

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



Regeneration and Development Panel

Agenda

Tuesday, 21st July, 2020
at 3.00 pm

**Remote Meeting on Zoom and available for
the public to view on [WestNorfolkBC on You
Tube](#)**



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

Friday 10th July 2020

Dear Member

Regeneration and Development Panel

You are invited to attend a meeting of the above-mentioned Panel which will be held on **Tuesday, 21st July, 2020 at 3.00 pm** in the **Remote Meeting on Zoom and available for the public to view on WestNorfolkBC on You Tube - Zoom and You Tube** to discuss the business shown below.

Yours sincerely

Chief Executive

AGENDA

1. Apologies for absence

To receive any apologies for absence.

2. Minutes (Pages 5 - 10)

To approve the minutes of the previous meeting.

3. 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.

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. Full Year Corporate Performance Monitoring - 20 minutes (Pages 11 - 16)

8. Sail The Wash Update - 5 minutes (Verbal Report)

9. Work Programme and Forward Decision List (Pages 17 - 22)

10. Date of the next meeting

To note that the next meeting of the Regeneration & Development Panel is scheduled to take place on **Tuesday 1st September 2020 at 3.00pm.**

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 - Towns Fund and Future High Street Update - 60 minutes (Pages 23 - 25)

To include:

- Business and Enterprise
- Guildhall Complex and Creative Hub
- Stakeholders
- Investment Plan
- Emerging Projects

To:

Regeneration and Development Panel: Miss L Bambridge, F Bone, Mrs J Collingham (Chair), M de Whalley, B Jones, J Lowe, C Manning, C Morley, T Parish (Vice-Chair), S Patel, Mrs V Spikings and D Whitby

Portfolio Holders

Councillor P Gidney – Portfolio Holder for Project Delivery

Councillor B Long – Leader of the Council

Councillor G Middleton – Portfolio Holder for Business Development

Officers

Duncan Hall – Assistant Director

Ged Greaves – Senior Policy and Performance Officer

Jemma Curtis – Regeneration Programmes Manager

Jason Richardson – Regeneration Project Officer

By Invitation

Michelle Gant – Agenda Item 12

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, 17th June, 2020 at 3.00 pm in the Remote Meeting on Zoom and available for the public to view on WestNorfolkBC on You Tube - Zoom and You Tube

PRESENT: Councillors J Collingham (Chair), L Bambridge, F Bone, M de Whalley, B Jones, J Lowe, C Manning, C Morley, T Parish, S Patel, V Spikings and D Whitby.

PORTFOLIO HOLDERS

Councillor R Blunt – Portfolio Holder for Development
 Councillor P Gidney – Portfolio Holder for Project Delivery
 Councillor G Middleton – Portfolio Holder for Business Development
 Councillor E Nockolds – Portfolio Holder for Culture, Heritage and Health

MEMBERS PRESENT UNDER STANDING ORDER 34: Councillors Bubb, Hudson, Moriarty and Ryves.

OFFICERS:

Amanda Driver – CIL Officer
 Mark Fuller – Principal Project Surveyor
 Alan Gomm – LDF Manager
 Ged Greaves, Senior Policy and Performance Officer
 Duncan Hall, Assistant Director

RD95: WELCOME AND INTRODUCTION

The Chair informed the Panel that the meeting was being broadcast live on You Tube.

The recording of the meeting is available at WestNorfolkBC on You Tube.

The Democratic Services Officer conducted a roll call to confirm attendees.

RD96: APOLOGIES FOR ABSENCE

There was none.

RD97: MINUTES

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

RD98: **DECLARATIONS OF INTEREST**

There was none.

RD99: **URGENT BUSINESS****Members thoughts and suggestions on Town Regeneration**

The Chair had asked Members of the Panel to give consideration to Town Regeneration prior to the meeting.

The Chair presented her thoughts on short, medium and long term issues. A copy of her presentation is attached.

Councillor Collingham then invited Members of the Panel to feedback their suggestions on Town Regeneration, focussing on the short term. Feedback from Members is attached.

RESOLVED: The comments and suggestions of Members would be considered in future proposals as relevant.

RD100: **MEMBERS PRESENT PURSUANT TO STANDING ORDER 34**

Councillor Bubb – RD106
Councillor Hudson – RD99
Councillor Moriarty – RD102
Councillor Ryves – all items.

RD101: **CHAIR'S CORRESPONDENCE**

There was none.

RD102: **UPDATE FROM OFFICERS ON THE CURRENT SITUATION**

The Assistant Director provided an update on the work officers had been doing which would have an impact on the Panel's Work Programme and the overall work being undertaken by the Borough Council, which included:

- Towns Fund guidance which detailed what should be included in the investment plan, the strategic vision for the next five years and deadlines for the Towns Fund cohorts.
- Future High Streets final submission.
- Local Walking and Cycling Infrastructure Plan.

The Chair thanked the Assistant Director for his update and invited questions and comments from Members. A summary of questions and responses are set out below:

- The importance of linking walking and cycling and the possibility of park and ride. It was explained that one of the proposals within the King's Lynn Transport Study related to park and ride feasibility.
- Councillor Moriarty addressed the Panel under Standing Order 34. He asked for clarification on the timings of the feasibility study for parking and walking. The LDF Manager explained that Norfolk County Councillor officers were working on this feasibility study. Timescales were unknown at this stage, as funding had only just been agreed.
- Consideration to be given to cycles and scooters in pedestrian areas and safety considerations. It was explained that this would be considered in the feasibility study and issues arising from the King's Lynn Transport Study.
- Social distancing in the town centre and how barricading could be used. Councillor Middleton, Portfolio Holder for Business Development explained that this was a new way of arranging the town and the model would evolve. He welcomed any feedback from Members on issues they had with the layout of the town centre with regards to barricades and signage and suggestions for town centre.
- Comments were made that the Vancouver Quarter needed to give further consideration to more signage.
- Local Walking and Cycling infrastructure should be considered across the Borough, not just King's Lynn.

RESOLVED: The update was noted.

RD103: **QUARTER 3 PERFORMANCE MONITORING REPORT**

The Senior Policy and Performance Officer presented the report. He explained that there was no actions within the report as all indicators had met target for Quarter 3. He also explained that for Quarter 4 some of the indicators had not met target and this was mainly down to the impact of Covid-19. There were 6 indicators that did not meet target at the end of Quarter 4.

RESOLVED: The Panel reviewed the performance monitoring report.

RD104: **CORN EXCHANGE CINEMA UPDATE**

The Principal Project Surveyor provided an update on the Corn Exchange Cinema and highlighted the following:

- Phase 1 which was the initial works to refurbish the toilets and to separate the cinema area had been completed on time.
- Phase 2 of the project commenced in March, however progress on site had been hampered by lockdown.
- The original completion date was May 2020 for an opening in June 2020. This had now been delayed by three months and currently the works were scheduled for completion in August 2020 with opening in September 2020, subject to the lifting of government restrictions on the operation of Cinemas.
- It was thought that the cinema could be opened with social distancing measures in place.
- The Principal Project Surveyor outlined the risks going forward, which included the continuing impact of the lockdown restrictions.
- Financial arrangements with the contractor had been agreed.

The Chair referred to the Guildhall. It was noted that an update on the Guildhall would be presented to the next meeting of the Panel.

RESOLVED: The update was noted.

RD105: **FUTURE HOUSING PLANS**

The Assistant Director provided the Panel with an update on Future Housing Plans, which included:

- High Street Heritage Action Zone Programme.
- Residential conversions above shops.
- Chapel Street Car Park development.
- Housing for people who were rough sleeping or homeless.

A copy of the presentation is attached.

The Chair thanked the Assistant Director for his presentation and invited questions and comments from the Panel. A summary of questions and responses is set out below:

- Councillor Bambridge explained that she was a Member of the Heritage Action Zone Informal Working Group and felt that the design of Chapel Street was different to what had been discussed by the Group and that it should be more in keeping with the surrounding area. The Assistant Director agreed to look into this and update the Panel.
- The Assistant Director explained that the temporary accommodation housing provision responded to the general homelessness picture, which was more than just rough sleeping and could include families. He explained that options for those who were in temporary accommodation during the lockdown, needed to be looked at.

- The number of units for West Norfolk had not been allocated, and the Council would have to bid into a fund.
- The Assistant Director explained that town centre development would reflect the needs of the housing needs assessment. There would also be affordable housing opportunities and rented accommodation.
- An empty shop levy to discourage vacant units in the town centre.
- The Council was working to make properties available for shared accommodation which was a short to medium term plan.
- The Council was also working with Norfolk County Council to ensure that people who were rough sleeping were provided with the necessary support to ensure that they did not end up back on the streets.
- The Assistant Director explained that it was a huge challenge to ensure that people who were currently accommodated at the Travelodge to have somewhere to move to, once the contract with the Travelodge had ended, and options were being looked at.

RESOLVED: The update was noted.

RD106: **CIL GOVERNANCE TASK GROUP**

The LDF Manager presented the Panel with information on CIL Governance and Spending. A copy of the presentation is attached.

Councillor Parish, Chair of the CIL Governance Task Group, provided the Panel with information on what CIL was and outlined the work of the Task Group.

The CIL Officer provided the Panel with information on the online application process.

The Panel discussed the importance of ensuring that Parish Council's were aware of the opportunities available to them and it was explained that once the Governance Arrangements had been agreed by Cabinet, officers would at how opportunities could be promoted to parishes and unparished areas.

RESOLVED:

1. The Panel agreed the final version of the CIL Governance and Spending document from the Task Group.
2. The Panel recommends the adoption of the content/process to the Cabinet.

RD107: **WORK PROGRAMME AND FORWARD DECISION LIST**

The following items had been identified for consideration on the Work Programme:

- Parkway – Councillor Ryves.

RESOLVED: The Panel's Work Programme was noted.

RD108: **DATE OF THE NEXT MEETING**

The next meeting of the Regeneration and Development Panel would be held on Tuesday 21st July 2020 at 3.00pm on Zoom and available to view on You Tube.

The meeting closed at 5.01 pm

POLICY REVIEW AND DEVELOPMENT PANEL REPORT

REPORT TO:	Regeneration and Development Panel		
DATE:	21 July 2020		
TITLE:	Corporate Performance Monitoring Full Year 2019-20		
TYPE OF REPORT:	Monitoring		
PORTFOLIO(S):	Performance		
REPORT AUTHOR:	Ged Greaves		
OPEN/EXEMPT	Open	WILL BE SUBJECT TO A FUTURE CABINET REPORT:	No

REPORT SUMMARY/COVER PAGE




PURPOSE OF REPORT/SUMMARY:
The corporate performance monitoring report is in place to monitor progress against agreed performance indicators for the year. The report contains information on the corporate performance monitoring undertaken during 2019-20.
KEY ISSUES:
Performance indicators for 2019-20 have been agreed by portfolio holders and executive directors as the key performance measures for the year; they cover all portfolios. These indicators are reported quarterly to the Corporate Performance Panel. This monitoring report highlights specific performance issues; where indicators have not met agreed targets they are drawn out into an action report, which provides additional detail on what actions are being taken to correct performance that has a variance to target. The 2019-20 monitoring report shows that of the 18 indicators, 10 targets have been met.
OPTIONS CONSIDERED:
Not applicable.
RECOMMENDATIONS:
The Panel is asked to: <ul style="list-style-type: none"> i. Review the performance monitoring report ii. Agree the actions outlined in the Action Report.
REASONS FOR RECOMMENDATIONS:
To demonstrate that the council monitors and puts in place appropriate actions to correct performance that has a variance to the set target, to assist us in meeting our statutory duty to try and secure continuous improvement.



1. Introduction

- 1.1 The council's performance management framework includes quarterly monitoring and reporting of performance. Each quarterly performance report is presented to the Corporate Performance Panel and made available to all councillors and portfolio holders for information on the council's intranet, Insite.
- 1.2 Corporately there are 54 performance indicators for 2019-20 and these have been agreed by portfolio holders and executive directors as the key performance measures for the year. Of this 54, 18 relate to the Regeneration and Development Panel's remit and these are reported in full in the performance monitoring report 2019-20.
- 1.3 Exception reporting is used whereby those indicators that have not met their target are drawn out into an action report. This report focuses attention on adverse performance. In addition to the notes shown on the full report, senior managers provide information on the actions being taken to bring performance in line or reasons why this cannot happen.
- 1.4 Indicators and targets are agreed by portfolio holders and executive directors. As part of its work programme, the panel may wish to consider the indicators within its remit and make recommendations regarding future performance measures and targets.

2. Monitoring Report - Key points from the 2019-20 performance monitoring report

- 2.1 The following tables summarise the council's current performance levels, comparing performance to the previous quarters.

		Number of indicators				Indicator
		Q1 2019-20	Q2 2019-20	Q3 2019-20	Full Year 2019-20	
Performance has improved		4	9	8	7	PD 1,3 DV1,2,3,4 BD 3
Performance has not improved		10	5	6	8	PD 2 DV 6,7,8 BD 1,2,4,5
Performance has met and continues to meet target		1	1	1	1	DV 5
Other:						
<ul style="list-style-type: none"> • new indicator for 2019-20 (no comparative data) • annual monitoring 		3	3	3	2	PD 4,5
Total number of indicators		18	18	18	18	

	Number of indicators				Indicator
	Q1 2019-20	Q2 2019-20	Q3 2019-20	Full Year 2019-20	
Performance target met 	10	9	11	10	PD1,4 DV 1,2,3,4, 5,6,8 BD 1
Performance target not met 	1	2	0	6	PD 2,3,5 BD 2,3,4
Other: <ul style="list-style-type: none"> • reported annually • monitor only (no target set) 	7	7	7	2	DV 7 BD 5
Total number of indicators	18	18	18	18	

3. Issues for the Panel to Consider

Members should review the attached analysis of achievement of the agreed performance indicators for the year. The Action Report should then be reviewed to ensure areas which have not met target are appropriately addressed.

4. Corporate Priorities

Performance indicators are developed to monitor key activities many of which directly underpin the achievement of the council's Corporate Business Plan.

5. Financial Implications

None

6. Any other Implications/Risks

None

7. Equal Opportunity Considerations

None

8. Consultation

Management Team, senior officers and portfolio holder

9. Conclusion

Management Team actively monitors this information on a regular basis and uses the information highlighted on the action report to gain an understanding of the reasons for the levels of performance that have been reported. Members should use the report to assess the actions outlined in the action report which the panel is asked to agree.


10. Background Papers

Corporate Business Plan 2015/16 – 2019/20







Performance Monitoring Action Report Full Year 2019-20









This report highlights indicators that have not met target for 2019-20 and is a supporting document to the Performance Monitoring 2019-20 report. Comments / actions are recorded to help evidence performance management undertaken by the Council.

Status		This indicator has not met the target.
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Performance Indicators 2019-20

Ref	Name	2019/20 Target	2019/20 cumulative performance	Q4 2019/20 (Jan-Mar) performance	Status	Notes	Actions
PD2	No of residential house sales completed - Marsh Lane	54	50	18		Sales of all houses have been agreed at Marsh Lane. COVID has slowed down the completion of the sales, but we are now progressing well following the Governments relaxation of the shutdown.	Review the current indicators and propose measures for monitoring projects during 2020/21 with the agreement of Management Team and Portfolio holder.
PD3	No of residential house sales completed - Lynnsport 4/5	67	40	7			
PD5	No of residential house sales completed - Lynnsport 3	3	0	0			
14 BS2	% of rent arrears on industrial estates	4.00%	5.50%	Increased by 1.76% during Q4		The arrears are largely due to one tenant.	Discussions are being held with the tenant regarding payments.
BD3	% of rent achievable on retail/general units	95.00%	89.93%	100%		The target was not met due to increased vacancies over the year and the limited number of properties making up this indicator.	All properties are now let, however this may change depending on the impact of COVID-19.
BD4	% of rent arrears on retail/general units	4.00%	6.28%	Increased by 2.35% during Q4		That majority of arrears over the last twelve months are due to late payments from two tenants.	The aim to set up a direct debit for one of the tenants to avoid late payments in the future.

Status	 Indicator has not met the target	 Indicator has met target	 New 2019-20 indicator
Trends	 The value of this indicator has improved	 The value of this indicator has worsened	 The value of this indicator has not changed



Actions being taken on indicators that have not met target are outlined on the accompanying Action Report

Project Delivery

Ref	Link to Corporate Priority	Name	Good Performance	2018/19 cumulative performance	2019/20 target	2019/20 cumulative performance	2019/20 status	Versus this time last year	Note
PD1	2	No of residential house sales completed - NORA	Aim to maximise	20	24	24			
PD2	2	No of residential house sales completed - Marsh Lane	Aim to maximise	71	54	50			Sales of all houses have been agreed at Marsh Lane. COVID has slowed down the completion of the sales, but we are now progressing well following the Governments relaxation of the shutdown.
PD3	2	No of residential house sales completed - Lynnsport 4/5	Aim to maximise	13	67	40			
PD4	2	No of residential houses commenced - Lynnsport 3	Aim to maximise	-	54	54			
5 PD5	2	No of residential house sales completed - Lynnsport 3	Aim to maximise	-	3	0			COVID has slowed down the completion of the sales, but we are now progressing well following the Governments relaxation of the shutdown.

Development

Ref	Link to Corporate Priority	Name	Good Performance	2018/19 cumulative performance	2019/20 target	2019/20 cumulative performance	2019/20 status	Versus this time last year	Note
DV1	2	Processing of major development applications	Aim to maximise	92.0%	60.0%	98.1%			
DV2	2	Processing of non-major development applications	Aim to maximise	93.0%	70.0%	94.2%			
DV3	2	% of decisions on applications for major development that have been overturned at appeal, measured against total number of major applications determined	Aim to minimise	2.7%	10.0%	1.0%			
DV4	2	% of decisions on applications for non-major development that have been overturned at appeal, measured against total number of non-major applications determined	Aim to minimise	0.9%	10.0%	0.6%			
DV5	2	% of standard land charges searches carried out within 10 working days	Aim to maximise	100%	95%	100%			
DV6	2	% of applications refused	Aim to minimise	6.62%	10.00%	9.87%			
DV7	2	% of refused applications then appealed/lodged	Aim to minimise	29.03%	-	38.63%	-		Monitor only
DV8	2	% of appeals allowed	Aim to minimise	0.00%	35.00%	17.64%			

Business Development									
Ref	Link to Corporate Priority	Name	Good Performance	2018/19 cumulative performance	2019/20 target	2019/20 cumulative performance	2019/20 status	Versus this time last year	Note
BD1	1	% of rent achievable on industrial estates	Aim to maximise	93.11%	90.00%	90.28%			
BD2	1	% of rent arrears on industrial estates	Aim to minimise	3.97%	4.00%	5.50%			The arrears are largely due to one tenant.
BD3	1	% of rent achievable on retail/general units	Aim to maximise	79.68%	95.00%	89.93%			The target was not met due to increased vacancies over the year and the limited number of properties making up this indicator.
BD4	1	% of rent arrears on retail/general units	Aim to minimise	2.43%	4.00%	6.28%			That majority of arrears over the last twelve months are due to late payments from two tenants.
BD5	1	Income from business rates for Renewable Energy projects	Aim to maximise	£3,162,615	-	£2,467,526	-		Monitor only

REGENERATION AND DEVELOPMENT PANEL WORK PROGRAMME 2020/2021

DATE OF MEETING	TITLE	TYPE OF REPORT	LEAD OFFICER/ ATTENDEE	OBJECTIVES AND DESIRED OUTCOMES
17th June 2020	Officer update on the current situation and the impact this will have on the Panel Work Programme. To include cycling/walking strategy, Future High Streets and Towns Fund	Update	Duncan Hall and Alan Gomm	
	Carried forward from April Meeting - Corn Exchange Cinema Update.	Update	Mark Fuller	
	Carried forward from April Meeting - Quarter 3 2019/2020 Performance Monitoring Report	Monitoring	Ged Greaves	
	CIL Governance Task Group Update	Update	Alan Gomm	To receive an update
	Future Housing Plans – Verbal Update	Update	Duncan Hall	
	Suggestions on Future Town Regeneration Plans		Chair	
21st July 2020	Corporate Performance Monitoring – Full Year	Performance Monitoring	Ged Greaves	
	Sail the Wash Update	Update	Jason Richardson	
	EXEMPT - Towns Fund and Future High Street Update	Update	Duncan Hall and Jemma Curtis	
1st September 2020	Customs House			
6th October 2020	Scrutiny and the Executive Protocol			
10th November 2020				

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12th January 2021				
23rd February 2021				
13th April 2021				

To be scheduled

- Southgates
- King's Lynn Port
- Heacham Beach Development opportunities
- Business Improvement District Update
- Hunstanton Masterplan Update
- Parkway

FORWARD DECISIONS LIST

Date of meeting	Report title	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
30 June 2020						
	Anti Money-Laundering Policy	Non	Cabinet	Leader Chief Executive		Public
	KLIC Independent Report	Non	Council	Chief Executive		Public
	Covid 19 – Recovery Strategy	Key	Cabinet	Covid 19- and Emergencies Assistant to the CEO		Public
19	Update to Standing Orders relating to Covid regulations	Non	Council	Leader Chief Executive		Public

Date of meeting	Report title	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
4 August 2020						
	Major Housing Project 2	Key	Council	Project Delivery Asst Dir Companies and Housing Delivery – D Gagen		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Salters Road, King’s Lynn	Key	Council	Project Delivery Asst Dir Companies and Housing Delivery – D Gagen		Private - Contains exempt Information under para 3 – information

						relating to the business affairs of any person (including the authority)
	Southend Road and Hunstanton Bus Station	Key	Council	Project Delivery Asst Dir Companies and Housing Delivery – D Gagen		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
20	Parkway	Key	Council	Project Delivery Asst Dir Companies and Housing Delivery – D Gagen		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Revised Budget	Key	Council	Leader Asst Dir - Resources		Public
	Revised Capital Strategy	Key	Council	Leader Asst Dir - Resources		Public
	KLIC Loan Settlement Agreement	Key	Cabinet	Leader Asst Dir – Property & Projects		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	CIL - Community Infrastructure Levy (CIL) – Governance and Spending	Key	Council	Development Asst Dir Environment & Planning		Public

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Date of meeting	Report title	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
22 September 2020						
21	Lynnsport one	Key	Council	Project Delivery Asst Dir Companies & Housing Delivery – D Gagen		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Climate Change Policy	Key	Council	Environment Exec Dir – G Hall		Public
	Scrutiny and the Executive Protocol	Non	Council	Leader Chief Executive		Public
	Standing Orders Review	Non	Council	Leader Chief Executive		Public
	Strategic Property Acquisition	Key	Cabinet	Business Development Asst Dir Property & Projects – M Henry		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Covid 19 – Recovery Plan	Key	Council	Leader Asst to C Ex		Public

Date of meeting	Report title	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
17 November 2020						
	Update to the Major Project Board Terms of reference	Non	Cabinet	Leader Asst Dir Property & Projects – M Henry		Public

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