Borough Council of
King's Lynn &
West Norfolk

Regeneration and Development Panel

Agenda

Wednesday, 30th September, 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

Borough Council of
King's Lynn &
West Norfolk

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

Tuesday, 22 September 2026

Dear Member

Regeneration and Development Panel

You are invited to attend a meeting of the above-mentioned Panel which will be held on **Wednesday, 30th September, 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 4 - 9)

To approve the minutes from the Regeneration and Development Panel meeting held on 22nd July 2026.

3. Declarations of Interest (Page 10)

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 - National Planning Scheme of Delegation (Pages 11 - 31)

8. Work Programme and Forward Decisions List (Pages 32 - 43)

9. Date of the next meeting

To note that the next meeting of the Regeneration and Development Panel is scheduled to take place on 25th November 2026 at 6.00pm in the Council Chamber, Town Hall.

10. Exclusion of the Press and Public

To consider passing the following resolution:

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

11. Exempt - Cabinet Report - Sommerfeld & Thomas Warehouse (Pages 44 - 57)

To:

Regeneration and Development Panel: P Bland, R Blunt, A Bubb, Mrs J Collingham, R Colwell, C J Crofts, P Hodson, J Osborne (Vice-Chair), T Parish (Chair) and A Ryves

Portfolio Holders:
Councillor Ring – Deputy Leader and Portfolio Holder for Business and Culture
Councillor Moriarty – Portfolio Holder for Planning and Licensing

Officers:
Duncan Hall – Assistant Director for Regeneration, Housing and Place
Jemma Curtis – Regeneration Programmes Manager
Hannah Wood-Handy – Planning Control 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 Wednesday, 22nd July, 2026 at 6.00 pm in the Council Chamber, Town Hall, Saturday Market Place, King's Lynn PE30 5DQ

PRESENT: Councillors Bland, Blunt, Bone, Bubb, Colwell, Crofts, Heneghan, Hodson, Osborne (Vice Chair) and Parish (Chair)

PORTFOLIO HOLDERS:
Councillor Ring – Deputy Leader and Portfolio Holder for Business

MEMBERS PRESENT UNDER STANDING ORDER 34:
Councillor Ratcliffe (remotely)

OFFICERS:
Alex Fradley – Planning Policy Manager
James Grant – Principal Project Manager
Stuart Ashworth – Assistant Director for Planning and Environment
Walton Mabuto – Economic Growth Officer

EXTERNAL ATTENDEE:
Vicky Etheridge – BID Manager at Discover King's Lynn

RD13: **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Collingham and Portfolio Holders Councillors Beales and Moriarty.

RD14: **MINUTES**

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

RD15: **DECLARATIONS OF INTEREST**

There were no declarations of interest.

RD16: **URGENT BUSINESS**

There was none.

RD17: **MEMBERS PRESENT PURSUANT TO STANDING ORDER 34**

Councillor Ratcliffe was present remotely under Standing Order 34B.

RD18: **CHAIR'S CORRESPONDENCE (IF ANY)**

There was none.

RD19: **SIGNING OF THE SCRUTINY AND AUDIT RELATIONSHIP PROTOCOL**

RESOLVED: The Chair signed the Scrutiny and Audit Relationship Protocol.

RD20: **BUSINESS IMPROVEMENT DISTRICT - BUSINESS PLAN**

Click here to view the recording of this item on YouTube

The External Representative from Discover King's Lynn presented the Business Improvement District (BID) Business Plan outlining the BID's achievements, proposed changes for the next term and the process for the upcoming ballot.

The Chair thanked the External Representative from Discover King's Lynn for the report and presentation and invited questions and comments from Members, as summarised below.

The Chair asked a question about the service level agreement's continuity with future councils and the External Representative from Discover King's Lynn confirmed the service agreements were reviewed annually.

Councillor Bone thanked the External Representative from Discover King's Lynn for the presentation and for all their work.

Councillor Bubb queried the visibility of the Town Rangers, adding that he had not seen them in the town centre for over a year. The External Representative from Discover King's Lynn advised that the Rangers were regularly on duty, generally working from Tuesday to Saturday. She explained that they spent the majority of their time out in the community, including visiting local businesses and addressing issues directly, and were therefore not always visible on the streets. She confirmed that the Rangers had been on patrol that afternoon.

In response to comments from Councillor Bubb, the External Representative from Discover King's Lynn advised they could investigate the feasibility of implementing self-funded town centre business maps at car park exits, similar to the Penrith model.

Councillor Hodson asked why footfall had increased. The External Representative from Discover King's Lynn explained that King's Lynn benefited from a number of factors which supported town centre activity. These included its role as an important service centre with a

large catchment area, a strong programme of events throughout the year, and a good mix of national retailers and independent businesses. It was also noted that the town retained a number of banks, which distinguished it from many other towns and contributed to its ongoing attractiveness and footfall.

The Vice Chair, Councillor Osborne thanked the External Representative from Discover King's Lynn for their work. In response to a question from the Vice Chair, the External Representative from Discover King's Lynn clarified that a voluntary fee of around £150 per year would grant access to subsidised training, market stalls, and continued use of BID services, with details to be finalised.

The Deputy Leader and Portfolio Holder for Business commended the work of the Business Improvement District (BID), highlighting its significant contribution to the vibrancy and safety of King's Lynn town centre. He added that the services provided represented good value, including through access to discounted training opportunities. The Deputy Leader and Portfolio Holder for Business welcomed the reported retail crime detection rates and suggested that this achievement should be more widely promoted.

RESOLVED: That the Regeneration and Development Panel support the Business Improvement District Business Plan.

RD21: **CABINET REPORT - LOCAL PLAN SCOPING CONSULTATION**

Click here to view the recording of this item on YouTube

The Planning Policy Manager presented the report on the Local Plan Scoping Consultation and outlined the new legislative framework and consultation process.

Members were advised that the new local plan system, introduced through the Levelling Up and Regeneration Act 2023 and Local Plan Regulations 2026, required plans to be prepared within a 30-month period. This process incorporated three stages of consultation (scoping, draft plan, and submission) alongside three gateway assessments to ensure progress remained on track. It was noted that the Council had published its Notice of Intention and timetable, formally commencing the four-month plan preparation period.

The Chair thanked the Planning Policy Manager for the report and invited questions and comments from Members, as summarised below.

Members of the Panel highlighted the importance of providing member briefings to ensure all councillors were fully informed and able to support the consultation process.

Councillor Blunt also emphasised the need for strong engagement with parish councils.

In response to questions from Councillor Bone, the Planning Policy Manager highlighted that particular emphasis was being placed on engaging groups that had historically been underrepresented in planning consultations, including young people, economically active residents and those experiencing deprivation. The Planning Policy Manager explained officers had worked with colleagues in Communications to develop a programme of engagement activities including events at educational establishments, food banks and community venues, to maximise participation. The Planning Policy Manager confirmed they would be engaging with community organisations as well.

In response to comments from the Chair, the Planning Policy Manager confirmed that officers were continuing to engage with Anglian Water regarding water infrastructure requirements, that a local housing needs assessment had been commissioned, and that the Council would continue to respond to emerging national planning policy and legislative changes as the Local Plan progressed.

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

Cabinet resolves to:

1) Agree that the Local Plan Scoping Consultation takes place for 4 weeks, from 1 to 29 September 2026 (inclusive), to comply with the legislation, Government direction, and the Borough Council's Local Plan Timetable.

2) The final Scoping Consultation material be agreed by the Assistant Director for Planning under delegated powers in consultation with the Portfolio Holder for Planning and Licensing.

RD22: **KING'S LYNN ENTERPRISE ZONE - ACTIVE TRAVEL HUB UPDATE**

Click here to view the recording of this item on YouTube

The Deputy Leader and Portfolio Holder for Business introduced the item and reminded Members that it had previously considered the matter on two occasions, most recently in March 2026 when the recommendations were approved. The Deputy Leader and Portfolio Holder for Business explained that, during its consideration of the application, the Planning Committee had raised questions relating to operational matters and requested that the item be referred back to the Panel for further scrutiny. It was explained that this additional review had been undertaken in the interests of openness and transparency

and provided the Panel with a further opportunity to examine the proposals before progressing the matter.

The Principal Project Manager presented an update on the Kings Lynn Enterprise Zone Active Travel Hub which addressed planning committee concerns about usage, design, safety, and operations.

The Principal Project Manager advised Members that the presentation being delivered was substantially the same as the version published with the agenda. It was noted that only minor amendments had been made to the circulated presentation, and Members were informed that the final version would be included with the minutes.

The Chair thanked the Principal Project Manager and the Deputy Leader and Portfolio Holder for Business for the report and presentation and invited questions and comments from Members, as summarised below.

Councillor Heneghan asked whether it was possible to expand the site and raised concerns around antisocial behaviour and additionally asked whether CCTV would be installed. The Principal Project Manager confirmed that the initial phase of the Active Travel Hub would provide 43 parking spaces, with capacity for additional spaces to be delivered in the future should demand increase. Comprehensive CCTV coverage, secure access controls and automatic entry systems would be installed to deter anti-social behaviour and protect users' property.

The Assistant Director for Environment and Planning reminded those members of the Regeneration and Development Panel sitting on the Planning Committee, to remember the rules around predetermination, and to take care in any comments made. In addition in response to a question from Councillor Blunt, he also advised that if there was a vote on the matter, his view was that they ought to err on the side of caution, and not take part in any vote.

Members raised concerns about the impact of parking charges on hub usage and the Principal Project Manager confirmed that charging and membership models, were still under development.

Councillor Heneghan expressed the need for integrated bus services.

In response to questions and comments from Members, the Principal Project Manager explained the project was designed to be well-positioned for future funding opportunities, with flexibility for expansion, coach parking, and integration with bus and cycle hire schemes.

In response to questions and comments from Councillor Bubb, the Principal Project Manager confirmed that operational details such as cleaning regimes, car park dimensions and provision for larger vehicles were still under development.

Councillor Colwell expressed support for the application. Councillor Colwell suggested that further engagement be undertaken with bus operators to explore opportunities for accommodating standard bicycles on bus services.

Councillor Ratcliffe addressed the Panel under Standing Order 34B and expressed support for the application. Councillor Ratcliffe suggested a review of the spacing and design of cycle parking (including two-tier racks and Sheffield stands) in the Active Travel Hub to ensure accessibility and consult with local cycling organisations for best practice advice.

Councillor Heneghan expressed support for the application and thanked the Principal Project Manager for their enthusiasm towards the scheme.

The Chair expressed support for the application but highlighted the need to consider the potential impact of parking charges on future hub usage.

The Deputy Leader and Portfolio Holder for Business thanked Members for their comments.

RESOLVED: That the Regeneration and Development Panel expressed general support for the King's Lynn Enterprise Park Active Travel Hub.

RD23: **WORK PROGRAMME AND FORWARD DECISIONS LIST**

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

RD24: **DATE OF THE NEXT MEETING**

The next meeting of the Regeneration and Development Panel was scheduled to take place on 30th September 2026 at 6.00pm in the Council Chamber, Town Hall, Saturday Market Place, King's Lynn.

The meeting closed at 7.54 pm

DECLARING AN INTEREST AND MANAGING ANY CONFLICTS FLOWCHART

Borough Council of King's Lynn & West Norfolk

START

Does the matter directly relate to one of your DPIs?

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

→ NO

Does the matter directly relate to the finances or wellbeing of one of your ERIs?

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

↓ NO

Does it directly relate to the finances or wellbeing of you, a relative or a close associate?

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

↓ NO

Does it affect the finances or wellbeing of you, a relative, a close associate or one of my ERIs?

YES ← Declare the interest. Are you or they affected to a greater extent than most people? And would a reasonable person think you are biased because of the interest?

↓ YES You have a **conflict** and cannot act or remain in the meeting *

↓ NO Take part as normal

↓ NO

Does it relate to a Council Company or outside body to which you are appointed by the Council?

YES ↙ Declare the interest. Do you, or would a reasonable person think there are competing interests between the Council and the company/outside body?

YES ← You can remain the meeting if the Chair agrees, for you to speak in your external capacity only. Do not vote.

NO ← You can take part in discussions but make clear which capacity you are speaking in. Do not vote.

↓ NO

Does another interest make you that feel you cannot act in a fair, objective or open manner? Would a reasonable person knowing the same interest think you could not act in a fair, objective or open manner?

↙

NO TO BOTH

Declare the interest for the sake of openness and transparency. Then take part as normal.

YES TO ONE ↓

You have a **conflict**. Declare the interest. Do not participate and do not vote.

* 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

POLICY REVIEW AND DEVELOPMENT PANEL REPORT

REPORT TO:	Regeneration and Development Panel		
DATE:	30th September 2026		
TITLE:	National Planning Scheme of Delegation		
TYPE OF REPORT:	Cabinet Report		
PORTFOLIO(S):	Councillor Moriarty, Planning and Licensing		
REPORT AUTHOR:	Stuart Ashworth and Hannah Wood-Handy		
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 the 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.

Borough Council of
King's Lynn &
West Norfolk

REPORT TO CABINET

DATE OF MEETING	13 October 2026
REPORT TITLE	National Planning Scheme of Delegation
LEAD MEMBER	Councillor Jim Moriarty, Cabinet Member for Planning and Licensing
LEAD OFFICERS	Stuart Ashworth, Assistant Director – Environment and Planning Hannah Wood-Handy – Planning Control Manager
CONSULTEES	Extended Leadership Team, James Arrandale-Legal Services Manager & Deputy Monitoring Officer Cllr Vivienne Spikings - Chair of Planning Committee, Cllr Francis Bone – Deputy Chair of Planning Committee Planning Committee members
WARDS AFFECTED	All

KEY DECISION	YES/NO
DECISION MAKER	Recommendations to Council
IS THE REPORT OPEN OR EXEMPT	OPEN

FINANCIAL IMPLICATIONS	NO
HR IMPLICATIONS	NO
POLICY IMPLICATIONS	YES
STATUTORY IMPLICATIONS	YES
RISK MANAGEMENT IMPLICATIONS	YES
ENVIRONMENTAL IMPLICATIONS	NO
EQUALITY IMPACT ASSESSMENT COMPLETED	PRE-SCREEN COMPLETED

SUMMARY OF REPORT

The new National Scheme of Delegation for Planning is coming into force on the 31 October 2026. Local authorities must comply with the new legislative requirements, otherwise they risk unlawful decisions from occurring, which could be subject to judicial review, with the associated financial and reputational risks that brings.

This report explains the steps necessary to bring it into force through amending the council's current constitution, as well as setting up internal processes to ensure decision-making is not stalled, and there is as smooth a transfer to the new system as possible.

RECOMMENDATIONS

Cabinet recommends to Full Council, that it:

1. Notes the revised Planning Scheme of Delegation attached at Appendix A.

2. Notes the consequential amendments to the Constitution, and the Planning Committee Terms of Reference (attached at Appendix B) and related procedural rules required to implement the National Scheme of Delegation.

3. Authorises the Assistant Director for Environment and Planning to make operational procedural changes to implement the National Scheme of Delegation. 4. Authorises the Monitoring Officer, in consultation with the Assistant Director for Environment and Planning, to make any necessary consequential amendments arising from the implementation of the National Scheme of Delegation.
REASON FOR DECISION
To ensure the council is able to fulfil its planning decision-making duties in a legally compliant way.

CORPORATE STRATEGY **How does this proposal support our Corporate Priorities** Our priorities | Corporate Strategy 2023 - 2027 | Borough Council of King's Lynn & West Norfolk	
Promote growth and prosperity to benefit West Norfolk	It allows planning applications to continue to be legally determined, to facilitate growth and prosperity.
Protect our Environment	The planning system also operates to protect the environment, and allowing legal decision-making is a key part of this.
Efficient and effective delivery of our services	It allows planning decision-making to be made in a legal and efficient way.
Support our communities	An effective and legal planning service is expected by our communities.

REPORT DETAIL

1. Introduction

1.1 The purpose of this report is to implement the National Scheme of Delegation (NSD) for the Council's planning decision-making arrangements, which comes into force on the 31st October 2026, and to seek approval for the necessary

amendments to the Council's Constitution. The NSD forms part of the Government's wider programme of planning committee reform introduced through the Planning and Infrastructure Act 2025 and subsequent regulations. The reforms are intended to create greater consistency in planning decision-making across England, ensuring that planning committees focus on applications of genuine significance, and reduce unnecessary delays in the determination process.

1.2 The National Scheme of Delegation establishes a statutory framework that prescribes which planning applications must be determined by officers and which may be considered by planning committees. Local planning authorities are required to review and amend their constitutional and governance arrangements to ensure compliance with the new requirements before the regulations come into force. Failure to do so will leave the council vulnerable to unlawful decision-making, and the significant impacts associated with that.

2. Background

2.1 Historically, each local planning authority has operated its own locally determined scheme of delegation setting out which planning applications are decided by planning officers and which are referred to planning committee. Whilst the majority of planning applications across England are already determined under delegated powers, there has been significant variation between authorities in the proportion and type of applications referred to committee. The Government has identified this inconsistency as contributing to uncertainty, delays and inefficiencies within the planning system.

2.2 In response, the Government introduced powers through the Planning and Infrastructure Act 2025 to establish a National Scheme of Delegation. The detail of the scheme is set out in the Town and Country Planning (Discharge of Local Planning Authority Functions) (England) Regulations 2026 and supporting statutory guidance issued by the Ministry of Housing, Communities and Local Government. The regulations divide planning applications into two categories. Schedule 1 applications are subject to mandatory officer delegation and must be determined by officers. Schedule 2 applications are subject to a presumption of delegation unless they meet specified criteria and are considered to raise issues of significant economic, social, environmental or planning importance warranting committee consideration.

2.3 The regulations also require local planning authorities to identify a "Nominated Officer" and a "Nominated Member" who will jointly determine whether Schedule 2 applications should be referred to committee. Government guidance indicates that these roles would normally be undertaken by the Chief Planning Officer (or equivalent) and the Chair of the Planning Committee respectively. Deputies will also be needed in the event the nominated officer and councillor are not available, to ensure the system continues to operate smoothly. This will replace the existing local referral and call-in arrangements, and ensure compatibility with the new statutory framework.

2.4 It should be noted that government guidance states that Schedule 2 applications are expected to be delegated as well, unless in exceptional circumstances where they need to be referred to committee. It is therefore a high bar to pass, and to be referred to committee, a Schedule 2 application will need to be subject to a 'gateway test'. To pass this test, as a minimum, at least one of the following statutory criteria must be met for a referral to committee to be considered to meet that threshold:

A. where the application raises one or more issues of an economic, social or environmental significance to the local area

B. where the application raises one or more significant planning matters having regard to the development plan and any other material considerations

2.5 The 'Gateway test' assessment will be made by the nominated officer and nominated member. Ideally both should agree, but where there is disagreement, the default position is that the item will be delegated. Any decision reached must be recorded and published. It will also need to be reported to Planning Committee for their information.

2.6 As a consequence of the changes in the law, the Council is required to amend its Constitution, Scheme of Delegation and Planning Committee procedures to ensure compliance with the National Scheme of Delegation before the implementation date of 31 October 2026. This report sets out the proposed changes and seeks the necessary approvals to enable the Council to meet its statutory obligations.

2.7 Given the number of schedule 2 applications received by the borough council (approximately 550 in 2025), further refinement of those applications will be required, otherwise there is a danger that the nominated officer and member will be overwhelmed when carrying out the 'Gateway test'. For example, in theory each application for works to a protected tree could be taken forward to be

assessed through the gateway test, creating wholly unnecessary work. This will also need to be considered as part of the overall package of changes.

3. Proposal

3.1 The new planning National Scheme of Delegation (NSD) requires local planning authorities to review and amend their constitutional arrangements to ensure compliance with the new statutory framework before it comes into force on 31 October 2026. The Council is therefore required to implement a revised Planning Scheme of Delegation and associated governance arrangements.

3.2 The Council needs to adopt the revised Scheme of Delegation attached at Appendix A and ensure that any consequential amendments to the Constitution, Planning Committee Terms of Reference and related procedural rules are actioned. These amendments will ensure that planning applications are determined in accordance with the legislative requirements of the National Scheme of Delegation, and associated statutory guidance.

In summary the revised arrangements will:

- Delegate to officers all planning applications and functions that are required to be determined under Schedule 1 of the Regulations.
- Establish a presumption of officer determination for Schedule 2 applications, unless they are referred to Planning Committee in accordance with the Regulations.
- Designate the Assistant Director for Environment and Planning as the Council's Nominated Officer for the purposes of the Regulations, with appropriate provision for substitutes.
- Designate the Chair of the Planning Committee as the Council's Nominated Member, with appropriate provision for substitutes.
- Introduce a formal referral process for the 'Gateway Test', through which the Nominated Officer and Nominated Member may determine whether a Schedule 2 application raises issues of sufficient economic, social, environmental or planning significance to warrant determination by Planning Committee.
- Remove and replace any existing local schemes that are inconsistent with the requirements of the National Scheme of Delegation.
- Introduce a further triage system to ensure the nominated officer and member are not overwhelmed, given the potential number of schedule 2 applications in accordance with the national guidance.

3.3 Subject to approval, the revised constitutional arrangements shall take effect on 31 October 2026, coinciding with the commencement of the Regulations. The Assistant Director for Environment and Planning, in consultation with the

Monitoring Officer, shall be authorised to make any minor consequential, administrative or drafting amendments necessary to give effect to the approved changes and ensure ongoing compliance with legislative requirements and statutory guidance.

4. Options Considered

4.1 Usually there would be a 'do nothing' option as an alternative proposal. However, as a change to the scheme of delegation is a legal requirement, 'do nothing' is not an option. That would bring the council into disrepute and put it at significant risk of legal challenge, as unlawful planning decisions would be being made. That said there are effectively sub-options as to a triage system for items going forward to the 'Gateway Test', as that decision is in the control of the council.

Option 1 – Implement the new national scheme of delegation, with all Schedule 2 items go forward to be considered through the 'Gateway Test' (not recommended)

4.2 This option would see all potential Schedule 2 applications considered against the Gateway Test by the nominated officer and member. Based on the number of the type of schedule 2 applications in 2025, this could be 550 applications and would include the vast majority that would clearly fail the test. This would be a significant waste of officers time and resources, and the nominated member's time.

Option 2 – Implement the new national scheme of delegation, and triage the Schedule 2 applications as set out in Appendix A - para.4.7 (recommended)

4.3 This would allow a more proportionate approach, and remove applications which, for example, do not go to committee presently, such as tree works applications. It would represent a more balanced approach to the issue of the 'Gateway Test', and ensure those considered under the 'Gateway Test' are the right ones that have the potential to go to committee.

4.4 Given the legal requirements of the Scheme of Delegation and the statutory date for implementation, the triage system is drafted as set out in Option 2 and contained within Appendix A para. 4.7 and to note accordingly.

5. Financial Implications

5.1 There are no direct financial considerations associated with the changes. There will however be changes in the way planning decisions are made, which will mean less planning committee meetings, freeing up officer time within the planning and democratic services teams.

However, it should be noted that there will be new meetings between the nominated officer and nominated member, where decisions on whether an application should go to committee or not will need to be recorded and published.

6. HR Implications

6.1 See section 5.

7. Policy Implications

7.1 The proposal has policy implications as it requires amendments to the Council's Constitution, Planning Scheme of Delegation, Planning Committee Terms of Reference and related procedures to ensure compliance with the National Scheme of Delegation and statutory guidance.

7.2 The revised arrangements replace incompatible local referral or call-in provisions with a nationally prescribed framework, including new roles for the Nominated Officer and Nominated Member and a clear process for deciding whether Schedule 2 applications should be referred to Planning Committee.

8. Climate Change and Environmental Implications and considerations

8.1 The National Scheme of Delegation considers environmental implications/considerations as per the gateway test to planning committee and both climate change and environmental considerations are enshrined in planning law and policy in accordance with Development Plan and NPPF.

9. Statutory and Legal Implications

9.1 The Planning and Infrastructure Act 2025 provided the power to establish a National Scheme of Delegation for planning. The detail of the scheme is set out in the Town and Country Planning (Discharge of Local Planning Authority Functions) (England) Regulations 2026 and supporting statutory guidance, issued by the Ministry of Housing, Communities and Local Government.

10. Local Government Reorganisation Implications

10.1 Each council will need to amend its constitution to bring forward the same national scheme of delegation. That said, discussions will take place in the context of LGR, to see if uniformity of areas/issues such as publishing decisions or other internal operational decisions can be achieved.

11. Health and Safety Implications

11.1 There are none.

12. Consultees

12.1 See title page, which sets out who has been consulted as part of this report. Planning Committee were consulted and fed back to MHCLG during the two rounds of consultation ahead of the national scheme being finalised.

13. Equality Impact Assessment

13.1 Please see the completed EIA pre-screening form included with this report, which is considered to have a neutral impact. The proposed changes to the constitution ensure that the Council meets its legal obligations.

14. Risk Management Implications

14.1 The principal risk is that, if the Council does not amend its Constitution, Scheme of Delegation and Planning Committee procedures before the regulations take effect on 31 October 2026, planning decisions will be legally vulnerable, exposing the Council to potential judicial review, reputational harm and financial risks.

14.2 The recommendations in this report mitigate these risks by approving the national scheme of delegation, allowing the making of the required constitutional amendments, confirming the Nominated Officer and Nominated Councillor roles, and introducing a clear referral process for Schedule 2 applications.

14.3 Transitional risks will be managed through advance preparation, clear communication with officers and members, recording and publication of referral decisions where required, and senior oversight by the Assistant Director for Environment and Planning in consultation with the Monitoring Officer.

15. Conclusion

15.1 The Council is required to implement the National Scheme of Delegation by 31 October 2026. The proposed amendments to the Constitution, Planning Committee Terms of Reference, Planning Scheme of Delegation and related procedures will ensure planning decisions remain lawful, efficient and consistent with the new statutory framework.

15.2 The adoption of the scheme of delegation will provide the necessary governance arrangements, nominated roles and referral process to support a smooth transition to the new system.

LIST OF APPENDICES
Appendix A – Planning Scheme of Delegation Appendix B - Amendment to Planning Committee Terms of Reference (Part 3, 1 C of the Constitution)

LIST OF BACKGROUND PAPERS
Section 101 of the Local Government Act 1972 319ZZC 319ZZF of the Town and Country Planning Act 1990 (as inserted by the Planning and Infrastructure Act 2025) Town and Country Planning (Discharge of Local Planning Authority Functions) (England) Regulations 2026

PRE SCREENING EQUALITY IMPACT ASSESSMENT				
For equalities profile information please visit Norfolk Insight - Demographics and Statistics - Data Observatory				
Name of policy/service/function	Implementation of the new National Scheme of Planning Delegation			
Is this a new or existing policy/ service/function? *(tick as appropriate)*	New	X	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.	The government is implementing a national scheme of planning delegation across the country, to ensure a degree of uniformity in how certain types of application are determined. Yes. Town and Country Planning (Discharge of Local Planning Authority Functions) (England) Regulations 2026.			
Who has been consulted as part of the development of the policy/service/function? – new only *(identify stakeholders consulted with)*	Hannah Wood-Handy – Planning Control Manager, Extended Leadership Team, James Arrandale-Legal Services Manager & Deputy Monitoring Officer Cllr Jim Moriarty			

	Cllr Vivienne Spikings - Chair of Planning Committee, Cllr Francis Bone – Deputy Chair of Planning Committee Planning Committee members
Question	**Answer**

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?

Please tick the relevant box for each group.
NB. Equality neutral means no negative impact on any group.

If potential adverse impacts are identified, then a full Equality Impact Assessment (Stage 2) will be required.

**For more information on health inequalities please visit [The King's Fund]*

	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	

Please provide a brief explanation of the answers above: This is about where an application is determined, and its mechanism, so it should have a neutral impact. Also being applied across the country.

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 com are provided to explain why this is not felt necessary: **Decision agreed by EWG member: ……..**		
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	**Actions:** **Actions agreed by EWG member:** **……**
5. Is the policy/service specifically designed to tackle evidence of disadvantage or potential discrimination?	No	**Please provide brief summary:**

Assessment completed by: Name	**Stuart Ashworth**		
Job title	**Assistant Director – Environment and Plannir**		
Date completed	**21/8/26**		
Reviewed by EWG member	**Amy Pearce**	**Date**	**02/09/2026**

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

Appendix A

Planning: Scheme of Delegation

National Scheme of Delegation

1. Introduction

1.1 In accordance with section 101 of the Local Government Act 1972 and sections 319ZZC–319ZZF of the Town and Country Planning Act 1990, as inserted by the Planning and Infrastructure Act 2025, the following Scheme of Delegation is adopted to implement the National Scheme of Delegation of planning functions.

1.2 This Scheme supersedes and replaces the Council's previous planning delegation and call-in arrangements. The Scheme applies to the determination of all applications and related planning matters where the Council is the Local Planning Authority.

1.3 It must be read in conjunction with, and interpreted in compliance with, the Town and Country Planning (Discharge of Local Planning Authority Functions) (England) Regulations 2026 ("the Regulations") and the statutory guidance, *Planning Committees and the National Scheme of Delegation of Planning Functions*, dated 1 June 2026.

2. Default Delegation to Assistant Director – Environment and Planning:

2.1 To undertake all statutory and non-statutory functions of the Council acting as Local Planning Authority, including but not limited to determination of all planning applications and all other applications related to a planning process, prior notifications, listed building applications and related matters, advert consent applications, and certificate of lawful use / development applications; dealing with all other matters including tree and hedgerow matters, making Tree Preservation Orders, High Hedgerow notices, EIA screening and scoping opinions, Habitats Regulations Assessment, planning appeal work, responding to statutory and non-statutory consultations including the NSIP process and the service of any notices in relation to any of the functions delegated, and serving all types of notice relating to planning enforcement.

3. Conditions

3.1 Applications that must be delegated to officers

3.1.1 Schedule 1 functions

3.1.2 In line with regulation 4 of the Regulations, the Council must delegate the determination of all Schedule 1 applications to an authorised planning officer. These applications cannot be referred to Planning Committee.

3.1.3 They include the following categories, as defined in the relevant legislation and the Regulations, which must always be decided by officers:

Application type	Explanation
1. Householder applications	Alterations or extensions to an existing dwelling, and development within the curtilage of a dwelling.
2. Minor commercial applications	Small-scale non-residential development below the thresholds for major development.
3. Minor residential applications	"Minor residential" is defined as proposals comprising up to nine dwellings, together with associated incidental development, on a site of less than 0.5 hectares, and certain small-scale developments involving existing flats, in accordance with the Regulations.
4. Permission in Principle	Applications made under section 58A of the Town and Country Planning Act 1990.
5. Section 73 variations where the original permission was Schedule 1	Applications under section 73 of the Town and Country Planning Act 1990 to vary or remove conditions where the original planning permission was granted on a Schedule 1 application.
6. Non-material amendments	Applications under section 96A(4) of the Town and Country Planning Act 1990 for non-material changes to an existing planning permission or permission in principle.
7. Section 106A modifications relating to Schedule 1	Requests or applications under section 106A(1)(a) or section 106A(3) of the Town and Country Planning Act 1990 to modify or discharge a planning obligation where the obligation is connected with a Schedule 1 application or approval.
8. Certificates of Lawfulness relating to planning	Applications under section 191(1) or section 192(1) of the Town and Country Planning Act 1990 for Certificates of Lawfulness of Existing or Proposed Use or Development.
9. Certificates of Lawfulness of Proposed Works to a listed building	Applications under section 26H(1) of the Planning (Listed Buildings and Conservation Areas) Act 1990 for a certificate of lawfulness of proposed works to a listed building.

10. Biodiversity Gain Plans	Submission of a Biodiversity Gain Plan under paragraph 13(2)(a) of Schedule 7A to the Town and Country Planning Act 1990.
11. Certificates of Appropriate Alternative Development	Applications under section 17(1) of the Land Compensation Act 1961.
12. Reserved matters applications relating to a non-large outline permission	Reserved matters applications resulting from an outline planning permission other than a large outline permission. A large outline permission is one authorising the provision of 500 or more dwellings or the provision of a building or buildings where 50,000 square metres or more of floorspace is created.
13. Discharge of conditions	Applications under article 27(1) of the Town and Country Planning (Development Management Procedure) (England) Order 2015 made pursuant to a condition on a planning permission.
14. Prior approval applications	Applications made pursuant to Schedule 2 of the Town and Country Planning (General Permitted Development) (England) Order 2015 for prior approval, or for a determination as to whether prior approval is required.

3.1.4 Schedule 1 applications subject to reclassification

3.1.5 For the avoidance of doubt, an application that would otherwise fall within Schedule 1 must instead be treated as a Schedule 2 application in the following circumstances:

Connected listed building matters

Where the Local Planning Authority considers that a Schedule 1 application for planning permission is connected with:

- an application for listed building consent; or
- an application to vary or discharge a condition attached to listed building consent.

Retrospective applications

Where an application would otherwise fall within Schedule 1 but is made under section 73A of the Town and Country Planning Act 1990 for development that has already been carried out.

Own-interest applications

Where an application would otherwise fall within Schedule 1 but is made by or on behalf of:

- the Authority;
- a member or officer of the Authority; or
- an entity owned or controlled, whether wholly or partly, by the Authority or by any of its members or officers.

3.2 Applications that may be determined by Planning Committee or by an officer

3.2.1 Schedule 2 functions

3.2.2 All planning applications not identified above as Schedule 1 applications, or otherwise specifically reserved to Full Council by law, are classified as Schedule 2 applications.

3.2.3 Schedule 2 applications are delegated to officers for determination by default unless the statutory test ("Gateway test") in regulation 5(3) of the Regulations is met and a decision is made to refer the application to Planning Committee.

3.2.4 Schedule 2 functions include:

Application type	Explanation
1. Planning applications not falling within Schedule 1	Applications that are not householder, minor residential or minor commercial applications, including major developments and larger-scale or more complex proposals.
2. Retrospective applications	Applications under section 73A(1) of the Town and Country Planning Act 1990 for planning permission for development that has already been carried out.
3. Reserved matters applications relating to a large outline permission	Reserved matters applications under an outline permission authorising the provision of 500 or more dwellings or the provision of a building or buildings where 50,000 square metres or more of floorspace is created.
4. Section 73 variations where the original permission was Schedule 2	Applications under section 73(1) of the Town and Country Planning Act 1990 to vary or remove conditions where the original planning permission was granted on a Schedule 2 application.
5. Section 106A modifications relating to Schedule 2	Requests or applications under section 106A(1)(a) or section 106A(3) of the Town and Country Planning Act 1990 to modify or discharge a planning obligation connected with a Schedule 2 application or approval.
6. Listed building consent	Applications under section 10(1) of the Planning (Listed Buildings and Conservation Areas) Act 1990.

7. Variation or discharge of listed building consent conditions	Applications under section 19(1) of the Planning (Listed Buildings and Conservation Areas) Act 1990.
8. Connected planning applications under Schedule 1	Applications for planning permission that the Local Planning Authority considers are connected with an application for listed building consent or an application to vary or discharge a listed building consent condition.
9. Advertisement consent	Applications for express consent to display an advertisement under regulation 9(1) of the Town and Country Planning (Control of Advertisements) (England) Regulations 2007.
10. Tree Preservation Order consent	Applications under regulation 16(1) of the Town and Country Planning (Tree Preservation) (England) Regulations 2012 for consent to carry out works to a protected tree.

4. Referral of Schedule 2 and own-interest applications to Planning Committee

4.1 In accordance with Regulation 5, a Schedule 2 application will only be referred to Planning Committee for determination where both the Nominated Officer and the Nominated Member agree that the application raises one or more issues of significance under the statutory referral criteria (also known as the "Gateway Test").

4.2 The statutory referral criteria under Regulation 5(3) are:

4.2.1 Criterion A

The application raises one or more issues of economic, social or environmental **signficance** to the local area, or

4.2.2 Criterion B

The application raises one or more **significant** planning matters having regard to the development plan and any other material considerations.

4.3 If neither criterion is satisfied, or if the Nominated Officer and the Nominated Member do not agree to refer the application, the application must be determined under officer delegation in accordance with Regulation 5(2).

4.4 When considering a potential referral, the Nominated Officer and the Nominated Member must have regard to the statutory guidance and the intention that only exceptional cases of significant local importance should be referred to Planning Committee.

4.5 Own-interest applications

4.5.1 Applications which are made (whether jointly with any other person) by the authority or an officer or member of the authority, or it is an application where, in the view of the nominated officer and nominated member, the authority or any of its members or officers has an interest, are own-interest applications dealt with under regulation 6.

4.5.2 The Nominated Officer and the Nominated Member may agree to refer an own-interest application to Planning Committee for reasons of transparency or propriety, even where the application may not satisfy Criterion A or Criterion B.

4.5.3 However, there is no automatic requirement or presumption that all own-interest applications must be referred to Planning Committee. Where an own-interest application is not referred, it will be determined under officer delegation. A different senior officer will act as the Nominated Officer where this is necessary to avoid a conflict of interest.

4.6 Nominated roles

4.6.1 For the purpose of the referral process, the Council designates:

- the Assistant Director for Environment and Planning (or future equivalent title), as the Nominated Officer;
- the Chair of Planning Committee as the Nominated Member;
- the Planning Control Manager, or future equivalent title, as substitute Nominated Officer; and
- the Vice-Chair of Planning Committee as substitute Nominated Member.

4.6.2 In the exceptional circumstances of either the nominated officers or members, or their substitutes, not being available, then a Principal Planning Officer, and another member of the Planning Committee appointed by the Monitoring Officer, can act as the Nominated Officer or Member.

4.6.3 The Nominated Officer and the Nominated Member will jointly consider those Schedule 2 and own-interest applications that they, or other senior officers, consider may warrant referral.

4.6.4 They will determine by agreement whether an application meets the criteria for consideration by Planning Committee. However, where agreement is not possible, the application must be determined by officers in accordance with regulation 5(2) or regulation 6(3).

4.6.5 The statutory expectation is that most Schedule 2 and own-interest applications will not require referral and will be determined by officers.

4.7 Triage of Schedule 2 applications

4.7.1 The following Schedule 2 applications will always be considered under officer delegated powers :

- An application made under regulation 16(1) of the Town and Country Planning (Tree Preservation) (England) Regulations 2012 (application for consent under tree preservation order) (**c**).

4.7.2 A Local Member(s) can ask for any Schedule 2 application to be considered by the Nominated Member and Nominated Officer at the "Gateway Test" stage. To be considered at this stage, any representations made by a Local Member(s) must come forward within **21 days of the date of publication of the application on the weekly list of applications or within 30 days of the date of the publication of an application for EIA development on the weekly list of planning applications, <u>and</u> <u>must</u> describe how the criterion in paragraph 4.2 are considered to be met, through completion of the "Gateway Test" pro-forma.** In considering whether the criterion in paragraph 4.2 apply, the Nominated Member and Nominated Officer shall have regard to any representations made in writing by the Local Member(s) - see note 5.5.2.

4.7.3 All other Schedule 2 applications shall be triaged by Officers to assess whether they may potentially meet the criterion, and therefore can proceed to the "Gateway Test" stage to be considered by the Nominated Member and Nominated Officer. Any triage decision shall be authorised by the Planning Control Manager or Assistant Director – Environment and Planning or in their absence, a Principal Planning Officer or in the case of Listed Buildings, the Principal Conservation Officer.

4.7.4 The Assistant Director- Environment and Planning or Planning Control Manager (or future equivalent titles), can refer any Schedule 2 application directly to the "Gateway Test" if they believe it meets the criterion.

4.7.5 Outside of the National Scheme of Delegation, the Assistant Director – Environment and Planning or Planning Control Manager (or future equivalent titles), can refer any other matter that may require Planning Committee input, to the committee e.g. statutory or non-statutory consultations on National Significant Infrastructure Projects (NSIP).

5. Notes

5.1 Removal of local call-in and referral triggers

5.1.1 For clarification previous local call-in powers and referral triggers no longer apply and are superseded by the new framework.

5.1.2 This includes arrangements enabling:

- a ward member to require referral;
- a town or parish council to require referral to the former sifting panel.

5.1.3 Ward members and town and parish councils may continue to make representations through the normal consultation process, but they cannot compel an application to be heard by Planning Committee.

5.2 Transparency and reporting

5.2.1 The Council will maintain a clear audit trail of referral decisions.

5.2.2 A record will be kept of all Schedule 2 and own-interest applications considered through the Nominated Officer and Nominated Member process, including:

- whether the application was referred to Planning Committee or determined under delegated powers; and
- a concise explanation of the reasons for that decision.

5.2.3 This information will be periodically reported to Planning Committee and published to support ongoing oversight and public transparency.

5.3 Prosecutions and injunctions

5.3.1 All prosecutions, injunctions and decisions associated with them, and the use of powers in default, shall be made only with the agreement of the Head of Legal Services (or their equivalent title), or a Chief Officer.

5.4 Other matters

5.4.1 All other planning-related functions and duties, or those activities undertaken by the Local Planning Authority on behalf of the Council, are delegated to the Assistant Director – Environment & Planning (or equivalent title), and to such officers that they authorise to make decisions as set out in Sub-Delegations.

5.4.2 For the avoidance of doubt, Local Members means the Ward Members(s) for the area covered by the application, and it will also include - in circumstances that should first be agreed with the Committee Chair - another Ward Member. Relevant circumstances are likely to include

(i). where it is a major application and just outside the boundary of the Members ward and be likely to have a significant bearing on the adjacent Members ward; or,

(ii). the Ward Member has a conflict of interest in the application – and has suggested their constituents approach the adjacent Member about the application; or,

(iii). the Ward Member is not available due to exceptional unforeseen circumstances and the adjacent Member is helping out in their absence.

Appendix B - Amendment to Planning Committee Terms of Reference (Part 3, 1 C of the Constitution)

C - Planning Committee

Composition

C.1 The Planning Committee shall consist of up to thirteen members (who must undertake relevant training before taking up the position). No councillor shall be disqualified from appointment by membership of any other Council body provided that no more than three members shall be elected from among the Members of the Cabinet.

Terms of Reference

C.2 Subject to complying with any relevant legal requirements, the Committee shall apply such policies, procedures and consultative processes as the Council shall determine.

Functions Referred to the Committee

The Committee shall have the following functions:

C.3 To determine the planning applications referred to it pursuant to the Regulations and the Constitution, as set out above.

C.4 To consider, and where necessary determine, any other planning matter referred to it by the Chief Planning Officer.

REGENERATION AND DEVELOPMENT PANEL WORK PROGRAMME 2026/2027

DATE OF MEETING	TITLE	TYPE OF REPORT	LEAD OFFICER/ ATTENDEE	OBJECTIVES AND DESIRED OUTCOMES
2nd June 2026 at 6.00pm	Any Cabinet Reports which fall within the remit of the Panel – to be confirmed.			
	Appointment of Vice Chair for the Municipal Year	Operational	Democratic Services Officer	
	Chairs Signing of the Scrutiny and Executive Protocol	Operational	Democratic Services Officer	To promote the relationship between the Panel and the Executive.
	CIL Strategic Project Funding	Cabinet Report	Amanda Driver	To consider the report and make any appropriate recommendations to Cabinet.
	West Norfolk Economic Strategy and Action Plan	Cabinet Report	Jemma Curtis Walton Mabuto	To consider the report and make any appropriate recommendations to Cabinet.
	Work Programme and Cabinet Forward Decisions List	Standing Item		

22nd July 2026 at 6.00pm	Any Cabinet Reports which fall within the remit of the Panel – to be confirmed.			
	Active Travel Hub	Update	James Grant	Following further information requested from Planning Committee.
	Local Plan Scoping (Regulations 29) – Consultation Materials	Cabinet Report	Michael Burton	To consider the report and make any appropriate recommendations to Cabinet.
	Business Improvement District – Business Plan	Cabinet Report	Duncan Hall Vicky Etheridge	To consider the report and make any appropriate recommendations to Cabinet.
	Work Programme and Cabinet Forward Decisions List	Standing Item		
30th September 2026 at 6.00pm	Any Cabinet Reports which fall within the remit of the Panel – to be confirmed.			
	National Planning Scheme of Delegation	Cabinet Report	Stuart Ashworth Hannah Wood-Handy	To consider the report and make any appropriate recommendations to Cabinet.

	King's Lynn Masterplan and Parking Strategy – Slipped and is now being considered at a Joint Panel Meeting scheduled on 11th November 2026.	Cabinet Report	Duncan Hall Jemma Curtis Connor Small	To consider the report and make any appropriate recommendations to Cabinet.
	Hunstanton Masterplan and Parking Strategy – Slipped and is now being considered at a Joint Panel Meeting scheduled on 6th January 2027.	Cabinet Report	Duncan Hall Jemma Curtis Connor Small	To consider the report and make any appropriate recommendations to Cabinet.
	Work Programme and Cabinet Forward Decisions List	Standing Item		
25th November 2026 at 6.00pm	Any Cabinet Reports which fall within the remit of the Panel – to be confirmed.			
	STARS Project Highlight Report	Update	Ian Parkes	To provide an update to the Panel.
	Update on Section 106 Agreements	Update – As requested by Councillor Bubb	Stuart Ashworth Hannah Wood-Handy	To provide an update to the Panel.
	Work Programme and Cabinet Forward Decisions List	Standing Item		

17th February 2027 at 6.00pm	Any Cabinet Reports which fall within the remit of the Panel – to be confirmed.			
	Work Programme and Cabinet Forward Decisions List	Standing Item		
14th April 2027 at 6.00pm	Any Cabinet Reports which fall within the remit of the Panel – to be confirmed.			
	Guildhall Update	Update	Robin Lewis	To provide an update to the Panel.
	Work Programme and Cabinet Forward Decisions List	Standing Item		

<u>To be scheduled</u>

- Hunstanton Library update – request from Councillor Colwell
- Impact on litter on the Highways in relation to Fast Food outlets – request from Councillor Parish
- Heacham Beach Development opportunities
- Update on overnight camping in Hunstanton
- Downham Market Railway Station and use of Council Owned Land for additional parking.
- Review of lapsed planning permissions/conditions

- Update on Railway
- Toilets – Strategy for the Borough including Downham Market, King’s Lynn and Brancaster
- Port – overview and future plans

Borough Council of
King's Lynn &
West Norfolk

Forward Decisions List

The Forward Decision List outlines the Cabinet's upcoming decisions over the next few months. It specifies which decisions are considered significant and indicates those that may lead to portions of the meeting being conducted in private. In addition, the list highlights the responsible Lead Officer and Portfolio Holder.

This document will be updated and republished on the Council's website each month. Any queries relating to the Forward Decision List should be forwarded to Democratic Services: Democratic.Services@West-Norfolk.gov.uk

What is a Key Decision?

Key decisions are defined as an executive decision which is likely:

(a) To result in the local authority incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the decision relates, or (significant relates to £500,000 or more)

(b) To be significant in terms of its effect on communities living or working in the area comprising two or more wards and electoral divisions in the Council's areas. (significant relates to one third of the population in a ward).

The key decision and non-key decision process is only for decisions made by the Executive, i.e. not those made at Planning, Council, Licensing etc. When assessing whether or not a decision is a key decision the decision maker must consider all the circumstances of the case. However, a decision which results in a significant amount spent or saved will generally be considered to be a key decision.

Why might a decision be made in private?

Members of the public may be excluded from a meeting or information if the nature of the business to be discussed is likely to involve the disclosure of exempt information such as details that could identify an individual or pertain to the financial or commercial interests of a person or organisation. Such information should only be made exempt, if it is in the public interest to do so under Schedule 12A of the Local Government Act 1972.

Borough Council of
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Cabinet Members:

Councillor Alistair Beales: Leader
Councillor Simon Ring: Deputy Leader and Portfolio Holder for Business
Councillor Jim Moriarty: Portfolio Holder for Planning and Licensing
Councillor Sandra Squire: Portfolio Holder for Environmental and Coastal
Councillor Michael de Whalley: Portfolio Holder for Climate Change and Biodiversity
Councillor Chris Morley: Portfolio Holder for Finance
Councillor Jo Rust: Portfolio Holder for People and Communities
Councillor Sue Lintern: Portfolio Holder for Culture and Events
Councillor Josie Ratcliffe: Portfolio Holder for Transport Strategy and Car Parking

Cabinet Members can be contacted directly and their contact details can be found via our website: Committee details - Cabinet

Senior Management

Kate Blakemore: Chief Executive
Michelle Drewery: Deputy Chief Executive and Section 151 Officer
Emma Kavanagh: Chief Operating Officer
Emma Hodds: Chief of Staff and Monitoring Officer
Siobhan Cleeve: Interim Assistant Director Leisure and Culture
Stuart Ashworth: Assistant Director Environment and Planning
Liz MacDonald: Assistant Director Property & Projects
Martin Chisholm: Assistant Director Operations & Commercial
Duncan Hall: Assistant Director Regeneration, Housing & Place
Carl Holland: Assistant Director for Finance and Deputy Section 151 Officer
Honor Howell: Strategic Lead to the Chief Executive and Leader
Paul Lowes: Assistant Director Corporate Services
Mark Whitmore: Assistant Director, Health, Wellbeing and Public Protection

Members of the Senior Management team can be contacted directly via Chief.ExecutiveandLeaderPA@West-Norfolk.gov.uk

Borough Council of
King's Lynn &
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OCTOBER 2026

Date of meeting	Report title	Key or Non-Key Decision	Decision Maker	Cabinet Member/Portfolio	Lead Officer	Open or Exempt
13 October 2026	Shareholder Committee Terms of Reference	Non	Cabinet	Leader of the Council	Chief of Staff and Monitoring Officer (Emma Hodds)	Open
13 October 2026	Sommerfeld and Thomas Warehouse	Key	Cabinet	Deputy Leader and Cabinet Member for Business	Assistant Director, Regeneration, Housing & Place (Duncan Hall)	Exempt
13 October 2026	Appointment of Recruitment Services	Key	Cabinet	Leader of the Council	Chief of Staff and Monitoring Officer (Emma Hodds)	Part exempt
13 October 2026	ICT Transformation Programme	Key	Cabinet	Cabinet Member for Finance	Chief of Staff and Monitoring Officer (Emma Hodds)	Fully exempt 3 Information relating to the financial or business affairs of any particular person (including the authority holding that information)
13 October 2026	National Planning Scheme of Delegation	Non	Council, Cabinet	Cabinet Member for Planning and Licensing	Assistant Director, Environment and Planning (Stuart Ashworth)	Open

NOVEMBER 2026

Date of meeting	Report title	Key or Non-Key Decision	Decision Maker	Cabinet Member/Portfolio	Lead Officer	Open or Exempt
17 November 2026	King's Lynn Masterplan and Parking Strategy	Key	Cabinet	Deputy Leader and Cabinet Member for Business	Assistant Director, Regeneration, Housing & Place (Duncan Hall)	Open
17 November 2026	Budget Monitoring Quarter 2	Non	Cabinet	Cabinet Member for Finance	Assistant Director, Finance and Deputy Section 151 Officer (Carl Holland)	Open
17 November 2026	Council Tax Support Scheme for Working Age people for 2027/2028	Key	Cabinet, Council	Cabinet Member for Finance	Assistant Director, Finance and Deputy Section 151 Officer (Carl Holland)	Open
17 November 2026	Corporate Performance Monitoring Quarter 2	Key	Cabinet	Leader of the Council	Chief of Staff and Monitoring Officer (Emma Hodds)	Open

JANUARY 2027

Date of meeting	Report title	Key or Non-Key Decision	Decision Maker	Cabinet Member/Portfolio	Lead Officer	Open or Exempt
19 January 2027	Hunstanton Masterplan and Parking Strategy	Key	Council, Cabinet	Deputy Leader and Cabinet Member for Business	Assistant Director, Regeneration, Housing & Place (Duncan Hall)	Open
19 January 2027	Housing Delivery Strategy	Key	Cabinet	Cabinet Member for People and Communities	Assistant Director, Regeneration, Housing & Place (Duncan Hall)	Open

FEBRUARY 2027

Date of meeting	Report title	Key or Non-Key Decision	Decision Maker	Cabinet Member/Portfolio	Lead Officer	Open or Exempt
03 February 2027	Medium Term Financial Strategy 2026-2031	Key	Cabinet, Council	Cabinet Member for Finance	Assistant Director, Finance and Deputy Section 151 Officer (Carl Holland)	Open
03 February 2027	Capital Programme 2026-2030	Key	Cabinet, Council	Cabinet Member for Finance	Assistant Director, Finance and Deputy Section 151 Officer (Carl Holland)	Open
03 February 2027	Treasury Management Strategy	Key	Council, Cabinet	Cabinet Member for Finance	Assistant Director, Finance and Deputy Section 151 Officer (Carl Holland)	Open

03 February 2027	Capital Strategy	Key	Council, Cabinet	Cabinet Member for Finance	Assistant Director, Finance and Deputy Section 151 Officer (Carl Holland)	Open

MARCH 2027

Date of meeting	Report title	Key or Non-Key Decision	Decision Maker	Cabinet Member/Portfolio	Lead Officer	Open or Exempt
16 March 2027	Budget Monitoring Quarter 3	Non	Cabinet	Cabinet Member for Finance	Assistant Director, Finance and Deputy Section 151 Officer (Carl Holland)	Open
16 March 2027	Corporate Performance Monitoring Quarter 3	Key	Cabinet	Leader of the Council	Chief of Staff and Monitoring Officer (Emma Hodds)	Open

TO BE SCHEDULED

Date of meeting	Report title	Key or Non-Key Decision	Decision Maker	Cabinet Member/Portfolio	Lead Officer	Open or Exempt
	King's Lynn Conservation Area Appraisal and Management	Non	Council, Cabinet	Cabinet Member for Planning and Licensing	Assistant Director, Environment and Planning (Stuart Ashworth)	Open

	Plan					
	Empty Homes Strategy Review	Key	Council	Cabinet Member for People and Communities	Assistant Director, Health, Wellbeing and Public Protection (Mark Whitmore)	Open
	Housing Assurance Strategy	Non	Council	Cabinet Member for People and Communities	Assistant Director, Health, Wellbeing and Public Protection (Mark Whitmore)	Open
	Domestic Abuse Tenants/Residents Policy and Domestic Abuse Intersectionality Policy	Non	Council	Cabinet Member for People and Communities	Assistant Director, Regeneration, Housing & Place (Duncan Hall)	Open
	Heacham Beach Huts	Key	Cabinet	Deputy Leader and Cabinet Member for Business	Assistant Director, Property (Liz MacDonald)	Part exempt 3 Information relating to the financial or business affairs of any particular person (including the authority holding that information)

Agenda Item 11

POLICY REVIEW AND DEVELOPMENT PANEL REPORT

REPORT TO:	Regeneration and Development Panel		
DATE:	30th September 2026		
TITLE:	Sommerfeld & Thomas Warehouse		
TYPE OF REPORT:	Cabinet Report		
PORTFOLIO(S):	Councillor Ring, Business and Culture and Deputy Leader		
REPORT AUTHOR:	Jemma Curtis		
OPEN/EXEMPT	Exempt	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 the 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

Borough Council of
King's Lynn &
West Norfolk

DATE OF MEETING	13th October 2026
REPORT TITLE	Sommerfeld & Thomas Warehouse
LEAD MEMBER	Cllr Simon Ring, Deputy Leader and Portfolio Holder for Business and Culture
LEAD OFFICER	Jemma Curtis, Regeneration Programmes Manager
CONSULTEES	Section 151 Officer, Monitoring Officer, Corporate Projects, Property Services, Conservation Team, Historic England
WARDS AFFECTED	St Margarets with St Nicholas

KEY DECISION	NO
DECISION MAKER	Cabinet
IS THE REPORT OPEN OR EXEMPT	EXEMPT If not for publication, the paragraph(s) of Schedule 12A of the 1972 Local Government Act considered to justify this are paragraph three.

FINANCIAL IMPLICATIONS	YES
HR IMPLICATIONS	NO
POLICY IMPLICATIONS	NO
STATUTORY IMPLICATIONS	YES
RISK MANAGEMENT IMPLICATIONS	NO
ENVIRONMENTAL IMPLICATIONS	NO
EQUALITY IMPACT ASSESSMENT COMPLETED	Pre-screening completed.

SUMMARY OF REPORT

This report seeks Cabinet approval to accept a grant award offer from Historic England's Heritage at Risk Capital Fund to support the regeneration of the Grade II Listed Sommerfeld & Thomas Warehouse on South Quay, King's Lynn.

The project will undertake essential repair, conservation and enabling works to bring the vacant historic building into a safe and usable shell condition, safeguarding a significant heritage asset and facilitating its future occupation and long-term sustainable use.

Acceptance of the grant award requires the Borough Council to provide match funding of £250,000 from the Council's Capital Programme 2026-2028. The Council's contribution will leverage significant external investment into West Norfolk, support regeneration objectives, protect an important heritage asset and enable future commercial and community uses.

RECOMMENDATIONS

Cabinet resolves to:

1) Accept the Historic England Heritage at Risk Capital Grant award offer of £902,632 for the Sommerfeld & Thomas Warehouse Project.

2) Approve the project to Tier 1 in the Borough Council's Capital Programme 2026-2028

3) Approve £250,000 as match funding for the project to be met from earmarked reserves.

4) Authorise the Assistant Director for Regeneration, Housing and Place, in consultation with the Deputy Leader, to enter into all necessary funding agreements and associated consents and contractual documentation to progress to project delivery.

REASON FOR DECISION

The decision will enable the Council to secure external grant funding, safeguard a nationally important heritage asset, prevent further deterioration of the building, support regeneration objectives for King's Lynn and unlock future investment and occupation opportunities for the site.

CORPORATE STRATEGY
How does this proposal support our Corporate Priorities Our priorities | Corporate Strategy 2023 - 2027 | Borough Council of King's Lynn & West Norfolk

Promote growth and prosperity to benefit West Norfolk	The project will support regeneration of King's Lynn's riverfront, attract future private investment, increase visitor activity and support economic growth. The project is a further step forward in our heritage led regeneration to support the economic vitality of the town centre. It represents the next phase of regeneration to the riverfront, building on the current investment including the Dryside facilities located within the adjacent annexe building, land a Devil's Alley adjacent to the site, ongoing works at Custom House as well as St George's Guildhall.
Protect our Environment	Reuse of an existing historic building to the latest environmental standards and represents sustainable development, retains embodied carbon and avoids unnecessary demolition and rebuilding in a sustainable town centre location.
Efficient and effective delivery of our services	The proposal secures significant external funding and maximises public value from Council-owned assets.
Support our communities	The project will bring an important heritage asset back into community use and improve access to heritage, wellbeing and cultural opportunities.

REPORT DETAIL

1. Introduction

1.1. This report seeks approval to accept a grant award of £902,632 from Historic England's Heritage at Risk Capital Fund and to provide £250,000 match funding from the Borough Council's Capital Programme 2026-2028 to support the regeneration of the Sommerfeld & Thomas Warehouse on South Quay, King's Lynn.

2. Background

2.1. The Sommerfeld & Thomas Warehouse is a Grade II Listed former warehouse located on South Quay, King's Lynn, within the King's Lynn Conservation Area. The building is currently not in use because its condition, layout and lack of modern building infrastructure prevent safe and viable occupation.

2.2. The Council acquired the property in 2018 as part of its wider regeneration ambitions for the riverfront area. The building was subsequently identified as a priority heritage asset requiring intervention through the King's Lynn Heritage Action Zone programme.

2.3. Essential stabilisation and repair works were undertaken during 2022-23, including roof repairs, repointing, rainwater goods replacement and other measures to ensure the building remained secure and weatherproof. Whilst these works prevented immediate deterioration, the building remains vacant, inaccessible to the public and unsuitable for occupation. The Council has actively sought to secure the building's future through marketing and promotion, including its inclusion in Historic England's Heritage Investment Prospectus in 2025. Despite sustained efforts over several years, no viable redevelopment proposal has emerged. Public investment is therefore needed to realise the site's considerable potential to unlock and preserve an important heritage asset while creating new social, cultural and economic value.

2.4. The Council has worked with conservation specialists and Historic England to develop proposals for further investment and submitted an Expression of Interest application to the Heritage at Risk Capital Fund in April 2026, we were then invited to submit a full application in July 2026. The works required to achieve a usable shell condition have been identified and this project will address these barriers and provide the critical step towards securing a

sustainable long-term use for this important heritage asset through adaptive reuse.

2.5. Historic England has now offered grant funding towards a programme of works intended to bring the building into a usable shell condition capable of meanwhile uses alongside attracting long-term occupation and investment.

3. Proposal

3.1. The proposed project will deliver:

- Further investigations and surveys where required.
- Structural repairs and stabilisation works.
- Repair and conservation of historic building fabric.
- New windows and doors and repair of historic windows, with appropriate replacements where necessary.
- Internal floor repairs and replacement works.
- Access improvements including new stairs.
- Installation of essential building services infrastructure such as heating, water, plumbing and drainage connections.
- Fire safety improvements.
- Recording of historic fabric before and during works.
- Conservation-led repairs using traditional materials and techniques.
- Delivery of community engagement and skills programmes associated with the project.

3.2. The project will restore a landmark building that makes a significant contribution to the character of South Quay and the King's Lynn Conservation Area. Its repair will improve the waterfront, enhance the setting of nearby listed buildings and contribute to a more attractive and welcoming historic environment. Visible investment in the warehouse will demonstrate further confidence in the town and will strengthen civic pride by responding directly to priorities identified through public consultation for the Pride in Place programme and King's Lynn Masterplan.

3.3. The project is designed as an enabling intervention that will allow the building to be used for pop-up and meanwhile uses as well as unlock long-term reuse. The Council is currently exploring occupation by a social enterprise seeking to

create a community and wellbeing-focused hub with wellness activities, flexible workspace, community uses and food and drink provision. While future occupation is subject to separate agreements and fit-out works, the project will create the conditions necessary for this and other opportunities to be progressed and enable sustainable and appropriate use of the building creating opportunities for wider economic, social and cultural benefits.

3.4. Acceptance of the Historic England grant is conditional upon the Council providing £250,000 match funding.

4. Options Considered

4.1. Option 1 - Accept the Grant and Provide Match Funding (Recommended)

This option secures substantial external investment into the borough, protects the heritage asset, supports regeneration objectives, algins with Council policy and facilitates future occupation of the building.

4.2. Option 2 - Decline the Grant Offer

This option would avoid the Council's match funding contribution but would result in the loss of significant external funding and significantly reduce the Council's ability to bring the building back into productive use.

4.3. Option 3 – Delay Acceptance

A delay could result in the withdrawal of grant funding, increased construction costs, further deterioration of the building and lost regeneration opportunities.

5. Financial Implications

5.1. Historic England has offered grant funding towards the delivery of the project subject to receipt of a local contribution. The Grant contribution from Historic England totals: £902,632. Total project costs are £1,152,632.

5.2. The Council is required to provide £250,000 match funding from the Capital Programme 2026-2028, allocated from earmarked reserves.

5.3. Approval of the recommendation will create a capital commitment of £250,000 and will unlock significant external funding that would otherwise not be available to the Council.

5.4. The project represents a strategic investment in a Council-owned asset and is expected to reduce future liabilities associated with deterioration and ongoing maintenance requirements.

6. HR Implications

6.1. There are no direct HR implications arising from this report.

6.2. The project will be delivered using existing staff resources supported by appointed specialist consultants and contractors.

7. Policy Implications

7.1. The proposal supports King's Lynn regeneration objectives including:

7.2. Pride in Place Regeneration Plan (2025).

7.3. Draft King's Lynn Masterplan (2026).

7.4. The project supports the ambitions of the King's Lynn Masterplan and Pride in Place programme by contributing to a more attractive, active and connected waterfront. The project is identified as a short-term ambition (0-5 years) in the emerging King's Lynn Masterplan, where it is recognised as a large and catalytic site within the wider riverfront. Site regeneration has also been identified as a priority through the former Heritage Action Zone and through the King's Lynn Pride in Place Ten-Year Vision.

7.5. Increased activity will generate additional footfall along the waterfront, supporting existing businesses and encouraging further investment in the area. The warehouse is identified as a priority heritage asset, reusing the building will strengthen the southern gateway to the historic waterfront and complement investment at St George's Guildhall, the Custom House, the adjacent Dryside facilities and other regeneration projects across the town. The project also has strong links to the proposed Devil's Alley public realm scheme adjacent to the site. Bringing the warehouse back into use will help

activate these improvements by creating a complementary destination and increasing regular use of the area. In turn, the enhanced public realm will improve the setting and accessibility of the heritage asset creating a more attractive, connected and vibrant waterfront.

7.6. Surveys, research and recording undertaken as part of the works will improve understanding of the building's significance and history. This information will support future interpretation, education and engagement activities, enabling more people to connect with King's Lynn's maritime and industrial heritage.

7.7. Overall, the project will create the conditions for future occupation and investment. Interest has already been expressed by a social enterprise seeking to establish a community and wellbeing-focused hub within the building. While future fit-out works are outside the scope of this scheme, delivering an occupier-ready shell will unlock opportunities for future use and investment, acting as a catalyst for regeneration, investment and community benefit.

7.8. Therefore, the project directly supports delivery of the Council's Corporate Strategy, Corporate Action Plan and wider policy commitments, as set out at the beginning of this report most notably around heritage and conservation, economic growth and town centre regeneration.

8. Climate Change and Environmental Implications and considerations

8.1. The proposal promotes the retention and reuse of an existing historic building, reducing embodied carbon associated with demolition and redevelopment.

8.2. Repairing and bringing the building back into use supports sustainable development principles while contributing towards environmental regeneration of the riverfront area. Bringing the warehouse back towards productive use will strengthen a compact town-centre location accessible by walking, cycling and public transport, reducing reliance on car travel. The building will complement nearby regeneration and public realm projects, including Devil's

Alley, Boal Quay and other waterfront improvements designed to create a greener, better connected environment.

9. Statutory and Legal Implications

9.1. The Council has powers to undertake regeneration, economic development and property improvement activities under the Local Government Act 2000 and Localism Act 2011.

9.2. The project will be delivered in accordance with procurement requirements, grant conditions, listed building requirements and all relevant statutory approvals.

9.3. Legal Services will review and advise on funding agreements and contractual arrangements prior to execution.

10. Local Government Reorganisation Implications

10.1. There are no immediate Local Government Reorganisation implications arising from this report.

10.2. The investment will enhance the value and condition of a strategic public asset and support long-term regeneration objectives irrespective of future governance arrangements.

11. Health and Safety Implications

11.1. The project will improve the safety of the building through structural stabilisation and compliance-related works.

11.2. Construction works will be undertaken in accordance with Construction (Design and Management) Regulations and managed through appropriate project governance arrangements.

12. Consultees

12.1. Key Consultees have included:

- Historic England
- Section 151 Officer
- Monitoring Officer
- Property Services
- Conservation Team
- Regeneration Team

12.2. The project has been shaped by extensive public and stakeholder engagement undertaken with residents, businesses and community organisations through the King's Lynn Pride in Place programme between 2024 and 2026. Feedback identified the warehouse as a priority heritage asset and highlighted its potential to contribute to the regeneration of South

Quay and the wider waterfront. Respondents recognised that the building's vacant and deteriorating condition detracts from the area, while its restoration offers opportunities for community benefit, public access and economic activity. The project is strongly supported through the draft King's Lynn Masterplan. Public consultation identified the reuse of the warehouse as a key opportunity, over 70% of respondents support its redevelopment as a creative, cultural or commercial destination, demonstrating clear public backing for investment and reuse. Formal letters of support were received for the Heritage at Risk Capital Fund application from the King's Lynn Civic Society, King's Lynn Neighbourhood Board and Discover King's Lynn Business Improvement District (BID).

12.3. The building's significance has been recognised nationally through its inclusion in Historic England's 2025 Heritage Investment Prospectus, which identified the warehouse as one of 20 heritage regeneration opportunities across England, giving the site a national profile.

13. Equality Impact Assessment

13.1. A pre-screening Equality Impact Assessment has been completed.

13.2. The proposal is expected to have a positive impact by increasing future public access to a heritage asset and expanding opportunities for community use and participation. No adverse impacts have been identified and a full Equality Impact Assessment is not considered necessary.

14. Risk Management Implications

14.1. Key risks include:

Risk	Mitigation
Failure to accept funding within required timescales	Cabinet approval and prompt execution of funding agreements
Cost inflation	Robust project management, contingency allowances and procurement controls in place as part of established Project Management governance.
Unforeseen building condition issues	Detailed surveys and specialist conservation advice
Future occupation not secured	Ongoing engagement with interested operators and marketing opportunities
Further deterioration if project does not proceed	Acceptance of grant and implementation of repair works

15. Conclusion

15.1. The Sommerfeld & Thomas Warehouse is a significant heritage asset whose long-term future requires further intervention beyond the emergency repair works already completed.

15.2. The Historic England grant award provides an opportunity to secure substantial external investment and accelerate the regeneration of a prominent riverside site. Approval of the required £250,000 match funding contribution will enable the Council to safeguard the building, attract future investment and support wider economic, cultural and community benefits.

15.3. Cabinet is therefore recommended to approve acceptance of the grant award and the associated capital funding contribution allowing the project to commence without delay.

LIST OF APPENDICES
• Historic England Grant Award Offer Letter. To be received. • Project Cost Plan and Funding Package. Confirm with project team • Site Location Plan. • Equality Impact Assessment

LIST OF BACKGROUND PAPERS
• Heritage at Risk Capital Fund Application Summary (exempt) • King's Lynn Masterplan (May 2026 Draft). • Pride in Place Regeneration Plan. • Historic England Heritage Investment Prospectus 2025

PRE SCREENING EQUALITY IMPACT ASSESSMENT				
For equalities profile information please visit Norfolk Insight - Demographics and Statistics - Data Observatory				
Name of policy/service/function	Regeneration & Economic Development-Sommerfeld and Thomas			
Is this a new or existing policy/ service/function? *(tick as appropriate)*	New	X	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 Cabinet Report seeks Cabinet approval to accept a grant award offer from Historic England's Heritage at Risk Capital Fund to support the regeneration of the Grade II Listed Sommerfeld & Thomas Warehouse on South Quay, King's Lynn. The project will undertake essential repair, conservation and enabling works to bring the vacant historic building into a safe and usable shell condition, safeguarding a significant heritage asset and facilitating its use, future occupation and long-term sustainable use. Acceptance of the grant award requires the Borough Council to provide match funding of £250,000 from the Council's Capital Programme 2026-2028. The Council's contribution will leverage significant external investment into West Norfolk, support regeneration objectives, protect an important heritage asset and enable future commercial and community uses.
Who has been consulted as part of the development of the policy/service/function? – new only *(identify stakeholders consulted with)*	Section 12 of above report.
Question	**Answer**

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?

Please tick the relevant box for each group.
NB. Equality neutral means no negative impact on any group.

	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	

If potential adverse impacts are identified, then a full Equality Impact Assessment (Stage 2) will be required. ****For more information on health inequalities please visit <u>The King's Fund</u>***	Armed forces community			X	
	Care leavers			X	
	Health inequalities*	X			
	Other (eg low income, caring responsibilities)	X			

Please provide a brief explanation of the answers above:

Public access to the Sommerfeld & Thomas Warehouse is extremely limited. The Grade II Listed building is vacant, inaccessible and unsuitable for public use due to condition, safety concerns and the absence of compliant access, fire safety measures and building services. The project will bring the building into a safe, compliant and usable shell condition capable of supporting long-term occupation. The works will address the key barriers that currently prevent access, including structural issues, fire safety deficiencies and accessibility constraints.

Recording, research and investigation undertaken during the project will inform future interpretation and educational activities, helping people to understand and appreciate an important part of King's Lynn's maritime and industrial heritage. The project complements wider riverfront regeneration initiatives including planned public realm improvements at Devil's Alley, creating stronger connections between the warehouse, South Quay and surrounding public spaces. Together, these improvements will encourage greater use of the waterfront and provide a more welcoming environment for residents and visitors.

The warehouse is located within an area facing significant socioeconomic challenges, with parts of King's Lynn experiencing high levels of deprivation. The project has the potential to improve access to opportunities for groups that can face barriers to participation, including people on lower incomes, older residents, young people and those experiencing social isolation. By creating an accessible and welcoming destination in a central location, the project will support inclusive community engagement, help build confidence and skills, strengthen local networks and connections, and contribute to reducing inequalities in access to cultural, social and economic opportunities.

The use of the building aligns with West Norfolk's Marmot Place ambitions to provide systemic change in the West of Norfolk to improve health equity across all sectors by supporting activities that reduce social isolation, improve wellbeing and increase participation and access to heritage. Connections to nearby green and blue infrastructure, including Boal Quay, Harding's Pits and Devil's Alley, will encourage active travel, outdoor activity and urban growing.

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: ……..**		
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**	N/A	**Actions: N/A** **Actions agreed by EWG member: ……..**
5. Is the policy/service specifically designed to tackle evidence of disadvantage or potential discrimination?	No	**Please provide brief summary:**
Assessment completed by: Name	**Connor Smalls**	
Job title	**Regeneration Programmes Officer**	
Date completed	**16/09/26**	
Reviewed by EWG member	A Demonty	**Date** **21.09.26**
✓ Please tick to confirm completed EIA Pre-screening Form has been shared with Corporate Policy (corporate.policy@west-norfolk.gov.uk)		