

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



# **Regeneration and Development Panel**

## **Agenda**

Wednesday, 22nd January, 2025  
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

Tuesday, 14 January 2025

Dear Member

**Regeneration and Development Panel**

You are invited to attend a meeting of the above-mentioned Panel which will be held on **Wednesday, 22nd January, 2025 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 4 - 8)**

To approve the minutes of the previous meeting.

**3. Declarations of Interest (Page 9)**

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 - Conservation Areas Advisory Panel (Pages 10 - 19)**

**8. Update on the work of the Transport Informal Working Group (Verbal Report)**

**9. King's Lynn Cultural and Heritage Strategy Update (Verbal Report)**

**10. Work Programme and Forward Decision List (Pages 20 - 29)**

To receive an update from officers on forthcoming items to be added to the Work Programme.

Members of the Panel are also invited to bring suggestions to the meeting on items for the Panel to consider adding to their Work Programme.

**11. Date of the next meeting**

To note that the next meeting of the Regeneration & Development Panel is scheduled to take place on 18<sup>th</sup> February 2025 at 6.00pm in the Town Hall, Saturday Market Place, King's Lynn.

To:

**Regeneration and Development Panel:** P Beal, S Bearshaw (Chair), R Blunt, A Bubb, Mrs J Collingham, R Colwell, C J Crofts, S Everett (Vice-Chair), P Hodson, S Lintern, J Osborne and J Ratcliffe

**Portfolio Holders:**

Councillor Moriarty – Portfolio Holder for Planning and Licensing – Agenda Items 7 & 8

Councillor Beales – Leader of the Council – Agenda Item 8

Councillor Ring – Portfolio Holder for Business and Culture – Agenda Item 9

**Officers**

Lynette Fawkes – Conservation Officer

Duncan Hall – Assistant Director

Jemma Curtis – Regeneration Programmes Manager

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

**REGENERATION AND DEVELOPMENT PANEL**

**Minutes from the Meeting of the Regeneration and Development Panel held on Tuesday, 19th November, 2024 at 6.00 pm in the Town Hall, Saturday Market Place, King's Lynn**

**PRESENT:** Councillors Bearshaw (Chair), Everett (Vice Chair), Beal, Bubb, Collingham, Crofts, Hodson, Lintern, Osborne and Ratcliffe.

**PORTFOLIO HOLDERS:**

Councillor Beales – Leader of the Council

Councillor Ring – Portfolio Holder for Business and Culture

**OFFICERS:**

Duncan Hall – Assistant Director

Jemma Curtis – Regeneration Programmes Manager

Phillip Eke – Senior Tourism Officer

**PRESENT UNDER STANDING ORDER 34:** Councillors Blunt and Colwell, both remotely.

**RD55: APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Blunt and Colwell, however they were both present remotely under Standing Order 34.

**RD56: MINUTES**

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

**RD57: DECLARATIONS OF INTEREST**

There was none.

**RD58: URGENT BUSINESS**

There was none.

**RD59: MEMBERS PRESENT PURSUANT TO STANDING ORDER 34**

Councillors Blunt and Colwell (remotely).

RD60: **CHAIR'S CORRESPONDENCE**

There was none.

RD61: **CABINET REPORT - ECONOMIC STRATEGY FOR WEST NORFOLK**

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

The Regeneration Programmes Manager presented the report which outlined the development, and recommended the adoption of the Economic Strategy for West Norfolk. It was noted that the Strategy had come to Panel several times in its draft format for the Panel to have input and make comments.

The Regeneration Programmes Manager highlighted the importance of the document for future funding opportunities, investment and devolution deals and how the Strategy set out the ambitions, vision and needs of the area.

The Strategy would inform and support delivery of other organisational Strategies such as the Cultural Strategy.

The Panel were provided with information on the extensive consultation and engagement with Stakeholders to develop the Strategy.

The Regeneration Programmes Manager highlighted the key themes, priorities, strengths and challenges as set out in the Strategy along with the four key sectors. It was noted that the next stage was to look at what investment was needed to maximise growth within the key sector areas and develop an Investment Plan, which would be presented to the Regeneration and Development Panel once prepared.

The Panel was informed that the Strategy had also been endorsed by external partners.

The Assistant Director explained that a lot of time and resource had gone into preparing the Strategy which he felt was sound and objective and delivered a holistic approach.

The Chair thanked officers for the report and invited questions and comments from the Panel, as summarised below.

The Chair referred to future expansion plans for RAF Marham.

The Portfolio Holder for Business and Culture, Councillor Ring addressed the Panel and thanked officers and Metro Dynamics for preparing the Strategy. He reminded the Panel that this linked with the Norfolk wide Economic Strategy which had previously been endorsed by the Panel. Councillor Ring commented that this document was crucial for investment and to showcase the benefits of the area.

Councillor Collingham asked what the main drivers for change were and that realistic specific actions were required. The Assistant Director explained that drivers for change included the changing use of the town centre, the change in people's shopping habits and the decline in the working age population and the need to retain young people in the area by offering opportunities for them.

Councillor Bubb referred to the change in peoples shopping habits and people doing more online shopping. He commented that ways to entice people to the area needed to be looked at by making the area more attractive to businesses and investors.

The Portfolio Holder for Business and Culture, Councillor Ring commented that actions to make West Norfolk an attractive place for people to want to visit, stay and live would be looked at and this Strategy provided the starting point to shape the area, make it a place where businesses wanted to invest in and promote tourism opportunities.

Councillor Beal commented that it would be good to have an initial big project to kick start the Strategy.

Councillor Colwell addressed the Panel under Standing Order 34 and commented that the vision and objectives were clearly set out.

**RESOLVED:** That the Regeneration and Development Panel support the recommendations to Cabinet, as set out below.

Cabinet is recommended to:

1. Endorse the West Norfolk Economic Strategy.
2. Endorse the revised King's Lynn Town Board vision and priorities as detailed in section 4.

RD62: **TOURISM ACTION PLAN**

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

The Assistant Director provided an overview of the work of the Tourism Informal Working Group and the workshops that they had held, which covered key themes. The Group had developed an action plan which was now being presented to the Panel for consideration.

The Senior Tourism Officer presented the report which provided detail of work carried out by the Tourism Informal Working Group, along with a list of actions for the Panels consideration. He explained that work had started in 2022 with business surveys and development of a Tourism Action Plan, which was then built on by the Tourism Informal Working Group which had identified specific actions against each aim.

The Senior Tourism Officer provided information on the key issues and actions identified by the Group and it was noted that work was ongoing against some of the actions and the plan was regularly updated.

The Senior Tourism Officer offered to provide annual updates to the Panel on the Tourism Action Plan so that the Panel could continue to monitor progress.

The Chair thanked the Senior Tourism Officer for the report, welcomed the opportunity for the Panel to receive annual updates, and invited questions and comments from the Panel, as summarised below.

Councillor Bubb commented that there was a need for more indoor activities and attractions so that people could still visit the area in poor weather and out of season. He stated that work was required to encourage bigger indoor attractions to the area.

Councillor Collingham commented that more children's attractions were needed in King's Lynn, such as soft play. She commended the detailed piece of work which had been produced by the Informal Working Group and stated that the Guildhall would provide many tourism opportunities and promote the area.

The Regeneration Programmes Manager explained that private sector engagement was key to achieving the aims within the action plan.

Councillor Colwell addressed the Panel under Standing Order 34 and asked if coach and campervan parking was included in the Action Plan and it was confirmed that this would be included in the Car Parking Strategy which was due to be presented to the Panel in the New Year.

The Portfolio Holder for Business and Culture, Councillor Ring thanked the Senior Tourism Officer for the work he had put into creating the action plan. He noted that many actions were only ones that the Council could encourage, influence and support as they were outside the remit and capability of the organisation. He noted that the action plan was an agile document and would work in conjunction with other organisational Strategies and Policies. Councillor Ring commented that Tourism was an important asset for the area and needed to be promoted to attract businesses and investors to the area.

**RESOLVED:**

1. The Tourism Informal Working Group Action Plan was agreed by the Regeneration and Development Panel as a working plan of practical actions and work towards solutions of issues identified in recent times by the local tourism industry.
2. The Tourism Informal Working Group be disbanded as it has now concluded its work.

3. The Panel to receive annual updates on progress.

RD63: **WORK PROGRAMME AND FORWARD DECISION LIST**

**RESOLVED:** The Panel's Work Programme and Cabinet Forward Decisions List was noted.

RD64: **DATE OF THE NEXT MEETING**

The next meeting of the Regeneration and Development Panel was scheduled to take place on 2<sup>nd</sup> January 2025 at 6.00pm in the Town Hall.

A Joint Panel Meeting had also been arranged for Tuesday 3<sup>rd</sup> December 2024.

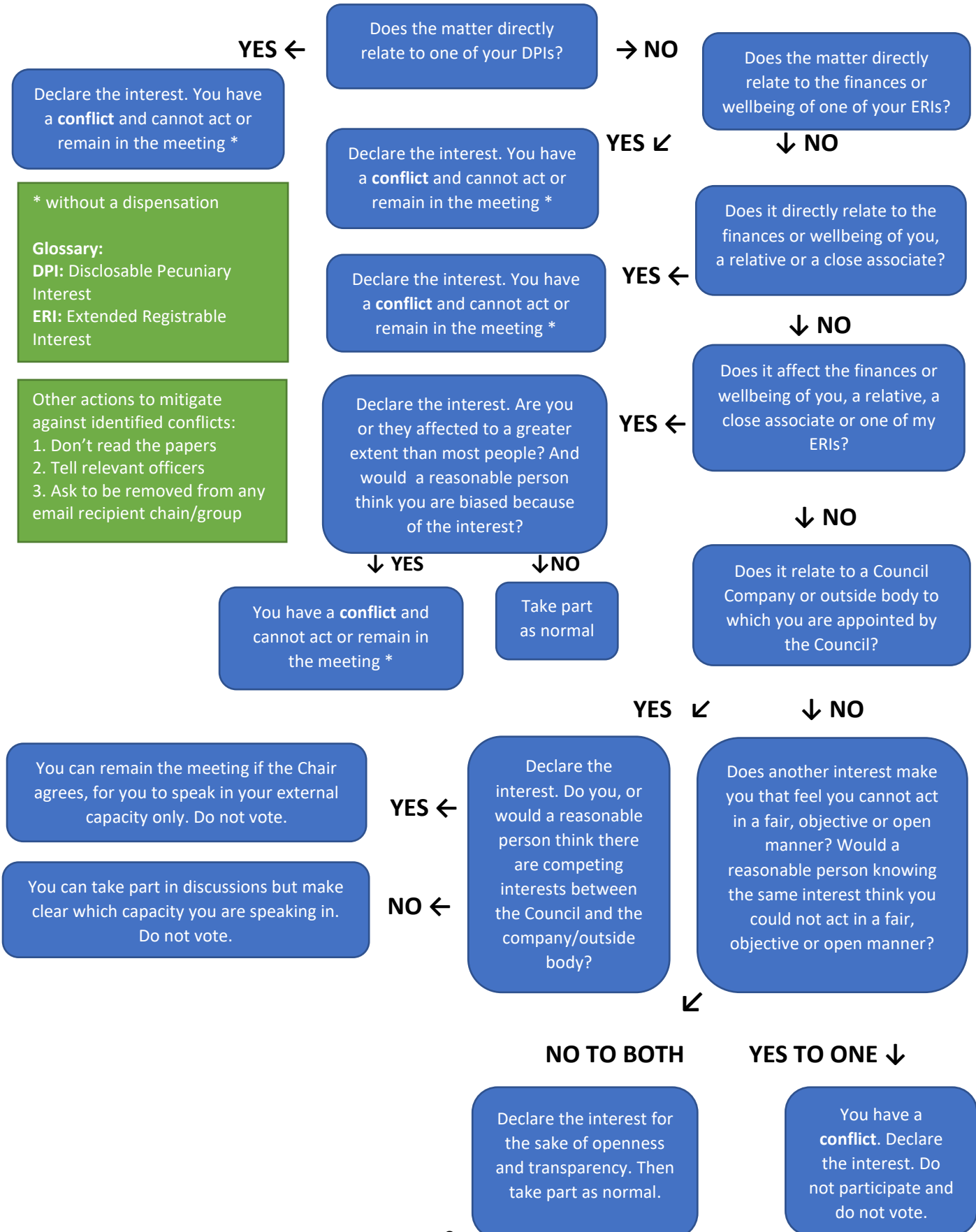
**The meeting closed at 6.55 pm**



# 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

YES ←

→ NO

YES ↙

↓ NO

YES ←

↓ NO

YES ←

↓ NO

↓ YES

↓ NO

YES ↙

↓ NO

YES ←

NO ←

↙

NO TO BOTH

YES TO ONE ↓

Agenda Item 7

**POLICY REVIEW AND DEVELOPMENT PANEL REPORT**

REPORT TO:	Regeneration and Development Panel		
DATE:	22 <sup>nd</sup> January 2025		
TITLE:	Conservation Areas Advisory Panel		
TYPE OF REPORT:	Cabinet Report		
PORTFOLIO(S):	Councillor Moriarty – Portfolio Holder for Regeneration and Development		
REPORT AUTHOR:	Lynette Fawkes		
OPEN/EXEMPT	Open	WILL BE SUBJECT TO A FUTURE CABINET REPORT:	Yes

**REPORT SUMMARY/COVER PAGE**

<b>PURPOSE OF REPORT/SUMMARY:</b>
The Cabinet Report presents a proposal to disband the Conservation Areas Advisory Panel, set up by Cabinet on 1994.
<b>KEY ISSUES:</b>
Members are directed to the attached Cabinet report for full details of the key issues.
<b>OPTIONS CONSIDERED:</b>
Members are directed to the attached Cabinet report for full details of the options.
<b>RECOMMENDATIONS:</b>
The Panel are requested to consider the report and make any appropriate recommendations to Cabinet.
<b>REASONS FOR RECOMMENDATIONS:</b>
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>	Mandatory/	Be entirely within Cabinet's powers to decide		YES	
	Discretionary /	Need to be recommendations to Council		NO	
	Operational	Is it a Key Decision		NO	
Lead Member: E-mail: <i>Cllr.James.Moriarty@west-orfolk.gov.uk</i>		Other Cabinet Members consulted: None			
Lead Officer: Lynette Fawkes E-mail: Direct Dial:		Other Members consulted: None			
Lead Officer: Lynette Fawkes E-mail: Direct Dial:		Other Officers consulted: Stuart Ashworth, Hannah Wood-Hamdy			
Financial Implications NO	Policy/ Personnel Implications NO	Statutory Implications NO	Equal Impact Assessment YES If YES: Pre-screening	Risk Management Implications NO	Environmental Considerations NO

Date of meeting: 5 February 2025

### CONSERVATION AREAS ADVISORY PANEL

#### Summary

This report presents to Cabinet a proposal to disband the Conservation Areas Advisory Panel, set up by Cabinet in 1994.

#### Recommendation

Cabinet is recommended to accept officer recommendation and disband the Conservation Areas Advisory Panel (CAAP)

#### Reason for Decision

The CAAP panel has been in existence for a long time and while the input of the panel has been invaluable, the National Planning Policy Framework now places greater emphasis upon specialist advice on design, which this panel are not qualified to deliver.

As the CAAP was set up by Cabinet, the decision to disband the CAAP also needs to be a Cabinet decision.

## 1 Background

### What is the Borough Council's Conservation Areas Advisory Panel?

- 1.1 Conservation Area Advisory Panels (CAAP) were introduced by Planning Policy Guidance (PPG) 15 for the historic environment in September 1994. They were never mandatory but PPG 15 advised that a local panel of experts who could advise in the making of decisions relating to the historic environment could be useful. The relevant paragraph of this guidance is below;
- 1.2 *4.13 Local planning authorities are asked to consider setting up conservation area advisory committees, both to assist in formulating policies for the conservation area (or for several areas in a particular neighbourhood), and also as a continuing source of advice on planning and other applications which could affect an area. Committees should consist mainly of people who are not members of the authority; local residential and business interests should be fully represented. In addition to local historical, civic and amenity societies, and local chambers of commerce, the authority may wish to seek nominations (depending on the character of the area) from national bodies such as the national amenity societies and the Civic Trust. Authorities should consider whether there is scope for the involvement of local people on a voluntary basis in practical work for the enhancement of an area.*
- 1.3 The Borough Council of Kings Lynn and West Norfolk Cabinet adopted these conservation panels early with a CAAP panel existing in this authority since the early 1990's. When the panel was set up by Cabinet, it consisted of elected members, planning officers and conservation officers as well as local architects, archaeologists and local heritage group members such as the Civic Society and the Building Preservation Trust. They looked at applications for small extensions as well as large housing allocation sites and offered local expertise on the suitability of those applications.
- 1.4 PPG15 is no longer current guidance and was superseded by Planning Policy Statement 5 in March 2010 and the National Planning Policy Framework (NPPF) in March 2012. This national policy document asks local authorities to place greater emphasis on quality and expert design advice where it is being sought. Paragraph 138 of the current NPPF relating to design advice is below;
- 1.5 *NPPF 138 states “ Local planning authorities should ensure that they have access to, and make appropriate use of, tools and processes for assessing and improving the design of development. The primary means of doing so should be through the preparation and use of local design codes, in line with the National Model Design Code. For assessing proposals there is a range of tools including workshops to engage the local community, design advice and review arrangements, and assessment frameworks such as Building for a Healthy Life. These*

*are of most benefit if used as early as possible in the evolution of schemes, and are particularly important for significant projects such as large scale housing and mixed use developments. In assessing applications, local planning authorities should have regard to the outcome from these processes, including any recommendations made by design review panels.*

- 1.6 The CAAP panel is not a design review panel in the way meant in the above paragraph. Current policy guidance on design review panels as referenced by the NPPF can be found within Planning Practice Guidance – Design: process and tools in Paragraph 17;

*Design review is an independent assessment of development proposals by a panel of multidisciplinary professionals and experts, which can inform and improve design quality in new development. It is not intended to replace advice from statutory consultees and advisory bodies, or be a substitute for local authority design skills or community engagement.*

*Effective design review is proportionate and can be used for both large and small-scale development, so long as the projects are significant enough to warrant the investment needed for a review. The number and expertise of panel members required can be guided by the complexity of the scheme and the sensitivity of the site and its surroundings.*

*An effective design review:*

- *follows clear criteria for the appraisal of schemes, agreed by the panel, and ensuring they work for the benefit of the public and reflect relevant local and national design objectives;*
- *sets clear, meaningful terms of reference to ensure a transparent, objective, robust and defensible process that demonstrates benefit to the public;*
- *is representative, diverse and inclusive, drawing upon a range of built environment and other professional expertise. Continuity of panel members is important to provide consistency in approach for each scheme reviewed, including agreed procedures to feedback to applicants;*
- *considers the wider site-specific and policy context, such as relevant socio-economic issues, as well as the physical characteristics of the site and its setting. Site visits are important in providing panel members with awareness of context and local characteristics;*
- *is written up and communicated in a transparent and accessible way to be understood by a wide range of stakeholders; and includes mechanisms to represent the views of local communities and other stakeholders.*

*Design review is most effective when applied at the earliest stage of design development. It can be followed up at further stages as projects*

*evolve, including pre-application and are implemented, referencing and building upon recommendations made in previous design reviews.*

*Recommendations from design review panels can be used to help support decisions on applications, so development proposals need to show how they have considered and addressed them.*

#### Current situation with the CAAP

- 1.7 Since the date that the CAAP panel was set up, the membership has dwindled and we now have a core membership of 5 people but only 4 regularly attend, only one of these, as a retired architect, is in a position to offer a view on any schemes submitted in line with that required by the NPPF. The other members are from the Kings Lynn Civic Society, Downham by Design, Hunstanton Civic Society and the Kings Lynn Building Preservation Trust. The Kings Lynn Civic Society and Hunstanton Civic Society already comment upon appropriate applications affecting their towns.
- 1.8 Democratic Services provide the administration and minutes for the meeting, the Principal Conservation Officer and Assistant Conservation Officer chair and present cases to the attending members of the panel. For complicated cases, the Principal Planning Officer or planning case officer may also attend. At times, there have been more officers present than panel members.
- 1.9 The panel is convened once a month and sits for approximately 2 hours. The meetings are always in person as they are felt to work better in this format.
- 1.10 It should be noted that we are the only Council in Norfolk to have a CAAP panel and there are no other design review arrangements in the County.

#### The Process

- 1.11 The terms of reference for CAAP state that the panel should advise on; *those planning applications that are likely to have an impact upon the character and appearance of a Conservation Area, Listed Buildings and their setting or Scheduled Ancient Monuments.*
- 1.12 The allocating officers put through CAAP referrals for any schemes which come to them that fit this broad criteria. The Principal Conservation Officer and Assistant Conservation Officer must sift those schemes which have been put through by the planning officers to ensure that only those schemes on which CAAP can be of most use, are considered by the panel. The Principal Conservation Officer then puts together a presentation of those cases to present to the CAAP panel.
- 1.13 Democratic Services send the Conservation Team a reminder 2 weeks before the CAAP panel date to chase for Agenda items. They then

send out the agenda and meeting reminder to the CAAP panel members and receive any apologies. They book the room for the meeting and attend to take minutes. They ensure that the meeting is quorate with a quorum being 3 members.

### Identified issues

1.14 Planning Casework Deadlines – these are now much stricter with householder applications having to be decided within 8 weeks. 4 of those weeks are for consultations. The CAAP panel meets once a month and minutes take 3 weeks to be returned. The CAAP panel comments can rarely be submitted within these tight application timescales.

1.15.1 Value of the comments – The NPPF states that a design review is;

*An independent assessment of development proposals by a panel of multidisciplinary professionals and experts, which can inform and improve design quality in new development*

Due to the way the panel is made up, they are not able to provide independent design solutions to the concerns that are raised. Although the advice of the CAAP has been useful over the years, the modern legislation and its focus upon solutions means the value of the advice to the application process is limited.

1.16 Officer Resource – Principal Conservation Officer and Assistant Conservation Officer time spent on CAAP each month is in the region of 7 hours per month, depending on number and complexity of cases. This time is in sifting and collating cases and writing the presentation. This time could be better spent doing the statutory casework which, is already running at capacity.

## **2 Options Considered**

### **Option 1 - Disband the CAAP**

2.1 Given the problems identified above, and in reality the current limited benefit it brings to the application process, this is considered to be the preferred option.

2.2 It should be noted that the organisations involved, such as Kings Lynn Civic Society and Hunstanton Civic Society, can still make their own independent comments on planning applications. Conversations with Downham by Design are ongoing to see if this organisation would like to be added as a consultee in the same way as the other organisations mentioned above.

This is the preferred option.

## **Option 2 – Recruit new members to the CAAP Panel**

- 2.3 There is no internal budget for a CAAP panel. Finding new professional members for a panel, who are prepared to do an in person meeting, for free during the working day would be difficult and would limit the diversity of panel required. The current panel members do not have the professional expertise to give the required level of advice on planning applications.
- 2.4 The officer resources would be more than the 7 hours identified at present. The administration resources would be higher due to the need to ensure that all panel members required are available and we would need to ensure that the timescale fits with the statutory requirements of the application. The minutes would need to be released sooner placing further pressure upon Democratic Services.

For these reasons this is not the preferred option.

### **3 Policy Implications**

There are no current legislative requirements for a Conservation Areas Advisory Panel in local or national planning policies.

The decision to disband CAAP would result in the Council being in line with other Norfolk authorities

### **4 Financial Implications**

There are no financial implications to this decision.

### **5 Personnel Implications**

The Conservation Areas Advisory Panel draws staff from across the council. Recent applications have seen staff from Regeneration, Planning and Conservation and Democratic Services being present to present applications. While the responsibility for preparing presentations lies with the Principal Conservation Officer, the officer time in preparing answers to questions can be significant and time out of the day to attend can also be difficult when working to tight deadlines in their statutory work.

The disbanding of the CAAP panel would result in the officer time being diverted back to statutory casework and meeting the Key Performance Indicators in the Directorate Plan.

### **6 Environmental Considerations**

The Historic Environment would not be affected from the proposal to disband the CAAP panel. As discussed above, the organisations that



are represented on the panel would still have the opportunity to comment on applications that affect their town.

The disbanding of the CAAP panel would result in 2 less car journeys into Kings Lynn from panel members who live outside the town and the freeing up of one meeting room per month.

**7 Statutory Considerations**

There would be no impact upon statutory work from the disbanding of the CAAP panel.

**8 Equality Impact Assessment (EIA)**

(Pre screening report template attached)

Assessment Completed. No EIA implications have been identified.

**9 Risk Management Implications**

There are no Risk Management implications.

**10 Declarations of Interest / Dispensations Granted**

None

**11 Background Papers**

Terms and Conditions of the Conservation Areas Advisory Panel are attached.

**Pre-Screening Equality Impact Assessment**

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



Name of policy/service/function	Conservation and Environment				
Is this a new or existing policy/service/function?	Existing				
<p>Brief summary/description of the main aims of the policy/service/function being screened.</p> <p>Please state if this policy/service is rigidly constrained by statutory obligations</p>	<p>Conservation Areas Advisory Panel are a group of local people who meet once a month to review planning applications for development.</p> <p>This panel is not required to fulfil a statutory function.</p>				
<b>Question</b>	<b>Answer</b>				
<p><b>1. Is there any reason to believe that the policy/service/function could have a specific impact on people from one or more of the following groups <b>according to their different protected characteristic</b>, for example, because they have particular needs, experiences, issues or priorities or in terms of ability to access the service?</b></p> <p>Please tick the relevant box for each group.</p> <p>NB. Equality neutral means no negative impact on any group.</p>		Positive	Negative	Neutral	Unsure
	Age			x	
	Disability			x	
	Gender			x	
	Gender Re-assignment			x	
	Marriage/civil partnership			x	
	Pregnancy & maternity			x	
	Race			x	
	Religion or belief			x	
	Sexual orientation			x	
	Other (eg low income)			x	

Question	Answer	Comments
<b>2.</b> 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	
<b>3.</b> Could this policy/service be perceived as impacting on communities differently?	No	
<b>4.</b> Is the policy/service specifically designed to tackle evidence of disadvantage or potential discrimination?	No	
<b>5.</b> 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	<b>Actions:</b>
		<b>Actions agreed by EWG member:</b> .....C Dorgan.....
<b>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:</b>          <b>Decision agreed by EWG member: .....C Dorgan.....</b>		
<b>Assessment completed by:</b>  <b>Name</b>		<b>Lynette Fawkes</b>
<b>Job title</b>		<b>Principal Conservation Officer</b>
<b>Date</b>		<b>06/12/2024</b>

## REGENERATION AND DEVELOPMENT PANEL WORK PROGRAMME 2024/2025

DATE OF MEETING	TITLE	TYPE OF REPORT	LEAD OFFICER/ ATTENDEE	OBJECTIVES AND DESIRED OUTCOMES
5 <sup>th</sup> June 2024	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
	King's Lynn Transport Strategy and STARS update	Update	Ian Parkes	
	Cabinet Report – Local Plan update – Process to Adoption including Main Modification Consultation	Cabinet Report	Alex Fradley	To consider the report and make relevant recommendations to Cabinet.
	Transport and Infrastructure Informal Working Group Terms of Reference	Operational		To agree Terms of Reference for the Informal Working Group
<b>CANCELLED 12th June 2024 – Additional Meeting</b>	Cabinet Report – Guildhall RIBA Stage 3 Options <b>CANCELLED – REPORT WILL NOW BE CONSIDERED AT JOINT PANEL MEETING ON 18<sup>TH</sup> June</b>	Cabinet Report	Jemma Curtis	To consider the report and make any relevant recommendations to Cabinet.
23 <sup>rd</sup> July 2024	Cabinet Report – Guildhall RIBA Stage 3 Options	Cabinet Report	Duncan Hall and Jemma Curtis	To consider the report and make relevant recommendations to Cabinet.
	Southgates Regeneration Area Update	Update	James Grant	As requested by the Panel.
	Update on the Ferry	Verbal Update	Duncan Hall	As requested by the Chair.
	West Norfolk Economic Development Strategy Update	Update	Jemma Curtis	Update before the draft Strategy is presented to the meeting in September.

<b>12<sup>th</sup> September 2024</b>	Update on King's Lynn Enterprise Park and NORA	Update	Jemma Curtis and Matthew Henry	As requested by the Chair
	Economic Strategy for West Norfolk – Draft Strategy	Policy Development	Jemma Curtis	
	Southgates Regeneration Area Update		James Grant	
	EXEMPT – Cabinet Report – Strategic Land Acquisition	Cabinet Report	Matthew Henry	To consider the report and make any appropriate recommendations to Cabinet.
<b>15<sup>th</sup> October 2024</b>	Cabinet Report – CIL Applications for more than £50k	Cabinet Report	Hannah Wood Handy	To consider the report and make any appropriate recommendations to Cabinet
	Cabinet Report – Norfolk Economic Strategy	Cabinet Report	Jemma Curtis and representatives from NCC	To consider the report and make any appropriate recommendations to Cabinet
	Cabinet Report – Hunstanton Bus Station Library Development	Cabinet Report	Nikki Patton	To consider the report and make any appropriate recommendations to Cabinet
	Long Term Plan for Towns Update	Policy Development	Jemma Curtis	The Panel to receive an update on the consultation process.
<b>19<sup>th</sup> November 2024</b>	Cabinet Report – Economic Strategy for West Norfolk	Cabinet Report	Jemma Curtis	To consider the report and make any appropriate recommendations to Cabinet.
	Tourism Action Plan and report of the Tourism Informal Working Group	Informal Working	Phillip Eke	To consider the report of the Informal Working

		Group Report		Group and the Tourism Action Plan
<b>2<sup>nd</sup> January 2025</b>	MEETING CANCELLED			
<b>22<sup>nd</sup> January 2025</b>	Cabinet Report – Conservation Areas Advisory Panel	Cabinet Report	Lynette Fawkes	To consider the report and make any appropriate recommendations to Cabinet.
	King’s Lynn Cultural and Heritage Strategy	Policy Development	Jemma Curtis	To receive information in advance of the Cabinet Report.
	Work Programming Session	Operational		To receive an update from officers on items for the forthcoming year and to receive suggestions from Members
	Update from the Transport Informal Working Group	Informal Working Group Report	Verbal Report from Chair	As agreed in the Terms of the Reference agreed by the Panel in June.
<b>18<sup>th</sup> February 2025</b>	Cabinet Reports which fall within the remit of the Panel – to be confirmed			
	Draft Car Parking Strategy	Policy Development	Jemma Curtis	
	Cultural and Heritage Strategy	Policy Development	Jemma Curtis	
	Cabinet Report – Local Plan	Cabinet Report	Alex Fradley	To consider the report and make any appropriate recommendations to Cabinet
<b>11<sup>th</sup> March 2025</b>	Cabinet Reports which fall within the remit of the Panel – to be confirmed			

	Community Infrastructure Levy (CIL) Update	Cabinet Report	Hannah Wood-Handy	To consider the report and make any appropriate recommendations to Cabinet.
<b>1<sup>st</sup> April 2025</b>	Cabinet Reports which fall within the remit of the Panel – to be confirmed			
	Norfolk Whole System Energy Plan	As requested by the Panel at the October meeting	Representatives from Norfolk County Council	

**To be scheduled**

- Heacham Beach Development opportunities
- Hunstanton Masterplan Update
- Local Plan Update – as required
- Tourism Action Plan Annual Updates – Next update due in November 2025

**FORWARD DECISIONS LIST**

<b>Date of meeting</b>	<b>Report title</b>	<b>Key or Non Key Decision</b>	<b>Decision Maker</b>	<b>Cabinet Member and Lead Officer</b>	<b>List of Background Papers</b>	<b>Public or Private Meeting</b>
14 January 2025						
	Housing Support Services Contract	Key	Cabinet	People and Communities Asst Dir - D Hall		Public
	Taxi Fees and Conditions		Council	Monitoring Officer		Public
	Social Value Policy	Non	Council	Leader Monitoring Officer		Public
	Procurement Strategy and Contract Standing Orders	Non	Council	Finance Monitoring Officer		Public
	Transformation Programme	Non	Cabinet	Leader Chief Executive		Public
24	Budget Monitoring Reports	Key	Cabinet	Finance Asst Dir M Drewery		Public
	Members Allowances 2024/25	Non	Council	Leader		Public
	Council Tax Discounts Resolution for 2025/26	Key	Council	Leader Asst Dir – M Drewery		Public

<b>Date of meeting</b>	<b>Report title</b>	<b>Key or Non Key Decision</b>	<b>Decision Maker</b>	<b>Cabinet Member and Lead Officer</b>	<b>List of Background Papers</b>	<b>Public or Private Meeting</b>
4 February 2025 (Budget items)						



	Budget 2025-28	Key	Council	Finance Asst Dir – M Drewery		Public
	Treasury Management Strategy	Key	Council	Finance Asst Dir – M Drewery		Public
	Capital and Revenue Programme	Key	Council	Finance Asst Dir – M Drewery		Public
	Independent Review of Members Allowances	Non	Council	Leader		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
5 February 2025 (non budget items)						
	Conservation Areas Advisory Panel	Non	Cabinet	Planning & Licensing Asst Dir S Ashworth		Public
	Community Governance Review Terms of Reference – Burnham Market	Non	Council	Leader Chief Executive		Public
	Community Governance Review – Ten Mile Bank	Non	Council	Leader Chief Executive		Public

Date of meeting	Report title	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
4 <sup>th</sup> 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
	Debt Recovery and Enforcement Policies	Non	Council	Finance Asst Dir – A Baker		Public
	Review of Appointments to Outside Bodies	Non	Cabinet	Leader Chief Executive		Public
	West Norfolk Share Prosperity Fund	Key	Council	Business and Culture		Public
	King's Lynn Cultural & Heritage Strategy	Key	Council	Business Asst Dir D Hall		Public
	Domestic Abuse Policy for Residents	Non	Council	People and Communities B Box		Public
	Local Plan	Key	Council	Planning & Licensing Asst Dir – S Ashworth		Public
26	Recommendations from Corporate Performance Panel – Taxi Testing Contract 2021	Non	Cabinet	Planning & Licensing Exec Dir – O Judges		Public
	Code of Corporate Governance	Non	Council	Leader Monitoring Officer		Public

<b>Date of meeting</b>	<b>Report title</b>	<b>Key or Non Key Decision</b>	<b>Decision Maker</b>	<b>Cabinet Member and Lead Officer</b>	<b>List of Background Papers</b>	<b>Public or Private Meeting</b>
19 <sup>th</sup> March 2025						
	Redundancy Policy and revised Pay Policy	Non	Council	Chief Executive Leader		Public
	Devolution	Key	Council	Chief Executive Leader		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 <sup>th</sup> April 2025						
	Local Nature Recovery Strategy	Key	Council	Climate Change and Bio Diversity Ass Dir- S Ashworth		Public
	CIL Governance	Non	Cabinet	Planning and Licensing Asst Dir – S Ashworth		Public
27	St George's Guildhall and Creative Hub	Key	Council	Business and Culture		Part Public and Part Private Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	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

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
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10 June 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
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						

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**

	Notice of Motion 7-21 – Councillor Kemp – Equalities	Non	Council	People & Communities Asst Dir B Box		Public
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	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
29	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)