

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



Regeneration and Development Panel

Agenda

Tuesday, 14th June, 2022
at 4.30 pm

in the

Assembly Room, Town Hall, King's Lynn
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

Monday, 6 June 2022

Dear Member

Regeneration and Development Panel

You are invited to attend a meeting of the above-mentioned Panel which will be held on **Tuesday, 14th June, 2022 at 4.30 pm** in the Assembly Room, **Town Hall, Saturday Market Place, King's Lynn** 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 - 31)

To approve the minutes of the previous meeting on 12th April 2022 and the Special Meeting on 6th June 2022 (to follow).

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. Cabinet Report - Local Development Scheme (30 minutes) (Pages 32 - 45)

To consider the report and make any appropriate recommendations to Cabinet.

8. Membership of Task Groups and Informal Working Groups (5 minutes) (Page 46)

9. Chairs Item - Verbal Update on Caravan Site and Coach Parking in King's Lynn (10 minutes) (Verbal Report)

10. Portfolio Holder Question and Answer Session (15 minutes)

Questions should be submitted to Democratic Services in advance of the meeting.

11. Work Programme and Forward Decision List (Pages 47 - 52)

12. Date of the next meeting

To note that the next meeting of the Regeneration & Development Panel is scheduled to take place on 23rd June 2022 at 4.30pm in the Town Hall.

To:

Regeneration and Development Panel: P Beal, F Bone, C Bower, Mrs J Collingham (Chair), C J Crofts, M de Whalley, P Gidney, H Humphrey, B Jones, C Manning, C Morley and D Whitby

Portfolio Holders:

Councillor Blunt – Portfolio Holder for Regeneration and Development.

Officers:

Duncan Hall – Assistant Director

Claire May – Planning Policy Manager

BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK

REGENERATION AND DEVELOPMENT PANEL

Minutes from the Meeting of the Regeneration and Development Panel held on Tuesday, 12th April, 2022 at 4.30 pm in the Assembly Room, Town Hall, Saturday Market Place, King's Lynn PE30 5DQ

PRESENT: Councillors J Collingham (Chair), L Bambridge, F Bone, C Bower, C J Crofts, M de Whalley, P Gidney, B Jones, C Manning, J Moriarty (substitute for P Beal), C Morley and E Nockolds (substitute for D Whitby)

PORTFOLIO HOLDERS:

Councillor R Blunt – Portfolio Holder for Regeneration and Development
Councillor G Middleton – Portfolio Holder for Business, Culture and Heritage
Councillor S Sandell – Portfolio Holder for People and Communities

PRESENT UNDER STANDING ORDER 34: Councillor C Hudson

OFFICERS:

Duncan Hall – Assistant Director
David Ousby – Assistant Director
Jemma Curtis – Regeneration Programmes Manager
Jason Richardson – Regeneration Project Officer
Karl Patterson – Senior Housing Development Officer

BY INVITATION:

Vince Muspratt – Norfolk County Council
Stephanie Biggs – WSP
Brendan Legrove – Town Deal Board

RD105: **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Beal and Whitby.

RD106: **MINUTES**

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

RD107: **DECLARATIONS OF INTEREST**

There was none.

RD108: **URGENT BUSINESS**

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

The Chair indicated that she would like to discuss the proposed hub as Urgent Business and set out the reasons as to why it was considered urgent. The Panel agreed to this item being considered as Urgent Business and that it be considered in closed session.

RD109: **MEMBERS PRESENT PURSUANT TO STANDING ORDER 34**

Councillor Hudson.

RD110: **CHAIR'S CORRESPONDENCE**

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

The Chair read out the proposed Terms of Reference for the Guildhall and Creative Hub Task Group which the Panel agreed. She explained that the Task Group would work closely with the Corporate Performance Panel and Membership of the Task Group would be sought from Group Leaders.

RESOLVED: The Regeneration and Development Panel agreed the proposed Terms of Reference for the Guildhall and Creative Hub Task Group.

RD111: **ACTIVE AND CLEAN TOWNS FUND**

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

The Assistant Director, Regeneration Project Officer and consultant from WSP provided the Panel with a presentation on the Active and Clean Towns Fund, as attached. Also present at the meeting for this item was Brendan Legrove, Member of the Town Deal Board and Chair of the Active and Clean Travel Project Board.

The Chair thanked officers for the presentation and requested that presentation be made available to Members in advance of the meeting in the future. The Chair invited questions and comments from members, as summarised below.

Councillor Bone raised concerns about the location of the hub and the budget available for it. He acknowledged that the railway bridge needed widening. He also felt that more consideration and consultation was needed on the gyratory options. The Assistant Director set out the next steps and timescales and explained that there would be more consultation as the project was in the early stages. The next step would be to achieve Towns Fund Business Case approval for delivery by 2024/2025. The Assistant Director also clarified that there would be engagement with large employers.

Councillor Bambridge questioned if the Nar Ouse Enterprise Zone site was the right place for the hub and that more businesses needed to be involved in the process to encourage take up. She was also concerned about proposals for Norfolk Street and how this could affect businesses in the area if vehicles were prohibited. She supported proposals to slow traffic down on Railway Road as she felt it was dangerous. The Assistant Director reminded Members that options were currently being looked to find the best balance and nothing had been agreed as yet. Wider consultation would be carried out.

Councillor de Whalley commented that the pathways and cycle ways did not seem good value for money and that the proposed location was not right for the active travel hub. He commented that the Ferry Service was in desperate need of investment to provide an active route into the town centre. The Assistant Director explained that the comments from the Panel would be considered during the consultation stage and also made reference to the Local Cycle and Walking Infrastructure Plan, which extended beyond the works proposed in this programme and included further projects to improve cycling and walking routes.

Councillor Crofts asked if Hardings Way would be considered as an alternative route into the Town and the Assistant Director informed Councillor Crofts that his comments would be considered.

Councillor Jones commented that the railway station or Hardwick would be a better location for the hub. He also made reference to cycle routes in North Lynn and felt that different routes needed considering.

Councillor Moriarty hoped that large employers would engage and hoped that the Borough Council would be one of those employers. He thanked Brendan Legrove for his work on this and asked if background information on the proposals could be made available on the Town Deal Board Website. He asked if the Panel would have an opportunity to see revised proposals before they went out to wider consultation and the Assistant Director explained that an update could be presented to the Panel in July.

Councillor Nockolds hoped that the proposals would encourage other businesses to make their own provisions for encouraging active travel, for instance installing showers. She was disappointed that there were no proposals for people coming in from northern areas and consideration needed to be given for those coming in from the Woottons areas.

Councillor Morley commented that there needed to be broader synergy between projects as there was the Guildhall Project which was about bringing more visitors into the Town Centre, which he felt would increase cars and buses in the town and this project which was about reducing the amount of cars in the Town.

Councillor Hudson addressed the Panel under Standing Order 34 and commented that Park and Ride schemes needed to be looked at.

The Chair commented that additional electric vehicle charging points should be considered and she also did not feel that the NORA site was the right location for the hub.

RESOLVED: 1. The information was noted and comments from the Panel to be taken into consideration as appropriate.
2. An update be presented to the Panel at its meeting in July.

RD112: **TOWN CENTRE REPURPOSING**

This item would now be considered in closed session later in the meeting.

RD113: **PORTFOLIO HOLDER QUESTION AND ANSWER SESSION**

No questions had been submitted in advance of the meeting.

RD114: **WORK PROGRAMME AND FORWARD DECISION LIST**

The Chair advised that the work of the Guildhall and Creative Hub Task Group would be scheduled into the Work Programme and a site visit to the Guildhall would be arranged.

RESOLVED: The Panel's Work Programme was noted.

RD115: **DATE OF THE NEXT MEETING**

The next meeting of the Regeneration and Development Panel would be held on 14th June 2022 at 4.30pm in the Town Hall, Saturday Market Place, King's Lynn.

RD116: **EXCLUSION OF PRESS AND PUBLIC**

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

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 to Scheduled 12A to the Act.

RD117: **EXEMPT - TOWN CENTRE REPURPOSING**

The Senior Housing Development Officer presented a project update on Town Centre Re-purposing which included, overview of the progress to date, potential acquisitions and alternative uses for sites.

The Chair thanked officers for the presentation and the Senior Housing Development Officer responded to questions on feasibility studies, specific premises and uses for vacant buildings.

The Portfolio Holder for Business, Culture and Heritage provided information on the processes for dealing with potential sites, the Towns Fund and finding the right balance to bring investment back into the Town Centre.

Councillor Moriarty requested that relevant information be provided on the relationship between the Council and Town Deal Board on this project and information to be provided on the Town Deal Board website as appropriate.

The Panel discussed vacant units, areas in the town centre and funding opportunities for the future.

RESOLVED: The information was noted and comments from the Panel to be taken into consideration as appropriate.

RD118: **EXEMPT - URGENT ITEM - LOCATION OF THE HUB**

Vince Muspratt from Norfolk County Council was present at the meeting and provided the Panel with information on the Norfolk County Council Hub Project and the stage that it was at.

The Vice Chair, Councillor Gidney presented information on an alternative location for the hub, which was discussed by the Panel.

The Portfolio Holder for Business, Culture and Health acknowledged the comments made by the Panel and reminded them that the Hub was a Norfolk County Council project and was in its final stages.

The meeting closed at 7.00 pm

Active and Clean Connectivity

Minute Item RD1111

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Vision King's Lynn

Project Update

Ian Parkes / David Ousby / Jason Richardson

1 April 2022

Active & Clean Connectivity

1. Introduction

- Key messages
- Project overview
- Programme Rationale

2. The Projects

- Local Cycling & Walking Infrastructure Plan (LCWIP)
- Nar Ouse Enterprise Zone Active Travel Hub
- Active Travel Plans
- Gyratory options

3. Conclusion

- Commitment to Active Travel
- Next Steps



Active & Clean Connectivity

Introduction

- **Key messages**
- **Project overview**
- **Programme Rationale**



Key Messages:

- **Taking bold steps to make it irresistibly easy for people to choose healthier, environmentally friendly, and cost-effective ways to travel in and around King's Lynn town centre and urban areas.**
- Encouraging local people to choose active and clean travel, helping the environment, supporting health and wellbeing, and helping to free up the road network for those who need to travel by car.
- This project acknowledges the rural nature of west Norfolk and focuses on improving the walking and cycling network for those who can choose to travel on foot or by bike, and promoting greater use of public transport.
- Demonstrating that not changing anything will result in increased congestion, poorer air quality and well as negative impacts on health and wellbeing. Busy roads get busier and more congested. The opposite of what people want to see happen.
- It creates connections with all the other Town Deal projects, improving accessibility for all, particularly for disabled, pushchairs and mobility scooter users.

Project Overview

The project brings together a package of measures to support Active and Clean Connectivity including priority schemes identified in the Local Cycling & Walking Infrastructure Plan (LCWIP), including an upgrade to the 'Sandline' cycle/pedestrian bridge, an new Active Travel Hub within the Nar Ouse Enterprise Zone, active travel improvements to the Gyratory, and a Travel Plan Fund.

£8.5m budget - Towns Fund Heads of Terms (revised July 2021)

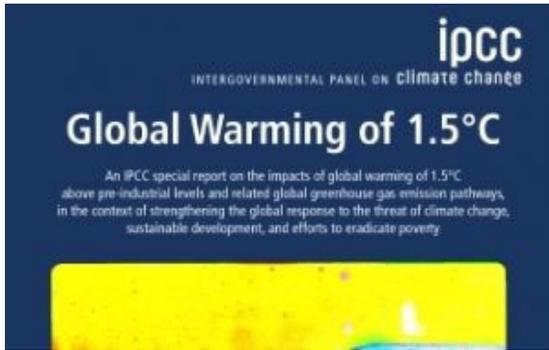
Outputs

- Total length of 1.555km of new cycle ways
- Total length of 5.632km of pedestrian paths improved
- At least 6 alternative fuel charging / re-fuelling points
- At least 155 new out of town car parking spaces
- Change in air quality surrounding the Gyratory
- 23 Bus Service Routes benefitting from improvement
- 1 new transport node with new multimodal connections points

Outcomes

- Improve affordability, convenience, reliability and sustainability of travel options to and from places of work and places of interest (especially shops and amenities).
- Reduce congestion within the town.

Programme Rationale – Why Active & Clean?



Climate Change

Cost of Living Crisis

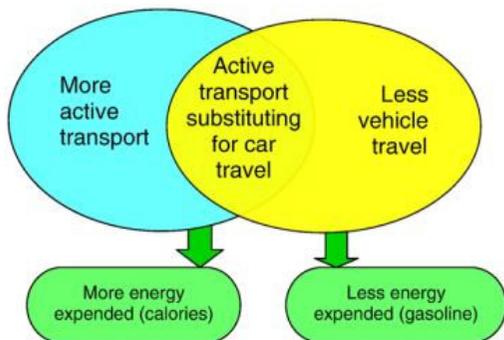


Health and Well being

Infrastructure to improve accessibility and sustainable growth



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Active & Clean Connectivity

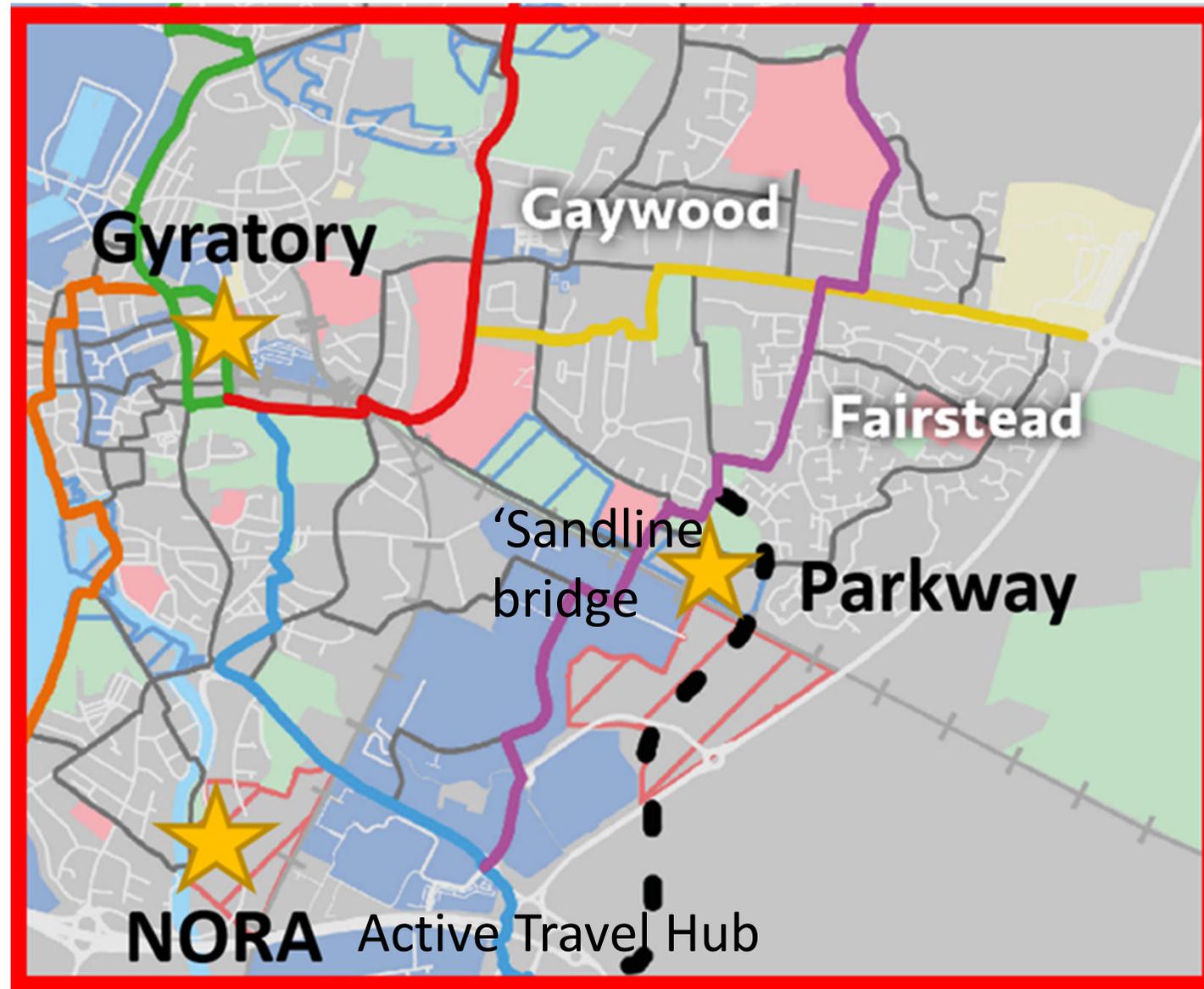
The Projects

- **Local Cycling & Walking Infrastructure Plan (LCWIP)**
- **Nar Ouse Enterprise Zone Active Travel Hub**
- **Active Travel Plans**
- **Gyratory options**

LCWIP

- Provides *north-south connection for all LCWIP routes* through centre
- Connection to *rail and bus stations*
- Improved *east/west connections* for cyclists
- *Reallocates road space to active travel*

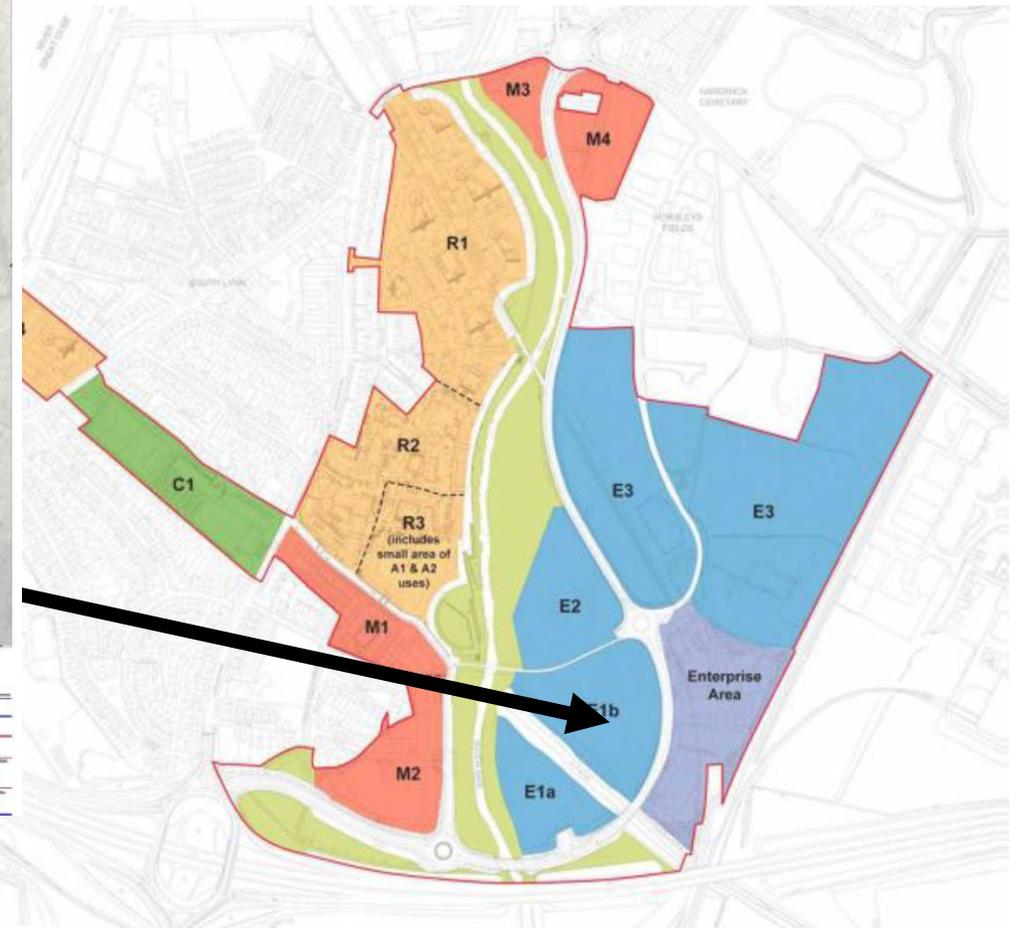
Responds to Government Policies & Regulations—
'Gear change' & LTN 1/20

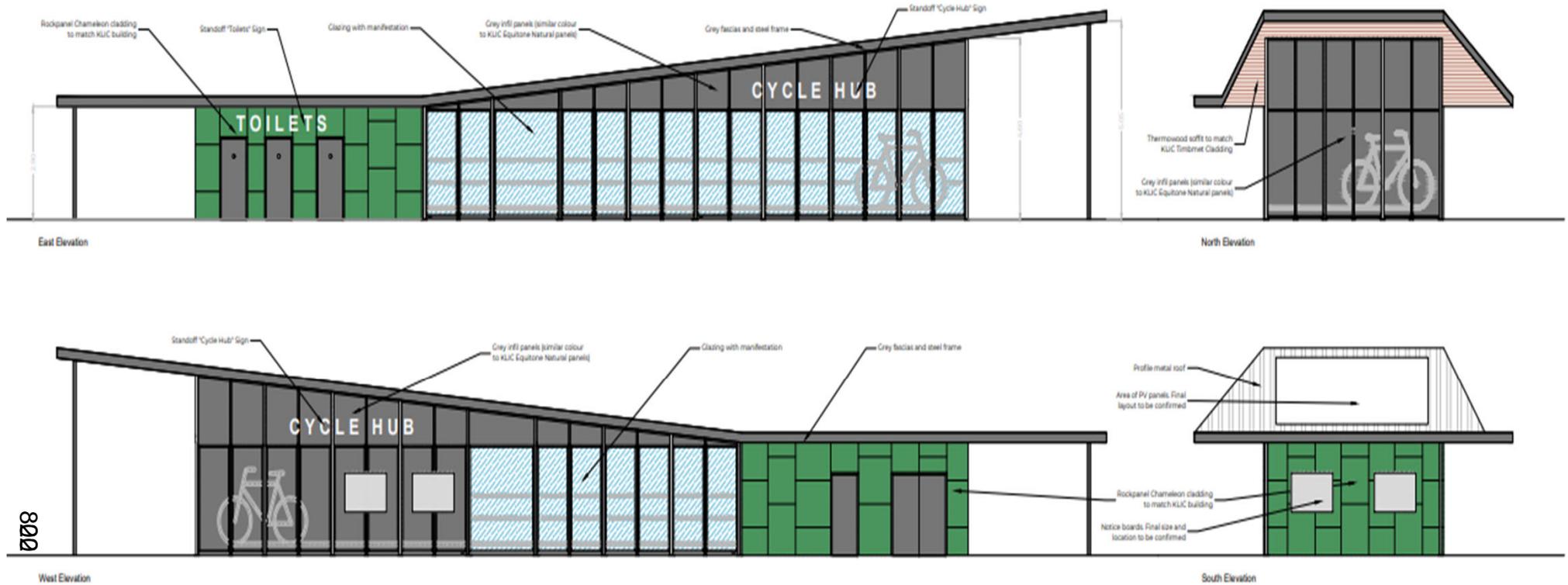


LCWIP Schemes

Route	Road	Description
Pink	Railway footbridge	Bridge improvements to reduce gradient, review cycle chicane barriers to ensure they are suitable for all users (including non-standard cycles) and provide cycle provision.
Pink	Wider Improvements on Fairstead Route	Improvement to Fairstead Cycleway, connection to the Woottons Red Route and connection to Hardwick Road. Resurfacing of an existing cycleway running through the Fairstead estate and the creation of a shared-use path on Oldmeadow Road from Rollesby Road to Scania Way.
Yellow	Gayton Road	Toucan crossing required at southern footway near hospital (near service road junction?)
Yellow	Hulton Road	Review Hulton Road Cycle barriers and update to meet current requirements
Yellow	Hulton Road	Improve access from Hulton Road to Sandringham Railway cyclepath to make ramp compliant with inclusive mobility requirements
Yellow	Queen Mary Road	Improve crossing of Queen Mary Road between Bagge Road and Hulton Road
Yellow	Bishops Road	Bishops Road to Gaywood Hall Drive surface improvement
Red	Tennyson Avenue	Improved pedestrian and cycle crossing adjacent to the level railway
Red	Sandringham Railway Path	Widen path to include desire line that crosses grass verge
Orange	Wisbech Road	Remove motorcycle barriers near Cut Bridge
Orange	St Valery Lane	Review cycle chicane barriers to ensure they are suitable for all users including non-standard cycles

Nar Ouse Enterprise Zone Active Travel Hub





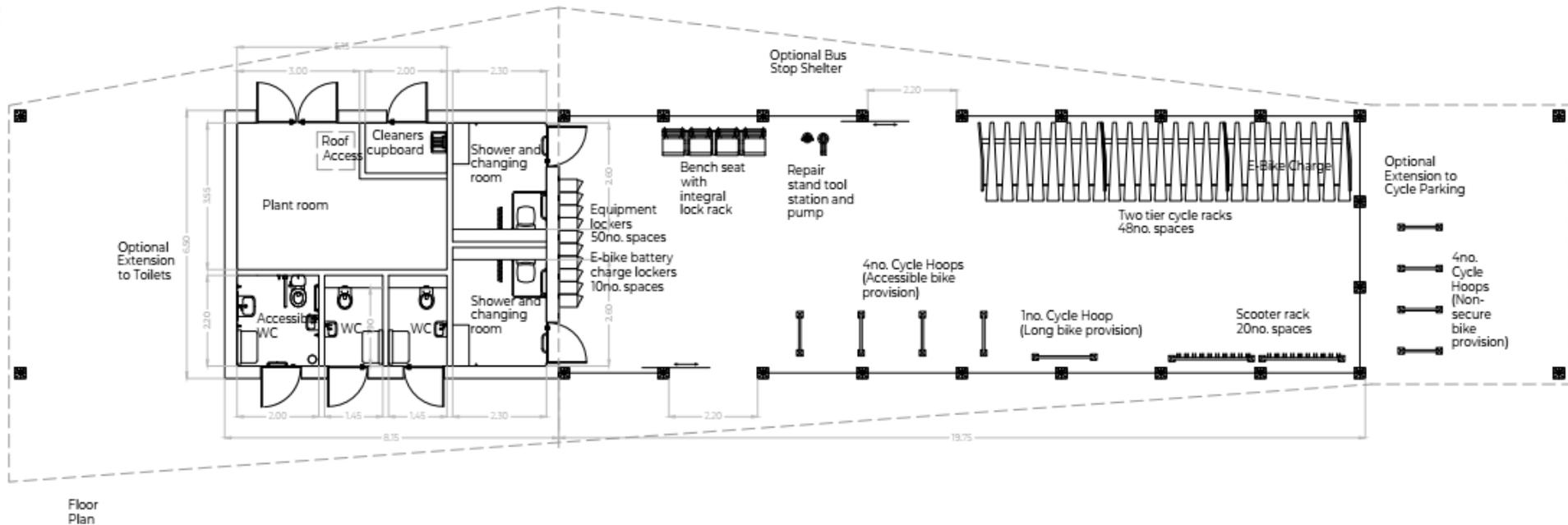
Active Travel Hub Specification

- EV charging
- Showers/toilets
- Secure cycle storage and lockers
- Potential for E-bike hire / E-Scooters

Active Travel Hub

- Modular design of hub building could be replicated elsewhere
- Phased design - Future phases linked to potential Innovation and Collaboration Incubator adjacent KLIC
- To provide informal park and cycle / walk facilities outside of the town system (inc. Hire and bus laybys)
- Secure long term cycle facilities linking to the wider walking and cycling network
- Provide infrastructure for existing and planned development of the Enterprise Zone
- Provides additional parking capacity for KLIC

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Active Travel Plans

- Engage 6 businesses to get an accurate picture of how staff are currently traveling to and from work.
- Scope what active and sustainable modes are available on an individual basis.

Once the initial engagement and scoping has been carried out the following become possible in many instances:

- Identify simple steps employers can take to enable their staff to travel more sustainably (promote C2W scheme, public transport discounts, lockers, showers, cycle parking etc)
- Provides a platform for:
 - Conversations with employers about the importance and benefits of staff health and wellbeing and the role physical activity plays
 - Conversations with Public Transport providers to highlight key routes that staff could benefit from
- Highlight locations that would be prime for eBike/Scooter sharing / active travel hubs
- Inform local infrastructure improvements that would have a positive impact on sustainable travel modes

Active Travel Plans

EMPLOYEE DATA
Name
Email Address
Home Post Code



SCOPING SMART MOBILITY REPORT

Using employee postcodes we analyse the real world commute options available to your team. Report highlights the lowest ACEL possible if all your team chose the most sustainable option.



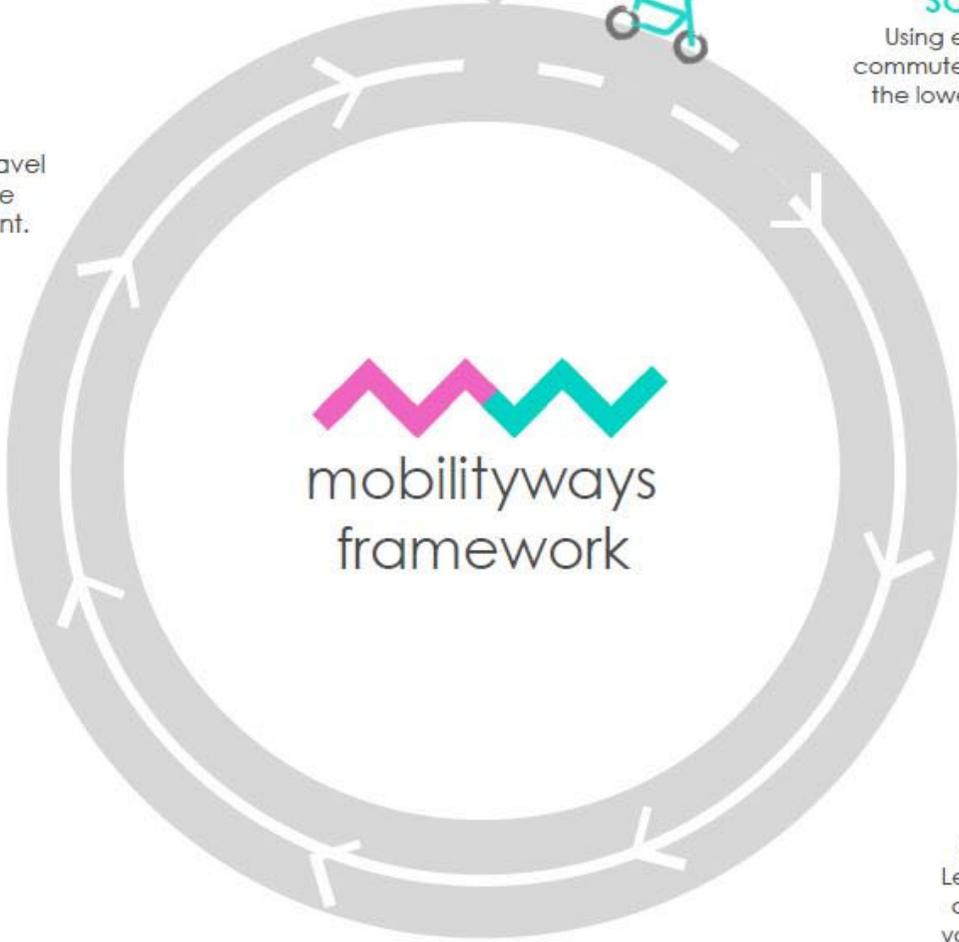
TRAVEL SURVEY

Start by surveying all staff to understand how they currently travel & how to best encourage behaviour change.



ACEL CERTIFICATION

Gain your Average Commuter Emissions Level certification to benchmark where you are in year one & then publicly evidence your organisation's track record in reducing commuter emissions.



ANALYSE & REVIEW

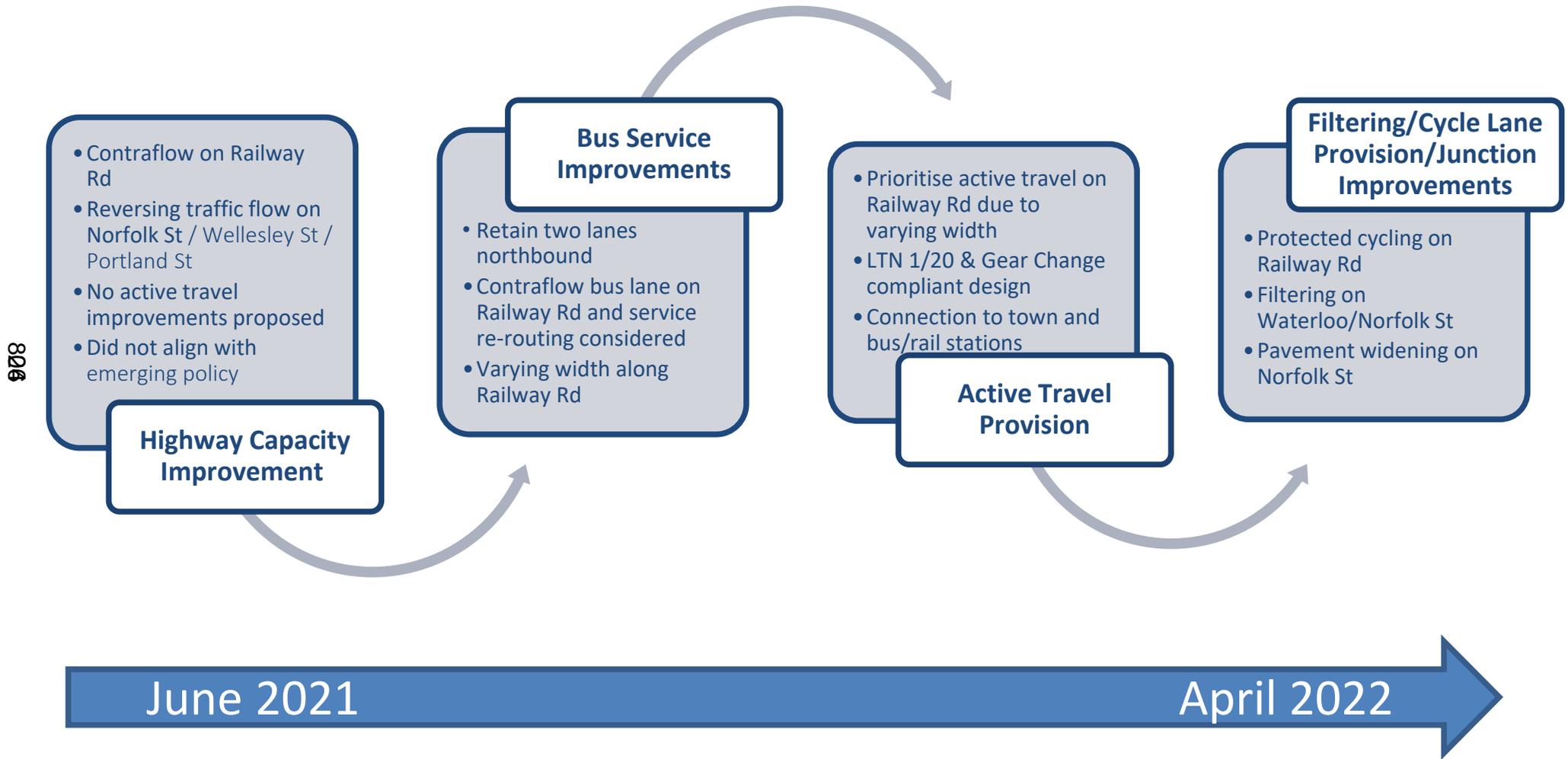
Completed in line with your annual travel survey to assess behaviour change impact and your return on investment.



ENGAGEMENT & DELIVERY

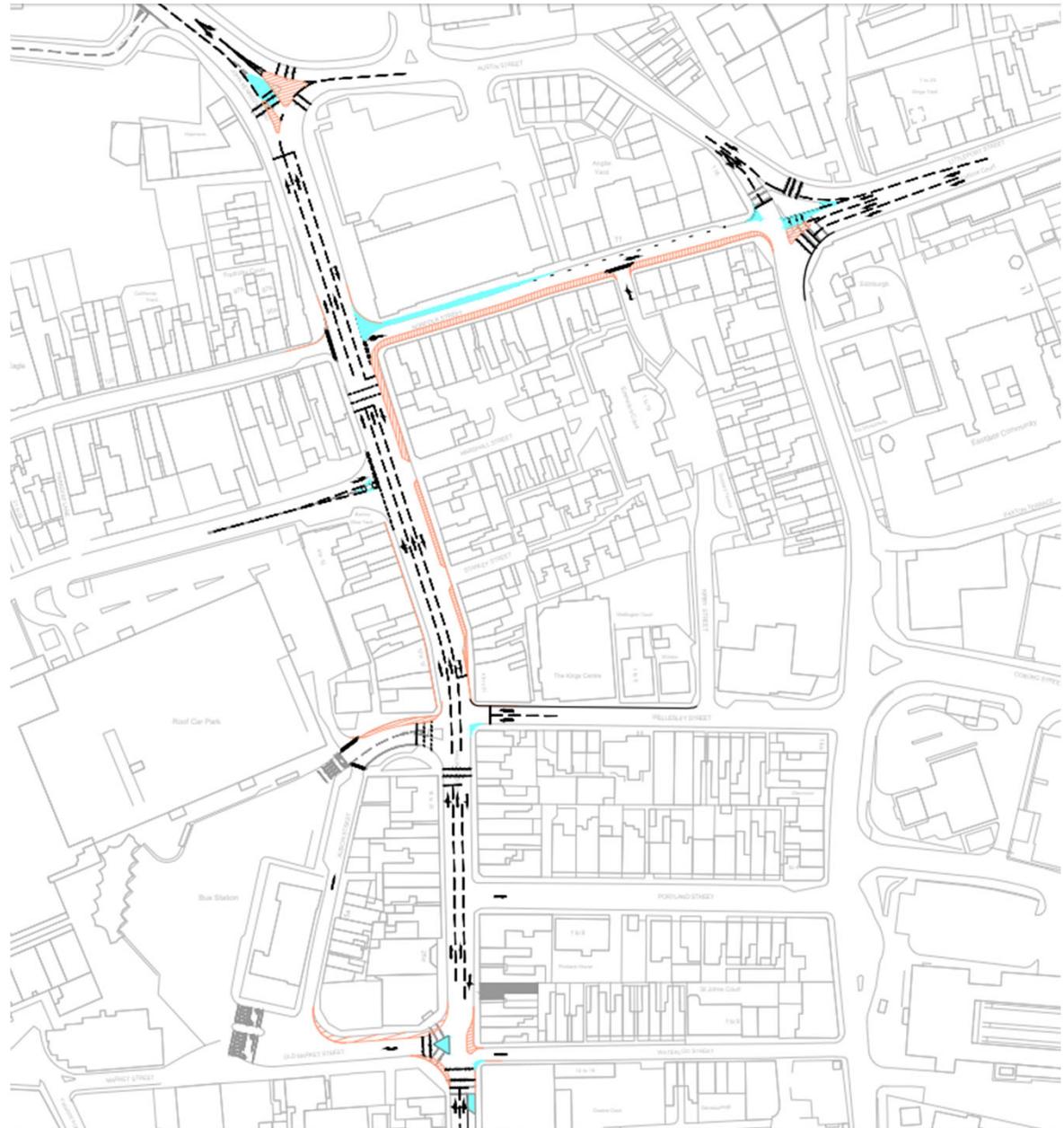
Create pending Liftshare accounts & deliver data informed personalised travel plans that promote the travel methods & incentives that have the highest chance to impact long term behaviour changes.

Gyratory Scheme options development



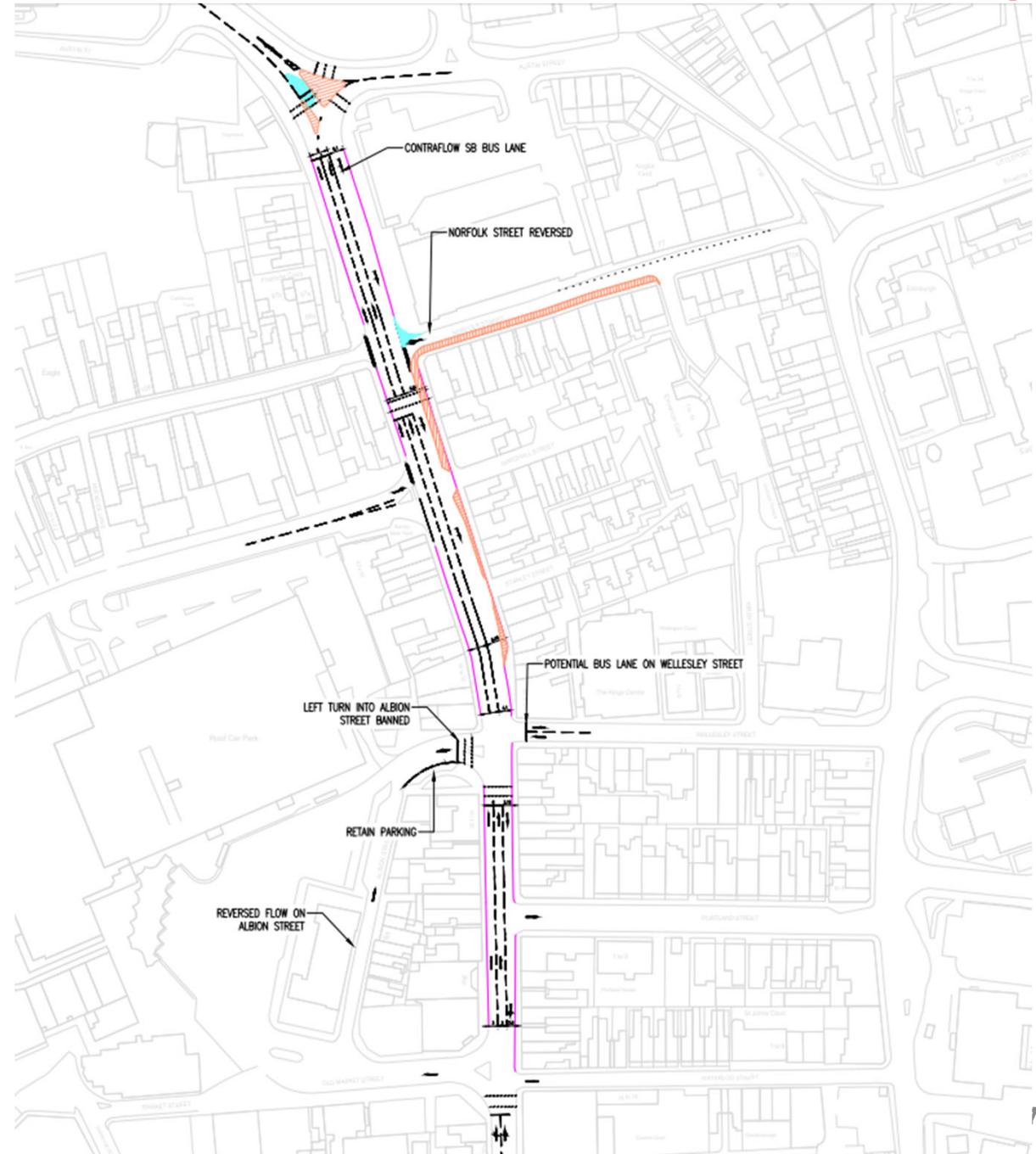
Highway scheme (original scheme)

- Southbound lane (contraflow) for buses and all traffic on Railway Road
- 2-lanes northbound for traffic on Railway Road
- Reversed traffic flow and buses on Norfolk Street (difficult turn for buses at west end of Norfolk Street)
- Alterations to bus station exit on Albion Street – outbound only
- Alterations to bus station entrance on Old Market Street – inbound only
- Additional space for pedestrians (orange hatching)
- No dedicated provision for cyclists



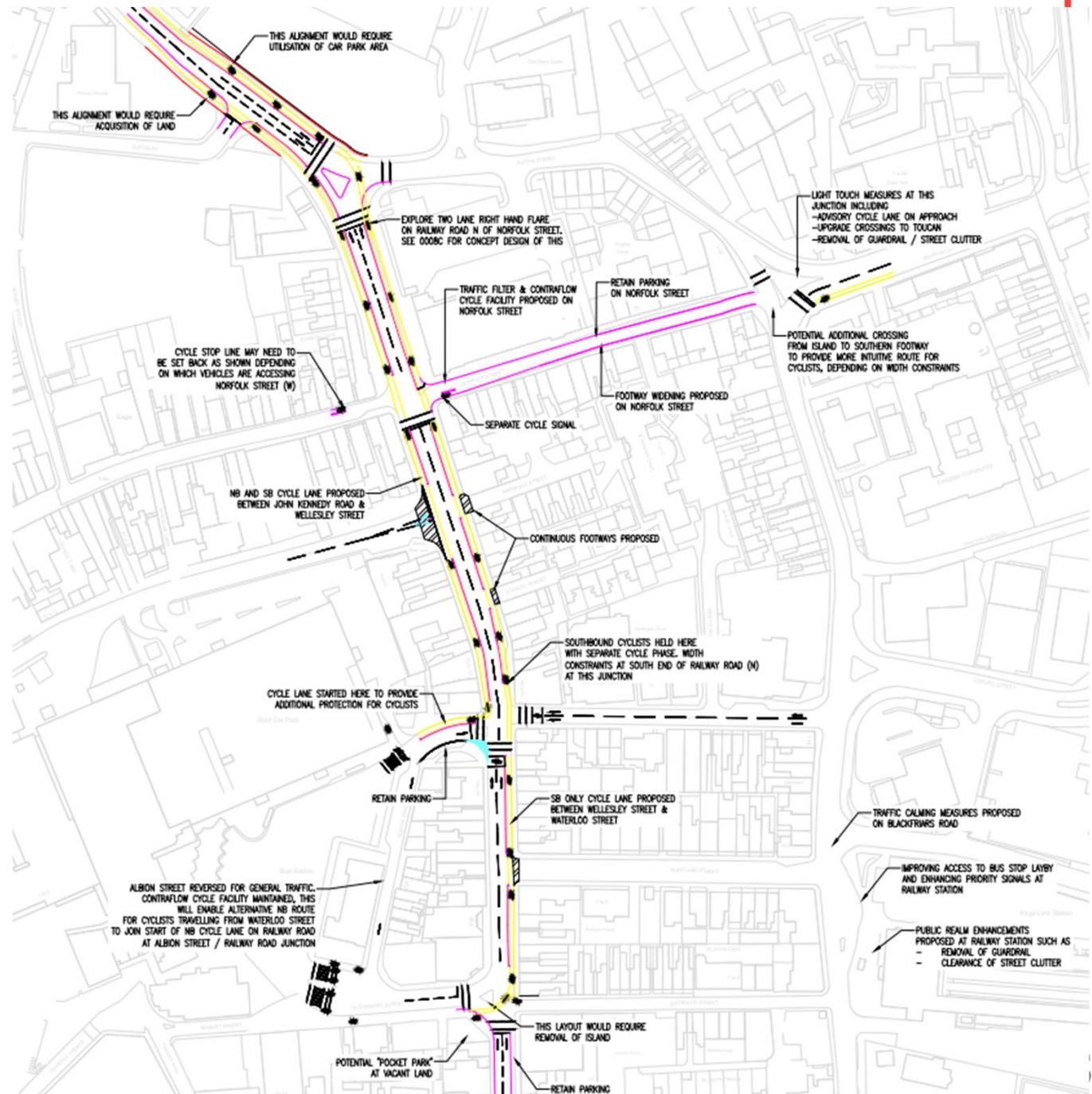
Public Transport Scheme

- Southbound lane for buses only on Railway Road
- 2-lanes northbound for traffic on Railway Road
- Reversed traffic flow and buses on Norfolk Street – difficult turns at west into Railway Road
- Bus provision on Wellesley Street investigated and not feasible
- Alterations to bus station exit at Albion Street – outbound only
- Alterations to bus station entrance at Old Market Street – inbound only
- Additional space for pedestrians (orange hatching)
- No dedicated provision for cyclists in either direction
- Improvements outside Rail station could be included in this scheme
- Footway widening on Norfolk Street



Active Travel Scheme

- Northbound and southbound dedicated cycle lane on Railway Road
- 2-lanes northbound for traffic on Railway Road
- Traffic filter on Norfolk Street and Waterloo Street
- Alterations to bus station exit via Albion Street – outbound only
- Bus station entry / exit at Old Market Street retained
- Improved environment for pedestrians
- No dedicated provision for buses



Gyratory Scheme – Options constraints



Highway Capacity Improvements

Public Transport Improvements

Active Travel

Active Travel and Public Transport

Contraflow on Railway Rd

Constraint: showed potential public transport benefits but offered minimal capacity improvement for traffic flow

Contraflow bus lane on Railway Rd

Constraint: no space for active travel measures, need to retain 2 traffic lanes NB – requires 4-4.5m lane width

Cycle lane provision and footway widening along length of Railway Rd

Constraint: varying carriageway width/pinch points, need to retain 2 traffic lanes NB

Contraflow bus lane on Railway Rd (cyclists permitted to use bus lane)

Insufficient road width to provide SB bus lane and NB segregated cycle lane

Reversing traffic flow on Norfolk St / Wellesley Street / Popland Street

Constraint: increase in traffic flows, minimal opportunity for active travel improvements, narrow, residents unlikely to be supportive

Wellesley St contraflow bus lane

Constraint: restricted carriageway width, heavy pedestrian flow, gyratory traffic impacts, development opportunities, buried railway

Filtering adjoining streets

Constraint: key east/west links for general traffic, likely to have impact on Railway Road/Blackfriars Road

Constraint: design does not align with government guidance, cyclists not separated from motor vehicles, safety concerns, not attractive for all types of cyclist

Norfolk St reversed for bus routing

Constraint: narrow, EB buses no longer calling at train station, no benefit for public transport without contraflow bus lane on Railway Road

Cycle lane provision on Blackfriars Rd

Constraint: carriageway width, need to maintain 2 lanes SB

Active & Clean Connectivity

Conclusion

- **Commitment to Active Travel**
- **Next Steps**

What are we aiming for? The “Commitment to Active Travel” scale (CAT)

CAT level	A Alignment with declaration of climate emergency	B Bold	C Cautious	D “Don’t do enough”	E Exclude and erode
Summary of commitment	Ambition, skills and resilience to put public transport, pedestrian and cycle traffic at centre of local transport Future ready	Bold decisions in disincentivising private car use and enabling active travel	Aspiration to encourage cycling but with minimal impact on car use – will not achieve mode shift	Climate scepticism Provision of facilities which are inadequate – treating cycles as pedestrians	Climate scepticism Assumes active travel is and will always be marginal and unimportant
Impact over time	Adopting a resilient business-as-usual	Meaningful projects which address range of problems	Existing problems get worse		
Traffic model base on:	Multi-modal models and motor traffic reduction	Peak traffic flows no longer priority	Meeting only existing peak traffic flows	Meeting Increase in car use in forecasts	Meeting high future forecasts in car use
Town circulation	Town centre traffic filters	Restrictions on some main routes to give cycling advantage	Minor road filters for benefit of cycling	Main road motor traffic capacity maximised Bus gates	Expansion of ring roads
Main road network	Main roads into town centre closed to motorised through-traffic Average speed cameras	20 mph limits on main roads Junctions and motor vehicle lanes narrowed cycle tracks, Bus Boarders	Junction changes to cater for cycle traffic and pedestrian movement	Junction changes to meet peak traffic	Junction widening New roads
Signalised Junctions and roundabouts	Redesign of deadly junctions, segregated roundabouts (“dutch-style” roundabouts), Cycle Optimised Protected Signal junctions (CYCLOPS)		Reduction in left-hooks and right-hooks	ASLs, off carriageway “shared-use”, high speed approaches / exits	Advanced stop lines (ASLs), multi-lane high speed approaches / exits
Roundabouts			Narrowing roundabout entries and exits	Off carriageway “shared-use”	Multi-lane entries

Next Steps

*To achieve Towns
Fund Business Case
approval and delivery
by 2024/25*

Consultation & Engagement – April 2022 onwards

Feedback & further consultation – May / June 2022

Finalise scheme options, design and costs – July 2022

Prepare Towns Fund Business Case – August 2022
submission



Detailed design, Planning, statutory consultation
and necessary consents 2022/23

Procurement 2023/24

Scheme Delivery 2024/2025

Questions?



REPORT TO CABINET

Open/Exempt		Would any decisions proposed :			
Any especially affected Wards	Mandatory/	Be entirely within Cabinet's powers to decide		YES	
	Discretionary /	Need to be recommendations to Council		NO	
	Operational	Is it a Key Decision		NO	
Lead Member: Councillor Richard Blunt E-mail:		Other Cabinet Members consulted:			
		Other Members consulted:			
Lead Officer: Claire May E-mail: Claire.may@west-norfolk.gov.uk Direct Dial: 01553 616237		Other Officers consulted: Stuart Ashworth			
Financial Implications NO	Policy/ Personnel Implications NO	Statutory Implications YES	Equal Impact Assessment NO	Risk Management Implications Yes/NO	Environmental Considerations NO
If not for publication, the paragraph(s) of Schedule 12A of the 1972 Local Government Act considered to justify that is (are) paragraph(s)					

Date of meeting: 21 June 2022

LOCAL DEVELOPMENT SCHEME**Summary**

This report seeks Cabinet approval of an up-to-date Local Development Scheme which accurately reflects the preparation stages of the Local Plan Review that have taken place and the anticipated examination and adoption timescales of the Local Plan.

Recommendation

That Cabinet approves the revised Local Development Scheme as set out in Appendix 1 to this report to come into effect from the 21 June 2022.

Reason for Decision

It is a legal requirement that local plans are prepared in accordance with the Local Development Scheme. The Inspectors for the Local Plan Review have requested an up-to-date Local Development Scheme which shows the correct submission date and corresponding changes to the timing of the Examination, receipt of Inspectors Report and adoption of the Plan.

1 Background

1.1 A Local Development Scheme specifies the documents which will comprise the development plan for the area and sets out the anticipated timescales for their preparation and adoption.

- 1.2 The Council is required to prepare and regularly review a Local Development Scheme under the Planning and Compulsory Purchase Act 2004 (as amended by the Localism Act 2011)¹
- 1.3 Planning Practice Guidance re-iterates that Local Development Schemes must also be produced in compliance with any data standard for this purpose published by DLUHC and that it is expected to be reviewed and updated at least annually but may need updating more frequently if there are any significant changes in the timescales or the plans being prepared.
- 1.4 The current Local Development Scheme was approved by Cabinet in January 2021 and an amendment to the document was subsequently approved by Cabinet in June 2021².
- 1.5 One of the legal tests for a Local Plan is that it has been prepared in accordance with the Council's Local Development Scheme³. The Local Plan Review was submitted to the Secretary of State for examination on the 29 March 2022. On the 5 May 2022 the Inspectors wrote to the Council requesting that an up-to-date Local Development Scheme be prepared which shows the correct submission date and corresponding changes to the timing of the Examination, receipt of Inspectors Report and adoption of the Plan.
- 1.6 Failure to have an up-to date Local Development Scheme may result in the Planning Inspector concluding that planning documents are not legally compliant.
- 1.7 This report seeks approval for the new Local Development Scheme (Appendix 1) for the Council which accords with the legislative requirements.

2 Options Considered

- 2.1 No other options considered appropriate as the Council is required to prepare and regularly review an LDS under the provisions of the Planning and Compulsory Act 2004 as amended by the Localism Act 2011.

3 Policy Implications

None

4 Financial Implications

None

5 Personnel Implications

¹ Planning and Compulsory Purchase Act 2004 Reg 15
<https://www.legislation.gov.uk/ukpga/2004/5/section/15>

² Current LDS available at https://www.west-norfolk.gov.uk/info/20214/emerging_local_plan_review/500/local_development_scheme

³ Planning and Compulsory Purchase Act 2004 Reg 19
<https://www.legislation.gov.uk/ukpga/2004/5/section/19>

None

6 Environmental Considerations

None

7 Statutory Considerations

Preparation and review of a Local Development Scheme is a statutory requirement.

8 Equality Impact Assessment (EIA)

N/A

9 Risk Management Implications

Local Plan could be found not to have met the legal tests at the examination resulting in the Local Plan being found not to be 'sound'.

10 Declarations of Interest / Dispensations Granted

None

11 Background Papers

APPENDICES

Appendix 1 Local Development Scheme 2022

Pre-Screening Equality Impact Assessment

Borough Council of
King's Lynn & West Norfolk



Name of policy/service/function	Local Development Scheme				
Is this a new or existing policy/service/function?	Existing				
<p>Brief summary/description of the main aims of the policy/service/function being screened.</p> <p>Please state if this policy/service is rigidly constrained by statutory obligations</p>	<p>A Local Development Scheme specifies the documents which will comprise the development plan for the area and sets out the anticipated timescales for their preparation and adoption.</p> <p>Yes. The Council is required to prepare and regularly review a Local Development Scheme under the Planning and Compulsory Purchase Act 2004 (as amended by the Localism Act 2011)</p>				
Question	Answer				
<p>1. Is there any reason to believe that the policy/service/function could have a specific impact on people from one or more of the following groups according to their different protected characteristic, for example, because they have particular needs, experiences, issues or priorities or in terms of ability to access the service?</p> <p>Please tick the relevant box for each group.</p> <p>NB. Equality neutral means no negative impact on any group.</p>		Positive	Negative	Neutral	Unsure
	Age			x	
	Disability			x	
	Gender			x	
	Gender Re-assignment			x	
	Marriage/civil partnership			x	
	Pregnancy & maternity			x	
	Race			x	
	Religion or belief			x	
	Sexual orientation			x	
	Other (eg low income)			x	

APPENDIX 1

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



Local Development Scheme 2021 - 2023

1. Introduction

- 1.1 The Planning and Compulsory Purchase Act 2004 as amended by the Localism Act 2011 requires local planning authorities to prepare, make publicly available and maintain a Local Development Scheme (LDS). The LDS is a timetable for production of a local planning authority's Local Plan, and any other Development Plan Documents. It enables the public and stakeholders to view the proposed schedule and therefore the status of policies contained within the plan documents.
- 1.2 This LDS, which supersedes previous versions, provides a timetable for which documents are proposed to be prepared and when. It indicates the stages at which the public can be involved in the local plan process. The main document that this LDS covers is the Local Plan review.
- 1.3 This Local Development Scheme sets out the following:
- Information on the Development Plan
 - Timetables Local Plan review
 - The delivery and implementation of the documents, including resources, risk management and monitoring and review.

2. King's Lynn & West Norfolk Development Plan

- 2.1 The development plans system is the basis upon which planning applications are determined.
- 2.2 The Development Plan for King's Lynn and West Norfolk is made up of a series of documents which collectively form planning policy for the borough:
- Local Plan, comprising:
 - Core Strategy (2011)
 - Site Allocations and Development Management Policies (2016)
 - Norfolk Minerals and Waste Development Plan Documents (produced by Norfolk County Council)
 - Any Neighbourhood Plans which have been made
- 2.3 The **Core Strategy** sets out the spatial planning framework for the development of the borough up to 2026 and provides guidance on the scale and location of future

development in the borough. It contains strategic policies on a range of topics that include: the environment, employment, infrastructure, and housing. The Core Strategy was formally adopted by the Borough Council in 2011.

2.4 The **Site Allocations and Development Management Policies** document complements and facilitates the implementation of the Core Strategy by providing detailed policies and guidance. This includes development boundaries, site allocations across the borough for a variety of uses and area-wide development management policies on specific issues. It contains Policies Maps, and insets, which geographically illustrate the policies within the local plan where appropriate. This was formally adopted by the Borough Council in 2016.

2.5 The minerals and waste adopted development plan documents currently comprises:

- **Core Strategy and Minerals and Waste Development Management Policies Development Plan 2010 – 2036** (adopted September 2011)
- **Minerals Site Specific Allocations Development Plan Document** (October 2013)
- **Waste Site Specific Allocations Development Plan Document** (October 2013)
- **Single Issue Silica Sand Review of the Minerals Site Specific Allocations** (December 2017)

2.6 **The process of plan preparation** involves evidence gathering, opportunities for public involvement and comment and an independent examination, the process is outlined below:

- i. Evidence gathering – forms the basis of information for the Plan.
- ii. Development of options – preparation of the draft plan
- iii. Draft Local Plan – published for consultation.
- iv. Submission Local Plan – Plan is submitted to the Secretary of State.
- v. Independent Examination – held by a Planning Inspector into objections.
- vi. Inspectors Report – setting out any recommended changes.
- vii. Adoption of Local Plan – by the local planning authority.

2.7 Other documents:

- **Supplementary Planning Documents (SPDs)** – these are non-statutory documents which will supplement policies and proposals in the Local Plan. They will need to be in conformity with the Local Plan.
- **Neighbourhood Plans** – The Localism Act 2011 introduced provision to allow communities to set out their own policies in relation to use and development of land in their areas through Neighbourhood Plans. The Council have a duty assist to these communities; however they are produced by the community themselves and so it is not appropriate for this document to specify when they will be produced.
- **Community Infrastructure Levy** – The Community Infrastructure Levy (CIL) is a mechanism for raising funds from new development to contribute towards essential infrastructure. The Council formally introduced its CIL in February 2017.
- **Statement of Community Involvement (SCI)** - sets out how the public will be consulted as part of the Local Plan review process. The latest version was adopted by the Borough Council in June 2017.
- **Authority Monitoring Report (AMR)** - considers how the authority is implementing their planning policies and the progress in terms of producing the planning documents.
- **Local Development Scheme (LDS)** (this document).
- **Housing and Economic Land Availability Assessment (HELAA)** - This is an appraisal of the amount of land available for housing and economic development is required in order to assess the capacity of suitable land. Its purpose is to which is available. It is vital that there is sufficient land to meet the housing need, referred to Local Housing Need (LHN), for the borough. It also identifies where this could potentially be located. The HELAA does not allocate land for development or determine whether a site should be given planning permission for development. This is the role of the Local Plan review and the development management function of the Borough Council. However, it is a key piece of supporting evidence for the Local Plan review.

- 2.8 **Sustainability Appraisal and Habitats Regulations Assessments** - In preparing the Local Plan review the documents will be subjected to a Sustainability Appraisal (which will also incorporate the requirements of the EU Directive 2001/42/EC on Strategic Environmental Assessments). The Sustainability Appraisal will help identify and evaluate what effects the document/ proposed plans are likely to have on social, economic and environmental conditions of an area, and help to ensure that the plan takes account of sustainable development objectives.
- 2.9 The Sustainability Appraisal Scoping Report is the first step in this process and is followed by the sustainability appraisal of options as they develop. The document guides and informs the choices made as the document evolves and so forms an integral part of the preparation.
- 2.10 Amendments were introduced in the UK Conservation (Habitats & etc.) Regulations 1994 in September 2006. These result in Appropriate Assessment under Article 6(3) and (4) of the Habitats Directive 92/43/EEC being required for all plans likely to have a significant effect on a European site. Habitats Regulations Assessments, including Appropriate Assessment as necessary, were undertaken prior to submission of the Local Plan review.

3. The King's Lynn & West Norfolk Local Plan review (2016 -2036)

- 3.1 The Borough Council, as part of the Site Allocations and Development Management Policies Plan (SADMP) examination and adoption process, committed to an early review of the Local Plan. This means reviewing both the Core Strategy (CS) and the SADMP to create a single Local Plan document.
- 3.2 This commitment forms Policy 'DM2A – Early Review of Local Plan' of the SADMP. An early review will ensure a set of deliverable and achievable housing sites for the duration of the Plan period (2016 -2036), with the most up to date policy framework to secure continuity for the longer term. The review will identify the Local Housing Need for the borough and proposals to ensure that this is met in a consistent manner with national policy.
- 3.3 Elements of this review began in 2016 and continued in 2017 including the Sustainability Appraisal Scoping Consultation with statutory consultees (Environment Agency, Natural England and Historic England), and the 'Call for Sites and Policy Suggestions' Consultation (Regulation 18). The latter ran for 6 weeks, between the

17 October and 28 November 2016, and offered an opportunity for developers, agents, landowners, individuals, and other interested parties to promote sites located within the Borough for future development, suggest locations/areas for special policy treatment, and put forward policy suggestions. The HELAA process also commenced.

3.4 The draft Local Plan Review was published for an eight week consultation period from 4 March to 29 April 2019 (Regulation 18) and the Pre-submission publication and consultation was undertaken between 2 August and 27 September 2021.

3.5 The timetable for the production of the Local Plan review is set out overleaf. This outlines the process and the timetable of the Local Plan review and the role and content of each element.

Local Plan review Programme 2021-2023

Local Plan Documents	2021				2022				2023			
	Jan-Mar	Apr-Jun	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sept	Oct-Dec
Local Plan review (2016 – 2036)	A	A	B	C	C/D	E	E	E	E	E/F	G	H

	Key Stages of Local Plan Preparation	Regulation
A	Pre-Submission plan development	
B	Pre-Submission publication and consultation	Regulation 19 & 20
C	Submission plan development	
D	Submission of document to Secretary of State	Regulation 22
E	Examination (Including Hearing Sessions)	Regulation 24
F	Receipt of Inspectors Fact Check Report	
G	Receipt of final Inspector's Report	Regulation 25
H	Adoption	Regulation 26

Indicative Schedule of Proposed Local Plan review

Development Plan Documents (Title)	Role and Content	Chain of conformity	Geographical coverage	Timetable Milestones			
				Publication of DPD	Submission of DPD	Hearing Sessions	Adoption
Local Plan Review	Will update the strategic planning policies for the borough, allocate land for housing and employment and up to date development planning policies	To conform with NPPF	Whole authority area	2021	2022	2022	2023

4. RISK MANAGEMENT AND RESOURCES

4.1 The Planning Policy team at the Borough Council currently consists of:

- Planning Policy Manager (1FTE)
- Principal Planner (1FTE)
- Senior Planner (1FTE) – Position Currently vacant
- Graduate Planner / Planner (1FTE) – Position currently vacant

4.2 Assistance is also provided by a number of teams elsewhere in the Borough Council including Regeneration, Housing, Planning Technical Support, Environmental Health and Leisure. Consultants may also be used where there is insufficient resource / expertise within the authority. Advice will also be sought and guidance provided from Norfolk County Council, the Environment Agency etc., where necessary.

4.3 The budget for Planning Policy makes allowance for the anticipated costs of development plan production, including examination. However, the timing set out in this document is indicative and based on assumptions. It may therefore be necessary to make further amendments to the timetable. The table below considers potential areas of risk which could cause the programme to slip and details their impact and likelihood of occurrence alongside contingency and mitigation measures.

Risk	Likelihood	Impact	Contingency	Mitigation
A team member may leave / Long term sickness absence	High	High	Spread knowledge throughout the team	Re-appoint as soon as possible. Alternatively, seek to re-deploy staff from within the Planning department or use consultants / agency staff if necessary
New national legislation	High	High	Delays in the delivery of plans may occur in terms of compliance with the NPPF and PPG as a result of future changes / revisions. This is also dependent upon the political composition of the Government	Some flexibility has been included in the timescales for Local Plan production, although these may need to be revised deepening upon the nature of any potential future changes Revise LDS where necessary.
Legal challenge	Medium	High	Post adoption of a Local Plan, there is a six week challenge period.	To reduce risk of challenge, ensure the Local Plan legally compliant, is based on robust evidence and been subject to extensive consultation.
Problems arising from joint working; compliance with	Medium	High	Close working with other authorities and Council Members to detect issues early	Some flexibility is included in the Local Plan timescales.

the duty to co-operate and Statement of Common Ground			in the process	
Programme slippage	Medium	Medium	Contingency time is built into the LDS programme, which includes sufficient time to deal with a large number of representations.	Sufficient flexibility is included in the Local Plan review timescale. Revise LDS where necessary. Ensure sufficient resources available to complete future stages.
Local Plan found not to be 'sound'	Low	High	Seek advice from PINS at key stages (e.g. advisory visits) and be prepared to make modifications. Develop and take account of sound evidence.	Develop sound technical evidence base. If necessary, go back to an earlier stage, revise the plan and re-submit.
Timely provision of infrastructure	High	High	Discussions with infrastructure providers have been focused through the Infrastructure Study, as the development strategy and impact on infrastructure has become clearer.	Continuing engagement with infrastructure providers and development of the study will ensure timely provision.
Failure to secure agreement of full Council to Local Plan review	Low	High	It is important to work closely with all elected Members and to raise awareness of the Local Plan, and to secure an up to date development plan that complies with the NPPF.	Build sufficient flexibility into the strategy and timescales. The impact of elections cannot be predicted and mitigation is limited.
Inspector's report includes recommendations that the Council finds difficult to accept	Medium	Medium	Although the Inspector's recommendations are no longer binding (except for any modifications proposed by the Council), the Plan may not be 'sound' unless it is modified. The Council will need to consider all recommendations if it wishes to have an up to date development plan in place as required by the NPPF.	Keep Council Members up to date on issues arising and likely recommendations.

5. Monitoring and Review

5.1 The Local Development Scheme will be monitored on an ongoing basis through the Authority Monitoring Report. The latest version is available on the Council's website. The Monitoring Report will also monitor the delivery and effectiveness of policies in line with the Monitoring Framework outlined in the Core Strategy and Site Allocations and Development Management Policies Plan documents.

POLICY REVIEW AND DEVELOPMENT PANEL REPORT

REPORT TO:	Regeneration and Development Panel		
DATE:	14 th June 2022		
TITLE:	Membership of Task Groups and Informal Working Groups 2022/2023		
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

PURPOSE OF REPORT/SUMMARY:
<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 2022/2023.</p> <p>The Panel has established the following groups:</p> <ul style="list-style-type: none"> - CIL Governance Task Group - Custom and Self Build Policy Development Task Group - Guildhall and Creative Hub Task Group
RECOMMENDATION:
<p>That the Task Groups listed above continue to operate and the Democratic Services Officer be instructed to seek Membership of the Task Group from the Group Leaders for the 2022/2023 municipal year.</p>

For information – current Membership of Groups is below

CIL Governance Task Group – Councillors Kirk, de Whalley, Bubb, Bone, Parish and Whitby.

Custom and Self Build Policy Development Task Group – Councillors Blunt, Bone, Bubb and Rose.

Guildhall and Creative Hub Task Group – Councillors Hudson, de Whalley, Moriarty and Conservative Members to be confirmed.

REGENERATION AND DEVELOPMENT PANEL WORK PROGRAMME 2022/2023

DATE OF MEETING	TITLE	TYPE OF REPORT	LEAD OFFICER/ ATTENDEE	OBJECTIVES AND DESIRED OUTCOMES
6th June 2022	Appointment of Vice Chair for the Municipal Year			
	Cabinet Report: Update to Town Deal to reflect the revised project prioritisation and changes in funding allocations	Cabinet Report	Jemma Curtis	To consider the report and make any appropriate recommendations to Cabinet
14th June 2022	A tour of the Guildhall, starting at 2.00pm, has been arranged for Panel Members prior to the meeting.			
	Appointments to Task Groups and Informal Working Groups	Operational	Democratic Services Officer	
	Portfolio Holder Q&A Session			Questions to be submitted in advance of the meeting
	Local Development Scheme	Cabinet Report	Claire May	To consider the report and make any appropriate recommendations to Cabinet
	Chairs Item – Verbal Update on Caravan Site in King’s Lynn and Coach Park	Verbal Update	Duncan Hall	Verbal Update requested by the Chair.
23rd June 2022	Cabinet Report - Levelling Up Fund	Cabinet Report	Jemma Curtis	To consider the report and make any appropriate recommendations to Cabinet
21st July 2022	Portfolio Holder Q&A Session			Questions to be submitted in advance of the meeting
	Update on Active Travel Programme	Update requested by the Panel	David Ousby, Jason Richardson	Previous update presented in April and Panel requested it come back in July.
	Multi User Community Hub – Town Deal Project		Jemma Curtis	

	Riverfront Regeneration – Town Deal Project		Jemma Curtis	
	Tourism Development Plan		Philip Eke	
13th September 2022	Portfolio Holder Q&A Session			Questions to be submitted in advance of the meeting
8th November 2022	Portfolio Holder Q&A Session			Questions to be submitted in advance of the meeting
10th January 2023	Portfolio Holder Q&A Session			Questions to be submitted in advance of the meeting
28th February 2023	Portfolio Holder Q&A Session			Questions to be submitted in advance of the meeting
11th April 2023	Portfolio Holder Q&A Session			Questions to be submitted in advance of the meeting

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To be scheduled

- King's Lynn Port
- Heacham Beach Development opportunities
- Hunstanton Masterplan Update
- Southgates Masterplan Progress
- LCWIP Final Version
- Repurposing of Existing Buildings – Councillor Gidney
- Waste Disposal Discussion
- Conservation Areas Update
- CITB Update – Request from Councillor Morley

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
8 June 2022 – Special meeting						
	Town Deal Update	Key	Cabinet	Business Culture & Heritage Asst Director – D Hall		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
21 June 2022						
50	RIPA/non-RIPA policy and operating procedures	Non	Council	Leader Asst Dir		
	Planning Scheme of Delegation/Sifting Panel	Non	Council	Development & Regeneration Asst Director S Ashworth		Public
	Support in Safe Accommodation for Norfolk – 2021/2024 – Housing related issues.	Non	Cabinet	People & Communities Assistant Director - D Hall		Public
	Risk Management Policy	Key	Council	Finance Chief Executive		Public
	Appointments to Outside Bodies	Non	Cabinet	Leader Chief Executive		Public
	Appointments to Cabinet bodies	Non	Cabinet	Leader Chief Executive		Public
	Planning Structure	Non	Cabinet	Development & Regeneration Exec Dir – G Hall		Private - Contains exempt information under para 1 – information

						relating to the business affairs of any person (including the authority)
	Local Development Scheme	Key	Cabinet	Development & Regeneration Asst Dir – S Ashworth		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
Sp meeting 27 June 2022						
	Levelling Up	Key	Cabinet	Business Culture & Heritage Asst Director – D Hall		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
2 August 2022						
	Freedom of the Borough - amendments	Non	Council	Leader Chief Executive		Public
	Lynnsport One	Key	Council	Regeneration & Development Asst Dir Companies & Housing Delivery – D Ousby		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Asset Management – Land and Property	Key	Cabinet	Property Asst Dir Property and Projects		Private - Contains exempt Information under para 3 – information

						relating to the business affairs of any person (including the authority)
	Review of Governance of Council Companies	Non	Cabinet	Leader Chief Executive		Public
	Balloon and Lantern report	Non	Cabinet	Corporate Services and Environment Asst Director – M Chisholm		Public
	Outturn 2021/22	Key	Cabinet	Finance Asst Dir M Drewery		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
20 September 2022						
25	Procurement Strategy	Non	Cabinet	Finance Asst Dir – D Ousby		Public
	Custom and Self Build Site – Stoke Ferry	Non	Cabinet	Regeneration and Development Assistant Director - D Hall		Public

Date of meeting	Report title	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
15 November 2022						

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 January 2023						

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
7 February 2023						
	Budget	Key	Council	Finance Asst Director – M Drewery		Public
	Capital Programme	Key	Council	Finance Asst Director – M Drewery		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
7 March 2023						

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
18 April 2023						

Items to be scheduled

	Notice of Motion 7-21 – Councillor Kemp – Equalities	Non	Council	Leader Asst Dir B Box		Public
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