

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



# **Regeneration and Development Panel**

## **Agenda**

**Tuesday, 22nd May, 2018**  
at 6.00 pm

in the

**Council Chamber  
Town Hall  
Saturday Market Place  
King's Lynn**





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

Friday 11 May 2018

Dear Member

**Regeneration and Development Panel**

You are invited to attend a meeting of the above-mentioned Panel which will be held on **Tuesday, 22nd May, 2018 at 6.00 pm** in the **Council Chamber, Town Hall, Saturday Market Place, King's Lynn** to discuss the business shown below.

Yours sincerely

Chief Executive

**AGENDA**

**1. Appointment of Vice Chairman for the Municipal Year**

**2. Apologies for absence**

To receive any apologies for absence.

**3. Minutes (Pages 6 - 11)**

To approve the minutes of the previous meeting.

**4. Declarations of Interest**

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

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

**5. Urgent Business**

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

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

Members wishing to speak pursuant to Standing Order 34 should inform the Chairman of their intention to do so and on what items they wish to be heard before the meeting commences. Any Member attending the meeting under Standing Order 34 will only be permitted to speak on those items which have been previously notified to the Chairman.

**7. Chairman's Correspondence**

If any.

**8. King's Lynn Transport Study Update (30 minutes) (Verbal Report)**

**9. Hertiage Action Zone Update (30 minutes) (Verbal Report)**

**10. Membership of Task Groups and Informal Working Groups (10 minutes)  
(Page 12)**

**11. Exclusion of Press and Public**

To consider passing the following resolution:

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

**12. EXEMPT - Commercial Rent Arrears Presentation (20 mins)**

**RETURN TO OPEN SESSION**

**13. Work Programme and Forward Decision List (Pages 13 - 19)**

**14. Date of the next meeting**

To note that the next meeting of the Regeneration & Development Panel is scheduled to take place on Tuesday 26<sup>th</sup> June 2018 at 6.00pm in the Council Chamber, Town Hall, Saturday Market Place, King's Lynn.

To:

**Regeneration and Development Panel:** Mrs J Collingham, C J Crofts, P Gidney (Chairman), M Chenery of Horsbrugh, M Howland, P Kunes, C Manning, T Smith, A Tyler, Mrs E Watson and D Whitby.

**Portfolio Holders:**

Councillor A Beales – Portfolio Holder for Corporate Projects and Assets

Councillor R Blunt – Portfolio Holder for Development

Councillor B Long – Leader of the Council

**Officers:**

Alan Gomm – LDF Manager

Matthew Henry – Property Services Manager

Fiona Heubeck – Valuer, Property Services

Ostap Paparega – Regeneration and Economic Development Manager

Jemma Curtis, Regeneration Programmes Manager

Alan Gomm, LDF Manager

Fiona Heubeck, Valuer

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

**REGENERATION AND DEVELOPMENT PANEL**

**Minutes from the Meeting of the Regeneration and Development Panel held on Tuesday, 3rd April, 2018 at 6.00 pm in the Council Chamber, Town Hall, Saturday Market Place, King's Lynn PE30 5DQ**

**PRESENT:** Councillor P Gidney (Chairman), Mrs J Collingham, C J Crofts, M Chenery of Horsbrugh, M Howland, C Manning, G Middleton, T Parish, A Tyler, D Whitby (substitute for P Kunes) and Mrs A Wright.

**Portfolio Holders**

Councillor A Beales, Portfolio Holder for Corporate Projects and Assets  
Councillor Mrs E Nockolds, Portfolio Holder for Culture, Heritage and Health

**Officers:**

Chris Bamfield, Executive Director  
Jemma Curtis, Regeneration Programmes Manager  
Mark Fuller, Principal Project Surveyor  
Ged Greaves, Senior Policy and Performance Officer  
Ray Harding, Chief Executive  
Matthew Henry, Property Services Manager  
Ostap Paparega, Regeneration and Economic Development Manager

RD93: **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors R Blunt, I Devereux, P Hodson, B Long, P Kunes, T Smith and Mrs E Watson.

RD94: **MINUTES**

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

RD95: **DECLARATIONS OF INTEREST**

There was none.

RD96: **URGENT BUSINESS**

There was none.

RD97: **MEMBERS PRESENT PURSUANT TO STANDING ORDER 34**

Councillor L Bambridge – RD100 and RD102  
Councillor T Bubb – RD102 and RD103

Councillor Mrs S Fraser – RD103  
 Councillor G Hipperson – RD102 and RD103  
 Councillor D Pope – all items.

RD98: **CHAIRMAN'S CORRESPONDENCE**

The Chairman referred to the exempt item which would be considered by the Panel later on in the meeting – Report of the Guildhall Informal Working Group. He also referred to an item in the press highlighting that the item was to be considered in closed session. He reminded all those present that no decisions would be made on the future of the Guildhall at this meeting and the report being presented was an interim report of the Informal Working Group; they had not yet finished their work. The report was being discussed in closed session as there were businesses and organisations associated with or using the site and financial matters may also be discussed. A final report would be presented in due course which would be considered by the relevant Portfolio Holder. The Executive Director explained that a press release would be issued after the meeting.

RD99: **CORPORATE PERFORMANCE MONITORING Q3 2017-2018**

The Senior Policy and Performance Officer presented the report which monitored progress against agreed performance indicators for the year. The Panel was reminded that in January 2018, following recommendations from the Scrutiny Structures Task Group, Cabinet had agreed that Panels should consider their own indicators. The Senior Policy and Performance Officer explained that twelve performance indicators were within the remit of the Regeneration and Development panel and these were included in the report. There were two indicators which had not met target as follows, and a mitigation plan was in place to address issues:

- CO4 - % of rent arrears on industrial estates
- CO6 - % of rent arrears on retail/general units.

The Chairman thanked the Senior Policy and Performance Officer for his report. There were no questions from the Panel.

**RESOLVED:** The Panel agreed the actions outlined in the Action Report.

RD100: **CULTURAL PROSPECTUS**

The Executive Director presented the Cultural Prospectus, a copy of which had been circulated with the Agenda. A copy of his presentation is attached.

It was explained that the trigger for the Prospectus was the failed HLF bid for the Guildhall. The Prospectus would be used to assist with engagement with key partners and potential co-investors and assist with an application to become a National Portfolio Organisation (NPO) through the Arts Council.

The Executive Director explained that following consideration and comments from the Regeneration and Development Panel, the Cultural Prospectus would then be presented to Cabinet.

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

Councillor Bambridge addressed the Panel under Standing Order 34. She commented that there was no mention of local organisations running activities, the work carried out with existing organisations and work in Schools. She also commented that the Prospectus needed proofing before it was finalised. The Portfolio Holder for Culture, Heritage and Health, Councillor Mrs Nockolds explained that, with Arts Mark, a Board was being set up with representatives from Secondary and Primary Schools, Museums and other groups who worked with young people. She also explained that work was ongoing with Festival Bridge and Garage with hard to reach young people. The Portfolio Holder also made reference to financial assistance grants which had been provided to local organisations.

In response to a question from Councillor Middleton, it was explained that NPO's ran for a four year period. There was other funding which was available from the Arts Council, and additional funding opportunities could be looked at alongside the NPO.

Councillor Mrs Collingham referred to Look Sideways East. The Portfolio Holder for Culture, Heritage and Health, Councillor Mrs Nockolds explained that this was a New Anglia LEP Cultural Board initiative to develop cultural tourism across Norfolk and Suffolk. The Borough Council and the Festival had been identified as one of the areas to benefit from the development of the cultural economy across the tourism and culture sectors.

The Vice Chairman, Councillor Mrs Wright commented that no mention had been made to how big houses such as Houghton made a contribution to Heritage and the Arts and suggested that case studies could be included in the Prospectus.

**RESOLVED:** The Panel supported the Cultural Prospectus.

RD101: **EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:** That under Section 100(A)(4) of the Local Government Act, 1972, the press and public be excluded from the meeting for the



following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 3 of part 1 of Schedule 12A of the Act.

RD102: **EXEMPT - SAIL THE WASH AND VISITOR PONTOONS**

The Regeneration Programmes Manager provided the Panel with a presentation on options for potential development/improvement of the Pontoons.

The Chairman thanked the Regeneration Programmes Manager for her presentation and invited questions and comments from the Panel.

Councillor Hipperson addressed the Panel under Standing Order 34. He referred to other ports in the area, the lack of facilities in King's Lynn, inland waterways and ideas for future development.

The Panel discussed potential enhancements to the Pontoons, links to the Waterfront Development, potential investment/funding opportunities, tourism and the riverfront.

The Portfolio Holder for Corporate Projects and Assets, Councillor Beales, explained that options would be developed and a feasibility study would be carried out. He thanked the Panel for their input.

The Chairman suggested that an Informal Working Group be established to look at potential future enhancements to the Pontoons, Sail the Wash, use of the river and inland waterways. The Portfolio Holder for Corporate Projects and Assets welcomed this proposal.

**RESOLVED:** 1. The Panel supported Option 3 as detailed in the presentation, which was to develop the facility/service.  
2. An Informal Working Group be established to look at the use of the River with its Terms of Reference being to investigate the future of the Pontoons, Sail the Wash, use of the river and inland waterways. Councillors Mrs Collingham, M Howland and G Hipperson to be appointed to the Informal Working Group and any other Members interested in participating in the Group to contact the Chairman, Councillor Gidney.

RD103: **EXEMPT - REPORT OF THE GUILDHALL INFORMAL WORKING GROUP**

Councillor Mrs Wright, Chairman of the Informal Working Group presented the report. She explained that this was an interim report of the Informal Working Group as their work was still ongoing. Councillor Mrs Wright thanked officers, the Portfolio Holder and the Members of the Informal Working Group for all of their input. She explained that the Informal Working Group had met regularly and had invited

organisations involved in the Guildhall to meetings to put forward their ideas and vision for the future of the Guildhall. Councillor Mrs Wright summarised the work of the Informal Working Group and some of the ideas they had come up with so far.

The Principal Project Surveyor had summarised the preferred options of the Informal Working Group in a Presentation, which was presented to the Panel.

The Chairman thanked Councillor Mrs Wright, Members of the Informal Working Group, and officers for the work carried out and invited questions and comments from the Panel, as summarised below.

The Panel discussed the preferred options and it was explained that a disability access audit was carried out as part of the last HLF bid and any proposals would be accessible. It was also explained that there was sufficient car parking in the town centre should activity on the site increase, as it would mainly be during the evening, and there was car parking provision on Common Staithe Quay which was not usually full in the evening. It was also explained that the National Trust would be involved in any development and consent would be required from them and Historic England if a lift was to be added to the Guildhall.

It was also explained that the Cultural Prospectus had links to the future of the Guildhall and could help to lever in funding and increase activity on the site. The Panel was informed that proposals were broad at the moment and preferred options would be investigated for feasibility, before any further bids for funding were considered.

Members of the Informal Working Group thanked the Chairman of the Informal Working Group, Councillor Mrs Wright and explained that the main focus of the group was to look at a vision of the site and do something different on the site.

**RESOLVED:** 1. The Panel noted the update from the Informal Working Group and that a final report would be presented to the Panel in due course.

2. That the Informal Working Group can continue to meet until its work is completed.

RETURN TO OPEN SESSION

RD104: **WORK PROGRAMME**

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

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

RD105: **DATE OF THE NEXT MEETING**

The next meeting of the Regeneration and Development Panel would be held on Tuesday 22<sup>nd</sup> May 2018 at 6.00pm in the Council Chamber, Town Hall, Saturday Market Place, King's Lynn.

**The meeting closed at 8.20 pm**

**POLICY REVIEW AND DEVELOPMENT PANEL REPORT**

REPORT TO:	Regeneration and Development Panel		
DATE:	22 <sup>nd</sup> May 2018		
TITLE:	Membership of Task Groups and Informal Working Groups 2018/2019		
TYPE OF REPORT:	Operational		
REPORT AUTHOR:	Rebecca Parker, Democratic Services Officer		
OPEN/EXEMPT	OPEN	WILL BE SUBJECT TO A FUTURE CABINET REPORT:	No

**REPORT SUMMARY/COVER PAGE**

<p>PURPOSE OF REPORT/SUMMARY:</p> <p>This report invites the Regeneration and Development Panel to arrange for the appointment of Members to serve on the Informal Working Groups and Task Groups, which have previously been established by the Panel, for the Municipal Year 2018/2019.</p> <p>The Panel has established the following Groups:</p> <ul style="list-style-type: none"> <li>- <b>Guildhall Informal Working Group</b> – Current Membership: Councillors Collingham, Middleton, Manning and A Tyler. Councillor Wright was also Chairman of the Group.</li> <li>- <b>Riverfront Informal Working Group</b> – Current Membership: Councillors Collingham, Hipperson, Howland, Kunes and Westrop.</li> <li>- <b>Custom and Self Build Policy Development Task Group</b> (7 Conservative, 1 Labour and 1 Independent): Current Membership: Councillors Anota, Bird, Blunt, Bubb, S Collop, Crofts, Fraser, Manning and Watson.</li> </ul>
<p>KEY ISSUES:</p> <p>At their meeting in April 2018 the Panel agreed that the Guildhall Informal Working Group could continue to meet, with its current Membership, until the work had been completed.</p>
<p>RECOMMENDATIONS:</p> <ol style="list-style-type: none"> <li>1. That the current Informal Working Groups and Task Group established by the Panel continue to operate and that the Panel confirm their Membership.</li> <li>2. That the Democratic Services Officer be instructed to seek the Membership from Group Leaders of the Custom and Self Build Policy Development Task Group for the 2018/2019 Municipal Year.</li> </ol>
<p>REASONS FOR RECOMMENDATIONS:</p> <p>To allow the business of the Task Group and Informal Working Groups to continue.</p>

## REGENERATION AND DEVELOPMENT PANEL WORK PROGRAMME 2018/2019

DATE OF MEETING	TITLE	TYPE OF REPORT	LEAD OFFICER	OBJECTIVES AND DESIRED OUTCOMES
<b>22<sup>nd</sup> May 2018</b>	Appointment of Vice Chairman	Operational		To appoint a Vice Chairman for the municipal year 2018/2019.
	Membership of Task Groups and Informal Working Groups	Operational		To appoint Members to the Task Group for 2018/2019
	King's Lynn Transport Study Update	Update	Alan Gomm	To receive an update
	Heritage Action Zone Update	Update	Ostap Paparega	To receive an update.
	EXEMPT - Commercial Rent Arrears Presentation	Information	Fiona Heubeck and Matthew Henry	Corporate Performance Monitoring identified this as one of the Indicators which was not on target. Officers to provide additional information to the Panel.
<b>26<sup>th</sup> June 2018</b>	Business Improvement District	Information	Representatives from the BID	To provide the Panel with information on what the BID levy is being used for in the town centre.
	NORA Enterprise Zone Update	Update	Jemma Curtis	Update on progress with the NORA Enterprise Zone.
	Derelict Land and Buildings Group Update	Update	Jemma Curtis/Jason Richardson	To receive and update on the work of the Group.
	King's Lynn Transport Study	Workshop Session	Ian Parkes (NCC), Alan Gomm, Jemma Curtis	To look at options for model testing.
<b>31<sup>st</sup> July 2018</b>	Q4 2017-2018 Corporate Performance Monitoring Report	Monitoring	Becky Box/ Ged Greaves	To monitor progress against agreed performance indicators for the year relevant to the Regeneration and Development Panel.
	Riverfront/Nelson Quay	Update	Jemma Curtis	

	Update			
	Heritage Action Zone – unlocking brownfield sites	Update	Jemma Curtis and external consultants	
<b>11<sup>th</sup> September 2018</b>	Q1 2018-2019 Corporate Performance Monitoring Report	Monitoring	Becky Box/ Ged Greaves	To monitor progress against agreed performance indicators for the year relevant to the Regeneration and Development Panel.
<b>30<sup>th</sup> October 2018</b>				
<b>11<sup>th</sup> December 2018</b>	Q2 2018-2019 Corporate Performance Monitoring Report	Monitoring	Becky Box/ Ged Greaves	To monitor progress against agreed performance indicators for the year relevant to the Regeneration and Development Panel.
	Budget	Presentation	Lorraine Gore	Opportunity to feed into the Budget setting process prior to its submission to Cabinet and Council.
<b>29<sup>th</sup> January 2019</b>				
<b>12<sup>th</sup> March 2019</b>				
<b>9<sup>th</sup> April 2019</b>	Q3 2018-2019 Corporate Performance Monitoring Report	Monitoring	Becky Box/ Ged Greaves	To monitor progress against agreed performance indicators for the year relevant to the Regeneration and Development Panel.

**FORWARD DECISIONS LIST**

<b>Date of meeting</b>	<b>Report title</b>	<b>Key or Non Key Decision</b>	<b>Decision Maker</b>	<b>Cabinet Member and Lead Officer</b>	<b>List of Background Papers</b>	<b>Public or Private Meeting</b>
29 May 2018						
	East Wisbech Broad Concept Plan	Non	Cabinet	Development Exec Dir – G Hall		Public
	Local Government and Public Involvement in Health Act 2007 – Requests for variation of number of Parish Councillors Dersingham and Nordelph	Non	Council	Leader Chief Executive		Public
	Polling Place Review – Hillington	Non	Council	Leader Chief Executive		Public
15	Health and Safety Policy Update	Non	Council	Leader Exec Dir – D Gates		Public
	Cultural Prospectus	Non	Cabinet	Deputy Leader and Culture Heritage and Health		Public
	Financial Update for Major Housing Scheme	Non	Cabinet	Corporate Projects and Assets Exec Dir - C Bamfield		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Outside Body appointments 2018/19	Non	Cabinet	Leader Exec Dir – D Gates		Public
	Appointment to Sub Committees/Task Groups – 2018/19	Non	Cabinet	Leader Exec Dir – D Gates		Public

	Charging for Uncontested Parish Elections	Non	Council	Leader Chief Executive		Public
	Continuation of the Borough Council as part of the CNC Building Control Partnership	Non	Council	Development Exec Dir – G Hall		Public
	Economic Development – Shared Services	Non	Council	Economic Development and Performance Exec Dir – C Bamfield		Public

<b>Date of meeting</b>	<b>Report title</b>	<b>Key or Non Key Decision</b>	<b>Decision Maker</b>	<b>Cabinet Member and Lead Officer</b>	<b>List of Background Papers</b>	<b>Public or Private Meeting</b>
25 June 2018						
16	King's Lynn Property Acquisition	Key	Cabinet	Corporate Projects and Assets Exec Dir - C Bamfield		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Revenue and Capital Outturn	Key	Council	Leader Exec Director – L Gore		Public
	Leisure Services Provision	Key	Council	Culture, Heritage and Health Exec Dir - C Bamfield		Private – Contains exempt information under para 3 – information relating to the business affairs of any person (including the authority)



	Difficult to Deliver Site – Hunstanton – Housing With Care	Key	Council	Corporate Projects and Assets Exec Dir - C Bamfield		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Private Sector Housing Policy	Key	Council	Housing & Community Chief Executive		Public
	South East King's Lynn Strategic Growth Area / West Winch Relief Road	Key	Cabinet	Development Exec Dir - G Hall		Public
17	Proposed Enforced Sales case & future procedures	Non	Cabinet	Development Exec Dir – G Hall		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Accelerated Construction Scheme	Key	Cabinet	Housing & Community Chief Executive		Public
	West Norfolk Housing Company – conversion to not for profit organisation and Business Plan	Non	Cabinet	Housing & Community Chief Executive		Public
	Tree and Woodland Strategy	Non	Council	Culture, Heritage and Health Exec Dir – C Bamfield		Public
	Spec Units at NORA	Key	Cabinet	Corporate Projects and Assets Exec Dir – C Bamfield		Public

Date of meeting	Report title	Key or Non Key	Decision Maker	Cabinet Member and Lead Officer	List of Background	Public or Private Meeting
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		Decision			Papers	
21 August 2018						
	King's Lynn Property Acquisition	Key	Cabinet	Corporate Projects and Assets Exec Dir - C Bamfield		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Major Housing Phase 3 – Enabling Work for Lynnsport 1	Key	Council	Corporate Projects and Assets Exec Dir - C Bamfield		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
18	NORA Phase 4	Key	Council	Corporate Projects and Assets Exec Dir - C Bamfield		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)

Date of meeting	Report title	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
2 October 2018						

	King's Lynn Property Acquisition	Key	Cabinet	Corporate Projects and Assets Exec Dir - C Bamfield		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Council Tax Discounts	Key	Cabinet	Leader Exec Director – L Gore		Public
	Lynnsport Community Facilities	Key	Council	Corporate Projects and Assets Exec Dir - C Bamfield		Public

<b>Date of meeting</b>	<b>Report title</b>	<b>Key or Non Key Decision</b>	<b>Decision Maker</b>	<b>Cabinet Member and Lead Officer</b>	<b>List of Background Papers</b>	<b>Public or Private Meeting</b>
13 November 2018						
	King's Lynn Property Acquisition	Key	Cabinet	Corporate Projects and Assets Exec Dir - C Bamfield		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)

<b>Date of meeting</b>	<b>Report title</b>	<b>Key or Non Key Decision</b>	<b>Decision Maker</b>	<b>Cabinet Member and Lead Officer</b>	<b>List of Background Papers</b>	<b>Public or Private Meeting</b>
8 January 2019	Council Tax Support	Key	Cabinet	Leader Exec Director – L Gore		Public