



# **Regeneration and Development Panel**

## **Agenda**

**Tuesday, 13th January, 2026  
at 6.00 pm**

in the

**Council Chamber, Town Hall, Saturday  
Market Place, King's Lynn and available to  
view on [WestNorfolkBC on You Tube](#)**



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

Friday 19<sup>th</sup> December 2025

Dear Member

**Regeneration and Development Panel**

You are invited to attend a meeting of the above-mentioned Panel which will be held on **Tuesday, 13th January, 2026 at 6.00 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 - 13)**

To approve the minutes of the previous meeting.

**3. Declarations of Interest (Page 14)**

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

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

**4. Urgent Business**

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

**5. Members Present Pursuant to Standing Order 34**

Members wishing to speak pursuant to Standing Order 34 should inform the Chair of their intention to do so and what items they wish to be heard before a decision on that item is taken.

**6. Chair's Correspondence**

If any.

**7. Cabinet Report - Property Disposal Policy (Pages 15 - 30)**

**8. Work Programme and Forward Decision List (Pages 31 - 38)**

**9. Date of the next meeting**

To note that the next meeting of the Regeneration & Development Panel is scheduled to take place on **10<sup>th</sup> February 2025** at **6:00pm** in the **Council Chamber, Town Hall**.

**10. Exclusion of Press and Public**

To consider passing the following resolution:

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

**11. Exempt - Emerging Draft Housing Delivery Strategy (Pages 39 - 55)**

**12. Exempt - Draft Hunstanton Masterplan (Pages 56 - 80)**

To:

**Regeneration and Development Panel:** B Anota, R Blunt, F Bone, A Bubb, Mrs J Collingham, R Colwell, C J Crofts, P Hodson, J Osborne (Vice-Chair), T Parish (Chair) and J Ratcliffe

**Portfolio Holders:**

Councillor A Beales – Leader

Councillor S Ring – Deputy Leader and Portolio Holder for Business

## **Officers**

Kate Blakemore, Chief Executive

Martin Chisholm, Assistant Director, Operations and Commercial

Jemma Curtis, Regeneration Programmes Manager

Connor Smalls, Regeneration Programmes Officer

Nikki Patton, Housing Services Manager

Jason Birch, Assistant Director for Property and Projects

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

**Minutes from the Meeting of the Regeneration and Development Panel held on Thursday, 23rd October, 2025 at 6.00 pm in the Council Chamber, Town Hall, Saturday Market Place, King's Lynn PE30 5DQ**

**PRESENT:** T Parish (Chair), B Anota, R Blunt, F Bone, A Bubb, Mrs J Collingham, R Colwell, M de Whalley, P Hodson, S Lintern, J Osborne and J Ratcliffe

**Portfolio Holders**

Councillor J Moriarty  
Councillor S Ring,

**Officers:**

Jemma Curtis, Regeneration Programmes Manager  
Duncan Hall, Assistant Director, Regeneration, Housing and Place  
Connor Smalls, Regeneration Programmes Officer  
Alex Fradley, Planning Policy Manager  
Hannah Wood-Handy, Planning Control Manager  
Stuart Ashworth, Assistant Director for Environment and Planning

**Present under Standing Order 34:**

Councillor Lintern  
Councillor de Whalley  
Councillor Anota ( Teams)  
Councillor Blunt (Teams)  
Councillor Collingham(Teams)  
Councillor Ratcliffe (Teams)

**External Attendees**

Representatives from BDP  
Representatives from Anglian Water.

**RD45: APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Crofts.

**RD46: MINUTES**

**RESOLVED:** The minutes from the meetings held on the 1<sup>st</sup> July and 9<sup>th</sup> September 2025 were agreed as a correct record and signed by the Chair.

RD47: **DECLARATIONS OF INTEREST**

There was none.

RD48: **URGENT BUSINESS**

There was none.

RD49: **MEMBERS PRESENT PURSUANT TO STANDING ORDER 34**

Councillor Lintern and de Whalley were present under Standing Order 34.

Councillor Anota, Blunt, Collingham and Ratcliffe were present Under Standing Order 34 on Teams.

RD50: **CHAIR'S CORRESPONDENCE**

There was none.

RD51: **KING'S LYNN MASTERPLAN**

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

Representatives from BDP and the Regeneration Programmes Manager gave a presentation to the Panel.

The Chair invited questions and comments from the Panel.

The Chair, Councillor Parish questioned the costings of the four consultants used.

The Regeneration Programmes Manager explained due to the different elements and details of the scope of work for the riverfront, the cost was between £250,000 to £300,000 for the use of consultants.

The Chair, Councillor Parish commented on the phrase used, 'investable opportunities' and sought confirmation it related to devolution and local government reorganisation and future spend and strategy.

Under Standing Order 34, Councillor Collingham commented previous money had been spent on consultants however there was no progress. She expressed her concern that previous work had not been learnt from and sought clarification if the previous work which had been carried out was still relevant or useful. She highlighted the amount of money being spent further on consultancy was concerning with no outcome.

Portfolio Holder, Councillor Ring advised work previously had been learnt from and private investment was not going to be received until planning was approved for the Masterplan.

Representatives from BDP provided assurance, previous work was being considered and useful. He explained evidence was being reviewed as the first phase of the project.

The Chair, Councillor Parish sought clarification on consideration of other proposals such as Southgates and STARS Projects.

The Regeneration Programmes Manager referred to the previous panel meeting in which Norfolk County Council provided an update on STARS to include Baxters plain and the plans are due to be submitted before Christmas to the Department of Transport. She highlighted to the panel, Southgates was to be included in the Masterplan as already an extensive piece of work had been carried out to plan for the development,

Councillor Bone sought assurance on the plans for South Quay, Boal Quay and Devils Alley as he had concerns heritage and culture were not restored.

Representative from BDP explained the riverfront scheme was to be reviewed to establish what already exists. He added there was an extensive consultation and engagement process to include co-design workshops.

Councillor Colwell referred to the Port area and Common Staithes Quay and questioned if these could be used for car parking so the Tuesday Market Place could be used and appreciated for alternative uses.

Representative from BDP explained the car parking strategy was also being developed and it was being considered what was most appropriate.

The Regeneration Programmes Manager provided further detail on the masterplan identifying future developments to open spaces such as the Tuesday Market Place.

Councillor Bone referred to zone six which was West Lynn and commented the significance of this area for residents to view the quay and the expressed his concern this would be used for a car park.

Representative from BDP explained due to the bio diversity aspect from planning this area was restricted for development however park and ride could be explored. He added the site was a key asset to enjoying the river for King's Lynn.

Councillor Bubb commented on the Ferry and the importance of this working and the river crossing needing to be accessible for residents.

The Regeneration Programmes Manager commented on the desire for investment in the Ferry infrastructure and explained the reasoning of it not be included in the business case and outlining that economic growth would strengthen the case.

Under Standing Order 34, Councillor Collingham questioned the economic benefit of an improved Ferry if the West Lynn site was restricted for development.

Councillor Colwell questioned if the Chapel Street car park was included in the King's Lynn Masterplan.

The Regeneration Programmes Manager explained it would be featured in the plan however there had already been pre-development work carried out and it was being considered as part of the car parking strategy.

Vice- Chair, Councillor Osborne commented on the importance of keeping up to date on the planning and biodiversity net gain policies and the impact they were to have on the masterplan.

The Chair, Councillor Parish commented on the two parts of the consultation and hoped there was more responses to other consultations that had been carried out.

Councillor Bubb sought clarification on the benefits of this masterplan for residents in rural areas.

The Regeneration Programmes Manager explained King's Lynn is the main key service centre within the Borough therefore it was important to maintain the viability of the town centre.

Portfolio Holder, Councillor Ring commented on the design of the riverfront and explained residents and consultation would be listened to. He expressed his agreement with the Tuesday Market Place used for other purposes and not just a car park. He commented the Port area sites were a catalyst which needed to be focused on to allow car parks to be relocated. He provided assurance previous work which had been done was useful and was to be used as part of the masterplan.

The Chair, Councillor Parish asked if previous work of the Market Place Task Group had been included and used in the masterplan.

The Regeneration Programmes Manager confirmed this had not yet been considered but agreed to take this action on board.

The Chair, Councillor Parish questioned if sign post could be used instead of the term, wayfinding infrastructure.

Councillor Colwell sought assurance on the awaited confirmation of the Del Monte site.

The Regeneration Programmes Officer confirmed there had only been little engagement with the company which was ongoing.

Under Standing Order 34, Councillor Collingham referred to public transport and highlighted pressure needed to be put on the train service. She questioned how the masterplan consultation aligned with the Local Cycling and Walking Infrastructure Plans (LCWHIP) consultation.

The Planning Policy Manager commented, planning had been an integral component of the masterplan and the planning team had met with BDP representatives. He added the principles were to be embedded into the next Local Plan. He highlighted the sites mentioned had been available for a long time and it was important to consider what was viable and achievable for King's Lynn.

Under Standing Order 34, Councillor Lintern questioned why the Del Monte site was included in the masterplan if it was not in the control of the Borough Council.

Portfolio Holder, Councillor Ring highlighted the Del Monte was a critical site and outlined the similarities to the Port area site. He explained the Borough Council was attempting to engage with the owners.

The Chair, Councillor Parish summarised and highlighted Members want to see results and for the masterplan to be achievable by getting to the planning stage as the Panel had seen previous reports.

**RESOLVED:** The update was noted, and the comments of the Panel would be taken into consideration as appropriate

RD52: **PRESENTATION FROM ANGLIAN WATER**

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

A Representative from Anglian Water gave a presentation to the Panel. A copy which is attached.

The Chair invited question and comments from the Panel.

Under Standing Order 34, Councillor de Whalley expressed his concern with planning consent and questioned the situation with Anglian Water objecting to planning applications.

Representative from Anglian Water explained Anglian Water work with Officers at the Borough Council. She added Anglian Water were

lobbying for change and highlighted working together to overcome barriers.

Councillor Bone commented if the population were to continue to increase and questioned if there was under investment and if Anglian Water should have better planned.

Representative from Anglian Water commented lessons were to be learnt from the past and growth had been restricted due to how Anglian Water are regulated and invested. She explained the Local Plan did not tie in with Anglian Water's current short term investment plan. She highlighted they were lobbying to tie in with the Local Plan timescales and there needed a fundamental change with how Anglian Water was regulated.

Under Standing Order 34, Councillor Blunt thanked the representative from Anglian Water on the clarification as a strategic response was not received to the Local Plan. He commented on the West Winch development and hoped there was a strategy being put in place from Anglian Water. He commented that often comments on planning applications did not take account of the cumulative effect of other planning applications within the area.

The Representative from Anglian Water explained they were currently working on a drainage and wastewater management plan which was a statutory requirement. She explained this plan considered networks and wastewater recycling centres were currently in place and how they could manage growth in the future. She added Council Officers were engaging in this but acknowledged there were challenges. She referred to the cumulative impact and explained planning responses looked at known growth and infrastructure was considered as part of the response.

The Assistant Director for Environment and Planning commented on the Local Plan and hoped Anglian Water investment would align with the plan. He reminded Members Anglian Water were not a statutory consultee to applications, but their comments were considered.

Portfolio Holder, Councillor Moriarty welcomed proactive engagement and commented Central Government encouraged developments to be built but needed to be reminded of the other aspects such as Anglian Water infrastructure need to be considered.

The Chair, Councillor Parish highlighted the issues with wastewater disposal at Heacham meaning no further development in that area.

Councillor Bubb referred to the Internal Drainage Board (IDB) and the money being spent pumping water into the wash. He questioned why Anglian Water did not receive any of this water.

The Representative from Anglian Water explained they were working with, and discussions with the IDB were ongoing. She added other innovative works were ongoing including a new reservoir and new strategic pipelines to help with demand.

In response to a question from Councillor Lintern, under Standing Order 34, the representative from Anglian Water clarified farms managed their own water supply. She added Anglian Water were not allowing non-domestic allocation for agricultural uses such as chicken farms.

Under Standing Order 34, Councillor Blunt commented that he was surprised that there was no legal requirement for Anglian Water to supply to non-domestic allocations such as industrial or agricultural supplies.

The Representative from Anglian Water explained they work with non-domestic allocations to enable supply however they ensure domestic supply was not affected for the future.

Under Standing Order 34, Councillor Blunt commented this was providing further overheads for businesses restricting production. He added that he felt Anglian Water should be providing water to both domestic and non-domestic customers.

The Representative from Anglian Water explained strategic pipelines had been delayed and if water wasn't there to supply them, a balance needed to be considered to ensure future domestic use. She highlighted innovations were being considered to resolve the situation.

Under Standing Order 34, Councillor de Whalley questioned what other water companies were doing to resolve the situation. In addition, he questioned if Anglian Water were working with Central Government to achieve the building targets.

The Representative from Anglian Water explained there was no easy solution and re use of water was not permitted by the Water Industry Act. She added it was not just water that was being reviewed it was also the delivery and the infrastructure.

The Assistant Director for Environment and Planning commented Central Government were realising the issues with water infrastructure and supplying water to new developments, as they were being contacted on the issue from various angles.

The Planning Policy Manager commended the working relationship with Anglian Water throughout the Local Plan. He highlighted things can be done locally with agencies such as Anglian Water, IDB and Environment Agency.

Under Standing Order 34, Councillor de Whalley referred to his ward, Gayton and Grimston and the issues with water quality. He commented there was capacity for water recycling and ability to feed into the water recycling centres however the quality was lower due to the recycling centre being smaller and slower. He questioned if Anglian Water were looking to resolve the situation.

The Representative from Anglian Water explained if this was descriptive work then there would be no numeric permit therefore the quality is measured in a different way. She confirmed Anglian Water were working with the Environment Agency to identify issues and find resolutions. She explained there were compliance factors in a permit.

The Assistant Director for Environment and Planning confirmed that he didn't think Grimston was a descriptive works and advised Members, Anglian Water have recently spent a lot of money to resolve the water quality issue within the area.

The Chair, Councillor Parish commented Anglian Water needed to be involved before sites were allocated.

Representative from Anglian Water provided assurance that they are already engaging with the planning team at the Borough Council.

The Planning Policy Manager highlighted to the Panel site allocations were adopted by the Local Plan and planning permission being approved can include clauses. He explained the importance of the timescales of the Local Plan aligning with Anglian Waters investment plan. He provided assurance to the Members of the continued working relationship and positive work being done.

The Assistant Director for Environment and Planning referred to upcoming planning committee training. He acknowledged there was disagreements between Anglian Water and the Borough Council, but Officers were working together.

**RESOLVED:** The update was noted and the comments of the Panel would be taken into consideration as appropriate.

**RD53: WORK PROGRAMME AND FORWARD DECISION LIST**

Councillor Blunt commented the Panel should not only work with reports on the Forward Plan but also scrutinise and challenge external impacts. He suggested a challenging progress update on the West Winch development.

It was confirmed to the Panel that short term improvements to Southgates was added to the Work Programme.

It was agreed the Democratic Services Officer would arrange a workshop prior to the next Regeneration and Development Panel meeting to discuss and organise the work programme.

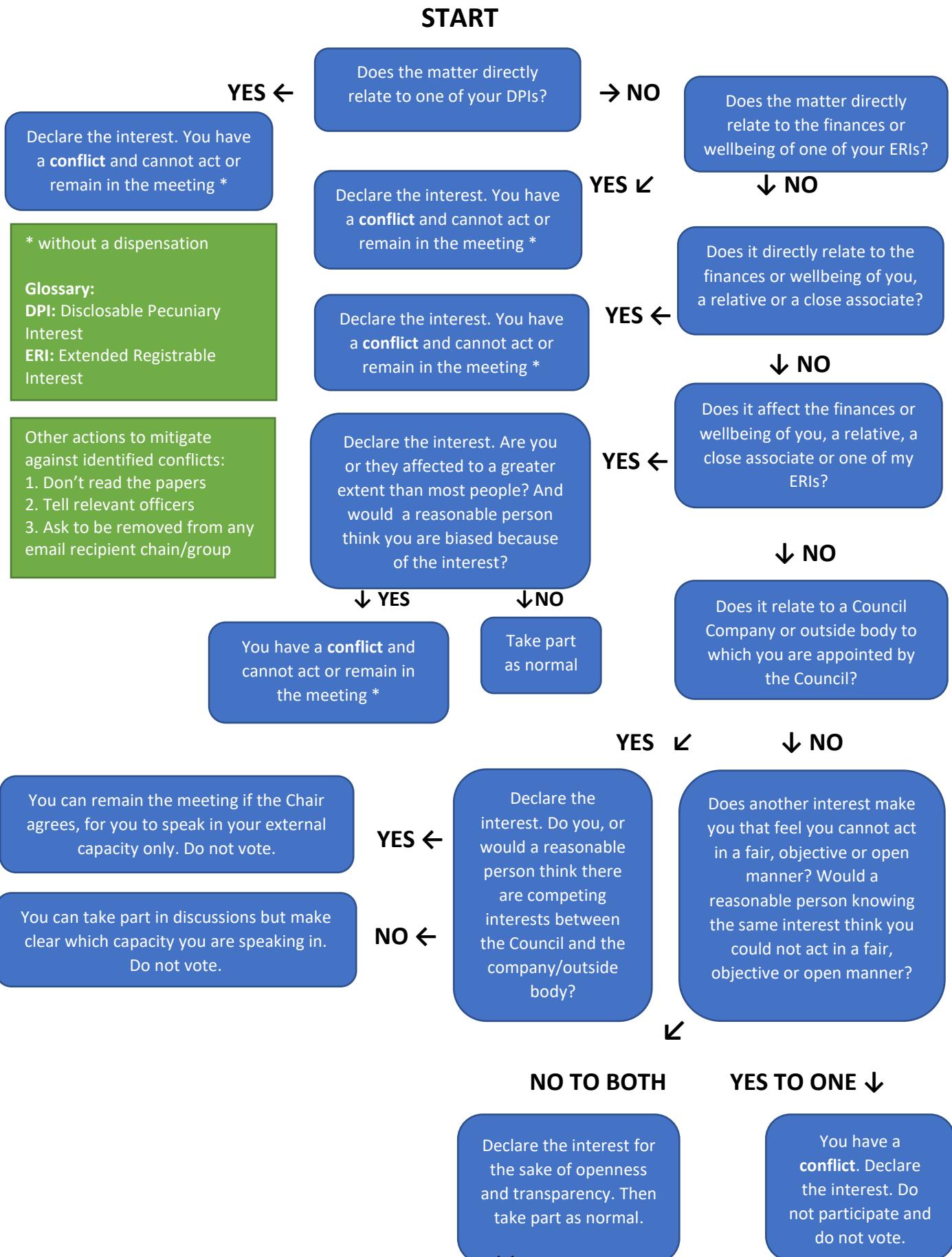
**RESOLVED:** The Panel's Work Programme was noted.

RD54: **DATE OF THE NEXT MEETING**

The next meeting of the Regeneration and Development Panel would be held on **13<sup>th</sup> January** at 6.00pm in the **Council Chamber, Town Hall, Saturday Market Place**.

**The meeting closed at 8.15 pm**

# DECLARING AN INTEREST AND MANAGING ANY CONFLICTS FLOWCHART



**POLICY REVIEW AND DEVELOPMENT PANEL REPORT**

REPORT TO:	Regeneration and Development Panel		
DATE:	13 <sup>th</sup> January 2026		
TITLE:	Adoption of the Property Disposal Policy		
TYPE OF REPORT:	Cabinet Report		
PORTFOLIO(S):	Deput Leader and Business, Councillor Simon Ring		
REPORT AUTHOR:	Jason Birch		
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 report for the purpose of the report and 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

<b>Open</b>		Would any decisions proposed :			
<b>Any especially affected Wards</b>	ALL	Be entirely within Cabinet's powers to decide	NO	Need to be recommendations to Council	YES
		Is it a Key Decision	YES		
Lead Member: Councillor Simon Ring E-mail: clrr.simon.ring@west-norfolk.gov.uk			Other Cabinet Members consulted: All Cabinet Members		
			Other Members consulted:		
Lead Officer: Jason Birch E-mail: jason.birch@west-norfolk.gov.uk Direct Dial: 07968 826865			Other Officers consulted: All Corporate Leadership Team Officers		
Financial Implications YES	Policy/ Personnel Implications YES	Statutory Implications YES	Equality Impact Assessment YES If YES: Pre-screening/ Full Assessment	Risk Management Implications YES	Environmental Considerations YES

Date of meeting: 20<sup>th</sup> January 2026

### **TITLE: ADOPTION OF THE PROPERTY DISPOSAL POLICY**

#### **Summary**

This report proposes the adoption of a Property Disposal Policy, attached as Appendix 1. The Policy sets out the Council's approach to identifying and managing surplus assets as part of proactive property portfolio management.

#### **Recommendation**

Cabinet Resolves to recommend to Full Council:

The adoption of the Property Disposal Policy attached as Appendix 1.

#### **Reason for Decision**

There is currently no formal policy in place.

## **1 Background**

The Council holds a significant property portfolio, including operational buildings, land, and investment assets. Over time, some assets become surplus to requirements or underperform financially.

A structured disposal policy ensures these assets are managed in a way that is:

- Legally compliant
- Aligned with strategic objectives

- Financially responsible
- Transparent and accountable

It provides a clear framework for decision-making, governance and risk management. It also ensures consistency and fairness in the disposal process

## 2 Options Considered

**Option 1:** Adopt the draft Property Disposal Policy attached as Appendix 1, with or without proposed amendments. This would provide a clear, consistent framework for decision making and reduce the risk of legal challenge. It will also offer a strategy for financial opportunities, efficiencies and value for money.

**Option 2:** Take no action. Not recommended, as the current ad-hoc approach provides a higher risk of inconsistency and challenge and may miss opportunities for strategic asset management and value for money.

## 3 Policy Implications

Adopting a Property Disposal Policy provides a clear, legally compliant framework for managing surplus assets, ensuring transparency, consistency, and alignment with statutory duties under the Local Government Act 1972 and related guidance. It will help to optimise the property portfolio, generate capital receipts, reduce ongoing liabilities. It will help to ensure that the property portfolio stays relevant and to retain its financial and organizational value.

## 4 Financial Implications

The policy will assist disposal procedures which will raise capital receipts and reduce costs and liabilities. The disposals will be assessed against potential revenue loss to contribute to financial sustainability.

## 5 Personnel Implications

Implementing the policy will include additional workloads for the Property and Legal Teams. There will also be a requirement for greater collaboration between property, finance, planning and legal to ensure that disposals align with corporate priorities and legal obligations.

## 6 Environmental Considerations

The Policy requires environmental checks to be carried out as part of due diligence prior to disposals. Environmental well-being may preclude the sale of some amenity land and may also provide a reason for disposals at less than best consideration under the General Disposal Consent Order (England) 2003.

## 7 Statutory Considerations

The draft Policy addresses key statutory requirements including:

- Local Government Act 1972 section 123- “best consideration reasonably obtainable”
- General Disposal Consent (England) 2003 – permits certain disposals below market value

**8      Equality Impact Assessment (EIA)**  
(Pre screening report template attached)

The policy itself is equality neutral but it will require each proposed property disposal to undergo an equality impact assessment.

**9      Risk Management Implications**

Without a robust property disposal policy the council faces a range of risks spanning legal, financial, environmental and reputational. The policy will significantly mitigate these risks.

**10     Declarations of Interest / Dispensations Granted**

None

**11     Background Papers**

None

## Stage 1 - Pre-Screening Equality Impact Assessment

For equalities profile information please visit [Norfolk Insight - Demographics and Statistics - Data Observatory](#)

Name of policy/service/function	Property Disposal Policy																																																																										
Is this a new or existing policy/service/function? (tick as appropriate)	New		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, and identify relevant legislation.	This policy sets out the principles and procedures for the disposal of land and property assets owned by the Borough Council of King's Lynn and West Norfolk. It ensures that disposals are conducted in a transparent, consistent, and lawful manner, supporting the Council's strategic objectives and delivering best value for the community.																																																																										
Who has been consulted as part of the development of the policy/service/function? – new only (identify stakeholders consulted with)	All Cabinet Members, all CLT members and Property team colleagues.																																																																										
<b>Question</b>	<b>Answer</b>																																																																										
<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. NB. Equality neutral means no negative impact on any group.</p> <p><b>If potential adverse impacts are identified, then a full Equality Impact Assessment (Stage 2) will be required.</b></p> <p>*For more information on health inequalities please visit <a href="#">The King's Fund</a></p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Positive</th> <th>Negative</th> <th>Neutral</th> <th>Unsure</th> </tr> </thead> <tbody> <tr> <td>Age</td> <td></td> <td>X</td> <td></td> <td></td> </tr> <tr> <td>Disability</td> <td></td> <td>X</td> <td></td> <td></td> </tr> <tr> <td>Sex</td> <td></td> <td>X</td> <td></td> <td></td> </tr> <tr> <td>Gender Re-assignment</td> <td></td> <td>X</td> <td></td> <td></td> </tr> <tr> <td>Marriage/civil partnership</td> <td></td> <td>X</td> <td></td> <td></td> </tr> <tr> <td>Pregnancy &amp; maternity</td> <td></td> <td>X</td> <td></td> <td></td> </tr> <tr> <td>Race</td> <td></td> <td>X</td> <td></td> <td></td> </tr> <tr> <td>Religion or belief</td> <td></td> <td>X</td> <td></td> <td></td> </tr> <tr> <td>Sexual orientation</td> <td></td> <td>X</td> <td></td> <td></td> </tr> <tr> <td>Armed forces community</td> <td></td> <td>X</td> <td></td> <td></td> </tr> <tr> <td>Care leavers</td> <td></td> <td>X</td> <td></td> <td></td> </tr> <tr> <td>Health inequalities*</td> <td></td> <td>X</td> <td></td> <td></td> </tr> <tr> <td>Other (eg low income, caring responsibilities)</td> <td></td> <td>X</td> <td></td> <td></td> </tr> </tbody> </table>		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			Armed forces community		X			Care leavers		X			Health inequalities*		X			Other (eg low income, caring responsibilities)		X						
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<b>Please provide a brief explanation of the answers above:</b>																																																																											
The policy has a neutral affect across the protected characteristics and for each lot being disposed of, a separate EIA will be undertaken.																																																																											

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	

If 'yes' to questions 2 - 3 a full impact assessment will be required unless comments are provided to explain why this is not felt necessary:

**Decision agreed by EWG member: Allison Bingham**

4. 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	<p><b>Actions:</b></p> <p><b>Actions agreed by EWG member: Allison Bingham</b></p>
5. Is the policy/service specifically designed to tackle evidence of disadvantage or potential discrimination?	No	<p><b>Please provide brief summary:</b></p>
Assessment completed by: Name	<b>Jason Birch</b>	
Job title	<b>Assistant Director of Property and Projects</b>	
Date completed	<b>16<sup>th</sup> December 2025</b>	
Reviewed by EWG member	<b>Allison Bingham</b>	<p><b>Date</b></p> <p><b>16/12/2025</b></p>

Please tick to confirm completed EIA Pre-screening Form has been shared with Corporate Policy ([corporate.policy@west-norfolk.gov.uk](mailto:corporate.policy@west-norfolk.gov.uk))



# BCKL&WN Corporate Policy

## Property Disposal Policy

<b>Owner – senior responsible officer</b>	Jason Birch		
<b>Responsible Person - non-substantive updating</b>	Assistant Director Property & Projects		
<b>Review Cycle</b>	3 years	<b>Next Review Date</b>	2029
<b>Equality Impact Assessment (EIA) Date</b>		<b>Date approved by the CEWG</b>	
<b>List any other impact assessments that have been completed – eg Data Protection IA, Environmental IA</b>			
<b>Date initially approved by Cabinet/Full Council</b>			
<b>Published to - internal, external or both</b>			
<b>Stakeholders consulted</b>	All Cabinet Members, CLT Officers and Property and Projects Officers		
<b>Revision Record</b>			
<b>Rev. No.</b>	<b>Date of Issue</b>	<b>Reason for Revision</b>	
1	XX/XX/XXXX	Introduction of a new Policy	

### 1. Contents

Section	Item	Page
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## **2. Executive summary**

### **To Follow**

## **3 Introduction**

The Borough Council owns about 1200 property interests of various types including operational buildings, offices, retail, industrial, land, car parks, public open spaces, community centres, historic buildings and a whole range of miscellaneous properties.

The efficient management of any property portfolio includes a regular review of assets to ensure that objectives are met by each asset. If the asset is surplus to requirements or uneconomic to retain after review, then active management actions need to be taken that lead to disposal. Surplus assets should not be retained.

The UK government encourages local authorities to dispose of surplus and under-used assets. Where disposal is proposed, the Council must comply with S123 of the Local Government Act 1972 and related guidance. The aim is to ensure public land is used efficiently and to generate funds for public services and housing.

The council is currently subject to Local Government Reorganisation (LGR) and will not exist in its current form from May 2028. On 24 July 2025 the Minister of Housing Communities and Local Government (MHCLG) wrote to all councils concerned with guidance on financial decisions before LGR. The council must be cognisant of the sale or purchase of significant assets so that those actions will not “fetter the future decisions of new councils...” Similarly, the council should as part of the preparation to the lead up to LGR review its holdings and assist in the asset review of real estate holdings being considered for transfer to new organisations.

The Council considers that the same duties regarding efficient portfolio management would apply to the new authority. If the position is that the same services will continue to be delivered and there is no obvious service need to retain additional land/buildings for the benefit of the new authority, then it is appropriate for us to discharge the efficient portfolio management duty now rather than to wait.

Transactions over £500,000 require Cabinet approval as a key decision under the Council's constitution. This will require Monitoring Officer and S151 officer sign off and consultation with successor/shadow bodies where appropriate.

## 4 Aims

This policy sets out the principles and procedures for the disposal of land and property assets owned by the Borough Council of King's Lynn and West Norfolk. It ensures that disposals are conducted in a transparent, consistent, and lawful manner, supporting the Council's strategic objectives and delivering best value for the community.

### Objectives

- Ensure that disposals are lawful and evidence based.
- Comply with statutory obligations, governance procedures and best practice to mitigate risks to the Council
- To optimise capital receipts for reinvestment or debt repayment.
- To optimise investment returns where income from capital receipts can be better deployed.
- Reduce liabilities and maintenance costs – particularly where older properties have been poorly maintained, need significant enhancement for effective use or alternative use or are reaching the end of their economic life. Vacant land and buildings present liabilities and no revenue.
- Promote regeneration, economic development, and community benefit. Releasing surplus land and properties to the private sector can stimulate regeneration, create jobs and boost the local economy and lead to more efficient and innovative use and potentially provide much needed housing .
- Ensure disposals align with the Council's Corporate Strategy, most specifically the efficient and effective delivery of our services and to promote growth and prosperity.
- Estate modernisation, maintenance reduction, co-location.

## 5. Scope

The policy applies to the entire council owned property portfolio of both operational and non-operational land, buildings and property investments.

Disposal includes:

- Sale of freehold interest.
- Grant or assignment of lease over 7 years.
- Agreements for leases where the resulting term exceeds 7 years.
- Surrenders where materially altering interests.
- Options/overages.
- Granting of easements, options, or other property rights.

Short-term leases (under 7 years) are generally outside this policy but should follow its principles

## **6. Legal framework and relevant legislation**

Disposals will comply with:

- Section 123 of the Local Government Act 1972 – duty to obtain “best consideration reasonably obtainable
- General Disposal Consent order (England) 2003 – allows disposal at less than best consideration where it promotes economic, social, or environmental well-being.
- Localism Act 2011 – general power of competence.
- Section 123(2A) Local Government Act 1972 – duty to advertise and consider objections before sale of public open space.
- Allotments Act 1925 (s8) - conditions before disposing of allotment land held by allotment societies
- Subsidy Control Act 2022 – relevant to below market value disposals.
- Assets of Community Value (Localism Act 2011 Pt5 CH3) - enables time for communities to bid.
- Other relevant legislation and guidance including MHCLG disposal guidance.

## **7. Roles and responsibilities**

Under the Councils scheme of Delegation property disposals transactions, not affecting more than one third of the resident population of a ward, can be authorised as follows:

At market Value up to £250,000	AD Property and Projects or CEO
At market Value £251,000 to £499,999	AD Property and Projects or CEO following consultation with Portfolio Holders for Business and Finance
At market value at or above £500,000	Cabinet
Below market value	Cabinet
Affecting more than 1/3 of the residents of a Ward	Cabinet

## **8. Identification of Surplus Assets**

Assets may be deemed surplus at any time if:

- No longer required for operational purposes. If after engagement with service departments the property is identified as underused, vacant or not fit for purpose, it may be deemed surplus.
- A condition survey makes the property less viable to continue in its current use or form.
- Underperforming or uneconomical to retain. This requires an analysis of true lifecycle net internal rate of return (IRR) taking income, true costs (including officer time), and capital value into account. Where dilapidations at the end of a lease will be difficult to recover or unrecoverable maintenance costs are required, these need to be considered. An IRR below a rate assessed annually by the S151 officer.
- They provide no real social value to the Borough community at large and where it only provides a benefit that is disproportionate to the opportunity cost of the capital tied up in the asset.
- They do not form part of a wider strategic plan in the near future.
- Their disposal will not fetter the future decisions of a post LGR council.

Generally protected from being deemed surplus

- Historic assets unless a disposal via a Community Asset Transfer or an operational lease to a charity, trust or another public body.
- For open spaces of “public value” which are enjoyed by the wider community there will be a general presumption against declaring as surplus unless:
  - Alternative provision of equal benefit is made locally
  - It is deemed as important to the character of the area
  - The area no longer provides an opportunity for sport recreation or leisure
  - It is a small part of a larger site where sport, recreation, and leisure facilities can be retained and enhanced through redevelopment of that part.
- The assets are required for the regeneration of the area.
- Assets where there is an implied trust.
- There will be a general presumption against disposal of land designated as Protected Local Green Space through either the Local Plan or a Neighborhood plan. Any proposal must reference the relevant Local/Neighbourhood Plan policy and planning strategy.

- **Allotments:**

- Where land has been purchased or appropriated by the Council for use as statutory allotments, the Council cannot, without the consent of the Secretary of State, sell, appropriate, use or dispose of the land for any purpose other than use for allotments.

- The Council will consider the disposal of an allotment against the following criteria, having regard to the Secretary of State's guidance on allotment disposal:
- The number of people on the waiting list has been effectively taken into account.
- The Council has actively promoted and publicised the availability of other sites and has consulted the National Allotment Society; and
- The implications of disposal for other relevant policies, in particular, the local plan and neighbourhood plan policies have been considered.
- Consideration should be given to disposing to the Allotment Holders if they are incorporated (Allotments Act 1925 s8).

- **Amenity land:**

Amenity land is open space and landscaping areas that are common and valued features in most housing development. These can be provided for a number of reasons including:

- Highway verges or visibility splays to provide good safety standards for drivers, cyclists and pedestrians
- Children's play areas or informal recreation
- Areas of landscaping to improve the appearance of the housing estate

Certain rights, environmental or economic conditions may preclude the sale of amenity land for example:

- The land is subject to rights of way over it;
- The land is an important landscaping feature of the local environment or designated public open space.
- Sale of the land would incur additional costs for the Council (for example, the re-siting of lamp posts or telephone cables) unless the applicant is willing to finance the additional costs (payable in advance);
- The land has been identified for future regeneration or development by the Council.
- Following a request to purchase amenity land, a review identifies future regeneration or development opportunities for the Council.
- The sale of the land may prejudice future development by the Council.
- There are management or other issues that would cause inconvenience to the Council if the land was to be sold.

- **Small Parcels of Land:**

From time to time, enquiries are received from residents who are interested in purchasing small parcels of land of less than 0.25 acres (1,011 m<sup>2</sup>). Dealing with casual requests can require significant officer time with no guarantee of a capital receipt.

Persons wishing to purchase small land parcels owned by the council can nominate the land to be considered for disposal for a fee as published on the council's website. Such nominated land will be investigated by council officers and, if appropriate, scheduled for disposal subject to the terms of this Policy. The nomination fee does not grant the nominee any rights to purchase and is non-returnable.

- **Housing**

A specific category of asset disposals falls under the Council's major housing programme, concerning properties and land interests that have been explicitly developed or acquired for the purpose of housing development and subsequent sale.

The disposal of these housing assets, which is essential for realising capital receipts to fund the ongoing programme, is distinct from the general portfolio review. Furthermore, in facilitating efficient site completion and future management, the policy extends to cover necessary land transfers. This includes the transfer of land for road and utility adoptions to the relevant statutory undertakers or highway authorities, and transfers to management companies established to oversee the future efficient management of communal areas and infrastructure on the site.

Authority also extends to cover bulk transfers of newly developed housing assets to Council-owned housing transfer organisations where the intended use is consistent with the original development brief. Specific Cabinet approval will only be required for bulk transfers to companies not owned by the Borough Council, or where the proposed use of the assets is not in accordance with the original intention underpinning the development programme.

To ensure efficient and timely progression of the major housing programme, delegated authority for the sale of developed properties and for these necessary land transfers rests with the Assistant Director for Housing, Regeneration and Place and/or the Principal Project Manager responsible for the relevant scheme. These disposals and transfers will adhere to the principles of best consideration and transparency outlined in this policy, whilst ensuring the smooth delivery of the Council's housing strategy.

## **9. Methods of Disposal**

- Open Market Sale – via auction, tender, or private treaty.
- Community Asset Transfer – where appropriate, under separate policy.
- Lease or Licence – where full disposal is not appropriate and greater ongoing control is required.
- Transfer to Public Sector Partners – where aligned with strategic goals. Eg Parish Councils or Freebridge Community Housing.

## **10. Governance arrangements and oversight**

- Each asset disposal is treated on its own merits and nothing in this Policy will bind the Council to a particular course of action.
- The reason for retaining an asset should be identified. Is it needed to discharge a statutory duty or a discretionary one.
- Potential disposals should be discussed with the portfolio holder and ward members at an early stage.
- All disposals must be approved in accordance with the Council's Constitution and Scheme of Delegation.
- Best value must be reasonably demonstrated through transparent market testing and/or valuation advice from suitably qualified professional advisors.
- Disposals below market value require Cabinet approval and justification under the General Disposal Consent.
- Requests to purchase Council owned assets will be dealt with in a fair manner but any person with an interest will have the opportunity to do so in circumstances no less favourable than anyone else at an open market level.
- Public open space disposals must be pre-advertised in a local newspaper for two consecutive weeks and objections should be considered by Cabinet with the option for call-in for scrutiny. Objections received under s123(2A) will be formally considered by Cabinet before any decision.
- Where planning permission is required, consultation must take place with the Assistant Director -Environment & Planning, to ascertain the likelihood of obtaining permission.

## **11. Marketing and Transparency**

- Assets will be marketed openly unless there is a compelling reason not to.
- All interested parties will be treated fairly and equitably.
- Disposal decisions will be documented and auditable.

## **12. Due Diligence**

- Legal, financial, and environmental checks will be undertaken.
- Risks will be assessed and mitigated.
- Disposal terms will be clearly defined and legally binding.
- When disposing to voluntary groups or charitable organisations, business plans should be submitted and in the first instance disposal by leasehold rather than freehold should be considered.

## **13. Monitoring and Review**

The policy will be reviewed every three years or sooner if required.

Disposal outcomes will be reported annually to Cabinet or as delegated.

## **14. Environmental implications**

The Policy requires environmental checks to be carried out as part of due diligence prior to disposals. Environmental well-being may preclude the sale of some amenity land and may also provide a reason for disposals at less than best consideration under the General Disposal Consent Order (England) 2003.

## **15. Equality, Diversity and Inclusion**

TO FOLLOW

We will continue to monitor this procedure to ensure that it allows equal access and does not discriminate against any individual or group of people.

## **16. Associated Documents**

The Policy will form part of the Strategic Asset Management Plan that is due to be published later in 2006.

## **17. Appendices**

TO FOLLOW

## REGENERATION AND DEVELOPMENT PANEL WORK PROGRAMME 2025/2026

DATE OF MEETING	TITLE	TYPE OF REPORT	LEAD OFFICER/ATTENDEE	OBJECTIVES AND DESIRED OUTCOMES
<b>4<sup>th</sup> June 2025 at 6pm</b>	Appointment of Vice Chair for the Municipal Year	Operational	Democratic Services Officer	
	Appointments to Task Groups and Informal Working Groups	Operational	Democratic Services Officer	To review and select Members to sit on groups established by the Panel
	Work Programme and Cabinet Forward Decisions List	Standing Item		
	Report from Transport Informal Working Group	Update Report	Duncan Hall	To receive feedback from the Transport Informal Working Group
<b>1<sup>st</sup> July 2025 at 6pm ADDITIONAL MEETING</b>	Cabinet Report – The Guildhall and Creative Hub	Cabinet Report		To consider the report and make any appropriate recommendations to Cabinet.
<b>9<sup>th</sup> July 2025 at 6pm</b>	EXEMPT Cabinet Report – Sale of Land	Cabinet Report	Jason Birch	To consider the report and make any appropriate recommendations to Cabinet.
	Work Programme and Cabinet Forward Decisions List	Standing Item		
	Custom and Self Build Policy Development Task Group	Operational	Duncan Hall	As requested by the Panel at the meeting in June a report to decide if the Task Group should be disbanded.
<b>9<sup>th</sup> September 2025 at 6pm</b>	Cabinet Reports which fall within the remit of the Panel – to be confirmed			

	Work Programme and Cabinet Forward Decisions List	Standing Item		
	Draft King's Lynn Transport Strategy	Cabinet Report	Jemma Curtis	To consider the report and make any appropriate recommendations to Cabinet.
	King's Lynn Enterprise Park	Cabinet Report	Duncan Hall	To consider the report and make any appropriate recommendations to Cabinet.
	CIL Governance	Cabinet Report	Amanda Driver Hannah Wood-Handy	To consider the report and make any appropriate recommendations to Cabinet.
	STARS Gyratory Plus scheme	Update	Ian Parkes	To provide an update to the Panel
	Hardwick Road Bus Lane	Update	Ian Parkes Niki Parks	To provide an update to the Panel
23rd October 2025 at 6pm	Cabinet Reports which fall within the remit of the Panel – to be confirmed			
	King's Lynn Masterplan		Duncan Hall	
	Anglian Water		Stuart Ashworth/ Anglian Water Representative	As requested by the Chair
	Work Programme and Cabinet Forward Decisions List	Standing Item		
	Cabinet Reports which fall within the remit of the Panel – to be confirmed			
13 <sup>th</sup> January 2026 at 6pm	Property Disposal Policy	Cabinet Report	Jason Birch	To consider the report and make any appropriate recommendations to Cabinet.
	Draft Hunstanton Masterplan	Update	Duncan Hall	To consider the report and

				make any appropriate recommendations to the Masterplan
	Emerging Draft Housing Delivery Strategy	Exempt Presentation	Duncan Hall Nikki Patton	For members to input into the Strategy.
	Work Programme and Cabinet Forward Decisions List	Standing Item		
<b>10<sup>th</sup> February 2026 at 6pm</b>	Cabinet Reports which fall within the remit of the Panel – to be confirmed			
	King's Lynn Enterprise Park	Cabinet Report	Nicola Cooper Jemma Curtis	To consider the report and make any appropriate recommendations to Cabinet.
	King's Lynn Masterplan	Cabinet Report	Duncan Hall Jemma Curtis Connor Smalls	To consider the report and make any appropriate recommendations to Cabinet.
	Lynnsport Proposals	Cabinet Report	Honor Howell	To consider the report and make any appropriate recommendations to Cabinet.
	Hunstanton Parking Strategy	Cabinet Report	Duncan Hall Jemma Curtis Connor Smalls	To consider the report and make any appropriate recommendations to Cabinet.
	King's Lynn Parking Strategy	Cabinet Report	Duncan Hall Jemma Curtis Connor Smalls	To consider the report and make any appropriate recommendations to Cabinet.
<b>2<sup>nd</sup> March at 2026 at 6pm</b>	Cabinet Reports which fall within the remit of the Panel – to be confirmed			
	Hunstanton Masterplan	Cabinet Report	Duncan Hall Jemma Curtis Connor Smalls	To consider the report and make any appropriate recommendations to

				Cabinet.
	King's Lynn Transport Strategy		Duncan Hall Jemma Curtis	
	Tourism and Culture Update	Update	Phillip Eke	To provide an update to the Panel
	Work Programme and Cabinet Forward Decisions List	Standing Item		
<b>31<sup>st</sup> March 2026 at 6pm</b>	Cabinet Reports which fall within the remit of the Panel – to be confirmed			
	Guildhall Project Progress Update	Update		
	Styleman Court – Post Project Evaluation	Presentation		
	Short Term improvements to the Southgates			
	High Street Rental Auctions	Cabinet Report		To consider the report and make any appropriate recommendations to Cabinet.
	Work Programme and Cabinet Forward Decisions List	Standing Item		

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### To be scheduled

- Heacham Beach Development opportunities
- Update on Section 106 Agreements – request from Councillor Bubb.
- Downham Market Railway Station and use of Council Owned Land for additional parking.

## 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
20 January 2026	Q2 2025-2026 Performance Management	Non	Cabinet	Leader Chief Executive		Public
	Risk Strategy and Policy Report	Non	Council	Leader Monitoring Officer		Public
	Safeguarding Policy	Non	Part Cabinet and Part Council	Corporate Governance People & Communities		Public
	Transformation Programme – LGR Readiness	Non	Cabinet	Chief Executive Leader		Public
35	Property Disposal Policy	Key	Council	Business and Culture. Assistant Director – Property and Projects		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
3 <sup>rd</sup> February 2026 (BUDGET)	Budget	Key	Council	Leader S151 Officer Asst Dir Resource		Public
	Capital Programme	Key	Council	Leader S151 Officer Asst Dir Resource		Public
	Treasury Management Strategy	Key	Council	Leader S151 Officer Asst Dir Resource		Public
	Capital Strategy	Key	Council	Leader S151 Officer Asst Dir Resource		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

4 <sup>th</sup> February 2026 (NON-BUDGET)	Audit Committee Annual Report from the Chair	Non Key	Council	Finance Asst Dir Finance and Deputy S151		
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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
3 <sup>rd</sup> March 2026	King's Lynn Masterplan	Key	Council	Business Asst Dir D Hall		Public
	Hunstanton Masterplan	Key	Council	Business Asst Dir D Hall		Public
	King's Lynn Parking Strategy	Non	Council	Open Spaces and Parking Asst Dir D Hall		Public
	Hunstanton Parking Strategy	Non	Council	Open Spaces and Parking Asst Dir D Hall		Public
36	Lynnsport Proposals	Key	Council	Business and Culture Assistant Director, Transformation and Change		Public
	Q3 2025-2026 Performance Management	Non	Cabinet	Leader Chief Executive		Public
	Air Quality Action Plan	Non	Council	Climate Change and Biodiversity Asst Dir – S Ashworth		Public
	King's Lynn Transport Strategy	Key	Council	Planning and Licensing Asst Dir D Hall		Public
	Housing Policies: Temporary Accommodation; Private Rented Sector	Non	Council	People and Communities Asst Dir – D Hall		Public
	King's Lynn Enterprise Park	Non	Cabinet	Business and Culture Asst Dir – D Hall		Public

<u>Date of meeting</u>	<u>Report title</u>	<u>Key or Non Key Decision</u>	<u>Decision Maker</u>	<u>Cabinet Member and Lead Officer</u>	<u>List of Background Papers</u>	<u>Public or Private Meeting</u>
23 <sup>rd</sup> April 2026	South Lynn Community Centre	Key	Cabinet	Business and Culture. Assistant Director – Property and Projects		Public
	Hight Street Rental Auctions	None	Cabinet	Business and Culture. Assistant Director – D Hall		Public
	Climate Change Policy and Strategy Review	Key	Council	Climate Change and Biodiversity Stuart Ashworth		Public

Items to be scheduled

	Custom and Self Build Site – Stoke Ferry	Non	Cabinet	Regeneration and Development Assistant Director - D Hall		Public
37	Overnight Campervan parking in Hunstanton	Non	Cabinet	Leader Asst Director – M Chisholm		Public
	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		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
	Domestic Abuse Tenants/Residents Policy and Domestic Abuse	Non	Council	People and Communities Asst Dir - D Hall		Public

	Intersectionality Policy					
	IT Hardware Refresh	Key	Cabinet	Finance Assistant Director - Corporate Services		Private
	Local Government Reorganisation Consultation Response	Key	Council	Leader Chief Executive		Public
	Heacham Beach Huts	Key	Cabinet	Business Asst Dir – Property		Exempt

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