Henry	
11th December 2019				
28th January 2020	Q2 2019-2020 Performance Monitoring Report	Monitoring	Ged Greaves	
10th March 2020				

To be scheduled:

- Southgates
- King's Lynn Port
- Heacham Beach Development opportunities
- Business Improvement District Update

FORWARD DECISIONS LIST

Date of meeting	Report title	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
24 September 2019						
	Cinema Development Tender Results	Key	Cabinet	Culture, Heritage & Health Exec Dir – C Bamfield		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Capital Strategy	Key	Council	Leader Deputy Chief Executive		Public
	CIL Governance	Key	Council	Development Exec Dir – G Hall		Public
68	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)
	Nar Ouse Enterprise Zone Implementation & Delivery	Key	Council	Projects Delivery 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 Phase 3 – Enabling Work for Lynnsport 1	Key	Council	Project Delivery Exec Dir - C Bamfield		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Heritage Action Zone – Unlocking Brown Field Sites and Chapel Street - HAZ contract award for Chapel Street architect	Key	Cabinet	Project Delivery Exec Dir- C Bamfield		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
69	Endorsement of New Anglia LEP – Local Industrial Strategy for Norfolk and Suffolk	No	Cabinet	Business Development Dep C Ex - L Gore		Public
	Housing Delivery Test – Action Plan	Key	Cabinet	Development Exec Dir – G Hall		Public
	Norfolk Strategic Planning Framework	Key	Cabinet	Development Exec Dir – G Hall		Public
	Polling Station Review	Key	Council	Leader Chief Executive		Public

Date of meeting	Report title	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
12 November 2019						
	King's Lynn Area Transport Study	Non	Cabinet	Development Exec Dir – G Hall		Public
	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)
	Waste Contract Procurement	Key	Cabinet	Environment C Bamfield – Exec Dir		Public
70	Parkway – Accelerated Construction Scheme	Key	Council	Project Delivery Exec Dir – C Bamfield		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	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)

	Development Options - Hunstanton	Key	Council	Project Delivery Exec Dir - C Bamfield		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
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Date of meeting	Report title	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
7 January 2020						
7	Future High Streets – Stage 2 bid for funding	Key	Cabinet	Business Development Exec Dir – C Bamfield		Public
	Hunstanton Coastal Management Plan	Key	Cabinet	Environment Exec Dir – G Hall		Public

Date of meeting	Report title	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
17 March 2020						