

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



Environment and Community Panel

Agenda

Tuesday, 25th February, 2025
at 4.30 pm

in the

**Council Chamber, Town Hall and available
for the public to view on [WestNorfolkBC on
You Tube](#)**



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

Friday 14 February 2025

Dear Member

Environment and Community Panel

You are invited to attend a meeting of the above-mentioned Panel which will be held on **Tuesday, 25th February, 2025 at 4.30 pm** in the **Council Chamber, Town Hall, Saturday Market Place, King's Lynn PE30 5DQ** to discuss the business shown below.

Yours sincerely

Chief Executive

AGENDA

1. Apologies for absence

To receive any apologies for absence.

2. Minutes (Pages 5 - 12)

To approve the minutes of the previous meeting held on the 8th January 2025.

3. Declarations of interest (Page 13)

Please indicate if there are any interests which should be declared. A declaration of an 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 proposed 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 what items they wish to be heard before a decision on that item is taken.

6. Chair's Correspondence

If any.

7. Community Governance Review Overview (Pages 14 - 25)

8. Cabinet Report- West Norfolk Prosperity Funding (UK Shared Prosperity Fund and Rural England Prosperity Fund) 2025/26 Priorities (Pages 26 - 47)

9. Cabinet Report- King's Lynn Cultural & Heritage Strategy (Pages 48 - 58)

10. Work Programme and Forward Decision List (Pages 59 - 67)

11. Date of the next meeting

To note that the next meeting of the Environment and Community Panel is scheduled to take place on **8th April 2025** at **4:30pm** in the **Council Chamber, Town Hall.**

To:

Environment and Community Panel: T Barclay, P Bland, A Bullen, S Collop (Chair), R Colwell, P Devulapalli, D Heneghan, P Hodson, A Kemp, J Kirk, P Kunes and S Sandell

Portfolio Holders:

Councillor A Beales- Leader
Councillor S Ring- Business and Culture

Officers:

Martin Chisholm – Assistant Director, Operations and Commercial
Anthony Drown- Electoral Services Officer
Andrew Barrett- Electoral Services Manager
Jemma Curtis- Regeneration Programmes Manager
Nicola Cooper- Investment Programmes Officer

BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK

ENVIRONMENT AND COMMUNITY PANEL

**Minutes from the Meeting of the Environment and Community Panel held on
Wednesday, 8th January, 2025 at 4.30 pm in the Council Chamber, Town
Hall, Saturday Market Place, King's Lynn PE30 5DQ**

PRESENT: S Collop (Chair)

Councillors T Barclay, P Bland, A Bullen, R Colwell, P Devulapalli (Vice-Chair),
D Heneghan, A Kemp, V Spikings (Substitute for Councillor Sandell) and J Kirk

Portfolio Holders

Councillor M de Whalley

Councillor J Moriarty

Councillor J Rust

Officers:

Martin Chisholm – Assistant Director, Operations and Commercial

Andy King- Senior Housing Manager

Nikki Patton- Housing Services Manager

Craig Pease- Senior Licensing Officer

Under Standing Order 34:

Councillor Beales

Councillor Kemp (on Zoom)

EC57: APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Sandell, Hodson and Kunes.

EC58: MINUTES

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

EC59: DECLARATIONS OF INTEREST

There were no declarations of interest.

EC60: URGENT BUSINESS

There was none.

EC61: MEMBERS PRESENT PURSUANT TO STANDING ORDER 34

Councillor Beales and Kemp (on Zoom) were present under Standing Order 34.

EC62: CHAIR'S CORRESPONDENCE

There was none.

EC63: CABINET REPORT- HOUSING SUPPORT SERVICES CONTRACT

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

The Senior Housing Manager presented the report and outlined the reason and need for procuring two services for a minimum of three-year period to help with the delivery of the council's Homelessness and Rough Sleeping Strategy: Ending Homelessness, Person by Person.

He explained to the panel the services were an Intensive Support Service and an Early Intervention Service. He brought to the attention of the Panel there were seven bids for the invitation to tender. He confirmed a contractor had been selected and the pre contract process had begun.

The Senior Housing Manager highlighted there were no direct financial implication for the Council as there were existing reserves from previous central government grants which were ringfenced by Central Government for the prevention and relief of homelessness.

The Chair thanked Officers for the report and invited questions and comments from the panel.

Councillor Heneghan asked if this service was cheaper to deliver in house.

The Senior Housing Manager commented he could not advise if the services were cheaper to deliver in house but believed the services would be more effective when delivered in partnership. He added the Council had strong partnerships with specialised services within West Norfolk. He added further if there was a cost saving with the services being inhouse this would be outweighed by the existing partnerships.

Councillor Heneghan sought clarification on funding and asked if we were waiting to find out about additional funding.

The Senior Housing Manager clarified; the funding available was from reserves which had previously been granted by Central Government which were ringfenced for the prevention and relief of homelessness.

He added there was funding for 2025/26 through MHCLG's rough Sleeping Prevention and Recovery Grant.

Councillor Heneghan sought clarification on the impact of devolution on the three-year contracts being proposed.

The Senior Housing Manager advised the Council would not be the first Local Authority to enter a contract such as this and go through devolution. He provided an example of Somerset Council went through this process.

The Housing Services Manager confirmed the included in the contract was standard clauses such as funding, changes in legislation and statutory requirements. She added devolution would be covered in these clauses in the contract and for now the services needed to continue.

Councillor Rust, Portfolio Holder for People and Communities advised of the importance of these services and the families which are homeless needed to be supported. She added the external partnership are different to the relationships clients have with the Council and encouragement engagement with all parties. She added further with devolution, the services need to be delivered and the three-year contract provides reassurance to the external partnerships.

RESOLVED: The Environment and Community Panel supports the recommendations to Cabinet as set out below:

1. to agree that £756,600 of funding, ringfenced for homelessness services, should be spent on the procurement of an Intensive Support Service and an Early Intervention Service.
2. to agree that the spending on this service should be derived from ringfenced government grants in the first instance and ringfenced reserves to make up any shortfall.

EC64: **CABINET REPORT- REVIEW OF HACKNEY CARRIAGE & PRIVATE HIRE LICENSING FEE LEVELS**

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

The Senior Licensing Officer presented the report to the Panel.

He brought to the Panel's attention legislation requires fees to be agreed by Full Council in accordance with the Local Authority Functions and Responsibilities Regulations 2000. He added the new figures and charges had been established with consideration of fees of neighbouring authorities, case law, CIPFA regulations and assessing the time spend on each aspect of the specific licensing functions. The Senior Licensing Officer explained the current fees and charges were last revised and approved on the 26th November 2015 and came into effect from 1st December 2015. He advised failure to set fees to a level

that ensures full cost recovery could result in a deficit of funds for services provided. The Senior Licensing Officer outlined to the Panel a consultation was held between 25th September 2024 to 18th December 2024 where Members of the licensed trade were invited to attend meetings with Officers and Councillor Moriarty, Portfolio Holder.

The Chair thanked the Senior Licensing Officer for the report and invited questions and comments from the panel.

Councillor Colwell commented the response from the consultation acknowledged and accepted the need for the fees and charges to be increased and renewed. He sought clarification in the difference of fee between Private Hire and Hackney Carriage.

The Senior Licensing Officer confirmed process of Private Hire and Hackney Carriage were different as Hackney Carriages are provided r more services as part of the licence therefore there were higher costs. He added the initial process was the same however the ongoing costs are different due to the additional services.

The Vice-Chair, Councillor Devulapalli commented the Council should not have to subsidise the costs of licences. She asked how our fees compare to neighbouring areas. She sought further clarification on the difference in fees between licensing one vehicle opposed to multiple vehicles.

The Senior Licensing Officer responded to Councillor Devulapalli and advised our fees were average compared to neighbouring authorities. He explained to the Panel the fee for Private Hire Operator with multiple vehicles was higher as there are more checks and further administration and it was based on the number of records which had to be checked.

Under Standing Order 34, Councillor Kemp on Zoom sought clarification on the affect and impact on disability vehicles and asked if there was a reduction or exemption on the fees.

The Senior Licensing Officer confirmed there was not a reduction or exemption but an additional cost of £32.00 to test a Wheelchair Accessible Vehicle at the first licence but this was not chargeable at the renewal of the licence.

The Assistant Director for Operations and Commercial clarified further the fee of £32.00 was a single cost and was unlikely to cause an impact but it would encourage further Wheelchair Accessible Vehicles.

Councillor Moriarty, Portfolio Holder for Planning and Licensing commented further, there was additional checks which was therefore safer and more appropriate for clients.

The Vice-Chair, Councillor Devulapalli asked if there was an option to pay the fees in instalments.

The Senior Licensing Officer confirmed this was not offered and had not been done previously. He explained this could increase fees further due to the further administration of chasing payments. He added conditions would need to be put in place for non-payments and the ability for Officer to revoke or suspend licences.

RESOLVED: The Environment and Community Panel supports the recommendations to Cabinet as set out below:

- 1.The Council approves the new fee structure for drivers of hackney carriages and private hire vehicles.
- 2.The Council approves the new fee structure for private hire operators.
- 3.The Council approves the new fee structure for vehicles and other sundry matters attached in the fee structure.

EC65: **CABINET REPORT- REVIEW OF HACKNEY CARRIAGE AND PRIVATE HIRE LICENSING PROCEDURES AND CONDITIONS**

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

The Senior Licensing Officer presented the report to the Panel and explained the current Hackney Carriage Licensing Procedures and Conditions were approved by Council on 25th April 2022. He highlighted to the Panel the Department for Transport had published Statutory Standards in July 2020 and new Best Practice Guidance in November 2023 which were now incorporated in the revised procedures and conditions. The Senior Licensing Officer outlined to the Panel a consultation was held between 25th September 2024 to 18th December 2024 where Members of the license trader were invited to attend meetings with Officers and Councillor Moriarty, Portfolio Holder.

The Chair thanked the Senior Licensing Officer for the report and invited questions and comments from the panel.

Under Standing Order 34, Councillor Kemp on Zoom asked if disability training was being offered and mandatory. She sought clarification in cross border regulations and commented drivers are going to surrounding areas such as Wisbech to obtain their licence.

The Senior Licensing Officer clarified there had not been a problem with cross border vehicles and confirmed several of the current drivers had completed a disability awareness course with Norfolk County Council. He confirmed there was proposed changes in the procedures and conditions that all new drivers were to undertake a disability awareness course and pass the assessment before becoming licenced.

Councillor Colwell referred to 2.15 and 2.16 of the report and sought clarification on the knowledge test and commented they were only allowed three occasions to try and pass the assessment. He sought further clarification on the uptake on learning British Sign Language as mentioned in the report.

The Senior Licensing Officer confirmed the reason with bringing the three attempts on the Knowledge Test was to ensure drivers were learning and understanding the conditions rather than just taking the test several times in the hope of passing the assessment. He added in regard to British Sign Language this was a recommendation in the Department of Transport guidance however this was not being adopted by the Council.

Councillor Moriarty, Portfolio Holder for Planning and Licensing commented he was impressed with the working relationship between Members of the Trade and Officers.

RESOLVED: The Environment and Community Panel supports the recommendations to Cabinet as set out below:

That Council approves the new hackney carriage and private hire procedures and conditions document.

EC66: **BIODIVERSITY COMPETITION PRESENTATION**

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

The Vice-Chair, Councillor Devulapalli gave a presentation to the panel on the Biodiversity Competition. She explained the purpose of the competition to promote the value and increase awareness of Biodiversity. She brought to the Panels attention the number of species which were rapidly declining and becoming endangered. She highlighted the difference in this competition to existing projects within the Borough as it targets individual households.

Councillor Devulapalli commented the competition was being advertised from March 2025 in the bin calendars, local community places such as Town Halls, Churches, and Libraries along with it being published on the website. She outlined the criteria to the Panel and advised the competition will be open from May to July 2025 with the closing date of 1st August 2025. She encouraged participation including prizes from local businesses.

The Chair thanked Councillor Devulapalli and invited questions and comments from the Panel.

Councillor Spikings commented Norfolk County Council sell owl and bat boxes as well as a Parish Councillor in Upwell makes bird/bat

boxes. She suggested money from Councillor Community Grants to be used as prizes for the competition instead of relying on businesses in the private sector.

Councillor Bullen commented he wholeheartedly supported this initiative and even a window box could make a difference. He brought to the Panels attention a Wildlife event called Wild Downham Market being held on Saturday 1st February at Downham Market Town Hall from 10am to 2pm which allowed everyone to be involved.

Councillor Heneghan commented it was a great initiative and asked if there was a category for community groups.

The Vice-Chair, Councillor Devulapalli confirmed this had been considered and would be incorporated in the future once the competition was established further.

Councillor Colwell offered the bird boxes left over from the Men's Shed project to help as advertisement and encourage individuals to participate.

Under Standing Order 34, Councillor Beales supported the initiative and commented Councillor Spikings suggestion of using the underspend of the Councillor Community Grants was supported and if the Panel made a formal request this would help launch the competition.

The Chair, Councillor Collop suggested a potential way of advertisement which we could consider to promote Biodiversity.

Councillor De Whalley, Portfolio Holder for Climate Change and Biodiversity commented the competition came from the work carried out by the Biodiversity Task Group. He thanked Councillor Bullen, Devulapalli, volunteers at Nature Network and the Senior Ecologist for all their work surrounding the Biodiversity Competition. He added this competition supported our corporate strategy.

Councillor Spikings proposed the underspend of the Councillor Community Grant Scheme was to be used to fund prizes for the Biodiversity Competition.

Councillor Devulapalli seconded the proposal.

RESOLVED: The underspend from the Councillor Community Grants Scheme from 2024/25 be used to fund prizes for the Biodiversity Competition.

EC67: WORK PROGRAMME AND FORWARD DECISION LIST

Members of the Panel were reminded that an eform was available on the Intranet which could be completed and submitted if Members had items which they would like to be considered for addition to the Work Programme.

Councillor Colwell sought clarification on plans relating to the Parkway development which included land to be used as Wildlife site. He asked for an update and if this would still be going ahead.

Under Standing Order 34, Councillor Beales confirmed he would provide an update in his report to Council.

RESOLVED: The Panel's Work Programme was noted.

EC68: DATE OF THE NEXT MEETING

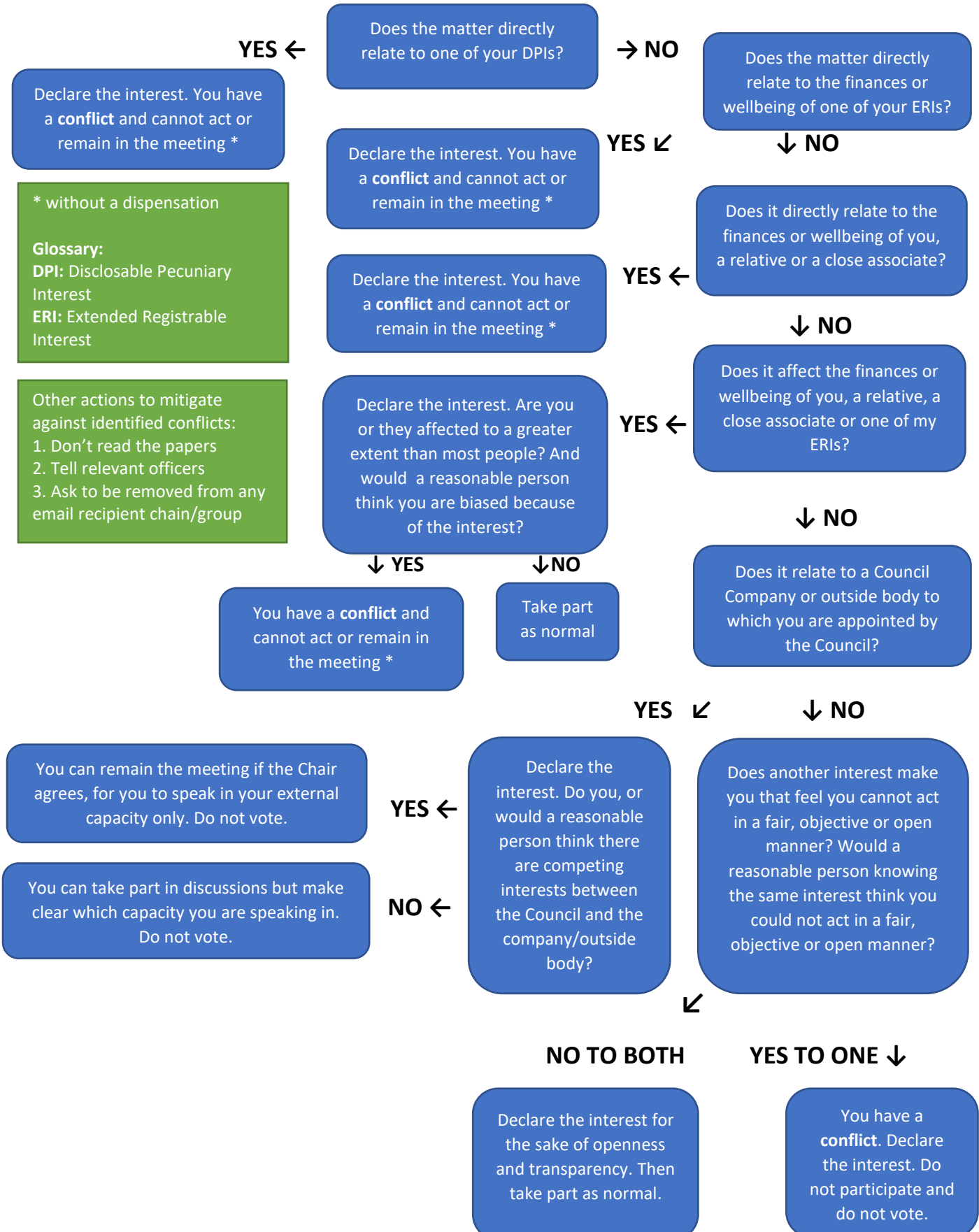
The next meeting of the Environment and Community Panel would be held on **25th February 2025** at **4:30pm** in the **Council Chamber, Town Hall**.

The meeting closed at 5.26 pm

DECLARING AN INTEREST AND MANAGING ANY CONFLICTS FLOWCHART



START



Declare the interest. You have a **conflict** and cannot act or remain in the meeting *

* without a dispensation

Glossary:

DPI: Disclosable Pecuniary Interest

ERI: Extended Registrable Interest

Other actions to mitigate against identified conflicts:

1. Don't read the papers
2. Tell relevant officers
3. Ask to be removed from any email recipient chain/group

Agenda Item 7

POLICY REVIEW AND DEVELOPMENT PANEL REPORT

REPORT TO:	Environment and Community Panel		
DATE:	25 th February 2025		
TITLE:	Community Governance Reviews – Members Guide		
TYPE OF REPORT:	Update		
PORTFOLIO(S):	Cllr Beales		
REPORT AUTHOR:	Electoral Services		
OPEN/EXEMPT	Open	WILL BE SUBJECT TO A FUTURE CABINET REPORT:	No

REPORT SUMMARY/COVER PAGE

PURPOSE OF REPORT/SUMMARY:
Provide members with background information on what Community Governance Reviews (CGRs) are and how they are conducted.
KEY ISSUES:
Two CGRs are to commence shortly.
OPTIONS CONSIDERED:
N/A
RECOMMENDATIONS:
For the panel to note the report
REASONS FOR RECOMMENDATIONS:
To provide members with background information.



Community Governance Reviews – Members Guide

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1. What is a Community Governance Review?

Community Governance Reviews (CGRs) are the procedures in which governance arrangements for parish councils and areas are reviewed and changes can be proposed.

The powers to carry out CGRs are exercised by principal councils (in this case, the Borough Council of King's Lynn & West Norfolk, hereafter the Borough Council) under Part 4, Chapter 3 of the *Local Government and Public Involvement in Health Act 2007*.

CGRs enable citizens and community groups to address issues of democracy by providing the opportunity to address community governance, for example where there have been changes to the number or makeup of a population, or to address boundary issues / anomalies following development.

The outcomes to CGRs can include:

- Changes to parish or area boundaries.
- Merging or splitting parishes/areas.
- Changing the number of councillors.

2. Main considerations

Section 93 LGPIHA 2007 contains the main considerations the Borough Council must be mindful of when making recommendations.

- Reflect the identities and interests of the community.
- Be effective and convenient.
- Consider any other arrangements for community representation or engagement.

3. Scope of reviews

Powers are far ranging and comprise a general or 'may undertake' a review at any time.

A CGR must recommend whether a new parish should be created in the area under review.

A new parish can be created by:

- Making a previously unparished area a parish.
- Combining unparished areas within existing parishes.
- Combining parts of parishes.
- Amalgamating two or more parishes (grouping).
- Separating part of a parish.

In instances where a new parish is created, the review must recommend;

- The name of the parish.
- Whether it has parish council (and its electoral arrangements).
- Whether it should have an alternative parish style.

A CGR can also make recommendations about existing parishes in the area under review. A CGR of an existing parish must recommend whether to:

- Keep the parish.
- Amend its area.
- Abolish it.
- Change its name.
- Recommend whether it should have a parish council (if it doesn't already have one) or not.
- Recommend the electoral arrangements if an existing parish council is to continue.

4. Electoral arrangements

Where a CGR is required to recommend whether a new or existing parish has a parish council, the following must be recommended:

- 1,000+ local government electors = Has a parish council.
- 150 or less local government electors, no current council = No parish council.
- 150 or less local government electors, has current council or is part of a parish with a council = Whether or not to have a council.
- 151-999 local government electors = Whether or not to have a council.

A CGR's recommendations on electoral arrangements are defined as:

- The year in which ordinary elections are to be held.
- The number of councillors to be elected.
- Whether the parish council is warded (would a whole parish council be impractical or inconvenient? Does any part of parish require separate representation for identity, locality or community reasons?).
- The number and boundaries of such wards.
- The number of councillors to be elected for such wards.
- The name of such wards.

4.1. Councillor numbers

There are few laws which dictate the number of councillors a parish council should have.

The Local Government Act 1972 states that the minimum number of councillors to form a council is 5. There is no maximum figure, though issues of practicality should be considered if numbers approach 20.

The National Association of Local Councils (NALC) have made recommendations on the number of councillors, based on elector numbers in the particular area.

Electors	Councillors	Electors	Councillors
Up to 900	7	10,400	17
1,400	8	11,900	18
2,000	9	13,500	19
2,700	10	15,200	20
3,500	11	17,000	21
4,400	12	18,900	22
5,400	13	20,900	23
6,500	14	23,000	24
7,700	15	over 23,000	25
9,000	16		

These are not binding recommendations. The Borough Council, in conjunction with any existing parish council, should form their own opinions on a correct figure for a particular area.

5. When to review?

A review can commence under any of the following conditions.

- A. By decision of the Borough Council under duty to review. Guidance states councils should keep their areas under continual review, and it is considered good practice to conduct a full review every 10-15 years.
- B. The Borough Council may permit a review in response to a reasonable request. i.e. from a parish council.
- C. The Borough Council must conduct a review in response to a 'valid' Community Governance Application from a 'Neighbourhood Forum', and concluded within 12 months. Such forums are defined by Section 61F of the Town and Country Planning Act 1990.
- D. The Borough Council must conduct a review in response to a 'valid' Community Governance Petition, concluded within 12 months of receipt. For a petition to be valid, it must be signed by the mandatory number of local electors.

Petition Area	Registered Electors
<500 electors	At least 37.5% of electors
500 – 2,499	At least 187 electors
>2,500 electors	At least 7.5% of electors

Further stipulations regarding the content of the petition also apply.

6. When not to review?

The Borough Council is not required to conduct a review **when:**

- a petition is received during such time as a CGR is underway which covers all or a significant part of relevant area.
- A review has already been completed within 2 years which covered all or a significant part of relevant area, but can still choose to do so.
- Where a request is deemed to be unreasonable (disruption to community cohesion, result would be detrimental to local governance). Such a decision must be justified to be a valid grounds for refusal.

7. Initial steps

The Borough Council decides whether to carry out a CGR – either by resolution or under delegated officer powers.

For CGR petitions, the petition must be validated. Council staff are permitted to check the local register to confirm signatories (hand written signatures) as soon as is practicable. Petitions must contain the prescribed information and recommendations.

When the Borough Council resolves to carry out a CGR, a Terms of Reference should then be agreed, together or separately from the initial resolution, along with an agreed Timetable. The terms should clearly state the matters and the geographic area to be covered.

A project team from across borough council departments should be formed to perform the CGR, as electoral departments are not solely responsible for the review.

8. Duty to inform

County councils may have valuable feedback that can inform the Terms of Reference.

Where there is both a district and county council, under section 79 of the 2007 Act the district council must notify the county council of their intention to carry out a CGR.

Under section 93 of the 2007 Act the principal council must notify other local authorities who have an interest of their intention to carry out a CGR, inclusive of county councils.

9. Terms of Reference – Section 81 2007 ACT.

The TOR forms the framework of the review. However, there is little statutory guidance in the legislation on what should be included and is for the principal council to decide.

Key areas should include; Context, purpose & scope, area, timetable, plans for consultation and decision making, electoral forecasts, structure of parishes, boundaries, parish names and styles parish councils, councillor numbers, electoral arrangements, consequential matters and implementation. Per guidance, any maps produced for the document should be no smaller than 1:10,000 scale.

The minimum requirement for the TOR is to specify and publish the area to be reviewed. Any amendments to the TOR must be published, so from a practical perspective it is best to publish a full rather than minimal TOR.

If the CGR is in response to a petition or application, the TOR must state the relevant proposals. This does not limit the scope of the CGR to include other matters / areas.

TOR allows the principal council to set out policy on councillor numbers – there must be 5 minimum in a parish council in law. There is no maximum figure.

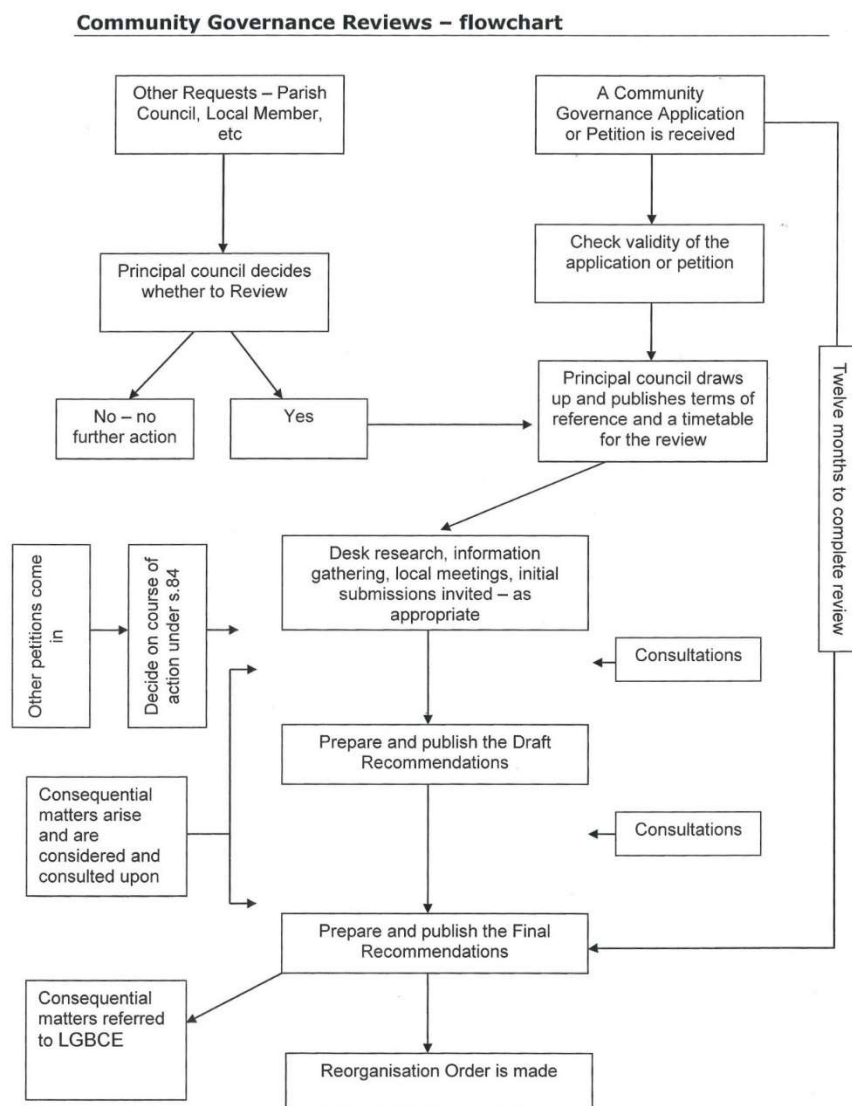
The TOR must be adopted by the principal council.

The TOR must be sent to the County Council in a 2-tier area.

10. Timetable & process flowchart

Timetables should conclude within 12 months. In some cases it is mandatory to do so.

For small scale reviews, the Borough Council will want to conclude reviews in a timely manner taking into account the complexity / simplicity of the review.



11. Consultation

“Reasonable periods” of consultation should be built into any CGR with stakeholders. However, legislation only specifies who should be consulted, not when or how.

A full review of all parish areas and electoral arrangements will require a longer consultation period with a wider range of consultees. A review in response to reducing councillor numbers in a specific parish may require a shorter timeframe and targeted consultation.

Under Section 93 (3) the principal council must consult;

- a. Local electors for the area under review.
- b. Any other party or body which appears to the principal council to have an interest in the review.

Other bodies may include local businesses, local public and voluntary organisations (charities, schools).

Any representations received should be considered by the Borough Council. Representations should be made available via a variety of channels.

Under Section 93 (5) the Borough Council must consider the wider picture of community governance. This includes resident associations and community forums. The Borough Council must take these bodies into account.

Note: There is no requirement to write to every local government elector. Nor is there a requirement to conduct a poll. There is also no provision allowing the principal council to use the electoral register for consultation purposes.

A public awareness strategy for any review is recommended to ensure there is more public awareness generally.

12. Draft recommendations

The following should be included in any draft recommendations.

- Vital statistics including precept, electoral, electoral forecasts (5 years)
- Present area arrangements (boundaries) and electoral arrangements.
- Publication of all representations received, including any explanatory notes required.
- Arguments and justifications for making any recommendations.

Arguments and recommendations should meet compliance with three legal tests.

1. Do recommendations reflect the identifies and interests of the area under review.
2. Do the recommendations provide / support effective convenient local government.
3. Account has been taken on other arrangements for community representation and engagements.

As soon as is practicable, the Borough Council must publish its recommendations and inform persons interested in them, per Section 93 (7) LG&PIHA 2007.

13. Further consultation

Once draft recommendations are published, the Borough Council should undertake a further consultation.

It is good practice to ask the original respondents for comment on the specifics. To keep respondents focussed, questionnaires or specific response forms may be helpful.

The county council should be consulted in two-tier areas.

The Borough Council will need to demonstrate they have considered the responses and any suggestions for alternative arrangements.

14. Final recommendations

The Borough Council should confirm its revised recommendations and reasoning.

The council should confirm and publish its extent to give effect to those recommendations with its reasons for doing so and inform persons interested in them, per Section 96 (2) LG&PIHA 2007.

Again, the following should be included in any recommendations.

- Vital statistics including precept, electoral, electoral forecasts (5 years)
- Present area arrangements (boundaries) and electoral arrangements.
- Publication of all representations received, including any explanatory notes required.
- Arguments and justifications for making any recommendations.
- Reasoning for rejection of alternatives.

Arguments and recommendations should meet compliance with three legal tests;

1. Do recommendations reflect the identifies and interests of the area under review.
2. Do the recommendations provide / support effective convenient local government.
3. Account has been taken on other arrangements for community representation and engagements.

A period for final comments should be allowed.

The Borough Council must publicise how they have given effect of the review.

NOTE: If the review recommends changes within 5 years of a parish boundary review, the electoral arrangements are considered protected (Section 86(6)). The LGBCE must give consent to the changes before a Reorganisation Order can be made.

15. Reorganisation Order

Where changes to existing arrangements have been made, a 'reorganisation order' must be issued if applicable. A map must be included with this. Further information on what should be included in such an order can be found in DCLG guidance. A copy of this order must be deposited at the council's principal office for public inspection. Its existence must be publicised (see note above).

The Commencement date of the new arrangements coming into force should be stated.

As soon as is practicable the following must be informed of the order being made:

- Secretary of State for DLUHC
- LGBCE
- ONS
- Director General of the Ordnance Survey
- Any other principal council to which the order area relates to.

The principal council must provide the following to each of the below.

- 2 copies order and maps: Secretary of State for DLUHC.
- 2 copies order and maps: LGBCE.
- Maps: Ordnance Survey, Registrar General, Land Registry, VOA, Boundary Commission for England, Electoral Commission.
- Info only: ONS, principal councils affected.

Agenda Item 8

POLICY REVIEW AND DEVELOPMENT PANEL REPORT

REPORT TO:	Environment and Community Panel		
DATE:	25 th February 2025		
TITLE:	West Norfolk Investment Plan (UK Share Prosperity Fund) and Rural England Prosperity Funding: Programme Update and 2024/25 Priorities.		
TYPE OF REPORT:	Cabinet Report		
PORTFOLIO(S):	Business and Culture, Councillor Ring		
REPORT AUTHOR:	Nicola Cooper		
OPEN/EXEMPT	Open	WILL BE SUBJECT TO A FUTURE CABINET REPORT:	Yes

REPORT SUMMARY/COVER PAGE

PURPOSE OF REPORT/SUMMARY:
Members are directed to the attached for the purpose of the report/summary.
KEY ISSUES:
Members are directed to the attached report for full details of the key issues.
OPTIONS CONSIDERED:
Members are directed to the attached report for full details of the options.
RECOMMENDATIONS:
To consider the report and make any appropriate recommendations to Cabinet.
REASONS FOR RECOMMENDATIONS:
To scrutinise recommendations being made for an executive decision.

REPORT TO CABINET

Open		Would any decisions proposed:			
Any especially affected Wards	Discretionary	Be entirely within Cabinet's powers to decide		YES	
		Need to be recommendations to Council		NO	
		Is it a Key Decision		YES	
Lead Member: Cllr Simon Ring E-mail: cllr.simon.ring@west-norfolk.gov.uk		Other Cabinet Members consulted: Cabinet			
		Other Members consulted: E&C Panel			
Lead Officer: Jemma Curtis E-mail: jemma.curtis@west-norfolk.gov.uk Direct Dial: 01553 616716 Lead Officer: Nicola Cooper E-mail: Nicola.cooper@west-norfolk.gov.uk		Other Officers consulted: Executive Director (place), Assistant Director Housing, Regeneration & Place.			
Financial Implications Yes	Policy/ Personnel Implications No	Statutory Implications NO	Equal Impact Assessment YES If YES: Pre-screening/ Full Assessment	Risk Management Implications No	Environmental Considerations Yes
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: 04 March 2025

WEST NORFOLK PROSPERITY FUNDING (UK SHARED PROSPERITY FUND AND RURAL ENGLAND PROSPERITY FUND) 2025/26 PRIORITIES

Summary
<p>Cabinet has previously approved the programme of investment for UK Shared Prosperity Funding (UKSPF) for 2022-2025 and for Rural England Prosperity Funding (REPF) for 2023-2025. An additional 'transitional' year of UKSPF funding for April 2025 - March 2026 was announced by the Ministry of Housing, Communities and Local Government (MHCLG) in December 2024. This report sets out the proposed spending priorities for this funding to facilitate both essential continued programme delivery and alignment of investment with the delivery of the West Norfolk Economic Strategy priorities.</p> <p>At the time of writing there has been no announcement from DEFRA regarding any additional REPF funding for 2025/26 but this report also sets out a proposed programme for continuation should further rural funding be allocated.</p> <p>As with previous cabinet reports it is essential to also agree in advance the best approach for expediting any 'in year' programme adjustments that may become necessary to ensure achievement of full spend in 2025/26 by the government deadline of 31 March 2026.</p>
Recommendations
<p>Cabinet is recommended to:</p> <ol style="list-style-type: none"> 1. Approve alignment of 2025/26 UKSPF investment with the West Norfolk Economic Strategy.

2. Approve the £600,773 UKSPF investment programme for 2025/26 as set out in Table 2, Section 3 in line with the indicative budget allocations in Appendix 1 (EXEMPT).
3. Approve proposals in Section 4 for investment of REPF funding for 2025/26 should an additional allocation be awarded.
4. Delegate authority to the Assistant Director for Regeneration, Housing & Place in consultation with the Portfolio Holder for Business to approve budget allocation variations (including removal of any ongoing funding for at risk projects) of UKSPF funding for 25/26 to ensure fulfilment of spend.

Reason for Decision

To ensure timely and impactful delivery of the additional year of UKSPF funding stream in line with government guidance, the West Norfolk Economic Strategy, the West Norfolk Investment Plan and Corporate Business Plan objectives. To also enable swift commencement of a REPF investment programme should additional funding be allocated. Delivery of prosperity funding will continue to support residents and business to; build pride in place, provide high quality skills training, support employment opportunities, growth in productivity and increase life chances.

1. Background

- 1.1 The UK Shared Prosperity Fund was a central pillar of the previous government's Levelling Up agenda and a significant component of its support for places across the UK to replace EU structural funds which ended when the UK left the European union. The 2022-25 programme provided £2.6 billion of funding for local investment by March 2025, with all areas of the UK receiving an allocation from the Fund via a funding formula rather than a competition. It will help places right across the country deliver enhanced outcomes by investing funding where it is needed most: building pride in place, supporting high quality skills training, supporting pay, employment and productivity growth and increasing life chances.
- 1.2 UK Shared Prosperity Funding (UKSPF) has been reviewed and repositioned as part of the new government's plan for change. The Autumn Budget announced further UKSPF funding for local investment for the period April 2025 to March 2026, and in December 2024 the Ministry for Housing, Communities and Local Government (MHCLG) published local allocations for a 'transitional year' of funding for 2025/26 together with an [UKSPF 2025/26 technical note](#).
- 1.3 For 2025/26 a £110,922 capital and a £489,852 revenue allocation of UK Shared Prosperity Funding has been confirmed for King's Lynn and West Norfolk, giving a total of £600,773 for an additional one year of investment. MHCLG has advised that the UKSPF extension year will provide a smooth transition from the existing UKSPF programme to a new, future funding framework. This allocation represents just under 45% of the 2024/25 budget currently in delivery.
- 1.4 For 2025/26, MHCLG has simplified the UKSPF interventions and has aligned these with the government's five missions: to kickstart economic growth, make Britain a clean energy superpower, take back our streets, break down barriers to opportunity, and to build an NHS fit for the future. UKSPF can still fund the range of activity it has previously, but programmes will need to consider updated local, regional and national policies and priorities. These include but

are not limited to the '[Get Britain Working](#)' white paper and '[Invest 2035: the UK's modern industrial strategy](#)' green paper.

- 1.5 As a lead local authority, the Borough Council has flexibility to invest the funding across the range of activities which represent the right solutions for our area. The original UKSPF allocation for 2022-2025 was awarded against the priorities identified within the West Norfolk Investment Plan (WNIP), as approved by Cabinet in July 2022. Lead local authorities are not required to submit a revised investment plan for the transitional year and the 2025/26 programme is not limited to the original WNIP so long as activities align with fund guidelines. The additional year of funding provides a local opportunity to align UKSPF investment with the West Norfolk Economic Strategy, which was approved by Cabinet in December 2024.
- 1.6 As with the original programme UKSPF can be used to complement and add value to other funding streams. The funding cannot be used for statutory provision.
- 1.7 At the time of writing this report there has been no announcement on the continuation of REPF funding for 2025/26. A verbal update on this will be provided at the Cabinet meeting. This report anticipates a potential for a further allocation of REPF and section 4 sets out pre-emptive proposals to deliver additional rural investment should it be made available.

2. Strategic Context

- 2.1 The UK Shared Prosperity Fund's mix of revenue and capital funding is to ensure places deliver directly on the foremost government Mission to kickstart economic growth. Alongside this, it will support the four remaining Missions, helping those at risk of being left behind and boosting community cohesion, including supporting efforts to address homelessness.
- 2.2 There is a clear alignment of the UKSPF themes with the West Norfolk Economic Strategy (WNES), which identifies that a vibrant economy encompasses not only economic growth but also the wellbeing of our residents and communities, and the sustainability of our towns, places, and natural environment.
- 2.3 Figure 1, page 4 shows the three investment priorities for UKSPF (Communities & Place, Supporting Local Business, and People & Skills), their underlying themes and the sub-theme/scope of each. It shows how the five Government Missions will be delivered by UKSPF activity under each priority and theme.
- 2.4 Figure 2, page 4 shows the five strategic pillars of investment outlined within the WNES. These pillars guide investment to ensure inclusive, sustainable, and prosperous economic growth for our residents and businesses while ensuring that our beautiful heritage, landscape and natural resources can continue to be responsibly used by our community and tourists.
- 2.5 Table 1, page 4, shows the interrelationship between the Government's UKSPF priorities and the strategic pillars of the WNES.

Fig. 1: UKSPF investment priorities and the government's Missions ([UK Shared Prosperity Fund 2025-26: Technical note](#))

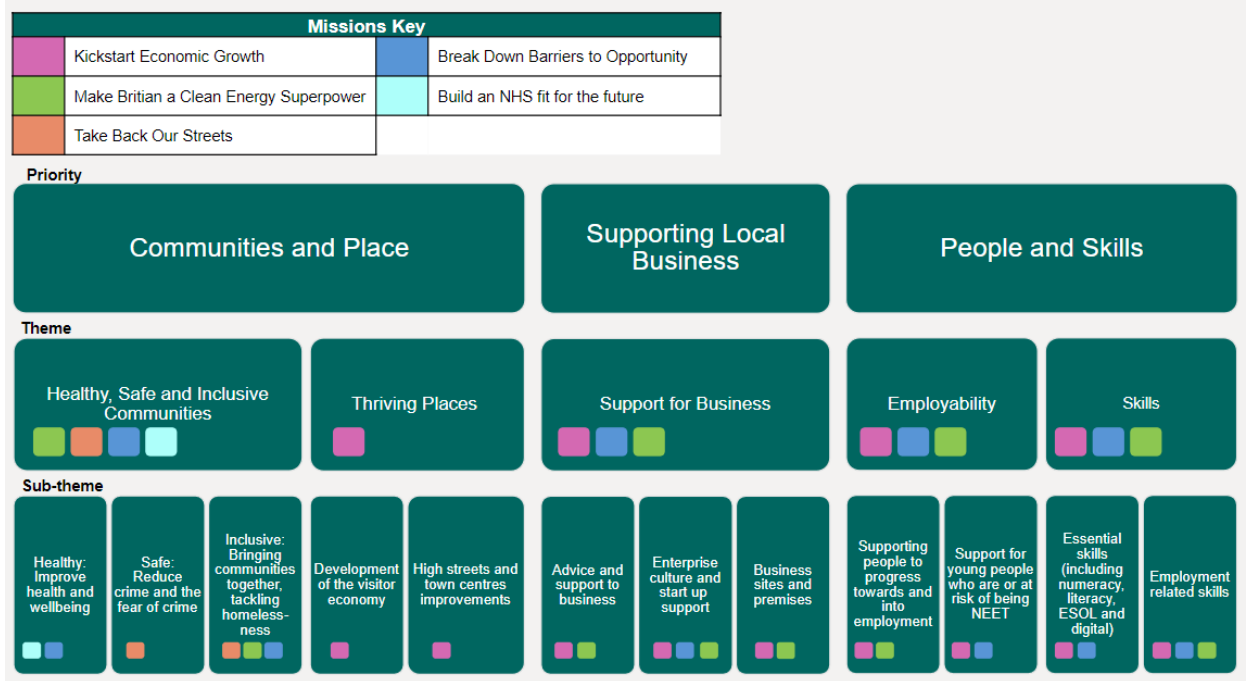


Fig.2: West Norfolk Economic Strategy: Our Vision for 2045



Table 1: Relationship between UKSPF priorities and WNES strategic pillars.

UKSPF Priority	UKSPF Theme	WNES Strategic Pillar
Communities & Place	Healthy, Safe and Inclusive Communities / Thriving Towns	Thriving towns
Communities & Place	Healthy, Safe and Inclusive Communities	Healthy inclusive and connected communities.
Supporting Local Business	Support for Business	Productive jobs and businesses.
People & Skills	Employability / Skills	Access to education and good work.
Communities & Place / Supporting Local Business	Healthy, Safe and Inclusive Communities / Support for Business	Managed natural resources.

2.6 The West Norfolk Investment Plan (2022), has guided local investment of Prosperity Funding from 2022-2025, setting out local priorities within four key themes: Leading as a Centre of Excellence for the Visitor Economy; Embedding

approaches that are Active, Clean & Green; Strengthening local enterprise and innovation systems; and Supporting people to access opportunities. Whilst the WNIP priorities are still very relevant to UKSPF investment it is recommended that Cabinet approve alignment of 2025/26 UKSPF investment with the West Norfolk Economic Strategy as the most comprehensive and up to date vision for West Norfolk to ensure the borough council targets funding where it is needed most.

- 2.7 Although an announcement on REPF has not been received to date, the guidance for delivery of this fund from 2023/24 to 2024/25 has been in alignment with the UKSPF priorities for local communities and businesses, with additional rural interventions focusing on diversification of farm businesses, development of products and facilities, and supporting new and improved community infrastructure. Rural investment priorities therefore also align with the West Norfolk Economic Strategy, encompassing the objectives for healthy inclusive and connected communities, thriving towns, and productive jobs and businesses, all underpinned by the sustainable management of our natural resources. Any extended REPF investment would continue to deliver against these priorities alongside any updated REPF guidance.

3 Local Approach to Allocation of UKSPF 2025/26 ‘Transition Year Funding’

- 3.1 The allocated UKSPF budget for 2022-2025 is £1,836,407. Of this, £1,350,112 (73%) sits within the 2024/25 delivery year against a broad programme of projects. By contrast the allocated funding for 2025/26 equals £600,773, representing a 55% reduction in available funding between the two budget years. No carry forward UKSPF budget from 2024/25 delivery is allowable and the transition year provides funding for 12 months of activity only.
- 3.2 A programme review has been undertaken as far as practically possible given the current year is still in delivery and a full year evaluation is therefore not possible. This review has informed the priorities for investment with the reduced funding allocation for 2025/26 whilst maintaining an impactful programme which continues to benefit our local communities, businesses and skills provision.
- 3.3 Local UKSPF investment to date has been undertaken via a combination of Borough Council direct delivery of strategically prioritised projects, third party delivery with key partners to provide enhanced local provision of established projects, and through the establishment of grant schemes which have benefited both community organisations and local businesses by filling gaps in funding availability. These delivery methods vary in deliverability risk for the transition year: grant programmes present the highest level of risk, being dependent on grant take up and ability of grantees to deliver agreed outcomes within the limited 12 month timescale, third party delivery has a reduced risk which is consequential of investing in the enhancement of established and proven schemes but tempered by the dependency on third party delivery and associated costs, and finally direct delivery presents the lowest risk for deliverability with the opportunity to fund strategic local projects and retain in house delivery control.
- 3.4 With consideration of the budget limitations and the timescales for delivery it is recommended that the 2025/26 programme focuses on direct and third-party delivery with grant programmes reserved for the investment of REPF monies, if allocated. It is also recommended that the programme largely focuses on continuation funding for 2024/25 projects to allow existing projects to further

embed impactful delivery and avoid a cliff edge of funding which would significantly reduce currently enhanced local provision and to safeguard and build on the outputs and outcomes already achieved to date through established projects.

3.5 Table 2 lists the projects proposed for continued UKSPF investment for 2025/26. Each of the projects listed are currently in delivery with UKSPF 2024/5 investment delivering against our local priorities and have the potential to continue at a local level for a further year if UKSPF investment for 2025/6 can be secured. The process of project continuation proposed within this report has been discussed with the Monitoring Officer and approved.

3.6 Each project has been subjected to a scoring process at an operational level which has been verified with the West Norfolk Prosperity Funding Programme Board to establish an objective assessment of investment priorities. Scoring ranges from Poor (1) to Strong (10) with the highest score representing the strongest project for the locality. Priority weighting is applied to each score as shown in the following criteria list:

3.6.1 Pre scoring Gateway Questions:

- Does the project meet Government guidance and at least one of the UKSPF Sub Themes? *Affirmation essential to progress scoring.*
- Could the project continue (albeit at a lesser scale) without UKSPF funding? *Answer considered in funding recommendations.*

3.6.2 Review Scoring Criteria:

- Local Need: Is there a strategic, evidence based, place focused rationale? *(weighting x3)*
- Does the project meet the West Norfolk Economic Strategy priorities and sub strategies? *(weighting x2)*
- Does the project have clear and evident stakeholder support? *(weighting x2)*
- Can the project be delivered by March 2026? *(weighting x3)*
- What are the long-term financial benefits? Are they sustainable? *(weighting x2)*
- Are the costs proportional and do they represent Value for Money? *(weighting x2)*
- Is there potential for match funding? *(weighting x1)*

3.7 The scoring for each project recommended for continuation is summarised in Table 2 below. Indicative UKSPF budget allocations for each prioritised project is included in Appendix 1 (EXEMPT). The table shows the alignment of all the listed projects with both the updated UKSPF Themes and the West Norfolk Economic Strategy. Summary details of each continuation project listed below together with a review of UKSPF recorded outputs and outcomes to the 31st December 2024 are included in Appendix 2.

Table 2. UKSPF Programme Priorities 2025/26

UKSPF Theme <i>WNES Pillar</i>	UKSPF 2025/26 Prioritised Projects	Lead Organisation	Review Score
<i>Continuation projects:</i>			
Employability & Skills <i>Access to education & good work</i>	BOOST	Norfolk County Council	132
Thriving Places <i>Thriving towns</i>	St George's Guildhall Activity Programme	BCKLWN	126
Employability & Skills			

Access to education & good work	Volunteer it Yourself	Volunteer it Yourself CIC	122
Support for business	New Anglia Growth Hub	Norfolk County Council	121
Productive Jobs and Businesses			
Thriving Places	Heritage Volunteering Collective	BCKLWN	121
Thriving Towns			
Employability & Skills	Visitor Economy Network Initiative (VENI)	Eastern Education Group	120
Access to education & good work			
Employability & Skills	On Track King's Lynn and West Norfolk	The Matthew Project	119
Access to education & good work			
Thriving Places	Light Projection Programme	BCKLWN	118
Thriving towns			
Healthy, safe & inclusive communities	Active Community Programme	Alive West Norfolk (BCKLWN)	117
Healthy, inclusive & connected communities.			
Support for business	The Place Pop up Shop & Business Hub	KL Business Improvement District	111
Productive Jobs and Businesses			
New Capital Project (see 3.7)			
Thriving Places	Thriving Towns (Heritage Lottery bid)	BCKLWN	n/a*
Thriving towns			

3.8 One new project is proposed as part of the 2025/26 programme. This project will absorb the remaining capital allocation within the programme to enable a heritage led scheme which has been identified as an area of need through the engagement undertaken for the West Norfolk Economic Strategy. Working in partnership with Downham Market Town Council and Hunstanton Town Council officers are proposing the submission of a 'Thriving Towns' Heritage Lottery bid. This would fund an action research project to combine learning from each town to create a stronger West Norfolk offer, community capacity building, heritage restoration and engagement, supported by the establishment of an activities programme and a grants scheme. UKSPF investment would enable capital grant provision for heritage improvement schemes. This project aligns with the WNES vision for Thriving Connected Towns and will provide a pathway to enhancing economic benefit within the three towns. If the match funding is secured from the NLHF by September 2025, the project could commence delivery and achieve UKSPF match funding spend by March 2026. If the NLHF application is unsuccessful, the UKSPF allocation could be retained for a smaller scale town centre heritage based project. **As this project is currently at a proposal stage continuation scoring has not been applied.*

3.9 Four additional projects were also scored but not recommended for inclusion in the 2025/26 programme.

3.9.1 Go Digital scored well at 126 but there is funding already secured within the scheme's budget to meet forecasted 2025/26 demand without investing additional UKSPF. This is therefore not included in the recommended programme.

3.9.2 Tech Skills for Life scored well at 121 but without UKSPF investment this project will continue at 75% of the current provision for West Norfolk in 2025/26 through funding secured by Norfolk County Council. As local benefits will continue to be realised, albeit at a reduced level, this project is not included in the recommended reduced programme.

3.9.3 West Norfolk Training Grants. This scheme has been delivered during 2024/25, but demand and uptake has not been as strong as anticipated and is therefore not recommended for continuation. This scheme scored

109. The deliverability risk of grants was also outlined in 3.3 and 3.4 and therefore this scheme is not included in the recommended programme.

3.9.4 Love Your Town scored 79. Again the deliverability risk of grants means that this is not included in the recommended programme, but the NCC funded projects within the second round of Love Your Town are still in delivery for 2025/26 and alternative funding options will be explored for scheme continuation into a third round if demand is evident.

3.10 The remaining in year UKSPF supported projects which were not identified for continuation funding are either standalone projects which will complete in 2024/25 or are part of wider funding programmes and not dependent on UKSPF investment for future delivery. Grant schemes have not been prioritised for continuation of UKSPF investment as outlined in 3.3 and 3.4.

4. REPF Programme 2025/26 (Subject to allocation)

4.1 The REPF capital allocation for 2024/25 has been positioned to support rural communities and businesses. The current REPF programme can be invested into eligible rural areas only as defined by DEFRA and which can be determined through application of the [Magic Map](#).

4.2 Table 3 below shows the proposed REPF investment priorities for 2025/26 subject to funding allocation. The Community and Business Capital Grant schemes were established within the first year of the current REPF programme and delivery of these has continued across to this final year. The active travel support has been invested to complement wider active travel schemes across the borough. It is recommended that, if a further allocation of Rural Funding is received, the same intervention priorities are continued for 2025/26, with the allocation across each to be determined in consultation with the portfolio holder (Recommendation 3).

Table 3: West Norfolk REPF Investment Priorities 2025/26

Rural Communities
Active travel enhancements in the local area (Delivery Partner NCC)
West Norfolk Rural Communities Capital Grants Scheme <i>Investment in capacity building and infrastructure support for local civil society and community groups and impactful volunteering and social action projects to develop social and human capital in local places</i>
Rural Businesses
West Norfolk Rural Business Capital Grants Scheme <i>Small scale investment in micro and small enterprises in rural areas and the development and promotion of the visitor economy</i>

4.3 To ensure full programme risk mitigation the rural grant schemes are subject to regular review meetings between Borough and County Council Officers to monitor demand and adjust delivery techniques. Within 2025/26 this process would continue and be supported by the West Norfolk SPF Programme Board.

5. Financial Implications

5.1 The programme for March 2025 to April 2026 is a standalone fiscal programme. It is expected that there will also be no opportunity to defer 2025/26 budget

beyond the end of the transition year so all projects must be delivered in full by 31st March 2026.

- 5.2 As with the original UKSPF allocation the Borough Council can invest 9% of the total programme cost to management and administration across the programme. This enables the capacity of officers to manage programme delivery of this external investment budget.
- 5.3 Continuation of a REPF grant programme would represent an additional delivery cost to the council. Resources to fund this will need to be determined and agreed separately once the value of funding available and subsequent scale of grant programme to be delivered is known.
- 5.4 Recommendation 4 of this report will enable budget decision processes to be delegated to the Assistant Director for Regeneration, Housing and Place to mitigate programme delivery risks that may arise within the transition year and ensure timely decisions to maintain delivery within the funding timeframe. The indicative funding allocations for each project in Appendix 1 (exempt) are subject to some level of movement as project scope and costs are negotiated to maximise the impact and outputs that UKSPF investment can achieve within the reduced allocation. This recommendation incorporates all adjustments which can be undertaken within the approved budget, in alignment with the investment priorities and programme framework as set out in this report.
- 5.5 The process of programme adjustments will be reviewed by the West Norfolk Prosperity Funding Programme Board which comprises of senior officers and meets bi-monthly. Incorporating this delegated process will minimise administrative delays which could impact on the ability to spend in full by 31st March 26 and result in clawback of funding.

6. Monitoring & Governance Updates

- 6.1 As detailed in the February 2023 cabinet report, a governance arrangement to oversee the UKSPF delivery is currently in operation:



- 6.2 The West Norfolk Prosperity Funding Partnership Group includes a diverse range of local and regional stakeholders, institutions, employer bodies and organisations, as prescribed by government in the UKSPF Prospectus. The

group meets annually to receive a West Norfolk Prosperity Funding programme update and consult on funding priorities. At the most recent meeting in November 2024 an update was provided to the group on the information known at the time about the transitional year of funding. Whilst the funding detail available to share at the time was limited, it was agreed that the investment of future prosperity funding should align with the West Norfolk Economic Strategy. The group has been supportive of the UKSPF and REPF programme delivery to date, with appreciation provided for successful partnership working, stakeholder engagement, the breadth of projects included within the programme, the support invested to continue successful local schemes and opportunities opened for community grants. An update will be provided to the Group ahead of 4th March 2025 and a verbal update of any feedback will be provided at the Cabinet meeting, Guidance from the Group will be sought on future investment priorities for West Norfolk and opportunities post 2026 at the annual meeting planned for November 2025.

- 6.3 Project monitoring processes have been established to provide clear qualitative and quantitative analysis of outcomes and outputs achieved by the local delivery of the UKSPF & REPF investment, compared with the indicated targets set out in the WNIP and REPF addendum. These are requested and reported quarterly as per MHCLG monitoring requirements. Projects will continue to be monitored through this established cycle within 2025/26. This will allow regular review of project progress against planned outcomes, outputs, and spending profiles as agreed within grant offer letters and Service Level Agreements.

7. Risk

Risk	Risk Implications and Mitigation	Level of Risk
Direct Delivery projects by BCKLWN impacted by lack of staffing resource.	<p>Risk: Staffing resources to deliver direct delivery projects, including development of match funding bids to lever investment matched by UKSPF.</p> <p>Consequences: Projects not progressed and spend/outputs not achieved</p> <p>Mitigation: Proposed programme focuses predominantly on established projects utilising existing resources/structures in place. Opportunities for continuation projects to expand scope to utilise any underspend emerging from direct delivery projects that do not progress.</p>	Medium
SPF allocation not fully committed by 31 March 2026	<p>Risk Delivery of agreed priorities in by 31 March 2026 not achieved.</p> <p>Consequences Unspent funding subject to clawback</p> <p>Mitigation Recommendation 4: facilitate sound risk mitigation to ensure that allocations can be adjusted within the parameters of agreed investment.</p>	Low
Project budgets not	Risk	Low

fully committed to	<p>The Council has committed to spend the full funding allocation in accordance with the spending profile set out by government.</p> <p>Consequences/Mitigation Insufficient project establishment and support to implement and deliver the investment programme in 2025/26 leads to inability to spend the allocation and the funding is lost.</p> <p>Ensure early engagement of partners to minimize risk of staffing losses. Use of experienced third-party provider's expertise and existing networks to establish and deliver projects applying specialist support to expediate delivery.</p>	
Stakeholder Support	<p>Risk Stakeholders do not support the priorities identified for 2025/26</p> <p>Consequences/Mitigation 2025/26 investment does not reflect the needs of the local area and deliver the required outputs/outcomes or meet the objectives of UKSPF due to lack of stakeholder support.</p> <p>A West Norfolk SPF Partnership Group meeting is planned before the cabinet meeting to provide an update on UKSPF and REPF programmes to date and plans for 2025/26. The Group has been supportive of the UKSPF and REPF programmes to date and as the proposals incorporate continuation of existing schemes it is anticipated that this support will continue. Officers will invite suggestions on successful final year delivery from the Group which will be taken on board as part of implementation.</p>	Low

8. Environmental Considerations

- 8.1 The SPF framework, WNIP & REPF priorities specifically includes interventions which supports the government's clean growth policies. One of the target outputs that will be monitored through programme delivery includes 'supporting decarbonisation.'

9. Policy & Personnel Implications

- 9.1 The priorities identified in the WNES, WNIP, UKSPF project and REPF priorities align with the Council's corporate strategy specifically with regard to;
- Promote growth and prosperity to benefit West Norfolk
 - Protect our environment
 - Support our communities

9.2 The WNES is also aligned with the following strategies and policies for West Norfolk;

- King's Lynn Town Investment Plan
- King's Lynn Local Cycling & Walking Infrastructure Plan
- Climate Change Action Plan
- King's Lynn Culture & Heritage Strategy
- King's Lynn Transport Strategy
- West Norfolk Tourism Development Plan

Appendices

Appendix 1 (EXEMPT): Indicative budget allocations UKSPF 2025-26

Appendix 2: Summary of UKSPF continuation projects included in 2025/26 UKSPF investment programme.

Background Papers

[UK Shared Prosperity Fund Prospectus](#)

[UKSPF 2025/26 technical note](#)

[Rural England Prosperity Fund Prospectus](#)

Cabinet Report 15.01.25 [WEST NORFOLK SHARED PROSPERITY FUNDING AND RURAL ENGLAND PROSPERITY FUNDING: PROGRAMME UPDATE AND 2024/25 PRIORITIES \(Pages 237 - 266\)](#)

Cabinet Report: 31.10.23 [UKSPF 24/25 – Continuation and Expansion of Boost Project and West Norfolk Training Grants \(Pages 38 - 56\)](#)

Cabinet Report: 07.02.23 [WEST NORFOLK INVESTMENT PLAN \(UK SHARED PROSPERITY FUND\) AND RURAL ENGLAND PROSPERITY FUNDING – PROGRAMME PRIORITIES \(Pages 11 - 43\)](#)

Cabinet Report: 21.07.22 [WNIP Shared Prosperity Fund](#)

[West Norfolk Prosperity Funding Partnership Group papers November 2023](#)

[West Norfolk Investment Plan, August 2022](#)

[West Norfolk Rural Addendum](#)

Pre-Screening Equality Impact Assessment

Borough Council of
King's Lynn & West Norfolk



Name of policy/service/function	Regeneration & Economic Development				
Is this a new or existing policy/service/function?	Existing				
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	Delivery of the Shared Prosperity Fund and REPF to support the identified priorities in the West Norfolk Economic Strategy. N/a				
Question	Answer				
<p>1. Is there any reason to believe that the policy/service/function could have a specific impact on people from one or more of the following groups according to their different protected characteristic, for example, because they have particular needs, experiences, issues or priorities or in terms of ability to access the service?</p> <p>Please tick the relevant box for each group.</p> <p>NB. Equality neutral means no negative impact on any group.</p>		Positive	Negative	Neutral	Unsure
	Age			√	
	Disability	√			
	Gender			√	
	Gender Re-assignment			√	
	Marriage/civil partnership			√	
	Pregnancy & maternity			√	
	Race			√	
	Religion or belief			√	
	Sexual orientation			√	
	Other (eg low income)	√			

Question	Answer	Comments
2. Is the proposed policy/service likely to affect relations between certain equality communities or to damage relations between the equality communities and the Council, for example because it is seen as favouring a particular community or denying opportunities to another?	No	
3. Could this policy/service be perceived as impacting on communities differently?	No	
4. Is the policy/service specifically designed to tackle evidence of disadvantage or potential discrimination?	Yes	Projects to be delivered under the funding programmes will provide local support for residents to access opportunities to progress, including through skills development, provision of community events and enhancement of wider support services.
<p>5. Are any impacts identified above minor and if so, can these be eliminated or reduced by minor actions?</p> <p>If yes, please agree actions with a member of the Corporate Equalities Working Group and list agreed actions in the comments section</p>	No	Actions:
		Actions agreed by EWG member:
Assessment completed by:		
Name	Nicola Cooper	
Job title Investment Programmes Officer	Date 24/01/2025	
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.		

Appendix 2: Summary of UKSPF continuation projects included in 2025/26 UKSPF investment programme.

Project	Boost	Delivery Lead	Norfolk County Council	Review Score	132
Project Summary:					
<p>Boost was established via King's Lynn Town Deal funding and continued through UKSPF investment, BOOST supports young people aged 16-30 across west Norfolk who face significant barriers, not only to employment but challenges relating to skills and mental health. Interventions have resulted in the achievement of industry specific qualifications, vocational training, basic skills and life skills and the securing of sustainable employment. The project has created closer collaborations with local and national employers, created a coordinated function for skills provision and has brought over 20 new training courses to the area. UKSPF funding is fundamental to the continuation of a comprehensive service across the borough for 2025/26.</p> <p>UKSPF Continuation Funding reasoning: Norfolk County Council is currently exploring options to secure County wide continuation funding for Boost, but this is not expected to be in place until April 2026 at the earliest. It is anticipated that a future funding package would not be dependent on additional local top up funding, but UKSPF investment for 2025/26 will be a critical factor in maintaining a seamless and comprehensive service for West Norfolk in the interim.</p> <p>https://www.west-norfolk.gov.uk/info/20007/people_and_communities/755/boost</p>					
Outputs/Outcomes recorded to 31st December 2024:					
Number of socially excluded people accessing support					136
Number of people supported to access basic skills.					2
Number of people supported to engage in job searching.					75
Number of people supported to engage in life skills.					56
Number of people supported to participate in education. Vocational					33
Number of people in employment engaging with the skills system					8
Number of people engaged in job searching following support.					75
Number of people in employment, including self-employment, following support					32
Number of people in education/training					0
Number of people gaining qualifications, licences and skills					28
UKSPF Theme		Employability & Skills			
WNES Strategic Pillar		Access to education & good work			

Project	St George's Guildhall activity programme	Delivery Lead	BCKLWN	Review Score	126
Project Summary:					
<p>The St George's Guildhall Activity Programme has established a successful series of learning and engagement events linked to, and supporting, the restoration of the St George's Guildhall which is being delivered through the King's Lynn Town Deal. Engagement with the community, the delivery of cultural events and exhibitions, the establishment of a varied learning programme which has attracted both schools and home educators alongside the provision of clubs and holiday activities has helped to raise the profile of the Guildhall alongside celebrating its rich cultural history. UKSPF investment has been key to the establishment of this project alongside Norfolk & Norwich Bridge Funding.</p> <p>UKSPF Continuation Funding reasoning: Continued investment of UKSPF into this programme is essential for provision after September 2025. The Borough Council is currently exploring future funding options to maintain the activity programme delivery from 2026 onwards together with Arts Council England. UKSPF investment will be vital in maintaining an engaging programme during the initial closure of the venue for capital works and the</p>					

project will play a pivotal part in retaining community and educational involvement in the future of the Guildhall as a meanwhile programme.

<https://stgeorgesguildhall.com/learning/>

Outputs/Outcomes recorded to 31st December 2024	2023/24	2024/25 Quarter 3
Number of local events or activities supported	57	74
Number of people supported to participate in education	4,052	
Number of volunteering opportunities supported	31	42
Increased footfall (numerical value)	5608	8240
Jobs Created	1fte	

UKSPF Theme Thriving Places

WNES Strategic Pillar Thriving towns

Project	Volunteer it Yourself	Delivery Lead	Volunteer it Yourself CIC	Review Score	122
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Project Summary:

The VIY delivery model involves young people (aged 16+ and economically inactive/NEET) developing new vocational trade and construction skills, and improving their broader employability skills, whilst helping to refurbish and retrofit local community facilities (e.g. youth/community centres, grassroots sports clubs and leisure facilities, arts and cultural venues, public green spaces, homes/supported housing). They are mentored on the job by, and work alongside, professional tradespeople and work towards and achieve City & Guilds skills accreditations. They also receive support to progress to employment and further/higher-level training opportunities beyond the end of their VIY experience.

UKSPF Continuation Funding reasoning:

Over 2023/24 and 2024/25 UKSPF investment has enabled the delivery of 8 VIY projects for West Norfolk. The project reports ongoing demand from local communities wanting to nominate new potential VIY projects centred on community facilities in need of help, and from local youth service providers wanting to refer economically inactive/NEET young people into the projects. The funding requested by VIY for 2025/26 is for the delivery of a further potential 6 projects and this provision is advised as scalable. This project scored well and as the ask is scalable the borough council could support the project on a project basis.

<https://volunteerityourself.org/project/north-wootton-village-hall/>

Outputs/Outcomes recorded to 31st December 2024:

Socially excluded people accessing support	32
People receiving support to gain employment	32
People supported to engage in life skills	32
People supported to gain a qualification	32
People reporting increased employability through development of interpersonal skills funded by UKSPF	24
People in employment, including self-employment following support	4
People in education/training following support	5
People with basic skills following support	32
People gaining a qualification or completing a course following support	22
Number of volunteering opportunities supported	47

UKSPF Theme Employability & Skills

WNES Strategic Pillar Access to education & good work

Project	New Anglia Growth Hub	Delivery Lead	Norfolk County Council	Review Score	121
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Project Summary:

The Growth Hub is a service provided by Norfolk County Council incorporating a team of business advisors who provide a 'one stop shop' to support and advise West Norfolk businesses including:

- Signposting to a wide range of local and national business support.
- One to one support for businesses that require in depth assistance
- Coaching and mentoring to unlock complex issues and barriers
- High Growth and Scale Up support to accelerate business growth
- Workshops on a wide range of topics based on identified needs
- Grants to accelerate business growth and innovation in SME's/
- Knowledge Hub to assist public / private sector with client needs,
- CRM, FAME and Data City access to target and track delivery.

UKSPF Continuation Funding reasoning:

Norfolk County Council has secured funding to provide a basic Growth Hub service for West Norfolk for 2025/26 which will include signposting to local and national support and a limited level of access to NCC Growth Grants. UKSPF investment is essential to providing continuation funding for an enhanced level of service to meet local business needs and can be scaled to secure a locally appropriate offer ranging from this 'Basic' level of provision to a 'Full Service' which provides access to all Growth Hub services.

<https://www.newangliagrowthhub.co.uk/business-support/>

Outputs/Outcomes recorded to 31st December 2024:

Output	July 2023 – Dec 2024
Businesses receiving support	187
Businesses engaged in Scale Up	9
Indicative hours of support	767.75
Businesses supported % increase	0
Introducing new products to the market	6
Businesses adapting to new to the firm technology	3
Businesses with improved productivity	6
Businesses engaged in new markets	2
Orgs engaged in new knowledge sharing	23
Grants Awarded	2
Grant Value	£25,190
Grant Match	£75,990
Jobs Created	12

UKSPF Theme Support for business

WNES Strategic Pillar Productive Jobs and Businesses

Project	Heritage Volunteering Collective	Delivery Lead	BCKLWN	Review Score	121
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Project Summary:

This project aims to build a sustainable model for heritage volunteering to increase the diversity of the volunteer base and develop skills to facilitate wider opening opportunities for the town's historic sites. Studies by the National Council for Voluntary Organisations and the Charities Aid Foundation both found volunteering has fallen substantially post-Covid. CAF's report also reveals a volunteering age gap. Only 6% to 7% of people aged 16 to 44 had volunteered in the past year, and just 5% of 45- to 54-year-olds. This, coupled with a skills gap for young people in the town presents an opportunity to develop a consistent, sustainable, and rewarding volunteer programme for King's Lynn, to complement the capital investment in the heritage assets.

UKSPF Continuation Funding reasoning:

This project was identified as a priority for investment within the 2022-2025 UKSPF programme. Commencement is pending approval of a Heritage Lottery Funding bid. An expression of interest was submitted to the Heritage Lottery at the end of 2024 for which feedback has been received and is being incorporated into a detailed funding application. UKSPF is included as 10% match funding towards a much larger grant bid and is essential to lever in this third-party investment to invest in a sustainable local volunteering programme.

Outputs/Outcomes recorded to 31st December 2024:

Not applicable – project not yet at delivery stage.

UKSPF Theme	Thriving Places
WNES Strategic Pillar	<i>Thriving Towns</i>

Project	Visitor Economy Network Initiative (VENI)	Delivery Lead	Eastern Education Group	Review Score	120
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Project Summary:

VENI works to support the local visitor economy by creating the capacity for stakeholders (educators, businesses and students) to work together to expand the skills horizon in Kings Lynn and West Norfolk. The project has worked with the College of West Anglia to develop a programme of interventions to inspire and support people to become a part of this diverse group of sectors. In 2024/25 VENI has enabled events, community campaigns, and innovative networking. The project provides an opportunity for work experience and skills development, making visible the services, careers and breadth of jobs available, and inspiring people to explore the sector further.

UKSPF Continuation Funding reasoning:

UKSPF investment will enable the continuation of the project outlined, building on successes, and expanding the market reach, to include people in the workforce, students preparing for work in any of the sectors in the Visitor Economy, and engaging with people currently outside of the labour market. Options are being discussed with neighboring districts to achieve economies of scale for possible 2025/26 delivery. Continuation of the project for West Norfolk is advised by the project lead as dependent upon local investment and any gap in funding continuity will create a collapse in momentum and stakeholder engagement.

<https://veni.org.uk/kings-lynn-and-west-norfolk/>

Outputs/Outcomes recorded to 31st December 2024:

Number of socially excluded people accessing support	25
Number of people receiving support to gain employment	16
Number of people engaged in life skills	37
Number of people supported to participate in education	0
Number of people in employment engaging with the skills system	15
Number of people supported to gain a qualification	16
Number of people gaining a qualification or completing a course following support	0
Creation or support of local events or activities	6
Creation of volunteering opportunities	12
Increased footfall	150

UKSPF Theme	Employability & Skills
WNES Strategic Pillar	Access to education & good work

Project	On Track King's Lynn and West Norfolk	Delivery Lead	The Matthew Project	Review Score	119
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Project Summary:

On Track supports young people through 1:1 motivational coaching to develop their social and employability skill set and group-based enrichment sessions which support vulnerable young people to develop vital work skills and build community with their peers. During 1:1 sessions an On Track youth coach engages with each young person individually to identify their goals and build their self-confidence. They collaboratively identify the gaps in the young person's employability skill set and provide the tools necessary to gain these skills. When young people have gained confidence to access group sessions, they are supported to attend a variety of positive activities with their peers to boost their self-esteem and social skills. These group activities also include On Track's industrial insights programme which is designed to create opportunities for young people who have never accessed employment to gain access to local employers and businesses. On Track has developed consistent referral paths from Boost and professional bodies such as the DWP, supported housing, Help Hub, YMCA and other voluntary groups to refer young people to.

UKSPF Continuation Funding reasoning:

On Track is a well-established, respected provider of support for young people and can continue the work outlined with UKSPF continuation funding. The project has advised through quarterly monitoring that 2024/25 uptake has been lower than expected due to the limited one year timeframe of the existing funding and therefore the full impact of the proposed project has been limited. Continuation is funding dependent and match funding is being explored.

<https://www.matthewproject.org/post/on-track-norfolk-supporting-16-24-year-olds-into-employment-education-or-training>

Outputs/Outcomes recorded to 31st December 2024:

Socially excluded people accessing support	12
People receiving support to gain employment	9
People engaged in life skills	9
People supported to participate in education	7
People reporting increased employability through development of interpersonal skills funded by UKSPF.	1
People sustaining engagement with keyworker support and additional services	8
People in employment, including self-employment following support	1
People in education/training following support	2

UKSPF Theme	Employability & Skills
WNES Strategic Pillar	Access to education & good work

Project	Light Projection Programme	Delivery Lead	BCKLWN	Review Score	118
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Project Summary:

Light Projection Programme: The upgrading of the historic buildings projectors across King's Lynn is being undertaken as part of the UKSPF capital programme within Quarter 4 2024/25. Funding of the projectors provides an added value opportunity to establish a Light Projection Programme for the curation and planning of content to complement the wider cultural offer in alignment with the emerging Culture and Heritage strategy Priority 2 'Animating King's Lynn Heritage' which includes the vision to transform King's Lynn into a dynamic, innovative and interactive heritage centre. Whilst this was proposed for inclusion within the current UKSPF programme it is envisaged that comprehensive programme development, delivery and local interest will be dependent upon proper community engagement and therefore it is proposed that this scheme is moved to 2025/26 programme for realisation in autumn 2025.

UKSPF Continuation Funding reasoning:
UKSPF investment is vital to maximise the initial capital investment for the light projectors to create an impactful programme of delivery strongly supported by community engagement.

Outputs/Outcomes recorded to 31st December 2024:

Projector assets for purchase in Q4 2024/25 to be recorded as:

- 5 Tourism, Culture or heritage assets created or improved

Future outputs to be collected for the Light Projection Programme to include

- Increased footfall
- Number of local events or activities supported
- Number of people supported to participate in education.

UKSPF Theme	Thriving Places
WNES Strategic Pillar	<i>Thriving towns</i>

Project	Active Community Programme	Delivery Lead	Alive West Norfolk	Review Score	117
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Project Summary:
The Active Community programme delivers activities across the borough at AWN leisure sites, community centres and outdoor spaces with a focus on reaching rural and deprived areas. The project works to engage hard to reach participants by making sessions locally accessible and free of charge. The scheme include specialised programmes tackling health inequalities working with the NHS, QEH, Active Norfolk and local partners. The feedback on delivery so far identifies the importance of free access and of sessions taking place in residents' communities / neighbourhoods.

UKSPF Continuation Funding reasoning:
The provision of a free programme for 2025/26 at the same level as this current year is dependent upon continued investment. If funding is not available, the programme will be dependent upon payment from participants to be financially sustainable. This may reduce demand and limit access for low-income residents. Funding covers staffing, facility hire, marketing and admin. The programme can be flexed up or down depending on the level of funding available. AWN is exploring alternative funding options for similar programme delivery, but at this stage there is no new confirmed funding for April 25.

<https://www.alivewestnorfolk.co.uk/community/alive-active-community/>

Outputs/Outcomes recorded to 31st December 2024:

Number of people reached	7063
Jobs created as a result of support (fte)	1
Number of local events or activities supported	976

UKSPF Theme	Healthy, safe & inclusive communities
WNES Strategic Pillar	Healthy, inclusive & connected communities.

Project	The Place Pop Up Shop and Business Hub	Delivery Lead	King's Lynn BID	Review Score	111
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Project Summary:
The Place Pop Up Shop and Business Hub on New Conduit Street is a flexible, multi-purpose venue that can be hired for various business endeavours, such as exhibitions, demonstrations, interactive workshops, tastings, and even general retail usage. The Place is designed to allow small/micro businesses and budding entrepreneurs the chance to try something new without navigating the costs of signing a lease and, whilst UKSPF funded from 2022, has supported micro businesses and entrepreneurs to test out ideas, sell face to face to customers and grow and develop their businesses

in a low risk, supportive environment. KL BID advises that there remains a need to provide a pop-up space within the town centre that supports retail and retail / craft / maker activities, and which can act as a feeder to the units on Purfleet Street and eventually in the Creative Hub at the Guildhall but does not have sufficient specialist resource to fund this.

UKSPF Continuation Funding reasoning:

For 2025/26 KL BID is seeking a reduced amount of funding to develop a business plan and model for a sustainably funded pop-up space that is managed by its users. Working with current users and an experienced business advisor the project will create a business model and business plan for a new pop-up space for retail and makers, which reduces need for public funding over time and potentially becomes self-financing.

Outputs/Outcomes recorded to 31st December 2024:

Approved Project Outputs & Outcomes	2022/23	2023/24	Apr25 - Dec24
Number of organisations receiving non-financial support	24	65	37
Number of people reached		31	10
Number of potential entrepreneurs provided assistance to be enterprise ready		11	5
Number of local events or activities supported		22	29
Number of jobs created as a result of support (fte)			0.3
Increased number of enterprises supported	2	29	Measure removed.

UKSPF Theme	Support for business
WNES Strategic Pillar	Productive Jobs and Businesses

POLICY REVIEW AND DEVELOPMENT PANEL REPORT

REPORT TO:	Environment and Community Panel		
DATE:	25 th February 2025		
TITLE:	King's Lynn Culture and Heritage Strategy		
TYPE OF REPORT:	Cabinet Report		
PORTFOLIO(S):	Business and Culture, Councillor Ring		
REPORT AUTHOR:	Jemma Curtis		
OPEN/EXEMPT	Open	WILL BE SUBJECT TO A FUTURE CABINET REPORT:	Yes

REPORT SUMMARY/COVER PAGE

PURPOSE OF REPORT/SUMMARY:
Members are directed to the attached for the purpose of the report/summary
KEY ISSUES:
Members are directed to the attached report for full details of the key issues.
OPTIONS CONSIDERED:
Members are directed to the attached report for full details of the options.
RECOMMENDATIONS:
To consider the report and make any appropriate recommendations to Cabinet.
REASONS FOR RECOMMENDATIONS:
To scrutinise recommendations being made for an executive decision.

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	
Lead Member: Cllr Simon Ring E-mail: cllr.simon.ring@west-norfolk.gov.uk			Other Cabinet Members consulted:		
			Other Members consulted:		
Lead Officer: Jemma Curtis E-mail: jemma.curtis@west-norfolk.gov.uk Lead Officer: Tim FitzHigham E-mail: tim.fitzhigham@west-norfolk.gov.uk			Other Officers consulted: Assistant Director for Housing, Regeneration & Place, Conservation Officer, Planning Policy, Commercial Services, Regeneration & Economic Development.		
Financial Implications 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	Environmental Considerations 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: 4 March 2025

KING'S LYNN CULTURE & HERITAGE STRATEGY

Summary

This report outlines the process undertaken to develop a new Culture and Heritage Strategy (C&HS) for King's Lynn, the vision, key priorities, funding and action plan within the strategy and a recommendation for the Borough Council to endorse.

The purpose of the strategy is to provide a strategic policy, co produced and supported by a wide range of partners, stakeholders and organisations to align and coordinate activity and funding in order to achieve the identified and agreed outcomes in the C&HS. The C&HS was co-developed alongside the West Norfolk Economic Strategy, including extensive evidence base and stakeholder consultation.

Recommendation

1. Endorse the King's Lynn Culture & Heritage Strategy as set out in appendix 1.
2. Establish the new governance structure and recruitment of steering group as set out in section 3.
3. Delegate authority to the Assistant Director for Housing, Regeneration & Place in consultation with the Deputy Leader & Portfolio Holder for

Business and Culture to review existing Service Level Agreements with cultural organisations to align their activities and outputs in line with the priorities identified in the Strategy.

4. Delegate authority to the Assistant Director for Housing, Regeneration and Place in consultation with the Portfolio holder for Business and Culture to agree resourcing requirements to support and implement the strategy, subject to appropriate organisational processes.

Reason for Decision:

The C&HS provides the strategy policy and framework for the Council and a wide range of partners including cultural organisations, communities, education institutes and the private sector. The strategy will guide use of resources and funding which will open up opportunities for investment in our cultural sector in line with the corporate priority to support growth and prosperity and the priorities from the West Norfolk Economic Strategy.

1 Background

- 1.1 A Cultural Prospectus was endorsed by the Borough Council in May 2018¹. Since this time, the policy and funding landscape in which this was originally framed has changed significantly through the previous government's Levelling Up agenda. The main urban centre and focus for growth in West Norfolk, King's Lynn, has made progressive steps in setting out a new vision for the town through the Town Investment Plan (2021) and subsequent £25m Town Deal. Alongside this global and national issues from the covid-19 pandemic and Brexit have changed the landscape in which the 2018 work was completed.
- 1.2 In the absence of a relevant cultural strategy, the various priority projects set out in the Town Investment Plan have been developed, but these need to be blended into a cohesive offer and a cultural strategy would demonstrate how they all work together holistically as all have a portion which aims to develop the cultural offering of the town (for example: the Riverfront, Southgates, Public realm River to Rail, Multi-User Community Hub, Boost and St George's Guildhall). There have also been useful studies which now need to be reflected in a new Culture & Heritage Strategy (the West Norfolk Economic Strategy, Public Realm Action Plan, St George's Guildhall Business Plan and Creative Hub feasibility study for example) and these do not feature in the 2018 Cultural Prospectus.

¹ BCKLWN Agenda is available at [Agenda for Cabinet on Tuesday, 29th May, 2018, 5.30 pm \(west-norfolk.gov.uk\)](https://www.west-norfolk.gov.uk/Agenda-for-Cabinet-on-Tuesday,-29th-May,-2018,-5.30-pm)

1.3 It is for these reasons that it is recognised by officers, cultural partners and funders that the Prospectus has its limitations and the development to set out a more detailed strategy and programme is critical in order to coordinate, align and leverage further investment in our culture and heritage assets and activities in King's Lynn.

1.4 King's Lynn and West Norfolk has been identified by Arts Council England (ACE) and Department for Culture Media and Sport (DCMS) as a priority place; i.e. it is a focus for additional ACE investment. Reflecting on the limitations of the existing Prospectus and need/opportunity to leverage further investment, ACE invited officers to submit a proposal to secure match funding for the creation of a C&HS. The creation of a C&HS by the Council and the Action Plan derived from the Strategy aims to be held by all stakeholders who make up the Cultural and Heritage partners and organisations operating in King's Lynn. Because the Strategy is supported by ACE, it is required to respond to ACE 'Guidelines for Creating a Cultural Strategy' and methodology will be underpinned by the 'Local Government Association (LGA) Cultural strategy in a box' Guidelines.

1.5 Collectively, we want to put arts and culture at the heart of King's Lynn because of what it can do for the economy, creative industries and the wellbeing and quality of life². Therefore, the purpose of developing the CHS is to:

- Align and bring together currently disparate activity to create a sector leading strategy which will enable to the leveraging further investment to enable the cultural sector to grow and flourish further.
- Build on and reflect the extensive consultation and engagement undertaken since 2018, particularly through the Town Deal and Economic Strategy;
- Show how the Borough's aspirations connects to the wider regional strategies including Culture Drives Growth: The East's Cultural Strategy, and Norfolk and Suffolk Cultural Board Culture Drive Impact
- Identify key cultural investments and initiatives already underway setting out how they interrelate.
- Identify the cultural objectives for the Borough and set out the next steps required to develop this into a delivery plan
- Show clearly that we recognise the value of arts and culture to quality of life and appeal to younger people. These are key strategic challenges for the Borough: health, mental health, wellbeing, retaining young people and building aspirations. We believe that culture is a positive force in these issues and would like to express that clearly.

2. Development of the Strategy

² There are areas of King's Lynn where average life expectancy is lower by as much as 7 years.

2.1 Following funding approval from ACE in December 2023, the process to commission an independent organisation to lead the coordination and preparation of the C&HS began. Art Reach were appointed in April 2024 and led the development of the C&HS through four stages of process;

(1) CREATE: Engagement with Cultural stakeholders, partners and residents which will include the major cultural stakeholders in King's Lynn

(2) RESEARCH: detailed assessment of current cultural infrastructure across King's Lynn including a mapping of cross sector cultural providers and supporters such as those working in education and health, and an assessment of provision and audience engagement.

(3) CONSULT: detailed engagement with users and non-users of the existing cultural offers to build consensus around shared goals.

(4) PLAN: development of the Cultural Strategy, an Action and Implementation Plan, launch, and roll out.

2.2 The Research stage entailed a detailed analysis of the creative sector through the economic strategy evidence base, SWOT & PESTLE analysis of the opportunities and challenges facing the cultural and heritage context in King's Lynn.

2.3 Consultation undertaken between May and November 2024 to develop this Strategy included:

- 15 telephone interviews with key stakeholders across the culture and heritage sectors
- Participation in a workshop with community representatives as part of the West Norfolk Economic Strategy development
- Joint facilitation of a workshop for the King's Lynn Long Term Plan for Towns
- 4 focus group workshops with the cultural sector, engaging approx 50 people
- Creative engagement activity in Lynn Museum, engaging 54 people
- Creative engagement activity in the High Street, engaging 32 people
- A public online survey, with 517 respondents
- A follow up survey targeted at the cultural sector, with 72 responses
- A Business Breakfast with 6 people from local creative industries
- Focus group with over 50 young people and tutors at College of West Anglia
- Focus group with 6 health partners
- Supported by wider consultation conducted by other organisations across King's Lynn involved with the West Norfolk economic strategy, Town Deal, the [long term plan for towns](#) and organisations who work with children and young people.
- Webpage updated regularly at key stages of strategy development www.west-norfolk.gov.uk/culture

3. Proposal for a Culture & Heritage Strategy

3.1 The C&HS was co-developed alongside the West Norfolk Economic Strategy, including evidence base and extensive engagement as set out in 2.3. The priorities are:

- developing young people as makers, producers and creators;
- creatively animating heritage in King's Lynn;
- working collaboratively to be more resilient;
- ensuring that sustainability, inclusivity and diverse voices are embedded within King's Lynn's culture.

3.2 King's Lynn plays an anchor role as key service centre for a wider sub region of 250,000. It is a major employment and education centre for the west of the county. The creative industries is a growing sector for West Norfolk, as evidenced in the parallel work on the West Norfolk Economic Strategy, and King's Lynn needs to provide facilities and support to attract creative businesses to make their home here.

3.3 This strategy will underpin how King's Lynn develops its cultural and heritage offer for the next 10 years, in collaboration with our residents, communities and partners to ensure it reflects local needs and priorities, planning for the long term. It provides a strong platform for future funding for Council led initiatives and our wider cultural partners and organisations, in a coordinated, cohesive and collaborative manner with the new Government clear that it is committed to a devolved approach to investing in places and growth.

3.4 The C&HS sets out new ways of working in order to implement the strategy in a coordinated and collaborative manner going forward (recommendation 2). It is recognised the former Cultural Board was limited in representation to those existing partners who were delivering cultural activity and did not provide a mechanism for wider and more diverse involvement and engagement. The C&HS therefore recommends;

- Establishing a new Cultural Steering Group through an expression of interest process
- Annual Culture Summit, led by the Steering Group to share progress and successes with the sector
- Project Task/ Working Groups to deliver against priorities identified in the C&HS, who may include a wider range of organisations not currently directly involved in cultural and heritage activity, i.e. health and well being partners. These would be 'task and finish' groups dependent on the activity.

4. Policy Implications

- 4.1 The West Norfolk Economic Strategy (WNES) acts as the overarching strategy to set out our vision and ambitions to support economic growth in West Norfolk. Protecting, enhancing and maximising our cultural and heritage assets, support the growth of the creative industries and creating vibrant towns to live, work and visit are key priorities in the WNES. The C&HS provides the more detailed strategy and action plan for how we can achieve this for King's Lynn.
- 5.2 There is much that culture can do to support other priorities in King's Lynn, including climate change, community cohesion, skills and attainment, employment, health inequalities and inclusivity. Although we acknowledge that leisure activities are also cultural, leisure is not included in this strategy as it is being addressed with its own dedicated strategies and plans. However, wellbeing is included in this strategy as it is important across all cultural activities.
- 5.3 This strategy is not a statutory planning document and all local policies and guidance should be adhered to when making decisions about the use of a heritage building or conservation area under relevant planning legislation.

5.4 The CHS aligns with the corporate priorities to;

- Promote growth and prosperity to benefit west Norfolk
- Support our communities.

6 Financial Implications

- 6.1 Funding for the actions in this strategy will come from a range of sources which have been identified in a separate Funding Strategy. This includes the Borough Council, ACE, National Lottery, charitable organisations, the private sector, businesses and central Government. This is a long-term plan and an important priority will be to secure the additional investment needed where it is not already in place.
- 6.2 The Council has historically supported a range of cultural and heritage based organised to deliver a variety of cultural activities and provision through Service Level Agreements (SLAs). A review of all service level agreements has been undertaken by the Deputy Leader and Portfolio holder for People & Skills during 2024 to understand how historical SLAs align with the council new corporate priorities to inform future allocations of resources from March 2026. Recommendation 4 of the report seeks endorsement for the Portfolio holder for Business and Culture to review

the culture and heritage based SLAs support the delivery of the CHS priorities going forward.

7. Personnel Implications

7.1 The strategy has been developed by staff from Regeneration and Economic Development with the support of internal officers across the council including Planning, Conservation and Commercial Services. Implementation of the C&HS will require continued support for resources to develop and deliver critical cultural capital projects and programmes like the St George's Guildhall and the riverfront along with operational resources to continue and enhance the work on developing the visitor economy, events, community and educational programmes that support the C&HS priorities.

7.2 Recommendation 4 delegates authority to the Assistant Director for Housing, Regeneration and Place in consultation with the Portfolio holder of Business and Culture to agree resourcing requirements to support and implement the strategy, subject to appropriate organisational processes.

8. Environmental Considerations

8.1 A key theme of the strategy is sustainability, with a focus on helping the cultural organisations and activities deliver in a sustainable way to achieve its Net Zero goals.

9. Statutory Considerations

N/A

10. Equality Impact Assessment (EIA)

(Pre screening report template attached)

11. Risk Management Implications

N/A

12. Declarations of Interest / Dispensations Granted

None.

13. Background Papers

Appendix A: King's Lynn Cultural & Heritage Strategy



Stage 1 - Pre-Screening Equality Impact Assessment

Name of policy/service/function	King's Lynn Culture & Heritage Strategy				
Is this a new or existing policy/service/function? <i>(tick as appropriate)</i>	New	<input checked="" type="checkbox"/>	Existing	<input type="checkbox"/>	
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, and identify relevant legislation.	The purpose is to provide an up-to- strategy for King's Lynn, for the next 10 years, building on the WN Economic Strategy. The strategy will be policy document for King's Lynn, to support and enable the council and its partners to develop the cultural and heritage sector and offer in King's Lynn for the benefit of resident and communities.				
Who has been consulted as part of the development of the policy/service/function? – new only <i>(identify stakeholders consulted with)</i>	See 2.3 of the report – extensive engagement and consultation as undertaken across a range of groups to inform the strategy development.				
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, 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> <p><i>If potential adverse impacts are identified, then a full Equality Impact Assessment (Stage 2) will be required.</i></p>		Positive	Negative	Neutral	Unsure
	Age	X			
	Disability	X			
	Sex			X	
	Gender Re-assignment			X	
	Marriage/civil partnership			X	
	Pregnancy & maternity			X	
	Race	X			
	Religion or belief			X	
	Sexual orientation			X	

Question	Answer	Comments
2. Is the proposed policy/service likely to affect relations between certain equality communities or to damage relations between the equality communities and the Council, for example because it is seen as favouring a particular community or denying opportunities to another?	No Other (eg low income, caring responsibilities)	X
3. Could this policy/service be perceived as impacting on communities differently?	Yes	Actions delivered by the strategy will need to ensure they are inclusive and allow/encourage participation from diverse communities.
4. Is the policy/service specifically designed to tackle evidence of disadvantage or potential discrimination?	Yes	Particularly young people, marginalised and vulnerable groups who could benefit from engagement with the cultural and heritage offer to build confidence, wellbeing and economic productivity.
5. Are any impacts identified above minor and if so, can these be eliminated or reduced by minor actions? If yes, please agree actions with a member of the Corporate Equalities Working Group and list agreed actions in the comments section	No	Actions: Actions agreed by EWG member:
<p>If 'yes' to questions 2 - 4 a full impact assessment will be required unless comments are provided to explain why this is not felt necessary:</p> <p>Decision agreed by EWG member:</p>		
Assessment completed by:		
Name	Jemma Curtis	
Job title	Regeneration Programmes Manager	
Date completed	24/01/24	

Complete EIA Pre-screening Form to be shared with Corporate Policy (corporate.policy@west-norfolk.gov.uk)

ENVIRONMENT AND COMMUNITY PANEL WORK PROGRAMME 2024/2025

DATE OF MEETING	TITLE	TYPE OF REPORT	LEAD OFFICER/ ATTENDEE	OBJECTIVES AND DESIRED OUTCOMES
4th June 2024	Membership of Task Groups and Informal Working Groups 2024/2025	Operational	Democratic Services Officer	To appoint Members to Task Groups and Informal Working Groups established by the Panel
	Nominations to Outside Bodies and Partnerships	Operational	Democratic Services Officer	To nominate representatives to outside bodies and partnerships
	Appointment of Vice Chair for the Municipal Year	Operational		
	Councillor Community Grants		Debbie Ess/ Honor Howell	For information
	Any Cabinet Reports which fall within the remit of the Panel – to be confirmed.			
16th July 2024	Any Cabinet Reports which fall within the remit of the Panel – to be confirmed.			
	Cabinet Report – Alive West Norfolk Arrangements	Cabinet Report		After Joint Panel and prior to Cabinet on 30 th July 2024
	Homelessness and Rough Sleeping Strategy	Cabinet Report	Andy King	Update, recommendations before going to Cabinet on 17 th September 2024
3rd September 2024	Any Cabinet Reports which fall within the remit of the Panel – to be confirmed.			
	Wash East Coast Management Strategy – Unit C – Technical Report		Dave Robson	To address the Notice of Motion on Coastal Management referred to

				the Panel from Full Council in October 2023.
	Air Quality Action Plan	Cabinet Report	Dave Robson	Going to Cabinet on 17 th September 2024
	Food Waste Collection- Maximising Collection	Cabinet Report	Barry Branford	Going to Cabinet on 17 th September 2024
	LAHF Round 3	Cabinet Report	Nikki Patton/ Duncan Hall	Going to Cabinet on 17 th September 2024
8th October 2024	Any Cabinet Reports which fall within the remit of the Panel – to be confirmed.			
	Disabled Facilities Grant Framework	Cabinet Report	Jo Russell Ryan Wilson Mark Whitmore	Before going to Cabinet on 5 th November 2024
	Gambling Act Policy	Cabinet Report	Marie Malt	Policy Review, before going to cabinet on 5 th December 2024
	Domestic Energy Efficiency Improvement	Operational	Jacob Medlock	Update Report
	Recommendations from the Biodiversity Task Group	Cabinet Report	Stuart Ashworth	To consider the report and make any appropriate recommendations to Cabinet- 5 th November 2024
26th November 2024	Any Cabinet Reports which fall within the remit of the Panel – to be confirmed.			
	Community Governance Review- Burnham Market			To consider the report and make any appropriate recommendations to Cabinet- 10 th December 2024
8th January 2025	Any Cabinet Reports which fall within the remit of the Panel – to be confirmed.			

	Housing Support Service contracts	Cabinet Report	Andy King	Before going to Cabinet on 14 th January 2025
	Taxi Fees and Condition	Cabinet Report	Craig Pease Marie Malt	Before going to Cabinet on 14 th January 2025
	Biodiversity Competition Presentation	Update	Cllr Devulapalli Claire Wiggs	To receive an update on the Biodiversity Competition
25th February 2025	Any Cabinet Reports which fall within the remit of the Panel – to be confirmed.			
	West Norfolk Share Prosperity Fund	Cabinet Report	Nicola Cooper	Before going to Cabinet on 4 th March 2025
	King's Lynn Cultural & Heritage Strategy	Cabinet Report	Jemma Curtis/ Duncan Hall	Before going to Cabinet on 4 th March 2025
	Community Governance Review Overview	Update	Andrew Barrett Anthony Drown	To update the panel on the process and overview of a Community Governance Review.
8th April 2025	Any Cabinet Reports which fall within the remit of the Panel – to be confirmed.			
	Freebridge Community Housing Update on Dairy Way	Update	Freebridge Community Housing	A presentation to the Panel on an update of the plans on Dairy Way.
	Domestic Energy Efficiency Improvement	Update	Jacob Medlock	To update the Panel on Domestic Energy Efficiency Improvement within the area.
	Domestic Abuse Tenants/ Residents Policy and Domestic Abuse Intersectionality Policy	Cabinet Report	Andy King	Before going to Cabinet on 15 th April 2025
	Public Space Protection Order		Mark Whitmore	
	Notice of Motion – Dentistry		Mark Whitmore	To address the Notice of

				Motion
	Local Nature Recovery Strategy (LNRS)	Cabinet Report	Michael Burton Stuart Ashworth	Before going to Cabinet on 4 th March 2025

To be scheduled

- Gayton Road Cemetery – to come back once alternative locations had been identified.
- Policy Development – Review of Tree and Woodland Strategy and update from the Arboricultural Officers
- Service Level Agreement for Council Approved testing Stations
- Informal Working Group – Wash Barrier
- CO2 Audit & Refit Programme
- Housing Standards Update- current issues and quality of properties
- Fly Tipping- providing awareness
- White Ribbon Campaign Accreditation- Yearly Progress Report

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
4 th March 2025						
	2024-25 Q3 Performance Management	Non	Cabinet	Leader Chief Executive		Public
	Appointments Board/IDC Terms of Reference	Non	Council	Leader Asst Dir – A Baker		Public
	Planning Member Code of Good Practice	Non	Cabinet	Development and Licensing Asst Dir – S Ashworth		Public
	West Norfolk Shared Prosperity Fund	Key	Council	Business and Culture Asst Dir - D Hall		Public
03	King's Lynn Cultural & Heritage Strategy	Key	Council	Business Asst Dir - D 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
19 th March 2025						
	Redundancy Policy and revised Pay Policy	Non	Council	Leader Chief Executive		Public
	Devolution	Key	Council	Leader Chief Executive		Public
	Local Plan	Key	Council	Planning & Licensing Asst Dir – S Ashworth		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
15 th April 2025						
	Local Nature Recovery Strategy	Key	Council	Climate Change and Bio Diversity Ass Dir- S Ashworth		Public
	Long-Term Plan for Towns	Key	Cabinet	Leader Asst Dir – D Hall		Public
	Equality and Diversity Inclusion Policy	Non	Council	Leader Asst Dir B Box		Public
	Annual Plan 2025-26	Key	Council	Leader Chief Executive		Public
	Taxi Testing recommendations from Corporate Performance Panel	Non	Cabinet	Planning & Licensing Monitoring Officer		Public
64	Review of Appointments to Outside Bodies	Non	Cabinet	Leader Chief Executive		Public
	Domestic Abuse Tenants/Residents Policy and Domestic Abuse Intersectionality Policy	Non	Council	People and Communities Asst Dir - D Hall		Public
	Enforcement Policy	Non	Council	Finance Asst Dir – A Baker		Public
	King's Lynn Riverfront	Key	Council	Business & Culture Asst Dir- D Hall		Public
	HR Policy package refresh	Non	Council	Leader Chief Executive		Public
	Corporate Complaints Policy	Non	Council	Leader Chief Executive		Public
	Code of Corporate Governance	Non	Council	Leader Monitoring Officer		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
10 June 2025						
	Housing Assistance Policy	Non	Cabinet	People and Communities Asst Dir M Whitmore		Public
	Debt Recovery Policy	Non	Council	Finance Asst Dir – A Baker		Public
	King's Lynn Enterprise Park	Non	Cabinet	Business and Culture Asst Dir – D Hall		Public
	CIL Governance	Non	Cabinet	Planning and Licensing Asst Dir – S Ashworth		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
Special Meeting 7 July 2025						
	Guildhall and Creative Hub	Key	Council	Business & Culture Asst Dir – A Baker		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
15 July 2025						

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

16 September 2025						
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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
11 November 2025						

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
9 December 2025						

Items to be scheduled

05	Notice of Motion 7-21 – Councillor Kemp – Equalities	Non	Council	People & Communities Asst Dir B Box		Public
	Custom and Self Build Site – Stoke Ferry	Non	Cabinet	Regeneration and Development Assistant Director - D Hall		Public
	Overnight Campervan parking in Hunstanton	Non	Cabinet	Leader Asst Director – M Chisholm		Public
	Florence Fields – Tenure Mix	Non	Council	Deputy Leader Exec Director – O Judges		Part Public and part Private- Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)

	Article 4 Direction	Non	Cabinet	Regeneration and Development Assistant Director – S Ashworth		Public
	Empty Homes Strategy Review	Key	Council	People and Communities Asst Dir M Whitmore		Public
	King's Lynn Town Football Club	Non	Cabinet	Property Asst Dir – M Henry		Private- Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Housing Assurance Strategy	Non	Council	People and Communities Asst Dir M Whitmore		Public