

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



Environment and Community Panel

Agenda

Tuesday, 14th November, 2023
at 4.30 pm

in the

**Council Chamber, Town Hall, Saturday
Market Place, 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

Friday 3 November 2023

Dear Member

Environment and Community Panel

You are invited to attend a meeting of the above-mentioned Panel which will be held on **Tuesday, 14th November, 2023 at 4.30 pm** in the **Council Chamber, Town Hall, Saturday Market Place, King's Lynn PE30 5DQ** to discuss the business shown below.

Yours sincerely

Chief Executive

AGENDA

1. Apologies for absence

To receive any apologies for absence.

2. Minutes (Pages 6 - 11)

To approve the minutes of the previous meeting.

3. Declarations of interest (Page 12)

Please indicate if there are any interests which should be declared. A declaration of an 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 proposed 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. Gaywood River and Habitat Restoration - Presentation from Nature Recovery Partnership Manager from Norfolk and Suffolk County Council
(Pages 13 - 14)

8. Net Zero Communities Update (Pages 15 - 19)

9. Cabinet Report - Assets of Community Value (Pages 20 - 37)

10. Work Programme and Forward Decision List (Pages 38 - 46)

11. Date of the next meeting

To note that the next meeting of the Environment and Community Panel is scheduled to take place on 3rd January 2024 at 4.30pm in the Town Hall, Saturday Market Place, King's Lynn.

12. 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".

13. EXEMPT Cabinet Report - Framework Agreement for Care and Repair Handyperson Prevention Service (Pages 47 - 55)

To:

Environment and Community Panel: T Barclay, M Bartrum, J Bhondi, P Bland, A Bullen, S Collop (Chair), P Devulapalli (Vice-Chair), H Humphrey, P Kunes, J Ratcliffe, S Sandell and A Ware

Portfolio Holders:

Councillor Squire – Portfolio Holder for Environment and Coastal
Councillor de Whalley – Portfolio Holder for Biodiversity
Councillor Anota – Portfolio Holder for Property and Corporate Services
Councillor Rust – Portfolio Holder for People and Communities

Officers:

Ged Greaves – Corporate Performance Manager
Honor Howell – Corporate Governance Manager
Claire Wiggs – Ecologist
Jo Russell – Care and Repair
Martin Chisholm – Assistant Director

By Invitation:

Andy Millar and Sarah Taigel for Agenda Item 7

BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK**ENVIRONMENT AND COMMUNITY PANEL**

Minutes from the Meeting of the Environment and Community Panel held on Tuesday, 3rd October, 2023 at 4.30 pm in the Council Chamber, Town Hall, Saturday Market Place, King's Lynn PE30 5DQ

PRESENT: Councillors S Collop (Chair), T Barclay, M Bartrum, J Bhondi, P Bland, P Devulapalli, A Kemp (substitute for A Bullen), P Kunes, J Ratcliffe, S Sandell and A Ware.

PORTFOLIO HOLDERS:

Councillor A Beales – Portfolio Holder for Business
Councillor M de Whalley – Portfolio Holder for Climate Change and Biodiversity
Councillor S Ring – Portfolio Holder for Tourism, Events and Marketing
Councillor J Rust – Portfolio Holder for People and Communities

OFFICERS:

Becky Box – Assistant Director
Martin Chisholm – Assistant Director
Oliver Judges – Executive Director
Jacob Medlock – Housing Standards Officer

EC37: APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Bullen and Squire.

EC38: MINUTES

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

EC39: DECLARATIONS OF INTEREST

There were no declarations of interest.

EC40: URGENT BUSINESS

There was none.

EC41: MEMBERS PRESENT PURSUANT TO STANDING ORDER 34

There was none.

EC42: CHAIR'S CORRESPONDENCE

There was none.

EC43: **HOME IMPROVEMENT SCHEMES PRESENTATION**

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

The Panel received a presentation from the Housing Standards Officer. A copy of the presentation is attached.

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

In response to a question from Councillor Sandell, the Housing Standards Officer confirmed that work was being carried out to engage with Parish Councils and community events had been arranged. He acknowledged that there were some problems with some installers of air sources heat pumps, but there was a scheme in place to stop rogue traders and those participating in the schemes outlined in the presentation would be checked for the relevant accreditations.

Councillor Kunes asked for advice on applying for grants and if payment was required up front and then claimed back. The Housing Standards Officer explained that different schemes had different criteria and if individuals were unsure they were welcome to contact Housing Standards for advice.

Councillor Ware asked if the schemes permitted cold calling and unsolicited calls and it was explained that individuals could phone the Housing Standards Team to check the legitimacy of organisations or they could check online that they were a reputable company. He advised individuals not to give out personal or financial information to cold callers.

The Portfolio Holder for People and Communities, Councillor Rust, thanked the Housing Standards Officer for the fantastic work in this area to reduce costs for residents and cut carbon emissions. Councillor Rust reiterated the concerns relating to cold callers and how it could deter vulnerable and elderly people from engaging in genuine schemes.

Councillor Kemp referred to the social housing decarbonisation fund and the initial target of 100 properties. She felt that this meant that a lot of properties would be missing out. The Housing Standards Officer explained that this was the initial target, but the scheme would run until 2025 so there could be opportunities to do more. The Council was also working closely with relevant Housing Associations. In response to a further question from Councillor Kemp, the Housing Standards Officer explained that Norfolk Warm Homes Consortium was used to deliver

and ensure that deprived areas within the Borough had been contacted to make them aware of schemes available to them.

The Portfolio Holder for People and Communities, Councillor Rust, stated that she held regular meetings with Freebridge Community Housing and would work with them to ensure that progress with schemes was monitored and discussed as required.

The Chair asked if schemes were available for private landlord tenants and the Housing Standards Officer explained that there were schemes available and individuals could contact the Housing Standards Team for more information.

The Vice Chair asked about the difference in attainment for Eco 4 verses Eco 5 and was advised it was due to resources being allocated this time around. The Vice Chair also asked for information on the amount of funding available through the schemes mentioned in the presentation and the Housing Standards Officer agreed to provide the information. He also explained that the schemes were coming forward this year as the resources were now in place to manage them and the Council were working with the NHS on referrals.

In response to a question from the Vice Chair, the Housing Standards Officer confirmed that Councillors could refer households directly to Housing Standards for further investigation on what schemes they could potentially benefit from.

The Portfolio Holder for Climate Change and Biodiversity, Councillor de Whalley, thanked the Housing Standards Officer for the work in this area and stated that it was important to get the message out to as many households as possible. He asked about older properties within the Borough and the Housing Standards Officer stated that there were options available to improve energy efficiency including external and internal wall insulation.

RESOLVED: The update was noted.

EC44: **CABINET REPORT - CARE LEAVERS COVENANT**

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

The Assistant Director presented the report which set out proposals for the commitment to sign the care leaver's covenant. She explained that Norfolk County Council was the primary support network, but each district also had an important role to play to support care leavers.

If the covenant was signed then a local offer of support would be developed. It was noted that there were already some schemes in place to offer support and signing up to the covenant would bring these all together for a joined up approach.

The Chair thanked the Assistant Director for her report and invited questions and comments, as summarised below.

Councillor Kemp indicated she was in favour of this national initiative and asked how care leavers were identified. The Assistant Director explained that work was carried out with Norfolk County Council Corporate Parenting Team for links and contacts to ensure that support was available for them.

Councillor Kemp referred to the Boost Project and asked if this offered training opportunities for care leavers. The Assistant Director confirmed that it did and additional opportunities would also be looked at, for example Mentoring programmes.

The Portfolio Holder for People and Communities, Councillor Rust commented that the Council was committed to providing the best offer for care leavers and hoped that signing up to the covenant would increase opportunities and aspirations.

The Vice Chair, Councillor Devulapalli, referred to the report and commented that it did not include any financial implications. The Assistant Director explained that signing up to the covenant did not have any financial implications, however any additional projects or offers would come back for a separate decision if required.

In response to a further question from the Vice Chair, the Assistant Director explained that links and information to access housing was provided and the provision of information could be looked at again as part of the local offer that would be put together.

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

That the Council commits to taking action to meet the requirements of the Care Leavers Covenant.

EC45: **CABINET REPORT - UKSPF 24/25 - CONTINUATION AND EXPANSION OF BOOST PROJECT AND WEST NORFOLK TRAINING GRANTS**

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

The Executive Director presented the report which set out detail of the projects to be delivered in 2024/25 under the investment priorities local Businesses and People and Skills to ensure smooth transition and continuation of existing projects which currently only had funding approved until March 2024.

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

Councillor Kemp commended this project which was part of the Town Deal. The Executive Director referred Councillor Kemp to the report which provided statistics on how many individuals had benefitted from the project so far. The Portfolio Holder for People and Communities, Councillor Rust informed the Panel that originally as the project had been part of the Town Deal it was focussed on King's Lynn, however extension of the project utilising the UKSPF funding meant that it could be expanded across the Borough and work could be carried out with partner organisations as appropriate including the CITB and Swan Youth Project.

The Vice Chair, Councillor Devulapalli referred to the previous report considered by the Panel relating to the care leavers covenant and made a plea that they would be included in opportunities.

RESOLVED: That the Environment and Community Panel support the recommendations to Cabinet as set out below.

1. Endorse the continuation and expansion of the BOOST project for young people across West Norfolk as per section 6, table 2, option 2.
2. Approve the allocation of UKSPF 'People and Skills' funding for the Boost project for 2024/25 as set out in section 7, table 3 of the report.
3. Endorse the continuation and expansion of the West Norfolk Training Grant into 2024/25 as per section 13, table 6, option 3.
4. Approve the allocation of the UKSPF funding for the West Norfolk Training Grant project for 2024/25 as set out in section 12, table 5.
5. Approve the delegated authority to the Assistant Director for Regeneration, Housing and Place in consultation with the Leader and Portfolio Holder for Business to agree delivery arrangements and any changes to ensure the efficient delivery of the Boost and West Norfolk Training Grant projects for 2024/25
6. Officers to provide an annual report on the progress and performance of the projects to the Corporate Performance Panel.

EC46: **WORK PROGRAMME AND FORWARD DECISION LIST**

Councillor Kemp requested that the Panel give consideration to the digital switch over and the impact it could have on West Norfolk residents who did not have access to digital services. The Chair advised Councillor Kemp to complete the form available to request that an item be considered by the Panel.

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

EC47: **DATE OF THE NEXT MEETING**

The next meeting of the Environment and Community Panel would be held on 14th November 2023 at 4.30pm in the Council Chamber, Town Hall.

EC48: **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 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.

EC49: **EXEMPT - CABINET REPORT - 5 YEAR MART AGREEMENT**

The Assistant Director presented the Cabinet report and responded to questions from the Panel as summarised below.

Councillor Kunes asked if, in the future, it could be built into the contract the need to reduce carbon emissions and the Assistant Director explained that the Mart operators were aware of efficiencies and moving towards this as they replaced systems.

The Panel discussed safety issues and suggested ways that the commercial operator could ensure its own future viability by trialling different ways of operating to increase participation, especially during the current economic climate.

The Portfolio Holder for Tourism, Events and Marketing, Councillor Ring, addressed the Panel and commented that he supported the proposals as set out in the report to ensure the Mart continued to operate safely and hoped that the operator would consider initiatives to ensure that it remained viable.

The Assistant Director confirmed that he had a good working relationship with the operator and would pass the Panels comments on to them, noting that the Panel wanted to see the Mart continue to be successful and viable.

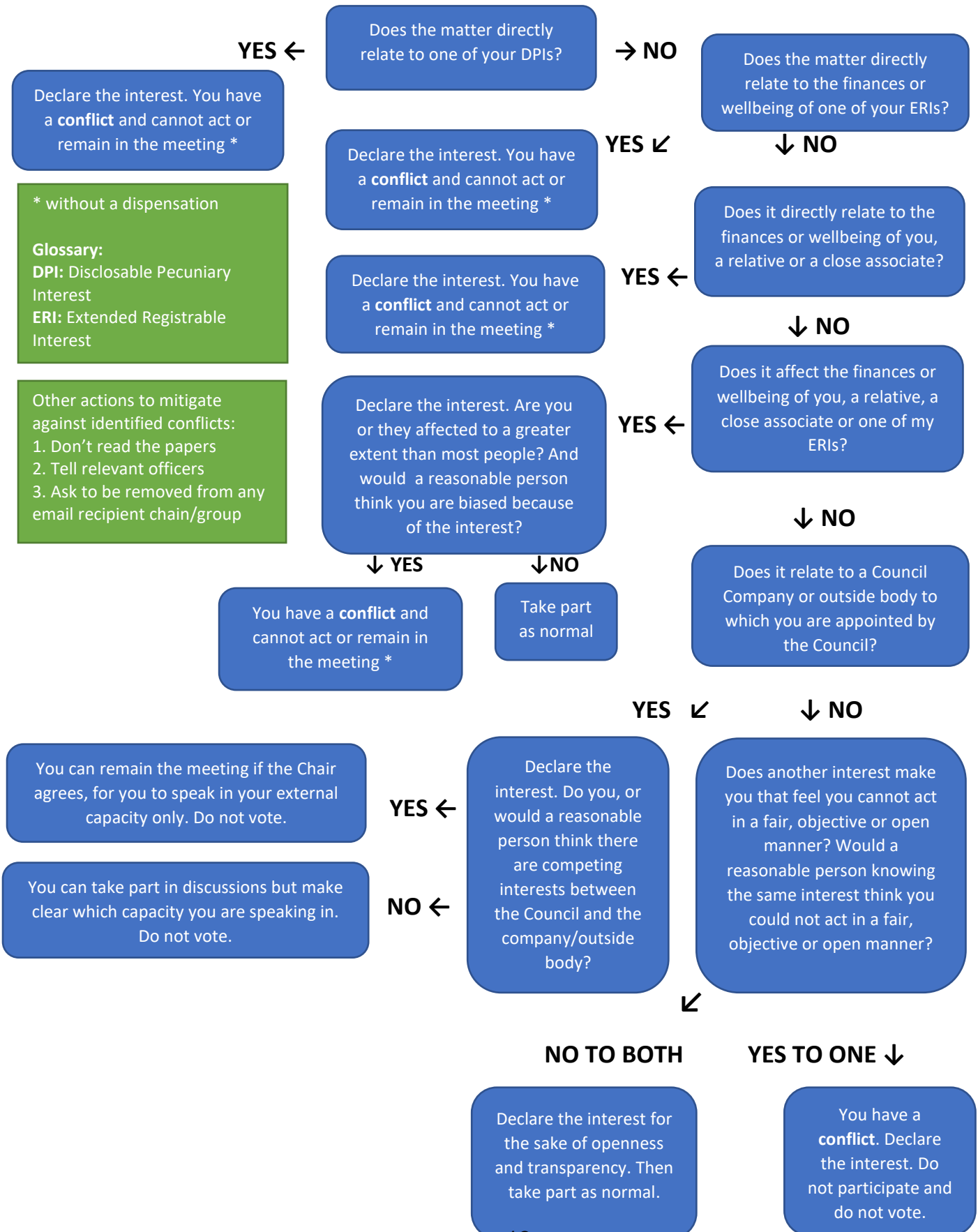
RESOLVED: The Environment and Community Panel supported the recommendations to Cabinet, as set out in the report.

The meeting closed at 5.55 pm

DECLARING AN INTEREST AND MANAGING ANY CONFLICTS FLOWCHART



START



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

* without a dispensation

Glossary:

DPI: Disclosable Pecuniary Interest

ERI: Extended Registrable Interest

Other actions to mitigate against identified conflicts:

1. Don't read the papers
2. Tell relevant officers
3. Ask to be removed from any email recipient chain/group

POLICY REVIEW AND DEVELOPMENT PANEL REPORT

REPORT TO:	Environment and Community Panel		
DATE:	14 th November 2023		
TITLE:	Gaywood River and Habitat Restoration		
TYPE OF REPORT:	Request from Opposition Member		
PORTFOLIO(S):	Environment and Coastal		
OPEN/EXEMPT	Open	WILL BE SUBJECT TO A FUTURE CABINET REPORT:	No

REPORT SUMMARY/COVER PAGE**PURPOSE OF REPORT/SUMMARY:**

This item deals with a request from Councillor Colwell and the King's Lynn Area Consultative Committee about the state of the water at Gaywood River.

Andy Millar, Nature Recovery Partnership Manager for Norfolk and Suffolk County Council and Dr Sarah Taigel, GIS and Fluvial Specialist helping develop citizen science projects on the Gaywood River will be present at the meeting to provide information on opportunities for habitat creation in the valley, partnership working and mitigation measures.

KEY ISSUES:

Comments made at the King's Lynn Area Consultative Committee are as follows:

Gaywood River and the Middleton Stop Drain

The Chair explained that communication had been received from the Environment Agency in relation to the Middleton Stop Drain and Gaywood River.

Councillor Colwell referred to the information provided from the Environment Agency and commented that the state of the local rivers should be one of the key issues which the Council was considering so that commitment and concerns could be placed on record and those responsible agencies could do more to help. He hoped that the Council could bring the necessary agencies together so that a positive future plan could be achieved. He added that Gaywood River ran through the town centre and should be one of the highlights of the town / Walks, instead he received comments / letters from concerned residents about the state of the water.

Councillor Kemp stated that the wildlife was not in the river as it should be which also ran at the end of Sydney Street and the Southgates Park, and was green and full of algae. She added that it should be a live running stream again.

Councillor Heneghan added that it appeared that everyone was in agreement that something needed to be done. The Chair suggested that it should be passed to the E&C Panel for consideration with the Committee also invited to attend.

Councillor Colwell stated that he had the names of two people who would like to talk to the Committee / E&C Panel:

- Andy Millar - was the newly appointed Nature Recovery Partnership Manager for Norfolk & Suffolk County Council.*
- Dr Sarah Taigel – was a GIS and fluvial specialist and helping develop citizen science projects on the Gaywood river.*

AGREED: *That the item be placed on the E&C Work Programme.*

RECOMMENDATIONS:

The Panel are requested to consider the information presented at the meeting.

REASONS FOR RECOMMENDATIONS:

To deal with an Opposition Members request to add an item to the Work Programme.

POLICY REVIEW AND DEVELOPMENT PANEL REPORT

REPORT TO:	Environment and Community Panel		
DATE:	14 November 2023		
TITLE:	Norfolk Net Zero Communities project		
TYPE OF REPORT:	Monitoring		
PORTFOLIO(S):	Climate Change and Biodiversity		
REPORT AUTHOR:	Ged Greaves, Climate Change Manager		
OPEN/EXEMPT	Open	WILL BE SUBJECT TO A FUTURE CABINET REPORT:	No

REPORT SUMMARY/COVER PAGE

PURPOSE OF REPORT/SUMMARY:
<p>On behalf of The Norfolk Climate Change Partnership (NCCP), Great Yarmouth Borough Council (GYBC) has been successful in securing £300,000 of government funding to run a two-year pilot project called 'Norfolk Net Zero Communities'.</p> <p>A report to the Panel's meeting on 29 August 2023 provided an overview of the project, how it may benefit the borough and how the community would be identified.</p> <p>This report provides an update on the selection process and Norfolk project.</p> <p>The Net Zero Innovation and Delivery Manager, Jonathan Ward, will provide a short presentation on the project.</p>
KEY ISSUES:
The project assists with the council's climate change policy and community leadership activities to reduce carbon emissions for the geographical borough.
OPTIONS CONSIDERED:
The Environment and Community Panel is asked to note progress with the project.
RECOMMENDATIONS:
The Environment and Community Panel note progress with the project and receive periodic update reports.
REASONS FOR RECOMMENDATIONS:
To support a project that will contribute towards a reduction in the borough's carbon emissions.

1. Introduction

- 1.1 On behalf of The Norfolk Climate Change Partnership (NCCP), Great Yarmouth Borough Council (GYBC) has been successful in securing £300,000 of government funding to run a two-year "Norfolk Net Zero Communities".
- 1.2 This innovative pilot project is one of only 21 successful locations across the country. It will support one community in each of the seven Norfolk districts, working with householders and local community organisations to explore ways to decarbonise homes and travel to help tackle climate change across Norfolk.

- 1.3 A competitive process saw 21 local authorities receive a total of £6m from Fast Followers to help their areas increase innovation all with the aim of achieving Net Zero. The projects cover urban areas like Birmingham and Edinburgh and rural areas like Devon and the Outer Hebrides and, like Norfolk's programme, all are designed to overcome non-technical barriers like public engagement or procurement.

2. Norfolk Net Zero Communities

- 2.1 Great Yarmouth Borough Council (GYBC) are the lead authority to deliver the project working with all NCCP partner agencies across Norfolk, which include Breckland Council, Broadland Council, Great Yarmouth Borough Council, Borough of King's Lynn and West Norfolk Council, Norfolk County Council, North Norfolk District Council, Norwich City Council, South Norfolk Council, New Anglia Local Enterprise Partnership, the East of England LGA, the Broads Authority and the University of East Anglia through The Tyndall Centre for Climate Change Research.

- 2.2 The funding will be used to help build skills and accelerate progress towards Net Zero. The two-year project will see the Partnership work with residents and businesses and set-up a unique programme aimed at testing how barriers can be overcome in order to make a step change in reducing emissions.

- 2.3 Working closely with all NCCP partners the project will focus on low carbon net zero adaptations such as retrofitting homes, community energy schemes and greener transport, in the local economy, construction, heating, technology, logistics, land management and tourism industries. This will create a spotlight on climate change with the aim of creating more green jobs and a shift to Net Zero.

- 2.4 The Partnership will need to consider which areas within the county to engage with the project. The project will work with selected communities on non-technical barriers such as:

- Financing
- Capacity, capability and skills
- Consumer engagement and behaviour change
- Policy and regulation
- System governance
- Common data standards for open source and interoperability
- Ability to influence strategic grid reinforcement

- 2.5 The project's intended benefits are:

Citizen preparedness for net zero

- Understand knowledge base of our citizens
- Test propensity to move to and invest in net zero:
 - For travel (Transport)
 - At home (Retrofit)
- Co-produce net zero marketing based on community intelligence
- Build a Norfolk (NCCP) net zero information digital hub/resource:
 - Contextualise national advice for local people
 - Create trusted go-to site for Norfolk citizens
 - Provide signposting to local net zero sector/supply chain
 - Provide signposting to net zero investment advice.

Clean growth

- Scoping of local net zero supply chains
- Signposting opportunities to do business
- Supplier awareness
- Supplier skills development
- Link with other New Anglia Local Enterprise Partnership, Norfolk Investment Framework, Norfolk County Council skills-focused commissions presently underway
- Create demand for jobs in the clean growth sector.

2.6 The project's intended outcomes are to:

- Enable citizens' net zero options to be easily understood and info/advice navigable.
- Co-produce key messages and engagement with citizens to bring clarity to the topic of what net zero living can mean in practice.
- Stimulate consumer demand.
- Ignite Norfolk's clean growth business sector to meet the higher consumer demand.
- Adopt a place-based approach to identify specific barriers for specific cohorts of the population (energy, housing, transport) through the establishment of a network of 'Norfolk Net Zero Communities'.
- Measure, test and ultimately reduce territorial emissions.
- Share learning via Norfolk Net Zero Communities Network, business networks and other exemplar UK places with proven transferrable products and services pertinent to Norfolk.

3. Selection methodology

3.1 Norfolk Climate Change Partnership collectively will need to identify the communities that will become involved in the project although individual districts will select their specific community. The criteria for identifying communities is not fixed but could consider socio-economic data such as housing age, tenure, deprivation, transportation, type of heating system, size of community, etc. Given the need to complete the project within two years and limited resources, an important factor will be the readiness for the community to engage with net zero activities.

3.2 To maximise learning across the overall project, it is beneficial for a variety of different communities to be taken forward across the county.

3.3 Given the project's time constraints, the local process has involved:

- An email to BCKLWN councillors from the Cabinet Portfolio - Climate Change and Biodiversity.
- Information circulated to parish councils outlining the project, an information gathering proforma and expression of interest.
- Selection of the community was undertaken by the Cabinet Portfolio - Climate Change and Biodiversity, Chief Executive and Climate Change Manager.
- Analysis of population data from Census 2021
- Analysis of data held on the Place Based Carbon Calculator website <https://www.carbon.place/#8/51.482/-0.151>

3.4 The information proforma requested details of local groups, activities, plans and local intentions and challenges to address climate change. These details are also useful to inform the refresh of the borough council's climate change strategy in 2024.

- 3.5 A total of 22 responses were received:
- 21 parish council responses
 - 1 borough ward response
- 3.6 The supporting analysis considered public accessible websites and data including:
- Public transport stops and frequency of service
 - Domestic Energy Performance Certificate ratings
 - Total emission grades
 - Gas and electricity consumption
 - Census 2021 population data
- 3.7 Following analysis and dialogue with local elected representatives, a potential community has been identified and dialogue is underway to confirm further stakeholder support prior to public announcement of the selection. Following confirmation of all of the Norfolk communities, a formal announcement and project launch is planned by the lead body.
- 3.8 Learning from the project will be shared across the county and will feature within the project's communications plan. Opportunities for further areas to participate alongside the project will be explored but will be limited by resources.
- 3.9 A project steering group has been formed including climate change officers from local authorities across Norfolk.

4. Corporate priorities

The project contributes to the following priority within the current Corporate Business Plan; "Protecting and enhancing the environment including tackling climate change".

The emerging corporate strategy considered at Corporate Performance Panel on 16 October 2023 and for consideration at Cabinet on 31 October 2023 includes a priority to "Protect our environment". The project will contribute to the delivery of its actions.

5. Financial implications

The project is externally funded by the Government's Innovate UK fund for 2 years. Officer resources will be required to facilitate local activities and liaison with elected members and Norfolk Climate Change Partnership.

Great Yarmouth Borough Council are the accountable body for the funding, employ the Net Zero Innovation and Delivery Officer and will procure supporting advice and support for the project.

6. Any other implications/risks

None.

7. Equal opportunity considerations

None.

8. Environmental considerations

The project assists with the council's climate change policy and community leadership activities to reduce carbon emissions for the geographical borough.

9. Consultation

Cabinet portfolio holder and Chief Executive.

10. Conclusion

The Environment and Community Panel note progress and receive periodic update reports.

11. Background papers

None.

POLICY REVIEW AND DEVELOPMENT PANEL REPORT

REPORT TO:	Environment and Community Panel		
DATE:	14 th November 2023		
TITLE:	Assets of Community Value		
TYPE OF REPORT:	Cabinet Report		
PORTFOLIO(S):	Property and Corporate Services		
REPORT AUTHOR:	Honor Howell – Corporate Governance Manager		
OPEN/EXEMPT	Open	WILL BE SUBJECT TO A FUTURE CABINET REPORT:	Yes

REPORT SUMMARY/COVER PAGE

PURPOSE OF REPORT/SUMMARY:
The report considers the approval of an amended policy and statutory process for Assets of Community Value and the Community Right to Bid.
KEY ISSUES:
Members are directed to the attached Cabinet report for full details of the key issues which will follow.
OPTIONS CONSIDERED:
Members are directed to the attached Cabinet report for full details of the options which will follow.
RECOMMENDATIONS:
The Panel are requested to consider the report and make any appropriate recommendations to Cabinet. Cabinet recommendations are: a) Cabinet is recommended to agree the Borough Council of King’s Lynn and West Norfolk policy and statutory process for Assets of Community Value, as attached and recommend to Council for approval. b) Cabinet is recommended to give delegated authority to the Monitoring Officer to make future non-material updates to the policy (non-material definition – amendments which will not significantly change the policy but will update in line with legislative changes or will achieve improvements to the process).
REASONS FOR RECOMMENDATIONS:
To scrutinise recommendations being made for an executive decision.

REPORT TO CABINET

Open/Exempt		Would any decisions proposed :			
Any especially affected Wards	Mandatory/	Be entirely within Cabinet's powers to decide		YES/NO	
	Discretionary /	Need to be recommendations to Council		YES/NO	
	Operational	Is it a Key Decision		YES/NO	
Lead Member: Cllr Baljinder Anota E-mail: cllr.baljinder.anota@west-norfolk.gov.uk			Other Cabinet Members consulted:		
			Other Members consulted:		
Lead Officer: Honor Howell – Corporate Governance Manager E-mail: honor.howell@west-norfolk.gov.uk Direct Dial:01553 616550			Other Officers consulted: Alexa Baker – Monitoring Officer		
Financial Implications YES/NO	Policy/ Personnel Implications YES/NO	Statutory Implications YES/NO	Equal Impact Assessment YES/NO If YES: Pre-screening/ Full Assessment	Risk Management Implications YES/NO	Environmental Considerations YES/NO

Date of meeting: 5 December 2023

ASSETS OF COMMUNITY VALUE

Summary

The report considers the approval of an amended policy and statutory process for Assets of Community Value and the Community Right to Bid.

Recommendation

- a) Cabinet is recommended to agree the Borough Council of King's Lynn and West Norfolk policy and statutory process for Assets of Community Value, as attached and recommend to Council for approval.
- b) The material update to the policy is changing the delegation to authorise Assets of Community Value from council officer to Portfolio Holder in consultation with the Executive Director of Place and relevant ward members
- c) Cabinet is recommended to give delegated authority to the Monitoring Officer to make future non-material updates to the policy (non-material definition – amendments which will not significantly change the policy but will update in line with legislative changes or will achieve improvements to the process).

Reason for Decision

- a) To approve the revised policy on Assets of Community Value to amend the decision-making process to reflect current Portfolio arrangements.
- b) To enable non-material amendments to the policy to be made without the need for Cabinet and full council authority.

1 Background

- 1.1 The council has had a policy in place to administer the Assets of Community Value (ACV) since the process was introduced in the Localism Act 2011. The ACV process allows interested community groups to bid for assets of community value, whereby they can 'pause' any sale process, giving them six months to prepare a bid to buy the Asset before it can be sold.
- 1.2 This report updates the policy in line with current best practice and procedures.
- 1.3 There are currently 6 assets listed as Assets of Community Value in the borough. There have been two unsuccessful applications in the past 12 months.

2 Changes to the existing Policy

- 2.1 The ACV Policy has been updated to clarify the procedure and guidelines following the Legal Service being transferred to an in-house provision in April 2023. The responsibility for the operation of the ACV process is now with the Corporate Governance Team. The other amendment is the delegated authority to authorise an asset being added to the ACV Register will transfer to the Portfolio Holder for Property and Assets, in consultation with the Executive Director of Place and the relevant Ward Member whereas in the earlier version of the policy, this was delegated to the Executive Director, Central Services.
- 2.2 Article 4 (4.01)(b) of the council's Constitution reserves the approval of amendments of council policies to full council. For future revisions of this policy, if the revision is non-material and does not significantly change the policy but is updated in line with legislation or to improve a process, it is requested that Cabinet delegate approval of such amendments to the Monitoring Officer to negate the necessity for full council approval.

3 Options Considered

- 3.1 Retain the policy in current format. The current process can introduce delays into a process with timescales set out in statute and did not require Portfolio Holder consultation.

4 Policy Implications

- 4.1 The report recommends approval of the revised policy on Assets of Community Value for the Council.

5 Financial Implications

- 5.1 The Act allows owners, who believe that they have incurred losses as a result of these procedures, to apply for compensation from the Council. This will be dealt with within existing budgetary provision.

6 Personnel Implications

- 6.1 No direct implications

7 Environmental Considerations

- 7.1 There are no environmental considerations.

8. Statutory Considerations

- 8.1 The Assets of Community Value policy is compliant with the Localism Act 2011.

9 Equality Impact Assessment (EIA)

(Pre screening report template attached)

10. Risk Management Implications

- 10.1 Failure to have a policy in place would contravene the requirements of the Localism Act 2011.

11 Declarations of Interest / Dispensations Granted

- 11.1 None

12 Background Papers

- 12.1 None

Pre-Screening Equality Impact Assessment

Borough Council of
King's Lynn & West Norfolk



Name of policy/service/function	Assets of Community Value				
Is this a new or existing policy/service/function?	New Existing (delete as appropriate)				
<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>Assets of Community Value policy required updating to reflect changes to Legal services and transfers delegated authority to approve an addition to the Assets of Community Value Register to the relevant Portfolio Holder, in consultation with the Executive Director, Place and the ward members.</p> <p>Statutory process as defined in 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	



ASSETS OF COMMUNITY VALUE AND COMMUNITY RIGHT TO BID

PROCEDURE AND GUIDANCE

Assets of Community Value and the Community Right to Bid

Introduction

Across the Borough Council of King's Lynn and West Norfolk's district, there are buildings, amenities, and land (assets) which are important to local people. The Localism Act 2011 introduced a procedure designed to give communities the opportunity to protect these assets by allowing relevant groups to nominate them as "assets of community value".

When a property is registered as an Asset of Community Value (ACV) the process temporarily stops certain proposed sales of property or land so that community groups can put together a bid to buy it; allowing local people to protect places which are important to their social interests and wellbeing. This is referred to as the "Community Right to Bid" (CRTB).

For land or buildings to be listed as an Asset of Community Value (ACV), their current (or very recent past) use must benefit the social wellbeing and interests of the community; and it must be reasonable to assume that it will continue to do so in the future. Social interests include sporting, cultural or recreational uses.

The social use of the building or land is not deemed 'ancillary', i.e. of secondary purpose. This means that the use of the land or building to further social wellbeing or interests of the community must be its principal use. For example, a school's primary purpose is educational. The aspects of the asset which fulfil social and community purposes are ancillary to this and therefore the asset would not be listed.

The use of the land/building will continue to further the social wellbeing or interests of the local community in the future:

- Where an asset is presently in social use there should be a presumption of continued viability, unless clear evidence suggests otherwise
- For social use which has lapsed and needs to be re-established, the council will need to take a view on the realism of re-establishing this within the next 5 years

There are some limited situations where land or buildings are exempt from being listed as an Asset of Community Value, including residential property.

What an ACV is not:

Whilst this statutory procedure is a useful tool for communities who want to protect and retain community assets, there are limitations to the legislation. It is important to note that the scheme does not:

- Force a property owner to sell their asset to a community group or give a community group the right of first refusal
- Prevent a property owner from selling their property on the open market indefinitely
- Empower the council to make any judgement on whether the property should

be sold to the community group or not.

Nominations

To nominate a property as an ACV, a voluntary or community group must make a request to the council for the building or piece of land to be added to the 'Community Asset Register.'

All voluntary and community bodies making nominations must be able to demonstrate a local connection by demonstrating that their activities are wholly or partly concerned with the local authority area where the asset sits.

On receipt of eligible applications, applicants and the landowner will be notified of whether the asset has been listed within 8 weeks of the application. The owner then has a further 8 weeks to appeal against any listing.

Assessment and Listing of an ACV

A set process is followed and will assess the nomination against the criteria and guidance notes to determine whether the application is compliant with the prescribed requirements. This document has been developed by amalgamating the requirements set out in the Localism Act 2011, relevant regulations, and the council's own scheme of delegation.

If the nomination is accepted by the council, the property/land will be listed on the council's 'Register of Successful Bids for Assets of Community Value' for a period of five years. Nominations which are unsuccessful will be listed on the 'Register of Unsuccessful Bids for Assets of Community Value' for a period of five years.

An unsuccessful nomination can be resubmitted if new information is included within the application.

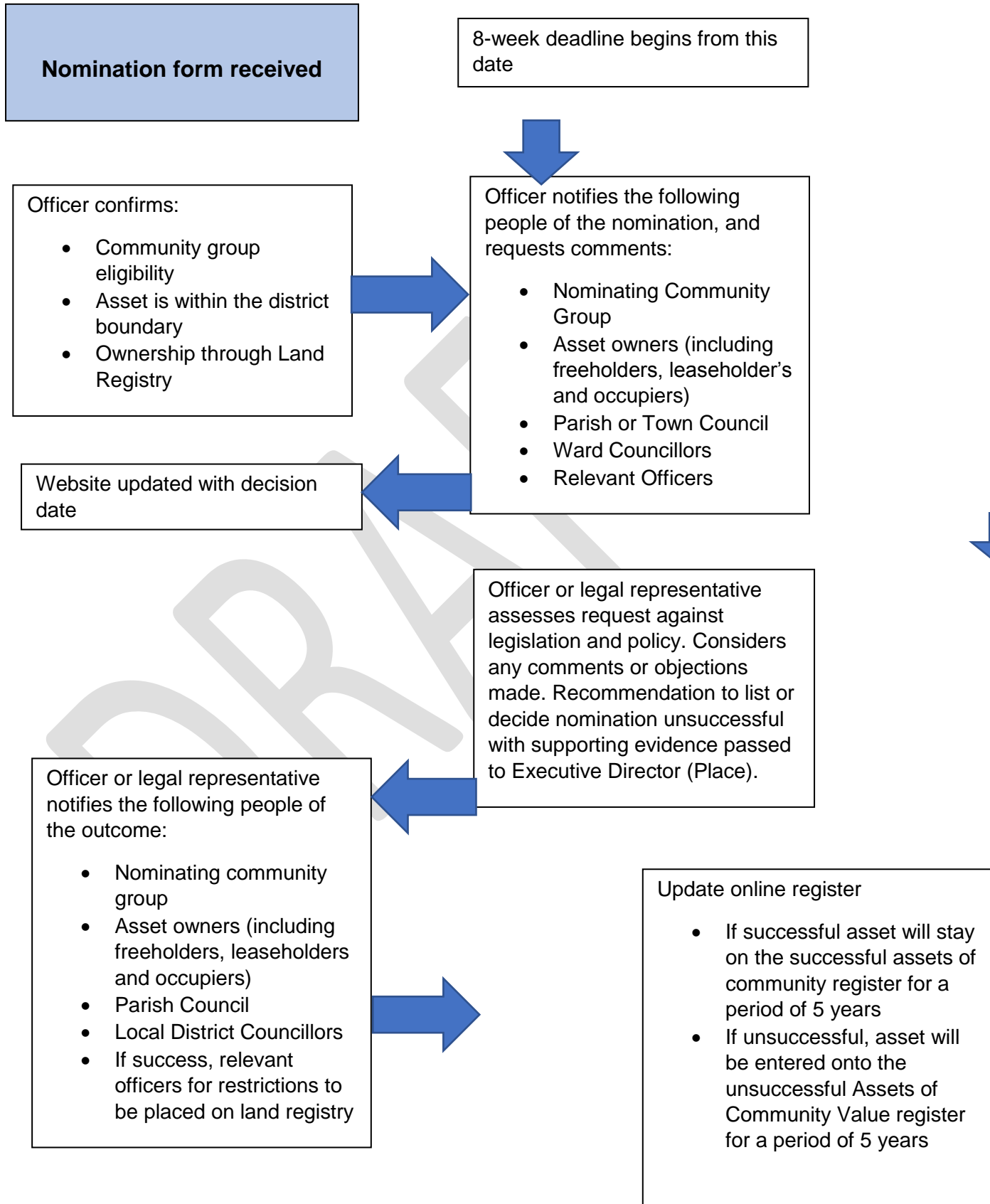
If the nomination to list as an ACV is successful, the owner of the asset can request an internal review of the Council's decision. This review will be conducted by the Monitoring Officer or, if unavailable, the Deputy Monitoring Officer.

Asset Owner's Responsibilities after Registration

The owner of a registered ACV must contact the councils Legal Team if they are intending to sell the registered property. If the sale is a relevant disposal, then the Community Right to Bid process will begin.

The owner is advised to contact the Legal Department at the earliest opportunity as it is not possible to shorten the time taken to conduct the statutory procedure.

Asset of Community Value Process



Explanation of Terms

The Act states that an Asset is of community value if in the opinion of the council:

- I. An actual current use of the asset, which is not ancillary, furthers the social wellbeing or social interests of the local community
- II. It is realistic to think that there can continue to be principal use of the asset which will further (whether or not in the same way) the social wellbeing or social interests of the local community
- III. There was a time in the recent past when an actual use of the asset (which was not an ancillary use) furthered the social wellbeing or interests of the local community
- IV. It is realistic to think that there is a time in the next five years when there could be non-ancillary use of the asset that would further (whether or not in the same way as before) the social wellbeing or social interests of the local community.

Social Wellbeing

The Act defines that social interests include the following:

- Cultural interests
- Recreational interests
- Sporting interests

If the use does not meet the social interest criteria, then the Asset can only be listed if it meets the social wellbeing criteria.

There is no set definition for social wellbeing, either in the Act or in general circulation. During the passage of the Bill through Parliament, the Government stated that 'it is the Government's intention to set out a definition of an asset of community value in regulations that will require local authorities to judge whether an asset meets that definition in particular local circumstances.

What constitutes community value will differ in separate places. For example, a small shop might satisfy the requirement in a small, remote rural community but it may not do in a more urban and densely populated area. The Borough Council of West Norfolk stretches across 550 square miles across rural and urban areas so the very type of asset might satisfy the requirement in one part of the area, but not in another.

Realistic

The council's approach will be:

- If the asset has a current principal use that meets the criteria it will be presumed that the same use can continue in the future; and
- If the asset had a use in the recent past that meets the criteria, it will be presumed that the same use can continue, unless there have been events that would prevent such a use, such as dereliction or

demolition.

Recent Past

The phrase 'recent past' is also not defined in the Act. The Act does however define a time period for when the land could be bought back into community use as five years.

In determining whether there was a time in the recent past when the actual use of the asset furthered the social wellbeing or interests of the local community, the council will consider:

- If the land has been disused for more than five years and when it was last in use, its principal use furthered the social wellbeing or social interests of the community
- If the land has been in use, but has been used for a non-qualifying purpose, and the land was purchased using a compulsory purchase order or other statutory power for use by the council or another public sector body.

Other Considerations

Where the owner of a listed asset, such as a pub, applies for a change of use, then the fact that the asset is listed as an asset of community value may be a material consideration in making a decision on the planning application.

Appeals

Within eight weeks of being notified of their property being listed as an 'asset of community value', the owner can appeal to the council's Monitoring Officer for a 'listing review'. The asset will remain listed during the review period. The owner and the council will bear their own costs associated with the review.

An appeal to the Monitoring Officer should be emailed to legal.services@west-norfolk.gov.uk

The council will then have eight weeks from the date of receiving the request to carry out the review.

Upon completion of the internal review, the council will produce a report of its findings and notify the owner and the community group of the outcome. Where a change in the status of the property occurs out of the review, it will then be moved to the appropriate register.

If the owner of an asset has been successful in having the asset moved to the 'Register of Unsuccessful nominations', there will be no right of appeal for the nominating community group.

Tribunal Review

If the owner is dissatisfied with the internal review, they will have 28 days from the date on which the council notifies them of the internal review decision to appeal for a review by the General Regulatory Chamber of the First-Tier Tribunal.

The address to appeal the decision is:

General Regulatory Chamber
HM Courts and Tribunals Services
PO Box 9300
Leicester
LE1 8DJ

grc@justice.gov.uk

Telephone: 0300 123 4504

Appeal by the Nominator

There is not a process by which a nominator can appeal a decision made. However, the nominator is able to submit a nomination for an asset as many times as they wish.

Community Right to Bid

Across King's Lynn and West Norfolk, there are buildings, amenities and land which are important to local people. The Localism Act 2011 put in place a process designed to give the community the opportunity to protect local 'Assets of Community Value' (ACV).

When a property/asset is listed as an ACV, it temporarily pauses certain proposed sales of property so that community groups can put together a bid to buy it, allowing local people to protect places which are important to their social interests and wellbeing. This is referred to as the "Community Right to Bid".

The Community Right to Bid (CRTB) aims to give community interest groups the opportunity to bid for them when those assets are placed on the market for sale by their owners. The CRTB allows community groups the opportunity to prepare a business plan and gather finances in order to buy the asset if it became available, and thereby continue its use in the interest of the community.

Property Owner's Responsibilities after Registration of an ACV

The owner of a registered ACV must contact Legal Team at the Borough Council if they are intending to sell their property and enter into a 'relevant disposal'.

This document will outline the statutory process which is triggered whenever the property of an ACV intends to enter into a relevant disposal, which means they plan to:

- Sell the property with vacant possession
- Grant a lease of more than 25 years with vacant possession
- Assign the lease of the property (where the property owner is a Tenant of the property, and their lease was initially granted for a term of more than 25 years)
- Enter into a contract to do any of the above

What will not trigger the procedure?

Even when a property is registered as an Asset of Community Value there are still many things that can take place without triggering the statutory CRTB procedure. Some examples are listed below (this list is not exhaustive)

- Granting a lease of the property for a term of less than 25 years
- Selling the property subject to an existing lease (i.e. with a tenant in place)
- Any assignment or underletting of the property by the tenant (where the property is subject to a lease and the property owner as defined by the legislation is the Landlord)
- Granting rights over the property such as a right of way

- Applying restrictive covenants to the property
- Giving the property away
- Selling the property to certain family members
- If the property is part of a business, selling the property as part of the business as a going concern
- Selling the property to fulfil a separation agreement between spouses or civil partners
- Selling the property to fulfil a court order
- Transferring the property to fulfil certain types of contract that were in place before the property was listed as an ACV

the list above demonstrates that there are various ways in which the registered ACV could change hands without triggering the statutory CRTB procedure. In addition to this, there are rules which apply in special cases such as the death or insolvency of the property owner; part listed properties and properties in trust.

When an owner of an ANC should contact the council

Even if a transfer of a property falls within one of the listed exceptions, the owner is requested to contact the Legal Department when any of the above takes place – and if a new owner or lease is involved, to inform us of their details.

It is advised that the owner who intends to enter into a relevant disposal contacts the Legal Team at the earliest opportunity as it is not possible to shorten the time taken to carry out the statutory procedure.

Details of the property and the proposed transaction should be sent to:

legal.services@west-norfolk.gov.uk

The Community Right to Bid: Statutory Procedure

Following confirmation that the owner is entering a relevant disposal, the following procedure applies:

Stage One: The Interim Moratorium

The first stage of the procedure is a six-week moratorium. This means that the property owner cannot proceed with the transaction for this time period in order to give community groups an opportunity to request to be treated as a potential bidder for a property.

During the six-week interim moratorium, the legal team will:

- Update the Register of Successful ACV's to show:
 - That notice of a proposed relevant disposal has been received
 - The date on which the notice was received; and
 - The date on which the interim moratorium will end
- Notify the group that nominated the asset that notice of a proposed disposal has been received
- Publicise that a proposed disposal has been received within the area local to the property
- Inform the property owner and update register of ACV if a community group notifies that it wishes to be treated as a potential bidder for the property

During the six-week interim moratorium, the property owner can:

- Conduct negotiations to move the transaction forward (i.e. instruct solicitors, negotiate contract etc)
- Sell the property to any community group that is eligible to request to be treated as a potential bidder for the property

The property owner cannot:

- Complete the transaction that triggered the procedure

During the six-week interim moratorium, a community group can:

- Notify the legal team that it wishes to be treated as a potential bidder to buy the property. This can be any community interest group (as defined by the Localism Act) and does not have to be the group that originally nominated the property to become an Asset of Community Value.

If no community group expresses interest in the property during this six-week interim holding period then the statutory procedure ends here and the property owner may sell the property to whoever they choose, and at their chosen price.

Stage Two: The Full Moratorium

This second stage will only be triggered if a community group has notified the Legal Team that it wishes to be treated as a potential bidder for a property. This means that the owner cannot proceed with the proposed disposal for a total period of six months, in order to give the community group an opportunity to put together a bid to buy the property.

This six-month period begins at the date the legal team originally received notice of the relevant disposal from the property owner.

During the full moratorium, the property owner can:

- Conduct negotiations to move the transaction forward (i.e. instruct solicitors, negotiate contract etc.)
- Sell the property to any community group that is eligible to request to be treated as a potential bidder for the property

The property owner CANNOT:

- Complete the transaction that triggered the procedure

During the full moratorium, a community group can:

- Put a bid directly to the property owner to purchase the property

Stage 3 – The Protected Period

After the full moratorium has ended, the property owner may sell the property to whomever they choose, and at their chosen price. Even if a community group has made a bid to purchase the property during the moratorium period, the owner does not have to sell the asset to the group.

The protected period lasts for 18 months, beginning at the date that the Borough Council of King's Lynn and West Norfolk originally received notice of the relevant disposal from the property owner.

Once the 18-month protected period is over, the statutory procedure will once again apply, and the property owner must notify the Legal team of any proposed relevant disposals.

Enforcement

The statutory procedure is enforced by making sure that the potential purchasers of a property are aware if it is registered as an Asset of Community Value. The council is required to notify potential purchasers of a property that it is a registered Asset of Community Value by:

- Placing it on the Community Asset Register
- Registering the property as an Asset of Community Value on the local land charges register

ENVIRONMENT AND COMMUNITY PANEL WORK PROGRAMME 2023/2024

DATE OF MEETING	TITLE	TYPE OF REPORT	LEAD OFFICER/ ATTENDEE	OBJECTIVES AND DESIRED OUTCOMES
20th June 2023	Portfolio Holder Q&A Session			Questions to be submitted in advance of the meeting
	Appointments to Task Groups and Informal Working Groups	Operational	Democratic Services Officer	To appoint Members to Task Groups and Informal Working Groups established by the Panel
	Nominations to outside Bodies	Operational	Democratic Services Officer	To ensure continued representation on the Outside Bodies
	Appointment of Vice Chair for the Municipal Year	Operational		
	Cabinet Report – Local Authority Housing Fund Allocations Policy	Cabinet Report		To consider the report and make any appropriate recommendations to Cabinet
18th July 2023	Portfolio Holder Q&A Session			Questions to be submitted in advance of the meeting
	Cabinet Report – Local Authority Housing Fund Round 2	Cabinet Report	Nikki Patton	To consider the report and make any appropriate recommendations to Cabinet.
	Review of the Councillor Community Grant Scheme	Cabinet Report	Honor Howell	To consider the report and make any appropriate recommendations to Cabinet
	Panel Meeting Times	Operational		
29th August	Portfolio Holder Q&A Session			Questions to be submitted

2023				in advance of the meeting
	Fast Followers Fund	Policy Development	Ged Greaves	To seek the Panels views on the use of funding.
	Update to various Housing Standards Policies to reflect procedural changes, best practice, case law and statutory guidance	Policy Development	Mark Whitmore	To update the relevant Policies
3rd October 2023	EXEMPT - Cabinet Report - 5 Year Mart Agreement	Cabinet Report	Martin Chisholm	To consider the report and make any appropriate recommendations to Cabinet.
	Home Improvement Schemes	Presentation	Housing Standards	To note the information.
	Cabinet Report – Care Leavers Covenant	Cabinet Report	Becky Box	To consider the report and make any appropriate recommendations to Cabinet.
	Cabinet Report - UKSPF 24/25 - Continuation and Expansion of Boost Project and West Norfolk Training Grants	Cabinet Report	Duncan Hall	To consider the report and make any appropriate recommendations to Cabinet.
14th November 2023	EXEMPT - Cabinet Report - Care and Repair Contract – Handy Person Prevention Framework	Cabinet Report	Mark Whitmore	To consider the report and make any appropriate recommendations to Cabinet.
	Gaywood River and Habitat Restoration	Request from the Chair	Andy Millar from Suffolk and Norfolk County Council	Request from the Chair.
	Cabinet Report – Assets of Community Value	Cabinet Report	Honor Howell	To consider the report and make any appropriate recommendations to Cabinet.

	Net Zero Communities Update Report	Update	Ged Greaves	Following on from report presented to the Panel on 29 th August 2023.
3rd January 2024	Portfolio Holder Q&A Session			Questions to be submitted in advance of the meeting
	West Norfolk Shared Prosperity Funding Update	Update	Nicola Cooper	
27th February 2024	Portfolio Holder Q&A Session			Questions to be submitted in advance of the meeting
	EXEMPT - Service Level Agreement for Council Approved testing Stations	Policy Development	Marie Malt	To consider the SLA
9th April 2024	Portfolio Holder Q&A Session			Questions to be submitted in advance of the meeting

To be scheduled

- Gayton Road Cemetery – to come back once alternative locations had been identified.
- Peat Bogs and CO2 emissions
- Together for Rivers Campaign
- Wild East Nature Recovery Programme
- Seals and Flying Rings – update from Friends of Horsey Seals
- Alive West Norfolk
- Wash Barrier Proposal
- Policy Development – Review of Tree and Woodland Strategy and update from the Arboricultural Officers
- Q&A Session with Bus Operators
- Planning for the Planet
- Update from Freebridge Community Housing
- Homelessness and Housing Delivery Task Group revised Terms of Reference.
- Notice of Motion – Coastal Erosion
- Notice of Motion - Dentistry

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
20 November 2023	Special meeting to deal with CIL applications	Non	Cabinet	Regeneration and Development 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
5 December 2023						
	Council Tax Support Scheme – Final Scheme 2024/25	Key	Council	Finance Asst Director – Resources		Public
42	Care and Repair Contract – Handy Person Prevention Framework.		Cabinet			Private Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Assets of Community Value	Non	Cabinet	Property and Corporate Services Monitoring Officer		Public
	Council Companies Funding	Key	Council	Business Assistant Dir D Ousby		Part public and part Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)

	Appointment of Honorary Aldermen	Non	Council	Chief Executive		Public
	Cabinet Task Groups	Non	Cabinet	Leader Chief Executive		Public
	CIL Governance and Spending Document 2024 and Annual Infrastructure Funding List	Key	Cabinet	Regeneration and Development		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 January 2024						
43	West Norfolk Shared Prosperity Funding update	Key	Cabinet	Business Asst Director – D Hall		Part Public Part Private Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Florence Fields – Tenure Mix	Non	Council	Deputy Leader Assistant Director – D Ousby		Part Public and part Private- Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)

	Lynnsport One	Key	Council	Regeneration & Development Asst Dir Companies & Housing Delivery – D Ousby		Public
	Overnight Campervan parking in Hunstanton	Non	Cabinet	Leader Asst Director – M Chisholm		Public
	King's Lynn Town Football Club	Non	Cabinet	Property Asst Dir – M Henry		Private- Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Polling District Review	Key	Council	Leader Chief Executive		Public
	Peer Review Challenge Final Report	Non	Council	Leader Chief Executive		Public
44	Council Tax for Second Homes	Key	Council	Leader Exec Dir – Finance		Public
	Hardings Way/Boal Quay – Village Green	Non	Cabinet	Property and Corporate Services – or Development and Regeneration? Exec Director		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
6 February 2024						
	St George's Guildhall RIBA Stage 3 and project scope	Key	Cabinet	Regeneration & Development Asst Dir		Public
	Capital Programme	Key	Council	Finance Asst Director – Resources		Public

	Budget 2024/25	Key	Council	Finance Asst Director – Resources		Public
	Treasury Management Strategy/ Investment Strategy	Key	Council	Finance Asst Director – Resources		Public
	Empty Homes Strategy Review	Key	Council	People and Communities Asst Dir M Whitmore		Public
	Article 4 Direction	Non	Cabinet	Regeneration and Development Assistant Director – 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
5 March 2024						
45	Review of Outside Bodies	Non	Cabinet and Council	Leader		Public
	Peer Review Challenge Action Plan	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
23 April 2024						

Items to be scheduled

	Notice of Motion 7-21 – Councillor Kemp – Equalities	Non	Council	People & Communities Asst Dir B Box		Public
	Procurement Strategy	Non	Cabinet	Finance Asst Dir – D Ousby		Public
	Review of Planning Scheme of Delegation (summer 23)	Non	Council	Development and Regeneration Asst Dir – S Ashworth		Public

	Redundancy Policy	Non	Council	Leader Exec Dir – D Gates		Public
	Custom and Self Build Site – Stoke Ferry	Non	Cabinet	Regeneration and Development Assistant Director - D Hall		Public
	Southend Road Hunstanton	Key	Cabinet	Regeneration & Development Asst Dir – D Ousby		Public

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