

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



# **Regeneration and Development Panel**

## **Agenda**

Wednesday, 23rd March, 2016  
at 4.00 pm

in the

**Research Room,  
Town Hall  
Saturday Market Place  
King's Lynn**



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

Tuesday 15 March 2016

Dear Member

**Regeneration and Development Panel**

You are invited to attend a meeting of the above-mentioned Panel which will be held on **Wednesday, 23rd March, 2016 at 4.00 pm** in the **Research Room, 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 7 - 10)**

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

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

At the Cabinet meeting on 1 March 2016, the following responses were made to the recommendations from the Joint Panel Meeting on 24 February 2016:

EC57: Modifications to the Local Plan (Joint Panel Meeting)

PANEL RECOMMENDATION: That the Joint Panel support the recommendations to Cabinet as set out below:

That Cabinet recommend to Council that:

1. The proposed modifications be agreed.
2. The modifications and supporting documents be made available for representations for a period of 6 weeks, and any comments received are passed to the Inspector

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

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

EC58: Assessing King's Lynn and West Norfolk's Housing Requirement (Joint Panel Meeting)

PANEL RECOMMENDATION: That the Joint Panel support the recommendations to Cabinet as set out below:

Cabinet is recommended to endorse the 'Assessing King's Lynn and West Norfolk's Housing Requirement' Report.

8. **Town Hall Update** (Pages 11 - 17)

9. **Verbal Update on the Enterprise Zone** (Verbal Report)

The Regeneration and Economic Development Manager will provide a verbal update.

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 Cabinet Report - King's Lynn Strategic Land Acquisition**  
(Pages 18 - 27)

**RETURN TO OPEN SESSION**

12. **Work Programme and Forward Decisions List** (Pages 28 - 31)

To consider the Work Programme.

In considering the Work Programme Members' attention is drawn to the Cabinet Forward Decision List.

13. **Date of the next meeting**

To note that the next meeting of the Regeneration & Development Panel is scheduled to take place on **Wednesday 20<sup>th</sup> April 2016** at **6.00pm** in the Committee Suite, King's Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX.

To:

**Regeneration and Development Panel:** Mrs J Collingham, C Crofts, M Chenery of Horsbrugh, M Howland, P Kunes, Mrs K Mellish (Chairman), M Shorting, J M Tilbury, A Tyler, Mrs E Watson, D Whitby and Mrs A Wright (Vice-Chairman)

**Portfolio Holders:**

Councillor A Beales – Portfolio Holder for Regeneration and Industrial Assets  
Councillor Mrs E Nockolds – Portfolio Holder for Culture, Heritage and Health

**Officers:**

Chris Bamfield – Executive Director  
Ray Harding – Chief Executive

Matthew Henry – Property Services Manager

**Executive Directors  
Press**

**BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK****REGENERATION AND DEVELOPMENT PANEL**

**Minutes from the Meeting of the Regeneration and Development Panel held on Wednesday, 24th February, 2016 at 5.45 pm in the Committee Suite, King's Court, Chapel Street, King's Lynn**

**PRESENT:** Councillor Mrs Wright (Chairman),  
Councillors Mrs J Collingham, C Crofts, M Chenery of Horsburgh, M Howland,  
P Kunes, J M Tilbury, Mrs E Watson, D Whitby and Mrs A Wright

**Portfolio Holders**

Councillor B Long – Portfolio Holder for Environment

**Officers:**

Chris Bamfield – Executive Director

**By Invitation:**

Quentin Brogdale – Resident Engineer, Norfolk County Council

**RD45: APPOINTMENT OF VICE CHAIRMAN**

**RESOLVED:** That Councillor Howland be appointed Vice Chairman for the meeting.

**RD46: APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Mrs K Mellish and A Tyler.

**RD47: MINUTES**

**RESOLVED:** The minutes from the Regeneration and Development Panel meeting held on 27 January 2016 were agreed as a correct record and signed by the Chairman.

**RD48: DECLARATIONS OF INTEREST**

There were none.

**RD49: URGENT BUSINESS**

There was none.

**RD50: MEMBERS PRESENT PURSUANT TO STANDING ORDER 34**

There were none.

RD51: **CHAIRMAN'S CORRESPONDENCE**

There was none.

RD52: **MATTERS REFERRED TO THE PANEL FROM OTHER COUNCIL BODIES AND RESPONSES MADE TO PREVIOUS PANEL RECOMMENDATIONS/REQUESTS**

There were none.

RD53: **HIGHWAYS WORKS**

The Chairman welcomed Quentin Brogdale, Resident Engineer from Norfolk County Council to the meeting, who provided the Panel with an update on Highways works.

A copy of the Resident Engineers presentation is attached.

The Chairman thanked the Resident Engineer for his presentation and invited questions and comments from the Panel, as summarised below.

The following issues and queries were raised by Members of the Panel and the Resident Engineer agreed to investigate and feedback responses to the Panel:

- Councillor Kunes asked for clarification on what the cameras, which had recently been installed along the A17, would be used for. *Following the meeting it was confirmed that they were average speed cameras and would be deployed shortly.*
- Councillor Whitby asked why some kerbs had been reset shortly after a pedestrian crossing scheme on Castle Rising Road in South Wootton. *Following the meeting the Resident Engineer explained that the resetting could be the alteration works to the radii following complaints and an Audit.*
- Councillor Crofts referred to the Highways Ranger scheme and asked if they were responsible for clearing polythene out of bushes, which often looked unsightly. The Executive Director explained that this was the responsibility of the Borough Council. He explained that resources available were an issue, but perhaps certain problem areas could be targeted.
- Councillor Mrs Collingham commended the regular updates she received from Norfolk County Council on Highways Works. The Democratic Services Officer agreed to pass on all Borough Councillor email addresses to Norfolk County Council Highways, so that Members who did not already receive the updates could be added to the distribution list.
- Councillor Mrs Watson commented that Ragwort was more prevalent on verges and felt that it needed controlling as it was poisonous to horses.



- Councillor Mrs Watson informed those present that the Coast Hopper Service Schedule did not fit in with services from the Railway Station. The Resident Engineer commented that it was a shame that services were not co-ordinated and agreed to investigate.
- Councillor Mrs Watson referred to the slip road at the Queen Elizabeth Hospital roundabout. The Resident Engineer informed the Panel that County was considering how to improve driver visibility.
- Councillor Baron Chenery of Horsbrugh asked if free road closures would be available for the Queen's 90<sup>th</sup> Birthday Celebrations. The Executive Director reminded the Panel that a small grant scheme was available within the Borough and agreed to investigate if road closures would be available.
- Councillor Baron Chenery of Horsbrugh referred to weeds growing down the middle of rural roads and the Resident Engineer explained that only weakened substances could be used to spray on the weeds due to potential run off and contamination of water courses.

Various Members commended the work carried out by the Highways Rangers.

The Chairman thanked the Resident Engineer for attending the meeting.

**RESOLVED:** The update was noted.

RD54: **TRAINING**

The Chairman invited the Panel to put forward any suggestions of training or updates which could be provided in the future.

Councillor Tilbury commented that it would be important to arrange training following the introduction of new Scrutiny arrangements.

The Chairman, Councillor Mrs Wright referred to the Induction Sessions which had been arranged following the Borough Election in May and commented that she found them very useful. She suggested that refresher sessions could be held.

Councillor Kunes reminded the Panel that several IT Training Sessions had been arranged throughout March 2016.

Councillor Baron Chenery of Horsbrugh commended the training which had already been offered to Members and commented that Members needed to make the effort to attend the sessions which he had found very useful.

RD55: **WORK PROGRAMME AND FORWARD DECISIONS LIST**

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

Councillor Tilbury referred to the report of the Scrutiny Structures Task Group which would be considered by Cabinet in April and requested that the report be presented to the Panel for consideration prior to consideration by Cabinet.

**RESOLVED:** The Work Programme and forward decision list was noted.

RD56: **DATE OF THE NEXT MEETING**

The next meeting of the Regeneration and Development Panel was scheduled to take place on Wednesday 23 March 2016 at 4.00pm in the Research Room, Town Hall, Saturday Market Place, King's Lynn.

**The meeting closed at 6.25 pm**

## POLICY REVIEW & DEVELOPMENT REPORT

<b>Type of Report:</b> Open	<b>Portfolio(s):</b> Culture, Heritage and Health
<b>Will be subject to a future Cabinet Report:</b>	<b>YES/NO</b>
<b>Will be need to be recommended to Council:</b>	<b>YES/NO</b>
<b>Author Name:</b> Chris Bamfield	<b>Consultations:</b> Mark Fuller, Lorraine Gore, Martin Chishlom
<b>Tel:</b> 01553 616648	
<b>Email:</b> chris.bamfield@west-norfolk.gov.uk	
<b>OPEN</b>	

### Regeneration and Development Panel

**Date:** 23<sup>rd</sup> March 2016  
**Subject:** Town Hall

#### **Summary:**

The report provides additional information to support the visit of the panel to the Town Hall.

#### **Recommendations:**

The panel are recommended to consider the report and request a further report in October 2016.

### 1. Background

- 1.1 The building and attraction element of the Heritage Lottery Fund project for King's Lynn Town Hall is substantially complete. The Stories of Lynn opens to the public on 25 March 2016 and prior to the meeting the Panel have an opportunity to visit the complex. As well as staff from the Borough Council, representatives of the Norfolk Museum Service and Norfolk Records Office will be available to answer questions.
- 1.2 The operation of the Town Hall has changed substantially in the last five years. The buildings were underused with the attraction elements Gaol House, Regalia Rooms and Town House Museum all having low and declining levels of use. In 2011 the Council made the decision to close the Town House Museum, part of the Joint Museum Service. The closure allowed the Council to work with the Heritage Council to locate the Norfolk Registrars' Service within the Town Hall and open the building for access during the daytime. The Registrars pay an annual rent for the space used.

- 1.3 In 2011 the Council had provision of £500,000 in its Capital programme for works to improve the archive area. The archive was nationally recognised as one of the finest collections in the country including the Royal Charter from 1204 and a wealth of evidence for the development of the town over the last 800 years. Unfortunately, the environmental conditions of the archive were well below the relevant standards and consideration had been given to its possible relocation to the County Archives.
- 1.4 Rather than carry out an archive only refurbishment the Council made the decision to utilise the funding available as a contribution to enable an HLF application to be developed.
- 1.5 In 2012 the Council made its first application for the Town Hall based on a scheme at £3.8m and an HLF grant of £3.0m, unfortunately, this was unsuccessful but the HLF feedback was helpful in developing a revised bid to deliver improved value for money. In 2014 after receiving a development grant the Council was awarded an HLF grant of £1.85million based on £2.65m for the Town Hall and £350,000 allocated for public realm rights total at £2.95m
- 1.6 The HLF funding is split between building and exhibition costs which will be substantially completed by 31 March 2016 and the Activity Plan lasting for four years.
- 1.7 The approved purposes of the grant are detailed below;
- To improve access throughout the Town Hall complex.
  - To install a new permanent exhibition in the Stone Hall undercroft and Gaol House and provide interpretation of the whole building complex and archive and collection resources with a dedicated 'cross-over' space between archives and exhibition containing displays of digitised sources, information guides and catalogues.
  - To create a new front entrance and reception area to the archive, Stories of Lynn displays, heritage gateway information centre and the building complex, with shop and café space.
  - Improvements to the setting – Saturday Market Place and landscaped area will be created at the rear.
  - Employ a four year learning and engagement post, a one year curator (Oct 14 – Sept 15) and one year project manager.
  - To construct a new archive storage area on the ground floor of the Guildhall, allowing for better environmental controls, less risk of damage and conditions that meet the PD5454 standard.

- To deliver a creative and inclusive programme of activities in partnership with NMAS and NRO.

## 2 Works

- 2.1 The works have created a major new attraction for King's Lynn while at the same time upgrading the fabric and infrastructure of the building.
- 2.1 Previously underutilised space has been brought into productive use and will be an asset for the town for years to come.
- 2.2 Although not originally included in the scheme the Council determined to refurbish all toilets within the building as part of the project while contractors were on site.
- 2.3 Wiring throughout the building has been replaced, not originally part of the project.
- 2.4 During the works the existing lift was found not to meet current regulations for fire evacuation requiring an upgrade to the new lift to allow it to be used in the event of fire.

## 3 Programme

- 3.1 The programme of building works was delayed due to a number of factors not anticipated. However this was managed within the total project timetable to allow opening on the 25<sup>th</sup> March to continue.
- 3.2 Mains cable running from the electricity sub-station through the car park and around the rear of the Town Hall close to the building and back onto the highway. This delayed works to the rear of the building including the new lift, overall a 12 week delay.
- 3.3 The mains gas and drainage services to the building all required replacement.

## 4 Activity Plan

- 4.1 The cost of the four year activity plan is included within the HLF project and the HLF funding. This will continue following the opening of the Stories of Lynn until 31 March 2019.
- 4.2 The majority of activities organised through the plan will generate an income estimated at £20-25,000 per annum. This is not currently included in the revenue budget. The Council has the option to take this into account in the

revenue budget or to build up a reserve to allow the activity plan to continue for a further one or two years or longer on a reduced basis.

- 4.3 The SoL project includes a 4 year Activity Plan that is designed to significantly increase levels of participation with the Town Hall building, archive and collections. The plan features a broad range of activities that will appeal to a wide audience including local families, schools, adults, tourists and those with specialist interests. It will also support learning progression and active involvement e.g. through structured volunteering.
- 4.4 To deliver the Activity Plan the Borough Council is working closely with project partners Norfolk Museums Service and Norfolk Record Office. The development and delivery of the Activity Plan is being co-ordinated by the SoL project Learning & Engagement Officer Ruth Farnan, in close liaison with the Stories of Lynn Archivist Stacey Kennedy and Borough Council Town Hall colleagues, all working as part of a single Town Hall team.
- 4.5 The level of activity at the Town Hall will increase significantly following the re-opening of the building to the public in 2016. In advance of this, a number of activities have been developed or piloted. These have included:
  - The delivery of family-based events as part of Towne Centre heritage events
  - The development of a Youth Forum
  - Programmes of talks and lectures in the Town Hall
  - Community outreach activities e.g. Purfleet Trust and Matthew Project
- 4.6 A core schools programme has also been developed for the SoL featuring a number of different events. In some cases, parts of the session will be delivered at Lynn Museum and be integrated into the NMS schools offer. The schools programme will include: All the Fun of the Fair/ Frederick Savage: local history focussed (R/KS1/KS2); Lynn Mart Whaler's Tale: literacy-focussed (KS1/KS2); Flooding (KS2); Witchcraft (KS2); Crime & Punishment (KS2).
- 4.7 Other activities due to be delivered during the first year of opening will include:
  - *History Alive!* Living history events targeted at families
  - Lunchtime & twilight talks programme targeted at adults
  - Self-guided trails for families and other visitors
  - Temporary exhibitions on a range of relevant themes
  - Volunteer recruitment and development including the formation of a new team of Town Hall tour guides
  - Support for volunteer recruitment and development for other heritage sites across King's Lynn
  - A series of "masterclasses" enabling people to explore the archives and collections
  - Taught course programmes for adults

- Youth engagement activities including media projects and an active Youth Forum

## 5 Audrey Muriel Stratford Trust

5.1 The Audrey Muriel Stratford Trust are a Charitable Trust. The objectives of the charity are;

1. To benefit the inhabitants of King's Lynn and to advance education by:
  - a. the establishment and maintenance of a collection of documents, records and recordings illustrating as completely as reasonably practicable the past, contemporary and developing history of King's Lynn by:
  - b. making, acquiring, indexing, storing and maintaining (by whatever means) records of any or every aspect of King's Lynn's geology, prehistory and history (such records to include without prejudice to the generality of the foregoing, books, photographs, diaries, letters, property deeds and documents, computerised records, maps and films).
  - c. making, acquiring, indexing, storing and maintaining (by whatever means) audio and visual recordings of the sounds and sights of contemporary and developing King's Lynn.
  - d. commencing and advancing the compilation (as such compilation is from time to time facilitated by technological developments) of a comprehensive street plan of King's Lynn until the modern industrial age and thereafter.
  - e. making such collection available (by whatsoever means and at such reasonable charges, if any, as the Trustees from time to time think fit) for public use by educational institutions and by persons concerned with research (whether now or in the future).
2. Such charitable purposes for the benefit of the inhabitants of King's Lynn as the Trustees shall think fit.

5.2 The Council approached the Trust for a charitable contribution towards the Town Hall project in November 2014 but this was rejected.

5.3 As the charity appear to be achieving most of their aims through their archive collection being contained in the Town Hall archive the Council has approached the Trust again for discussions with regard to revenue support.

## 6 Opening Arrangements

- The “Stories of Lynn” is opening 10.00 – 16.00 7 days a week (last admission 16.00, closes at 16.30).
- On Tuesdays and Sundays the 1<sup>st</sup> floor Stone Hall and Assembly Room are accessible to visitors.
- The Archive is open 12.30 to 16.30 Tuesdays to Fridays and on the first Saturday of the month 10.00 to 14.00, last admission at 13.30, there is no charge for visits to the Archive.
- Charge - £5.00 for adults and £3.50 for concessions and children, family visits for £13.50.

## 7 Finance

### 7.1 Capital

7.1.1 The Council has submitted an application to the HLF for additional funding with regard to the costs of the project delay and additional works.

7.1.2 Since 2011 the Council has deferred any spending on major maintenance works that could be linked to the HLF scheme, this has enabled the Town Hall reserve to be built up during that time. The Town Hall reserve stands at £213,233 in 2016/17 and will be used to fund additional works not originally part of the programme subject to the HLF application for additional support.

### 7.2 Revenue

7.2.1 Income for the Town Hall is based on 20,000 visitors giving income of £138,000 per year.

7.2.2 The income offsets cost:

- Full time Archivist
- Additional staff for 7 days operation



- Monthly spend (Year 1 includes £25,000 marketing in the HLF Scheme)
- Collections Management Fee to Norfolk Museum Service
- Maintenance spend on the building and exhibitions

Total £ 130,000

7.2.3 The revenue budget will be reviewed as part of the revised budget process in the Autumn

8. Panel

8.1 The Panel are asked to comment on their visit to the Town Hall and the report.

8.2 To request further report in October on the first 6 months of operation.

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**FORWARD DECISIONS LIST**

<b>Date of meeting</b>	<b>Report title</b>	<b>Description of report</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 April 2016	Child Protection Policy Update		Non	Council	Leader Exec Dir – D Gates		Public
	Staff Pay Award		Non	Cabinet	Leader Exec Dir – D Gates		Public
	King’s Lynn: Strategic Land Acquisition		Key	Council	Regeneration & Industrial Assets Exec Dir – C Bamfield		Private- Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Review of Members Allowances		Key	Council	Leader Chief Executive		Public
	Review of Scrutiny Arrangements		Non	Council	Leader Chief Executive		Public

Agenda Item 12

<b>Date of meeting</b>	<b>Report title</b>	<b>Description of report</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>
17 May 2016	The Statement of Community Involvement		Non	Cabinet	Development Exec Director G Hall		Public
	NORA Joint Venture – Phase 3		Key	Council	Regeneration Chief Executive		Public
	Major Housing Project		Key	Cabinet	Regeneration Chief Executive		Public
	Electoral Review		Key	Council	Leader Chief Executive		Public
	RIPA Policy Review		Non	Council	Community Chief Executive		Public

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	Affordable Housing Company		Non	Cabinet	Housing & Community Chief Executive		Public
	Asset Management : Land with Development Potential		Key	Council	Regeneration & Industrial Assets Exec Dir – C Bamfield		Private- Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Planning Scheme of Delegation		Non	Council	Development Exec Dir – G Hall		Public
	Devolution		Key	Council	Leader Chief Executive		Public

## REGENERATION & DEVELOPMENT WORK PROGRAMME 2015/2016

### 25 November 2015 at 4.00pm – meeting to be preceded by a tour of the Arts Centre at 3pm

- Arts Centre Redevelopment
- Destination Management Plan – Tim Humphries
- Norfolk Rural Development Strategy Update and Local Strategy for the West Norfolk LEADER Programme – Vince Muspratt and Eliska Cheeseman – Norfolk County Council

### 6 January 2016 – 6.00pm

- Cabinet Report – Lynnsport Development
- EXEMPT Cabinet Report – Proposed Development – King's Lynn
- EXEMPT Cabinet Report – Nar Ouse Regeneration Area Proposed Sale of Land
- EXEMPT Cabinet Report – King's Lynn Land Acquisition – Boal Quay and the Friars
- EXEMPT Cabinet Report – King's Lynn Land Acquisition – Wisbech Road

### 27 January 2016 – 4.00pm

- Hunstanton Heritage Gardens HLF Stage 2 submission – Laura Hampshire
- Capital Programme (Joint meeting with Environment and Community Panel at 4.30pm)
- Budget (Joint meeting with Environment and Community Panel at 4.30pm)

### 24 February 2016 – 5.45pm

- Highways works – Quentin Brogdale – Norfolk County Council
- Cabinet Report – Modifications to the Local Plan – Joint Meeting with Environment & Community Panel
- Cabinet Report – Assessing King's Lynn and West Norfolk's Housing Requirement

### 23 March 2016 – 4.00pm

**Please note that the Town Hall will be open from 2.30pm to 4.00pm for Members to visit. Officers will be on hand to answer any questions.**

- Update on Town Hall Works

- Update on the Arts Centre

**20 April 2016 – 6.00pm**