

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



Environment and Community Panel

Agenda

Wednesday, 3rd January, 2024
at 4.30 pm

in the

**Council Chamber, Town Hall 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

Wednesday 20th December 2023

Dear Member

Environment and Community Panel

You are invited to attend a meeting of the above-mentioned Panel which will be held on **Wednesday, 3rd January, 2024 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 5 - 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. Cabinet Report - West Norfolk Investment Plan (UK Shared Prosperity Fund) and Rural England Prosperity Funding: Programme Update and 2024/2025 Priorities (30 minutes) (Pages 13 - 43)

8. Coastal Erosion - Update on Processes (30 minutes) (Pages 44 - 57)

9. Air Quality Action Plan (30 minutes) (Pages 58 - 78)

10. Cabinet Report - Designation of a Village Green - South Lynn (30 minutes) (Pages 79 - 98)

11. Work Programme and Forward Decision List (Pages 99 - 107)

12. Date of the next meeting

To note that the next meeting of the Environment and Community Panel is scheduled to take place on 27th February 2024 at 4.30pm in the Town Hall, Saturday Market Place, King's Lynn.

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 de Whalley – Portfolio Holder for Climate Change and Biodiversity for Agenda Items 9 and 10

Councillor Squire – Portfolio Holder for Environment and Coastal – Agenda Item 8

Councillor Beales – Portfolio Holder for Business – Agenda Item 7

Councillor Anota – Portfolio Holder for Property and Corporate Services – Agenda Item 10.

Officers

Martin Chisholm – Assistant Director
Dave Robson – Environmental Health Manager
Nicola Cooper – Place Based Investment Programme Officer
Jemma Curtis – Regeneration Programmes Manager
Ged Greaves – Senior Corporate Governance and Risk Officer
Matthew Henry – Assistant Director

By Invitation

Representatives from the Environment Agency

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, 14th November, 2023 at 4.30 pm in the Council Chamber, Town Hall, Saturday Market Place, King's Lynn PE30 5DQ

PRESENT: Councillor S Collop (Chair), M Bartrum, J Bhondi, P Bland, A Bubb (substitute for H Humphrey), R Colwell (substitute for J Ratcliffe), P Devulapalli, P Kunes, S Sandell and A Ware.

PRESENT UNDER STANDING ORDER 34: Councillor Everett

MEMBERS OF THE PANEL ATTENDING REMOTELY (did not take part in any votes): Councillor Bullen and Barclay

PORTFOLIO HOLDERS:

Councillor M de Whalley – Portfolio Holder for Climate Change and Biodiversity

Councillor T Parish – Leader of the Council

Councillor J Rust – Portfolio Holder for People and Communities

Councillor S Squire – Portfolio Holder for Environment and Coastal

OFFICERS:

Martin Chisholm – Assistant Director

Ged Greaves – Corporate Performance Manager

Honor Howell – Corporate Governance Manager

Mark Whitmore – Assistant Director

Jo Russell – Care and Repair

Stuart Ashworth – Assistant Director

Claire Wiggs – Senior Ecologist

Lorraine Gore – Chief Executive

BY INVITATION:

Andy Millar – Norfolk and Suffolk County Council

Dr Sarah Taigal – Gaywood River

Jonathan Ward – Net Zeros Innovation and Delivery Manager

EC50: APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Humphrey and Ratcliffe.

EC51: MINUTES

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

EC52: **DECLARATIONS OF INTEREST**

Councillor Colwell declared an interest in item EC56: Gaywood River and Habitat Restoration as a Member of Gaywood River Revival.

EC53: **URGENT BUSINESS**

There was none.

EC54: **MEMBERS PRESENT PURSUANT TO STANDING ORDER 34**

Councillor Bullen (remotely) and Councillor Everett.

EC55: **CHAIR'S CORRESPONDENCE**

There was none.

EC56: **GAYWOOD RIVER AND HABITAT RESTORATION - PRESENTATION FROM NATURE RECOVERY PARTNERSHIP MANAGER FROM NORFOLK AND SUFFOLK COUNTY COUNCIL**

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

Dr Sarah Taigel GIS and Fluvial Specialist helping develop citizen science projects on the Gaywood River presented information to the Panel relating to research conducted, what was causing issues with the river, channel morphology and the impacts on wildlife. She explained that evidence was being collated to highlight issues and action that could be taken and provided detail of the role that the Borough Council could play. A copy of the presentation is attached.

Andy Millar, Nature Recovery Partnership Manager for Norfolk and Suffolk County Council presented information to the Panel relating to the Local Nature Recovery Strategy (LNRS). He explained the Government legislation and the need to work to find a solution to restore and deliver nature whilst maintaining flood management requirements. Information was provided on what nature recovery could achieve and options to restore ecosystems.

Andy Millar provided information on the tools that Local Authorities had at their disposal including influence through Planning Policy and during the consideration of planning applications and he reminded the Panel of the Biodiversity Net Gain requirements which were soon to be introduced in 2024.

The Chair thanked Andy Millar and Dr Sarah Taigel for their presentation and invited questions and comments from the Panel, as summarised below.

Councillor Colwell thanked Andy and Sarah for attending the meeting and hoped that Members had found the presentations informative. He explained that his takeaway from this presentation was that it was crucial for Councils to know where the problems in the catchment were so that they could focus on these areas. He also commented that the ten step plan was useful and there was a need for flood modelling.

Councillor Kunes asked about contamination issues and Councillor Colwell commented that investigations were ongoing.

In response to a question from the Portfolio Holder for People and Communities, Councillor Rust, it was clarified that the landscape had historically been dredged but this year there had been a change in management and procedures and it was likely that de-silting had been carried out by the Internal Drainage Board.

The Portfolio Holder for Environment and Coastal, Councillor Squire, clarified that the Council did have representatives on Norfolk Rivers and assumed that the Council and other related organisations would be engaged in the Nature Recovery Work being undertaken by Norfolk and Suffolk County Council. She asked how far along the mapping work was, as the Borough Council had not been invited to take part as yet. Andy Millar explained that all Norfolk and Suffolk Districts would shortly receive a formal invitation to be involved in the process. Currently project planning work and engagement strategies were being worked on, although the LNRS was unlikely to be adopted until early 2025.

Assistant Director, Stuart Ashworth informed the Panel that the LNRS would be crucial to the Biodiversity Net Gain (BNG) requirements that were being introduced, and made reference to the timescales. Andy Millar explained that there were still areas and projects that could help inform BNG without the LNRS in place, and he agreed that the full guidance on BNG was still awaited.

Councillor Bubb referred to the state of the water at Gaywood River and in The Walks and commented that it was often of good quality when entering the sea, so work should be carried out to work backwards from there to see where the problems were.

The Portfolio Holder for Climate Change and Biodiversity, Councillor de Whalley commented that the Borough Council had established a Biodiversity Task Group and he hoped that this work would be part of the Task Groups considerations. He referred to the Council's Green Infrastructure Plan and that it had last been updated in 2010 and may require a review.

The Vice Chair, Councillor Devulapalli asked how the Panel could be engaged and kept up to date in the process. Andy Millar commented that he was happy to be contacted as needed. The Norfolk and Suffolk

wide engagement process would be commencing soon and the Borough Council would be involved as a stakeholder.

The Leader of the Council, Councillor Parish commented that environmental implications were a priority in the Councils Corporate Business Plan and he encouraged Members to engage in the process as required.

Dr Sarah Taigel agreed to share information on protected species on the Gaywood River with the Borough Council's Senior Ecologist, Claire Wiggs.

RESOLVED: The Panel noted the information.

EC57: **NET ZERO COMMUNITIES UPDATE**

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

The Climate Change Manager presented the report which provided an update on the selection process and Norfolk project for the Norfolk Net Zero Communities pilot project.

The Net Zeros Innovation and Delivery Manager, Jonathan Ward, provided members with a presentation on progress with the project. A copy of the presentation is attached. He reminded Members that the Norfolk Climate Change Partnership had been successfully awarded funding from the Fast Followers Fund to deliver a community themed project focussing on citizen preparedness and clean growth. Information on project governance and delivery was outlined in the presentation and the project would be delivered through Norfolk Climate Change Partnership who had established a Project Steering Group and Advisory Group to oversee the project.

The Norfolk Climate Change Partnership had been carrying out a selection process for one community in each of the seven Norfolk Districts for the pilot project. Selection decisions would be informed by themes including community and households, routes to engagement and the potential for Carbon reduction.

The Corporate Performance Manager explained that information had been sent to all Parishes and 22 responses had been received. Background data for each area was then looked at as part of the shortlisting process. An announcement on the preferred option would be made to Councillors soon.

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

The Portfolio Holder for Climate Change and Biodiversity, Councillor de Whalley thanked officers for their work on bringing this opportunity

forward and commented that this was an exciting project and the beginning of the journey in carbon reduction in communities.

In response to a question from the Portfolio Holder for People and Communities, Councillor Rust, it was confirmed that there was a link with Borough Council's Energy Efficiency Officer.

The Vice Chair, Councillor Devulapalli commented that all communities needed to work to become net zero and asked if this project would be sustainable going forward. Jonathan Ward explained that this pilot project would create a template which could be rolled out further across communities and other funding opportunities were being looked at through the Norfolk Climate Change Partnership.

Councillor Kunes commented that he was disappointed that only 22 Parishes had responded.

Councillor Bullen commented that it was vital to engage with isolated and rural households that were not part of a community.

RESOLVED: The Environment and Community Panel noted progress with the project and would receive periodic update reports.

EC58: **CABINET REPORT - ASSETS OF COMMUNITY VALUE**

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

The Corporate Governance Manager presented the report which considered the approval of an amended policy and statutory process for Assets of Community Value and the Community Right to Bid. It was explained that the refresh was required following the transfer of Legal Services back in-house and it was hoped that the revised document was now more user friendly and less technical. The document had been completely rewritten, however the fundamentals had not changed.

The Corporate Governance Manager highlighted the amendments to the delegations to authorise Assets of Community and make non-material amendments to the policy, as set out in the recommendations.

The Chair thanked the Corporate Governance Manager for her report and invited questions and comments from the Panel, as summarised below.

Councillor Bhondi commented that this policy was a good tool to protect community assets and he had used it to protect an asset in his Ward. He encouraged Councillors to consider protecting assets of community value as required.

In response to a question from the Vice Chair, Councillor Devulapalli, the Corporate Governance Manager explained that religious use was not a criteria and the definitions were cultural, sporting and recreational uses that provided social value. The Corporate Governance Manager agreed to confirm if religious buildings fell into the definition of social value within the scheme.

Following the Meeting the Corporate Governance Manager confirmed that any land or building could potentially be listed as an Asset of Community Value and it is for the nominating group to make the case, provide the evidence and proof as to how the particular piece of land or building meets the criteria of the act.

Councillor Bubb asked if there were limitations on what could be included and it was confirmed that it had to be an asset that was in current use for the benefit of the community and needed to be protected for social wellbeing.

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

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 by will update in line with legislative changes or will achieve improvements to the process).

EC59: **WORK PROGRAMME AND FORWARD DECISION LIST**

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

EC60: **DATE OF THE NEXT MEETING**

The next meeting of the Environment and Community Panel would be held on **Wednesday** 3rd January 2024 at 4.30pm in the Town Hall, Saturday Market Place, King's Lynn.

EC61: **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.

EC62: **EXEMPT CABINET REPORT - FRAMEWORK AGREEMENT FOR CARE AND REPAIR HANDYPERSON PREVENTION SERVICE**

Officers presented the report, as included in the Agenda which set out the Framework Agreement for the Care and Repair Handyperson Prevention Service. It was explained that the tender process had been carried out and contractors would be appointed from January 2024.

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

The Portfolio Holder for People and Communities, Councillor Rust commented that this was an important service that the Council provided to help with independent living and enabling people to stay in their homes for longer.

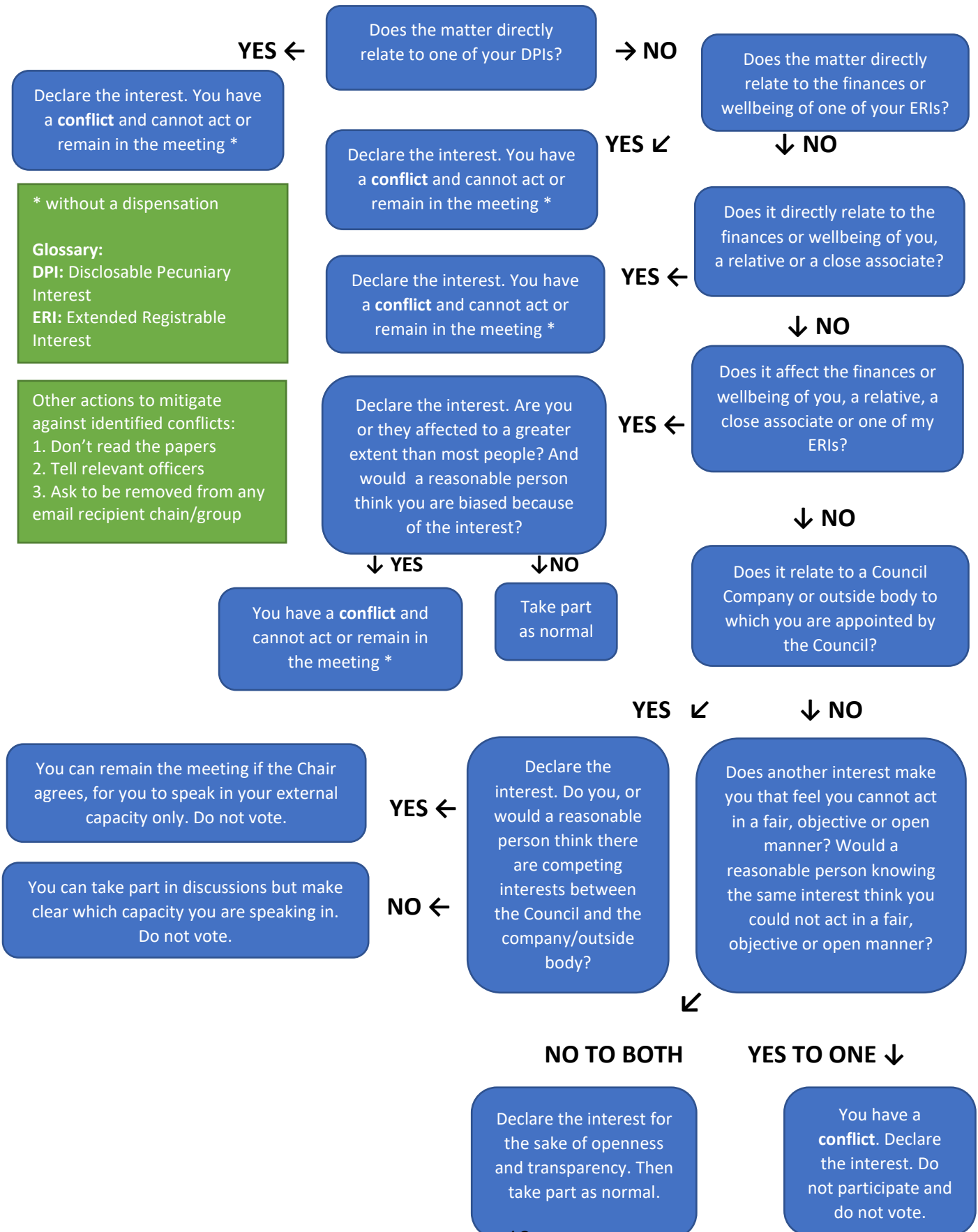
RESOLVED: That the Environment and Community Panel supports the recommendations to Cabinet as set out in the report.

The meeting closed at 6.11 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: | 3 rd January 2024 | | |
| TITLE: | West Norfolk Investment Plan (UK Shared Prosperity Fund) and Rural England Prosperity Funding: Programme Update and 2024/2025 Priorities | | |
| TYPE OF REPORT: | Cabinet Report | | |
| PORTFOLIO(S): | Business | | |
| REPORT AUTHOR: | Jemma Curtis – Regeneration Programmes Manager | | |
| OPEN/EXEMPT | Open | WILL BE SUBJECT TO A FUTURE CABINET REPORT: | Yes |

REPORT SUMMARY/COVER PAGE

| |
|---|
| PURPOSE OF REPORT/SUMMARY: |
| The report sets out the proposed spending priorities for UKSPF in 2024/25 to facilitate both continued programme delivery and the introduction of new projects. |
| KEY ISSUES: |
| Members are directed to the attached Cabinet report for full details of the key issues. |
| OPTIONS CONSIDERED: |
| Members are directed to the attached Cabinet report for full details of the options. |
| RECOMMENDATIONS: |
| The Panel are requested to consider the report and make any appropriate recommendations to Cabinet. Cabinet recommendation is: 1. Approve the projects for allocation of UKSPF funding of £1,167,812 for 2024/25 against the agreed interventions contained in the West Norfolk Investment Plan (WNIP) as set out in section 3 and 4. 2. Approve the REPF funding of £225,000 for Active Travel projects in 2024/25 as set out in Table 6 3. Delegate authority to the Assistant Director for Regeneration, Housing & Place in consultation with the Portfolio Holder for Business to approve in year budget reallocations of UKSPF funding for 24/25 to ensure fulfilment of spend. (Section 7). |
| REASONS FOR RECOMMENDATIONS: |
| To scrutinise recommendations being made for an executive decision. |

REPORT TO CABINET

| | | | | | |
|--|---|---|---|------------------------------------|-------------------------------------|
| Open | | Would any decisions proposed: | | | |
| Any especially affected Wards | Discretionary | Be entirely within Cabinet's powers to decide | | YES | |
| | | Need to be recommendations to Council | | NO | |
| | | Is it a Key Decision | | YES | |
| Lead Member: Cllr Alistair Beales E-mail: cllr.alistair.beales@west-norfolk.gov.uk | | | Other Cabinet Members consulted: Cabinet | | |
| | | | Other Members consulted: E&C Panel | | |
| Lead Officer: Jemma Curtis E-mail: jemma.curtis@west-norfolk.gov.uk Direct Dial: 01553 616716 Lead Officer: Nicola Cooper E-mail: Nicola.cooper@west-norfolk.gov.uk | | | Other Officers consulted: Executive Director (place), Assistant Director Housing, Regeneration & Place. | | |
| Financial Implications Yes | Policy/ Personnel Implications No | Statutory Implications NO | Equal Impact Assessment YES If YES: Pre-screening/ Full Assessment | Risk Management Implications No | Environmental Considerations Yes |
| 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: 15 January 2024

WEST NORFOLK INVESTMENT PLAN (UK SHARED PROSPERITY FUND) AND RURAL ENGLAND PROSPERITY FUNDING: PROGRAMME UPDATE AND 2024/25 PRIORITIES

Summary

At its meeting on 7 February 2023, Cabinet approved the programme of investment for UK Shared Prosperity Funding (UKSPF) for 2022/23 and 2023/24 and for Rural England Prosperity Funding (REPF) for 2023/24 and 2024/25. This report sets out the proposed spending priorities for UKSPF in 2024/25 to facilitate both continued programme delivery and the introduction of new projects.

Additionally, the report provides a review of REPF programme delivery including a forward look to 2024/25 and procedures in place to ensure full investment spend by 31 March 2025.

For both funding programmes it is essential to agree the best approach for expediting any 'in year' programme adjustments that may become necessary to ensure achievement of full spend in 2024/25 by the government deadline of 31 March 2025.

Recommendation

Cabinet is recommended to:

1. Approve the projects for allocation of UKSPF funding of £1,062,709 for 2024/25 against the agreed interventions contained in the West Norfolk Investment Plan (WNIP) as set out in section 3 and 4.
2. Approve the REPF funding of £225,000 for Active Travel projects in 2024/25 as set out in Table 6

3. Delegate authority to the Assistant Director for Regeneration, Housing & Place in consultation with the Portfolio Holder for Business to approve in year budget reallocations of UKSPF funding for 24/25 to ensure fulfilment of spend. (Section 7).

Reason for Decision

To ensure timely delivery of two complementary government grant funding streams in line with government guidance, West Norfolk Investment Plan, the Rural Addendum and Corporate Business Plan objectives. The UKSPF will support residents and business to; build pride in place, high quality skills training, supporting pay, employment, productivity growth and increasing life chances. REPF will support investment in micro and small enterprises in rural areas and in the development and promotion of the rural visitor economy, enhancing active travel provision in rural areas, investing in capacity building and infrastructure support for local rural groups and supporting volunteering and social action groups in rural communities.

1. Background

- 1.1 UK Shared Prosperity Funding (UKSPF) investment supports the government's commitment to levelling up all parts of the UK and is administered via the Department for Levelling Up Housing and Communities (DLUHC). On 6 December 2022, Government approved a capital and revenue allocation of UK Shared Prosperity Funding for King's Lynn and West Norfolk of £1.836m for three years 2022-2025. This funding was awarded against the priorities identified within the West Norfolk Investment Plan (WNIP), as approved by Cabinet in July 2022 (see section 2). This plan provides a framework for local investment of UKSPF to support local strategies and existing partnerships, and draws on the experience of previous programmes and investment delivery.
- 1.2 Rural England Prosperity Funding (REPF) is a two year top up to UKSPF to address the particular challenges that rural areas face from 2023-2025. This is a DEFRA fund and is administered by DLUHC. A Rural Addendum, which sets out the additional rural specific priorities for West Norfolk, over and above that established as part of the West Norfolk Investment Plan, secured an allocation of £1,496,455 from the Rural England Prosperity Fund on 6 April 2023, in addition to the UKSPF award. REPF provides capital funding only, must be invested into eligible rural areas as defined via [DEFRA's Magic Map](#), and must be spent on lasting assets such as buildings or equipment.
- 1.3 The Borough Council is the 'Lead Local Authority' (LLA) for the management, delivery and administration of UKSPF and REPF investment across King's Lynn and West Norfolk. The funds can be used to complement both each other and alternative government funding streams including Towns Fund, Levelling Up Fund and other national employment and skills funding support. The funding cannot be used for statutory provision and REPF cannot be invested into projects that have been in receipt of other DEFRA funding.
- 1.4 Since the government's approval of the UKSPF WNIP in December 2022, the Regeneration & Economic Development team have been progressing delivery of UKSPF & REPF in accordance with the programme approved by Cabinet in February 2023. In determining the priorities for 2024/25, the team have evaluated the successful delivery to date, any lessons learnt, engaged with

stakeholders through the SPF Partnership Group and considered the priorities identified in the new Corporate Strategy,

2. West Norfolk Prosperity Funding: Local Investment Priorities and Interventions

2.1 The West Norfolk Investment Plan (WNIP), which guides local investment of Prosperity Funding, sets out local priorities across four key themes:

Table 1: West Norfolk Investment Plan: Priorities for Investment

| | |
|---|---|
| <p>Leading as a Centre of Excellence for the Visitor Economy</p> <ul style="list-style-type: none"> • With a culture-led approach to leverage culture & heritage assets • Positioning King’s Lynn & West Norfolk as Cultural Destination • Driving innovation & productivity in Tourism & Hospitality | <p>Embedding approaches that are Active, Clean & Green</p> <p>With benefits for residents and local businesses:</p> <ul style="list-style-type: none"> • Protecting/enhancing natural environment • Domestic efficiency/sustainability • Transport to get to and from work • Business transformation and re-training |
| <p>Strengthening local enterprise and innovation systems</p> <p>Sector wide, but with specific focus on sector/workforce/value chain strengths:</p> <ul style="list-style-type: none"> • Food (agriculture, food processing & manufacturing, food service & retail) • Manufacturing • Health | <p>Supporting people to access opportunities.</p> <ul style="list-style-type: none"> • Creating better quality, higher skilled jobs across sectors • Supporting people into employment and volunteering opportunities • Improving skills that employers need |

2.2 UKSPF includes three investment priority areas:

- Communities & Place,
- Local Businesses,
- People & Skills.

The first two priority areas form part of the UKSPF programme across all three years, whilst People & Skills comes into play in 2024/25 only. A ‘menu’ of interventions sits underneath each of these priority areas and the most appropriate interventions (denoted by E numbers) were locally selected as part of the West Norfolk Investment Plan to align with the identified local priorities (Table 2). Local investment across the 2022-2025 programme is guided by these intervention areas and is measured by associated UKSPF outputs and outcomes; metrics that are measured locally to demonstrate investment impact.

Table 2: West Norfolk UKSPF Priorities and Intervention Areas.

| |
|---|
| <p>UKSPF Investment Priority: COMMUNITIES & PLACE</p> |
| <p>E1: Improvements to town centres & high streets including better accessibility</p> |

- E6: Local arts, cultural, heritage & creative activities
- E9: Impactful volunteering and/or social action projects
- E13: Community measures to reduce the cost of living
- E14: Relevant feasibility studies

UKSPF Investment Priority: LOCAL BUSINESS

- E17: Development & promotion of visitor economy
- E19: Investment in research & development at the local level
- E23: Strengthening local entrepreneurial ecosystems
- E29: Supporting decarbonisation
- E30: Business support measures to drive employment growth

UKSPF Investment Priority: PEOPLE & SKILLS

- E33: Employment support for economically inactive people
- E34: Courses including basic, life & career skills
- E37: Tailored support for the employed to access courses
- E38: Local areas to fund local skills needs

- 2.3 REPF includes two investment priority areas: Rural Communities and Rural Businesses. As with UKSPF, a selection of interventions sits underneath both priority areas and, as part of the consultation and evidence analysis in setting out the challenges and opportunities facing the rural areas in West Norfolk in the rural addendum, the following REPF interventions were locally selected based their alignment with local priorities. Rural investment is also measured by associated outputs and outcomes.

Table 3: West Norfolk REPF Priorities and Intervention Areas.

REPF Investment Priority: RURAL COMMUNITIES

E7: Active Travel Enhancements in the local rural area e.g. creation of new footpaths and cycleways/ upgrading of existing footpaths and cycleways, particularly in areas of health need.

E11: Community grants for capacity building & infrastructure support for local civil society and community groups e.g. net zero infrastructure, catering kitchens in community hubs, resilience infrastructure to protect against natural hazards.

E9: Community Grants for impactful volunteering & social action projects to develop social and human capital in local places e.g. purchase of equipment, premises improvements to enable groups to operate.

REPF Investment Priority: RURAL BUSINESSES

REPF: Small scale investment in micro and small enterprises in rural areas e.g. net zero infrastructure, diversification of farm businesses, creation/ expansion of rural leisure and tourism, investment in food processing equipment, resilience infrastructure to protect businesses against natural hazards.

E17: The development and promotion of the visitor economy e.g. development of local visitor trails and infrastructure such as information boards and visitor centres, development of local tourist attractions and visitor experiences based on the local offer.

3. UKSPF Programme 2024-25

- 3.1 UKSPF provides the flexibility for places to invest across a range of activities which represent the right solutions to the locality. The WNIP identified the interventions, outputs and outcomes that we aim to deliver to best meet the priorities identified in Table 2 for the period 2022-25. At the stage of developing the WNIP there was no requirement to identify specific projects to be delivered under the interventions. In February 2023 cabinet approved a programme of proposed UKSPF investment for 2022 – March 2024. It is now necessary for Cabinet to review a final programme of investment for the period from April 2024 to March 2025.
- 3.2 The projects proposed for UKPSF investment in 2024/25 are set out in Table 4 with an indicative funding allocation against each project, subject to procurement processes where applicable. The projects identified for 2024/25 are those that are considered deliverable in terms of spending and capacity to achieve UKSPF outputs and outcomes and align with existing projects and priorities already underway. The 2024/25 UKSPF allocation includes a minimum capital threshold of 20%.
- 3.3 The projects identified have been evaluated against our priorities set out in section 2. Table 4 shows allocation of UKSPF funding for projects within each of the investment priority areas of Communities & Place, Local Business, and People & Skills.
- 3.4 Investment in the UKSPF People & Skills priority and associated interventions commences in 2024/25. This is reflective of the WNIP funding profile (2.2). Two project allocations within this investment priority area for 2024/25 have already been approved by Cabinet on 31 October 2023 for the Boost project and Year 2 of the West Norfolk Training Grants project. Table 4 sets out project recommendations for the remaining budget allocation under People & Skills.
- 3.5 Part of the 2024/25 programme represents a continuation of 2022-24 projects with the addition of new projects which are currently under development. Projects/programmes which received UKSPF funding in 2023/4 have been required to submit quarterly monitoring and evaluation returns with their claims to ensure delivery against the agreed outputs and outcomes is being achieved. Appendix 1 details the outputs and outcomes achieved to date from projects that have received funding in 23/24 and support is proposed into 24/25.
- 3.6 Project calls and project establishment will be expediated within the last quarter of the 2023/24 financial year to facilitate efficient final year delivery. The indicative funding allocations against each project are subject to some level of movement as project plans develop and delegated authority is sought based on in principle allocations and the priority project areas identified.

Table 4: Summary of UKSPF Projects for 2024-25

| COMMUNITIES & PLACE APRIL 24 – MARCH 25 | | Delivery method | REVENUE | CAPITAL | TOTAL |
|--|--|---|----------------|----------------|----------------|
| E1 | Rail to River Art Trail A Town's Fund project to improve the quality of the public realm between the railway station and the river. UKSPF investment provides additionality specifically within the Purfleet Street area. | Direct delivery | | £2,000 | £2,000 |
| E1 | Love Your Town A grant scheme for projects which encourage activity in the three town centres, help generate footfall and a create wider sense of pride. | Partnership with Norfolk County Council | £9,000 | | £9,000 |
| E1 | The Place Pop Up Shop and Business Hub (Improvements to town centres & high streets) Low cost pop-up space in King's Lynn for developing businesses to test markets and receive business support, the provision of hot desk and meeting facilities, cultural activities and a one stop shop for multi-agency provision. Addition of part time support role, match funded by KL BID, included in 2024/25. | Third Party - King's Lynn Business Improvement District | £6,264 | | £31,500 |
| E6 | Riverfront Cultural Programme Funding allocation towards Riverfront Cultural Programme Phase 2: Establishment of a Placemaking strategy and development of a programme of priority projects | Direct Delivery | £16,000 | | £16,000 |
| E6 | Guildhall Activity Programme Grant contribution to continue the role of the learning & engagement officer and fund a programme of cultural, performances and art-based experiences and opportunities | Direct Delivery | £30,000 | | £30,000 |
| E9 | Maximising King's Lynn's Heritage Seed funding to support development of wider programme with partner organisations to recruit, provide training, support and coordinate volunteers of heritage assets, alongside programme of interventions to restore and rejuvenate the historic town centre. | Direct Delivery | £30,000 | £50,000 | £80,000 |
| E13 | West Norfolk Cycle Scheme Continuation of pilot scheme to create low cost and safe access to bicycles hosted at Lynnsport. Supported by a programme of community cycling development events. | Partnership with Alive West Norfolk | £10,000 | £10,000 | £20,000 |

| | | | | | |
|-----|---|---|--------------------|--------------------|--------------------|
| E13 | NEW: Go Green (Communities) Providing professional support and advice to VCSE organisations on improving the green credentials of community buildings with the aim of reducing running costs, supporting decarbonisation and future proofing communal spaces. Grant award attached. | Partnership tbc | £44,025.52 | £45,974.48 | £90,000 |
| All | NEW: Communities & Place Project Call: open call planned for February 2024 inviting organisations to submit project proposals that aligning with priorities of West Norfolk Investment Plan. See section 4. See section 4. | Project call | £92,102.72 | £8,841.68 | £100,944.40 |
| | | | £237,392.24 | £116,816.16 | £354,208.40 |
| | LOCAL BUSINESS APRIL 24 – MARCH 25 | Delivery method | REVENUE | CAPITAL | TOTAL |
| E19 | Go Digital Consultancy support for businesses to help them to make better use of digital tools and grant opportunity to contribute towards implementation of the resulting digital plan. NCC match funding: 23/24 £25,000, 24/25 £18,000. | Partnership with Norfolk County Council | £18,500 | | £18,500 |
| E23 | The Place Pop Up Shop and Business Hub Low cost pop-up space in King's Lynn for developing businesses to test markets and receive business support, the provision of hot desk and meeting facilities, cultural activities and a one stop shop for multi-agency provision. | Third Party - King's Lynn Business Improvement District | £31,500 | | £31,500 |
| E30 | New Anglia Growth Hub One stop shop for business support and advice. Continued access to this service for local businesses to help them realise their highest potential and maximise opportunities. | Third party - New Anglia Local Enterprise Partnership | £145,311.51 | | £145,311.51 |
| E17 | NEW: Visitor Economy Improvements Funding to support implementation of priorities identified from the Tourism Informal Working Group Action Plan | Direct Delivery | | £70,852.60 | £70,852.60 |
| E29 | NEW: Go Green (Businesses) Providing professional support and advice to SME's, sole traders and micro businesses on improving the green credentials of enterprise spaces with the aim of reducing running costs, supporting decarbonisation and safeguarding sustainability. | Partnership tbc | £42,124.41 | £45,974.48 | £88,098.89 |

Grant award attached.

£237,435.92 £116,827.08 £354,263.00

**PEOPLE & SKILLS
APRIL 24 – MARCH 25**

Delivery method REVENUE CAPITAL TOTAL

| | | | | | |
|-----|--|--|--------------------|-----------|--------------------|
| E37 | West Norfolk Training Grants Yr2 Opportunities for businesses to apply for grants up to a maximum of £3000 to fund up to 75% of training costs for employees. <i>Allocation approved at 31 October 2023 cabinet meeting.</i> | Partnership with New Anglia Local Enterprise Partnership | £22,994 | £0 | £22,994 |
| E33 | Boost Project Project offering grants for training to help young people in West Norfolk to access skills training to realise their potential and providing a support framework to increase the skills within the local workforce. <i>Allocation approved at 31 October 2023 cabinet meeting.</i> | Partnership with Norfolk County Council | £147,049 | £0 | £147,049 |
| E38 | NEW: People & Skills Project Call: Open call planned for February 2024 inviting organisations to submit project proposals that align with priorities of West Norfolk Investment Plan. See section 4. | Project call | £144,194.52 | £0 | £144,194.52 |
| E38 | NEW: Innovation Support for Businesses RIBA 2-3 and business case planning for the development of innovation facilities at Nar Ouse Enterprise Zone | Direct Delivery | £40,000 | £0 | £40,000 |
| | | | £354,237.52 | £0 | £354,237.52 |

21

4. Proposed Project Call for 2024/25 projects

- 4.1 Subject to Cabinet agreement of the proposed programme of investment (Table 4), a project call will be undertaken across the Communities & Place, and People & Skills investment priorities to identify high quality and deliverable projects which will meet the objectives of the West Norfolk Investment Plan in 2024/25. Proposals for projects of up to £50,000 will be considered to enable impactful investment in the final year of the programme.
- 4.2 Projects will be invited to submit proposals via an Expression of Interest stage. These will be sifted by programme officers to ensure that they fit the priorities for the West Norfolk Investment Plan and the UKSPF Prospectus and discussed with the West Norfolk SPF Programme Board before being invited to submit more detailed proposals. Final selection of projects will be agreed by the Programme Board and the Portfolio Holder for Business and projects will be awarded UKSPF support based on strategic fit, deliverability and forecasted local impact.
- 4.3 The following table provides a summary of the framework which will guide project interest. Eligible recipients of UKSPF grant support include local authorities, public sector organisations, higher and further education institutions, private sector companies, voluntary organisations and registered charities.

Table 5: Project Call 2024/25, Communities & Place and People & Skills

| COMMUNITIES & PLACE: Investment to benefit residents across the borough | PEOPLE & SKILLS: Supporting growth in skills and increasing local opportunities |
|---|--|
| Specifically, projects that... | |
| Contribute to West Norfolk leading as a centre of excellence for the visitor economy and that embed approaches that are active, clean and green. | Improve training and progression routes across sectors, help people overcome barriers to training, create volunteering opportunities, and support high quality job creation. |
| This could be through... | |
| <ul style="list-style-type: none"> • Improvements to town centres and high streets • Local Arts, cultural, heritage and creative activities • Volunteering schemes • Social action projects • Community projects to reduce the cost of living. • Protecting / enhancing the natural environment | <ul style="list-style-type: none"> • Training provision • Employment support schemes • Supporting quality employment provision • Community sector skills / training • Filling local skills gaps / meeting employer needs • Supporting volunteering schemes • In work training |
| Projects would need to: | |
| <ul style="list-style-type: none"> • Be located within the King's Lynn and West Norfolk borough boundary • Provide a clear project plan • Meet local need and the investment priorities of the West Norfolk Investment Plan | |

- Deliver outputs / outcomes defined by UK Shared Prosperity Funding
- Demonstrate value for public money and financial need
- Be complete by 31 March 2025

5. REPF Programme 2024-25 (Update)

- 5.1 REPF is a capital allocation to support rural communities and businesses. Following Cabinet approval in February 2023 the programme of investment of REPF across rural West Norfolk was agreed for the period 2023/24 and 2024/25.
- 5.2 REPF can be invested into eligible rural areas only as defined by DEFRA and which can be determined through application of the [Magic Map](#). The investment of REPF in 2023/24 represents 25% of the programme budget with the remaining 75% allocated for investment in 2024/25.
- 5.3 Table 6 shows investment to date and planned work for the final year of the programme. The Community and Business Capital Grant schemes have been established within Year 1 of the programme and delivery of these will continue across to the final year.
- 5.4 To ensure full programme risk mitigation the grant schemes detailed in Table 6 are subject to regular review meetings to monitor demand and adjust delivery techniques. Within 2024/25 this process will continue and is supported by the West Norfolk SPF Programme Board. Within the final year of the programme, if demand slows intervention rates of grant programmes will be reviewed and adjusted to ensure that local delivery is maximised

Table 6: Summary of REPF Investment 2023-25

| RURAL COMMUNITIES: April 2023 – March 2025 | | Delivery method | 2023/24 | 2024/25 | TOTAL |
|---|---|--|-----------------|-----------------|-----------------|
| E7 | Active travel enhancements in the local area | | | | |
| | 2023/24 (approved via Officer Delegated Decision 28 November 2023) | Partnership with Norfolk County Council plus direct delivery | £75,000 | | |
| | <ul style="list-style-type: none"> Norfolk Coastal Path Interpretation Project Rural Cycle path waymarker audit | | | | |
| | 2024/25 for approval | | | | |
| | <ul style="list-style-type: none"> Priority footpath improvements, initial allocations include the B1145 from hospital roundabout to Mintlyn crematorium and West Acre boardwalk, subject to NCC delivery schedules. Community cycle storage grants. Cycle paths waymarker improvements (following outcome of audit in 23/24). | | | £225,000 | |
| | | | | | <u>£300,000</u> |
| E9 / E11 | West Norfolk Rural Community Capital Grants | | | | |
| | 2023/24 West Norfolk Rural Community Capital Grant Scheme (approved via Cabinet report Feb 23) | Administered by Norfolk Community Foundation | £57,166 | | |
| | <ul style="list-style-type: none"> Supports impactful volunteering by the purchase of equipment or improvements to premises. 75% intervention rate, Grants up to £10,000. Total budget £75,000: £57,166 committed, balance transferred to 2024/25 scheme. | | | | |
| | 2024/25 West Norfolk Rural Community Capital Grant Scheme (approved via Cabinet report Feb 23) | | | | |
| | <ul style="list-style-type: none"> Investment in capacity building and infrastructure for civil society and community groups 75% intervention rate, Grants from £10,000 - £50,000 *Total includes carry forward from 2023/24 budget | | | £242,834* | |
| | | | | | <u>£300,000</u> |
| | | Subtotal Rural Communities | <u>£132,166</u> | <u>£467,834</u> | <u>£600,000</u> |

24

| RURAL BUSINESSES: April 2023 – March 2025 | | Delivery method | 2023/24 | 2024/25 | TOTAL |
|--|---|------------------------------------|-----------------|-------------------|-------------------|
| E17 | West Norfolk Rural Business Capital Grants | | | | |
| | 2 Year Scheme: West Norfolk Rural Business Capital Grants (approved via Cabinet report Feb 23) | Administered by Norfolk Growth Hub | | | |
| | <ul style="list-style-type: none"> 50% intervention rate, Grants from £10,000 - £100,000 | | | | |
| | <ul style="list-style-type: none"> Investing in micro and small rural enterprises | | £124,114 | £372,341 | <u>£496,455</u> |
| | <ul style="list-style-type: none"> Developing and promoting the rural visitor economy | | £100,000 | £300,000 | <u>£400,000</u> |
| | | Subtotal Rural Businesses | <u>£224,114</u> | <u>£672,341</u> | <u>£896,455</u> |
| | | Total REPF Programme | £356,280 | £1,140,177 | £1,496,455 |

6. 2024/25 Programme Delivery Arrangements

6.1 UKSPF

6.1.1 Delivery partners for each UKSPF project are identified in Table 4. These partnerships have been established within the first two years of programme delivery and will continue to deliver the common goal underpinned by the [UKSPF Prospectus](#).

6.1.2 The Go Green project and the Communities & Place and People & Skills Project Call will provide opportunities for further partnership work with other organisations and businesses to enable the wider delivery of prosperity funding investment across the borough. Project development and funding awards will be subject to procurement rules and legal agreements, the structure for which has been established within the programme already through the direct involvement of the Borough Council's Legal Department.

6.2 REPF

6.2.1 The active travel enhancements priorities for 2024/25 have been developed with Norfolk County Council as the highways authority and dedicated team for active travel, trails and public rights of way. Priority projects have been identified that specifically benefit West Norfolk from the emerging Norfolk wide [Local Cycling & Walking Infrastructure](#) Plan (LCWIP) which are deliverable within the funding timeframe. Delivery of these improvement works are dependent upon NCC Highway's programme of works and regular meetings are held with Norfolk County Council to monitor this process and mitigate any risks. This will continue for 2024/25. Additionally, local schemes to deliver grant awards to towns and parishes to improve cycle storage facilities across rural communities will be directly delivered by the borough council with Norfolk County Council support.

6.2.2 The delivery of the West Norfolk Rural Community & Business Capital Grant Schemes will continue to be delivered as in 2023/24 in partnership with Norfolk Community Foundation (community grants) and New Anglia Local Enterprise Partnership (business grants). The process of establishing interest in grant awards for 2024/25 has been ongoing alongside year 1 delivery with both partners. Agreements and funding in place to support this third party delivery was summarised within the February 2023 cabinet report for the period 2023/24 – 2024/25.

7 Financial Implications

7.1 There is currently no indicated opportunity to defer any UKSPF or REPF programme investment beyond the funding deadline of 31 March 2025 and the Department for Levelling Up Housing and Communities have advised that any underspends in the final year of the programme (2024/25) will need to be repaid. Post March 2025, future Shared Prosperity Funding is proposed to be administered by Norfolk County Council under the Devolution deal for Norfolk.

7.2 Recommendation 3 of this report will enable budget decision processes to be delegated to the Assistant Director for Regeneration, Housing and Place to mitigate programme delivery risks that may arise within the final year and ensure timely decisions to maintain delivery within the funding timeframe. The indicative funding allocations against each intervention area in Tables 4 and 6 are subject to some level of movement as project plans develop and approval

is sought to facilitate programme adjustments to maintain spending targets and achieve fulfilment of local investment intentions. This recommendation incorporates all adjustments which can be undertaken within the approved budget, in alignment with the investment priorities set out in section 2, and in adherence with the programme framework as set out in Tables 4 and 6.

- 7.3 The process of programme adjustments will be reviewed by the West Norfolk Prosperity Funding Programme Board which comprises of senior officers and meets bi-monthly. Incorporating this delegated process will minimise administrative delays which could impact on the ability to spend in full by 31 March 25 and result in clawback of funding.

8. Monitoring & Governance Updates

- 8.1 As details in the February 2023 cabinet report, a governance arrangement to oversee the UKSPF delivery is currently in operation:



- 8.2 The proposals for UKSPF and REPF investment for 2024/25 were set out as part of a comprehensive annual Shared Prosperity Funding Programme update to the [West Norfolk SPF Partnership Group on 13 November 2023](#). This group includes a diverse range of local and regional stakeholders, institutions, employer bodies and organisations, as prescribed by government in the UK SPF Prospectus. The group was broadly supportive of the investments undertaken to date with appreciation provided for successful partnership working and stakeholder engagement, the breadth of projects included within the programme, the support invested to continue successful local schemes and opportunities opened for community grants. Discussions regarding proposals for 2024/25 were also supported, with reference given to continuation of the Boost project and for the need for an early project call to provide an opportunity for projects seeking match funding to add value to the local programme. Enhanced partnership working with the VCSE sector was highlighted as an opportunity to increase community opportunities, and ensuring a programme which creates circular support, including support for quality employment provision to underpin the success of skills provision and training schemes was agreed as fundamental to local economic growth. The importance of widespread promotion of grant schemes and project calls was noted and will be carefully managed into 2024/25.

- 8.3 Project monitoring processes have been established to provide clear qualitative and quantitative analysis of outcomes and outputs achieved by the local delivery of the UKSPF & REPF investment, compared with the indicated targets set out in the WNIP and REPF addendum. These are requested and reported quarterly as per DLUHC monitoring requirements. Projects will continue to be monitored through this established cycle within 2023/24. This will allow regular review of project progress against planned outcomes, outputs, and spending profiles as agreed within grant offer letters and Service Level Agreements.

9. Risk

| Risk | Risk Implications and Mitigation | Level of Risk |
|---|--|---------------|
| SPF allocation not fully committed by 31 March 2025 | <p>Risk Delivery of agreed priorities in by 31 March 2025 not achieved.</p> <p>Consequences Unspent funding subject to clawback</p> <p>Mitigation Recommendation 3: facilitate sound risk mitigation to ensure that allocations can be adjusted within the parameters of agreed investment.</p> | Low |
| Project Call not fully committed to | <p>Risk The Council has committed to spend the full funding allocation in accordance with the spending profile set out by government.</p> <p>Consequences/Mitigation Insufficient project establishment and support to implement and deliver the WNIP in 2024/25 leads to inability to spend the allocation and the funding is lost.</p> <p>Ensure wide promotion of project call. Use of experienced third-party provider's expertise and existing networks to establish and deliver projects applying specialist support to expediate delivery.</p> | Low |
| Stakeholder Support | <p>Risk Stakeholders do not support the priorities identified for 2024/25</p> <p>Consequences/Mitigation 2024/25 investment does not reflect the needs of the local area and deliver the required outputs/outcomes or meet the objectives of the SPF due to lack of stakeholder support.</p> <p>A West Norfolk SPF Partnership Group meeting was held 13 November 2023 to provide an update on UKSPF and REPF programmes to date and plans for 2024/25. The Group was supportive of the proposals and provided suggestions on successful final year delivery which will be taken on board as part of implementation.</p> | Low |

9. Environmental Considerations

- 9.1 The SPF framework, WNIP & REPF priorities specifically includes interventions which supports the government's clean growth policies. One of the target outputs that will be monitored through programme delivery includes 'supporting decarbonisation.'

10. Policy & Personnel Implications

10.1 The priorities identified in the WNIP, UKSPF project and REPF priorities align with the Council's corporate strategy specifically with regard to;

- Promote growth and prosperity to benefit West Norfolk
- Protect our environment
- Support our communities

10.2 The WNIP is also aligned with the following strategies and policies for West Norfolk;

- King's Lynn Town Investment Plan
- King's Lynn Local Cycling & Walking Infrastructure Plan
- Climate Change Action Plan

Appendices

Appendix 1: Monitoring and Evaluation Summary of UKSPF projects funded in 23/24

Background Papers

[UK Shared Prosperity Fund Prospectus](#)

[Rural England Prosperity Fund Prospectus](#)

[Cabinet Report: 31.10.23 UKSPF 24/25 – Continuation and Expansion of Boost Project and West Norfolk Training Grants](#)

[Cabinet Report: 07.02.23 WEST NORFOLK INVESTMENT PLAN \(UK SHARED PROSPERITY FUND\) AND RURAL ENGLAND PROSPERITY FUNDING – PROGRAMME PRIORITIES](#)

[Cabinet Report: 21.07.22 WNIP Shared Prosperity Fund](#)

[West Norfolk Prosperity Funding Partnership Group papers November 2023](#)

[West Norfolk Investment Plan, August 2022](#)

[West Norfolk Rural Addendum](#)

**Pre-Screening Equality Impact
Assessment**

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



| | | | | | |
|---|---|----------|----------|---------|--------|
| Name of policy/service/function | Regeneration & Economic Development | | | | |
| Is this a new or existing policy/service/function? | Existing | | | | |
| Brief summary/description of the main aims of the policy/service/function being screened. Please state if this policy/service is rigidly constrained by statutory obligations | Delivery of the Shared Prosperity Fund and REPF to support the identified priorities in the West Norfolk Investment Plan and the Rural Addendum. N/a | | | | |
| 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 | | √ | | |
| | Disability | √ | | | |
| | Gender | | √ | | |
| | Gender Re-assignment | | √ | | |
| | Marriage/civil partnership | | √ | | |
| | Pregnancy & maternity | | √ | | |
| | Race | | √ | | |
| | Religion or belief | | √ | | |
| | Sexual orientation | | √ | | |
| | Other (eg low income) | √ | | | |

| Question | Answer | Comments |
|---|---------------|--|
| 2. Is the proposed policy/service likely to affect relations between certain equality communities or to damage relations between the equality communities and the Council, for example because it is seen as favouring a particular community or denying opportunities to another? | No | |
| 3. Could this policy/service be perceived as impacting on communities differently? | No | |
| 4. Is the policy/service specifically designed to tackle evidence of disadvantage or potential discrimination? | Yes | Projects to be delivered under the funding programmes will improve accessibility of community facilities, cycle paths & footways, support energy efficiency measure for residents. |
| 5. Are any impacts identified above minor and if so, can these be eliminated or reduced by minor actions? If yes, please agree actions with a member of the Corporate Equalities Working Group and list agreed actions in the comments section | No | Actions: |
| | | Actions agreed by EWG member: |
| If 'yes' to questions 2 - 4 a full impact assessment will be required unless comments are provided to explain why this is not felt necessary: | | |
| Decision agreed by EWG member: | | |
| Assessment completed by: Name Nicola Cooper | | |
| Job title Investment Programmes Officer | | |
| Date 23/11/2023 | | |

APPENDIX 1: UKSPF Continuation Projects: Monitoring and Evaluation Summaries as at the end of Quarter 2 2023/24

The Place Pop Up Shop and Business Hub

| | |
|---|-------------------|
| UKSPF Grant award 2022/23 | £1,063.95 |
| UKSPF Grant award 2023/24 | £31,049.20 |
| UKSPF Grant request 2024/25 | £37,764.00 |
| Total project request from UKSPF | £69,877.15 |

What support do businesses / individuals receive when they hire The Place?

Every business receives 1:1 support from the minute they enquire about making a booking. The amount of time spent with a business will vary on need / personality / experience but often entails providing information and suggestions about hire options via email or face to face. On their first visit we will help the business to set up and will make suggestions about layout and display. This discussion usually leads to signposting the business on to other businesses in King's Lynn for marketing and branding advice, including design and printing. As we get to know the business, we will continue to refer them to others for advice / information, for example to an accountant to talk about business structures, or solicitors for legal advice. We will make suggestions about their social media presence, and how they can get more from being at The Place.

We refer some clients onto the BIPC, as well as to Menta / NWES. At least 2 businesses have engaged in a BIPC programme.

Support is on-going, even for those businesses who have been using The Place regularly over the last 12 months. Most recently we arranged for an experienced retail manager in the town centre to talk to businesses about visual merchandising and how to improve and change the display and layout of their products to gain more sales.

The Place Quarter 1 23/24: Achievements

We have re-launched The Place and have been preparing new publicity materials include a short film and clips that will be used next quarter on social media, including TikTok. We hope this form of media will have a greater impact and reach, particularly to young entrepreneurs.

We have seen a steady stream of inquiries, in particular in response to some social media posts. Conversion of inquiries could be stronger and we will look into this as we move into the next quarter.

9 Events hosted. We have seen an increase in the demand for use by community related events, these include awareness raising campaigns (Lily), activities to encourage engagement and participation (KL Town Band, Tapping Hospice, Police, NHS) and free, family friendly events. We have more coming up in the next quarter relating to KL Festival, Pride, summer holiday activities and a roadshow on behalf of Anglian Water.

We have hosted a regular pop up on a Thursday, with new traders joining for some sessions, we also support a regular sewing class on a Tuesday evening.

In April we hosted a free TikTok workshop for local businesses.

Quarter 2 23/24: Achievements

We have hosted a number of events during this quarter, notably a series of free, family activities over the summer holidays which attracted large numbers of children and adults. Pop up usage has increased, as have level of enquiries for use as a pop up as well as hot desking. There seems to be a preference amongst hirers to share the space with others, rather than hire the space to create their own pop up. We think this has a lot to do with confidence, and the desire to connect and collaborate. For example we have started to host a regular group of businesses one day a week.

Quarter 3 23/24: Plans

We will continue to do more of the same, increasing our marketing and social media to attract new users. We anticipate a busier quarter as the period leads up to Christmas.

THE PLACE OUTPUTS & OUTCOMES 23-24 as at 30 Sep 23

| Number of enterprises receiving non-financial support | | | | | Number of local events or activities supported | | | | | Number of potential entrepreneurs provided assistance to be enterprise ready | | | | |
|---|----|----|----|----|--|----|----|----|----|--|----|----|----|----|
| Target 23-24 | Q1 | Q2 | Q3 | Q4 | Target 23-24 | Q1 | Q2 | Q3 | Q4 | Target 23-24 | Q1 | Q2 | Q3 | Q4 |
| 79 | 35 | 13 | | | 2 | 9 | 3 | | | 10 | 2 | 4 | | |
| Increased number of enterprises supported | | | | | Number of People Reached | | | | | | | | | |
| Target 23-24 | Q1 | Q2 | Q3 | Q4 | Target 23-24 | Q1 | Q2 | Q3 | Q4 | | | | | |
| 40 | 7 | 9 | | | 0 | | 22 | | | | | | | |

Note: Q1 achievements include outputs and outcomes recorded for March 2023.

How The Place defines / counts / records outcomes

Entrepreneurs: All hirers are asked to complete a booking form which requests information about their business or business idea, we ask whether they are registered as business or sole trader. Where they state that they are not registered, we count this individual as a potential entrepreneur.

An increase in number of enterprises supported: This outcome relates to new bookings, i.e. when a business who has not used The Place before follows through with a booking. They will be registered as a business, rather than being identified as an entrepreneur / not yet registered. We know that they are new to us as each business / individual completes a booking form and provides us with proof of their public liability insurance. We have counted new bookings, as businesses new to The Place from the start of our SPF grant in March 2023.

The Place Project proposal for 2024/25

To continue to provide a multi-purpose, accessible and flexible space that can be used to deliver an accessible, affordable and attractive space to hire for small businesses and entrepreneurs to promote and sell their services and products.

To provide users of the space with support and guidance, signposting them to appropriate business support services, local business services and, where appropriate create learning and development opportunities within The Place for them to access.

Provide hot desking, collaborative opportunities and meeting space for sole traders, home workers, visiting business people, charities, groups and businesses within the Borough of King's Lynn and West Norfolk.

Host events and activities that animate the town, promote public information messages, and encourage engagement and community spirit.

Creation of a part time post which will be 50% funded by King's Lynn BID. This post is essential to provide more, and more consistent support to users, whichever outcome they fall into. This will include organising more sessions with people who have skills and experience in relevant areas, like visual merchandising, or digital marketing, customer service etc. This would also facilitate capacity to be more proactive and follow up discussions with CWA and Springwood to get young entrepreneurs to use the space.

Currently The Place is run on a very minimal budget with admin and maintenance often picked up outside working hours. This post would give extra capacity to do more and better.

| Whole project expenditure: (please list items) | 2022/23 | 2023/24 | 2024/25 Proposed | |
|--|-----------------|------------------|------------------|-------------------|
| | REVENUE | REVENUE | REVENUE | TOTAL |
| Energy costs | 900.00 | 12500.00 | 12,000 | £13,400.00 |
| Broadband | 43.95 | 601.20 | 661 | £645.15 |
| Display screen rental | 87.00 | 1044.00 | 1148.5 | £1,131.00 |
| Sanitary bin supply | 13.00 | 156.00 | 172 | £169.00 |
| window cleaning | 10.00 | 120.00 | 120 | £130.00 |
| cleaning materials | 10.00 | 270.00 | 270 | £280.00 |
| waste recycling contract | 0.00 | 612.00 | 612 | £612.00 |
| marketing for launch | 0.00 | 500.00 | | £500.00 |
| insurance | 0.00 | 1391.00 | | £1,391.00 |
| marketing | 0.00 | 1900.00 | 2000 | £1,900.00 |
| maintenance and servicing | 0.00 | 700.00 | 1500 | £700.00 |
| licences | 0.00 | 255.00 | 280 | £255.00 |
| rent | 0.00 | 11000.00 | 15,000 | £11,000.00 |
| Business Support Assistant | | | 4,000 | |
| TOTAL REVENUE COST | 1,063.95 | 31,049.20 | 37,764 | £32,113.15 |

Business support assistant 16hr pw post: match funded by KL BID £8,000 against a total projected post cost of £12,000

THE PLACE OUTPUTS & OUTCOMES FORECAST 24-25

| | |
|--|-----|
| Number of local events or activities supported | 20 |
| Number of organisations receiving non-financial support | 100 |
| Number of potential entrepreneurs provided assistance to be enterprise ready | 15 |
| Number of people reached | 40 |

Go Digital

| | |
|---|-------------------|
| UKSPF Grant award 2022/23 | £19,312.50 |
| UKSPF Grant award 2023/24 | £37,000 |
| UKSPF Grant request 2024/25 | £18,500 |
| Total project request from UKSPF | £74,812.50 |

Note: 2024/25 budget will be match funded with £18,500 from Norfolk County Council

Go Digital funding programme

Free digital business support available for small and medium sized businesses in Norfolk to learn how to better use digital tools to identify business opportunities and help businesses to grow.

Business owners and managers can apply and will be matched with a digital adviser and get expert advice on:

- How to best sell your products online
- How to use social media to reach new customers
- How to attract new visitors to your website
- How different digital tools can benefit your business
- The best homeworking options for your team
- Your adviser will do a complete digital audit of your business and produce a comprehensive report with findings and recommendations.

Business owners and managers can also apply for a grant of up to £500 to help implement a digital action plan. Applications are on a first come first served basis.

Go Digital OUTPUTS & OUTCOMES 23-24 as at 30 Sep 23

| Number of enterprises receiving non-financial support | | | | | Number of organisations receiving grants | | | | |
|---|----|----|----|----|--|----|----|----|----|
| Target 23-24 | Q1 | Q2 | Q3 | Q4 | Target 23-24 | Q1 | Q2 | Q3 | Q4 |
| 65 | 16 | 9 | | | 56 | 6 | 6 | | |

Notes: 2022/23 targets are included within 2023/24, Q1 achievements include outputs and outcomes recorded for March 2023.

Go Digital OUTPUTS & OUTCOMES FORECAST 24-25

| Number of enterprises receiving non-financial support | | Number of organisations receiving grants | |
|---|--|--|--|
| Target 24-25 | | Target 24-25 | |
| 40 | | 36 | |

Notes: 2024/25 targets include match funding of £18,500 from Norfolk County Council.

Go Digital Project Performance Dashboard For KLWN



KLWN

| | 2022/23 | 2023/24 |
|---------------|---------|---------|
| Advice Spaces | 25 | 20 |
| Grant Spaces | 20 | 18 |

Advice Stage Progress

| | 2022/23 | 2023/24 |
|------------------|---------------|---------------|
| GOL's Sent | 25 | 20 |
| Complete | 20 | 5 |
| Work in Progress | 5 | 15 |
| Spaces Left | 0 | 0 |
| Budget Spend | £9000 / £9000 | £4950 / £9000 |

Grant Stage Progress

| | 2022/23 | 2023/24 |
|------------------|-------------------|----------------|
| Complete | 9 | 3 |
| Work in Progress | 6 | 0 |
| Spaces Left | 5 | 15 |
| Budget Spend | £7493.34 / £10000 | £1500 / £10000 |

New Anglia Growth Hub

The New Anglia Growth Hub Proposal 2023/24 and 2024/25

New Anglia LEP, with delivery partners Suffolk Chamber of Commerce and Suffolk County Council, proposes to continue to deliver a range of comprehensive business support services for the Borough Council of King's Lynn and West Norfolk for 2024/25. The Programme of business support delivered for West Norfolk in 2023/24 comprises:

- 1) The New Anglia Growth Hub
- 2) Scale Up New Anglia
- 3) Connected Innovation Programme
- 4) Small Grants scheme

A review of delivery and targeting is due in mid-December 2023, to enable adjustments in service delivery to suit the local need going forwards.

Growth Hub with Scale Up

- A team of business advisors who provide free, fully funded, impartial support and advice for businesses who have been trading for over 12 months.
- Targeted support through one-to-one engagement proactively engaging companies who would benefit from support in high level innovation, productivity programmes, supply chain development and Scale Up – with on-going long-term engagement.
- Provide one to many support, open to all businesses across the LEP area, through a range of events which provide advice on topics all businesses need e.g. net zero, low level innovation, workforce progression, health and wellbeing.
- Support to applicants seeking funding from LEP grant schemes.
- Signpost clients to wider local and national business support interventions including financial programmes.
- Provide 'tailored to district's requirements' access to the LEP's New Anglia CRM System, where business interactions are recorded to facilitate targeted support, and access to reports of business support activity in district areas. The CRM System will provide the required monitoring and reporting for delivery of UKSPF and REPF activity. The CRM is Norfolk and Suffolk's largest business database with over 14,000 interactive business records.
- Provide access to FAME which draws on company house data to allow the interrogation of full scope of business activity on a district level and track it over time. The tool is used for due diligence and complements the CRM.
- Provide business with access to Scale Up New Anglia, a bespoke scheme designed to provide support to accelerate the growth of participant businesses, in order to help boost their growth, turnover and profit.

Connected Innovation

Collaboration

- Drive collaboration between innovation hubs and clusters, with a focus around cross sector innovation, business support and addressing key agendas such as clean growth across Suffolk and Norfolk leading to new innovative activity.
- Support the innovation hubs and wider business access wider business and innovation support schemes. E.g. Growth Through Innovation Grant, Innovation Grant Mentoring Project. With the aim to secure innovation investment which in the past has been low.
- Bring together 25 Innovation centres and clusters from across Norfolk and Suffolk enabling collaboration and knowledge transfer. There is opportunity to grow the network.
- Developing the peer network for all innovation centres and clusters across Norfolk and Suffolk to encourage connectivity and collaboration.
- Provide direct connections and introductions to Innovation support agencies and programmes e.g. UKRI Innovate UK Edge, Catapults, KTN, Innovation Grant Mentoring Programme, universities etc to support local SMEs.

Events

- Deliver an events programme (consisting of 20 events in total across the two years in partnership with the hubs) including challenge led sessions focussed on identifying collaborative opportunities and new technologies to identify solutions. Bringing together businesses, academia and national agencies e.g. Catapults.
- Encourage new pilot project activity leveraging the technology strengths in each local cluster. Encourage and promote new co-working or innovation spaces within local districts to help support start-ups / entrepreneurial ecosystem.

Online Portal / Website

- Provide an on-line portal which will bring together all information on innovation across the region, to house information on innovation programmes, research, funding, investment, events calendar, networking opportunities and case studies. Due to be live Autumn 2023.

Growth, Funding and Investment

- Research and map technologies strengths and capabilities across the hubs and identify opportunities for collaboration and promotion to attract new tenants and inward investors.
- Support businesses with attracting private investment and identifying Government funding support.

West Norfolk Specific Activity

- Specific strategic support to West Norfolk in the development of business cases for innovation and enterprises related business cases. Support cluster development through range of networking events at West Norfolk venues.

Small Grant Scheme

- Provide capital grants from £2,500 to £25,000 to support business growth, investment in R&D or innovation, and projects that result in improved productivity.
- Support provided at a 25% intervention rate.

Outputs and Outcomes

The following outputs and outcomes will be delivered by the LEP and its partners in King's Lynn and West Norfolk.

| | 2023/24 | 2024/25 | Total |
|---|----------------|----------------|--------------|
| Number of businesses receiving non-financial support | 75 | 101 | 176 |
| Number of businesses engaged in Scale Up | 15 | 20 | 35 |
| Indicative hours of support to established businesses | 226 | 302 | 528 |
| Number of jobs created | 4 | 5 | 9 |
| Number of grants awarded | 9 | 9 | 18 |
| Increased number of enterprises supported | | | 10% |
| Value of grants awarded (funding from the LEP) | £75,468 | £89,126 | £164,594 |
| Value of grant private sector match funding | £226,404 | £267,378 | £493,782 |
| Increased amount of investment | £301,872 | £356.504 | £658,376 |

THE GROWTH HUB OUTPUTS & OUTCOMES 23-24 as at 30 Sep 23.

| Number of enterprises receiving non-financial support | | | | | Number of organisations receiving grants | | | | | Jobs created as a result of support (fte) | | | | |
|--|-----------|-----------|-----------|-----------|---|-----------|-----------|-----------|-----------|--|-----------|-----------|-----------|-----------|
| Target 23-24 | Q1 | Q2 | Q3 | Q4 | Target 23-24 | Q1 | Q2 | Q3 | Q4 | Target 23-24 | Q1 | Q2 | Q3 | Q4 |
| 75 | | 30 | | | 9 | | | | | 4 | | | | |
| Increased number of enterprises supported (Scale Up) | | | | | Increased amount of Investment | | | | | | | | | |
| Target 23-24 | Q1 | Q2 | Q3 | Q4 | Target 23-24 | Q1 | Q2 | Q3 | Q4 | | | | | |
| 15 | | | | | 301,872 | | | | | | | | | |

Note: Delivery commenced at start of Q2 2023/4

Through the services provided, West Norfolk businesses will also be able to access, via the Growth Hub, other LEP funded programmes including the Business Transition to Net Zero

fund grant scheme, Growth Through Innovation (GTI) grant scheme, Growing Places Fund loan fund and the New Anglia Capital Angel Investment Fund.

Business Support Funding Profile: King's Lynn and West Norfolk

| UKSPF | 23/24 | 24/25 | Total |
|--------------------|----------|----------|----------|
| West Norfolk UKSPF | £128,220 | £145,312 | £273,532 |
| New Anglia LEP | £75,468 | £89,126 | £164,594 |
| Total Funding | £196,584 | £241,542 | £438,126 |

St George's Guildhall Activity Programme & Events Coordinator

| | |
|---|----------------|
| UKSPF Grant award 2022/23 | £5,000 |
| UKSPF Grant award 2023/24 | £30,000 |
| UKSPF Grant request 2024/25 | £30,000 |
| Total project request from UKSPF | £65,000 |

Note: 2023/24 budget match funded with £12,500 from Norfolk & Norwich Festival Bridge

OUTPUTS & OUTCOMES 23-24 as at 30 Sep 23

| Number of local events or activities supported | | | | | Number of volunteering opportunities supported | | | | |
|--|----|----|----|----|--|----|----|----|----|
| Target 23-24 | Q1 | Q2 | Q3 | Q4 | Target 23-24 | Q1 | Q2 | Q3 | Q4 |
| 15 | | 12 | | | 15 | | 9 | | |
| Increased footfall (numerical value) | | | | | Jobs created as a result of support (FTE) | | | | |
| Target 23-24 | Q1 | Q2 | Q3 | Q4 | Target 23-24 | Q1 | Q2 | Q3 | Q4 |
| 500 | | * | | | 1 | | 1 | | |

12 Events or Activities Supported: 9 School Holiday activities, 1 Art exhibition, 1 Weekend family event (Shakespeare's Birthday Big Bash), Volunteer Talks.

9 Volunteering opportunities supported: Volunteer opportunities at school holiday events.

* Increased Footfall: We are still compiling this data, however we know our footfall has seen an increase - for example, our numbers at the Heritage Open Day (supported by UKSPF funding) saw an increase of over 1100 people attending the event this year.

1 fte Job created as a result of support: Activities Coordinator employed September 23 for the development and delivery of the Guildhall events activity plan.

Evaluation of 9 School Holiday events:

Wednesdays - Family Fun at St George's Guildhall

Attendance total 191 across 4 events

- 79% of participants scored the sessions at 18/20 or above.
- 39% giving us full marks 20/20.
- 56% had not been to the Guildhall before.
- Social media, mostly Facebook was the most popular way of hearing about the events. Posters and flyers scored the lowest.
- When asked what future events they would like to attend, the most popular were family activity sessions and themed event days. These were closely followed by drama club and family theatre productions.
- The majority of children attended local schools which received the social media advertising tile via email.
- 12% were home-educated and a couple were visiting the area.
- The majority of participants lived in the PE30 – PE34 postcodes.
- All sessions were attended, with the morning sessions being fully booked each Wednesday.

Thursdays – Youth workshop session: Play in a Day

Attendance total 27 across 3 events - Spaces were limited to 10 young people per session.

- 12 new young people joined us in 2023 for Play in a Day, and many of these booked further sessions after attending the first one.
- 1 young person returned from 2022.
- Most participants were from the PE30 – PE32 post code.
- Play for a Day specific evaluations were all positive and the responses consistently said the best part was “performing the play” and they enjoyed “working with new people”, which for many was a new thing.
- The comments about what they would tell their friends were all positive with recommendations that their friends should come and join the sessions; it was fun.
- The final question on the Play in a Day evaluation comments asked for any improvements, with one suggestion: “Maybe have more opportunities to practise the play and receive constructive criticism e.g. to face the audience when speaking”.

E&C Panel

Coastal Update – South Hunstanton to Wolferton Creek (Unit C)

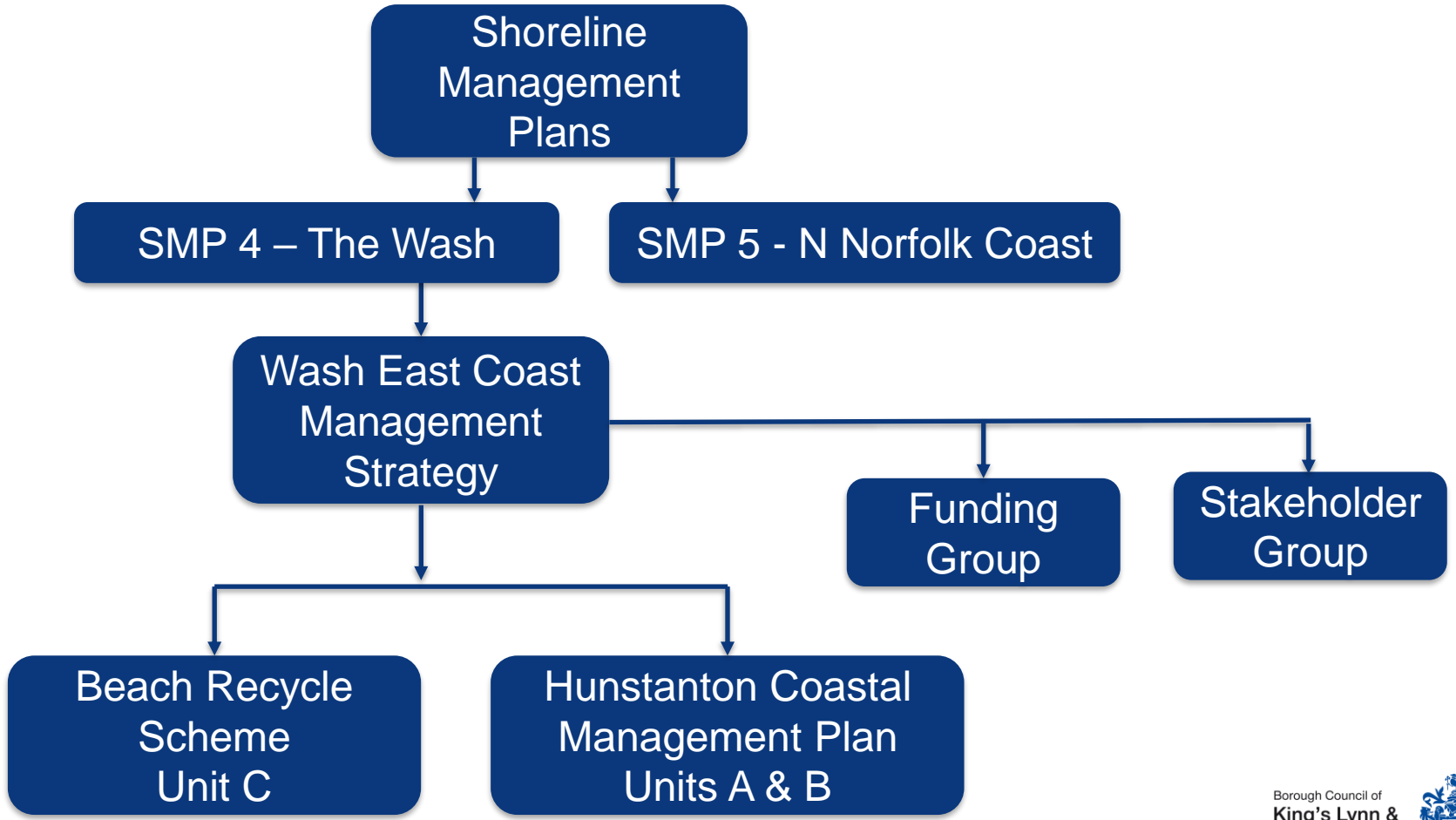
Wednesday 3rd January 2024

Borough Council of
King's Lynn &
West Norfolk



Policy Hierarchy





Unit A = Hunstanton Cliffs

Unit B = Hunstanton Town

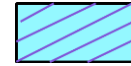
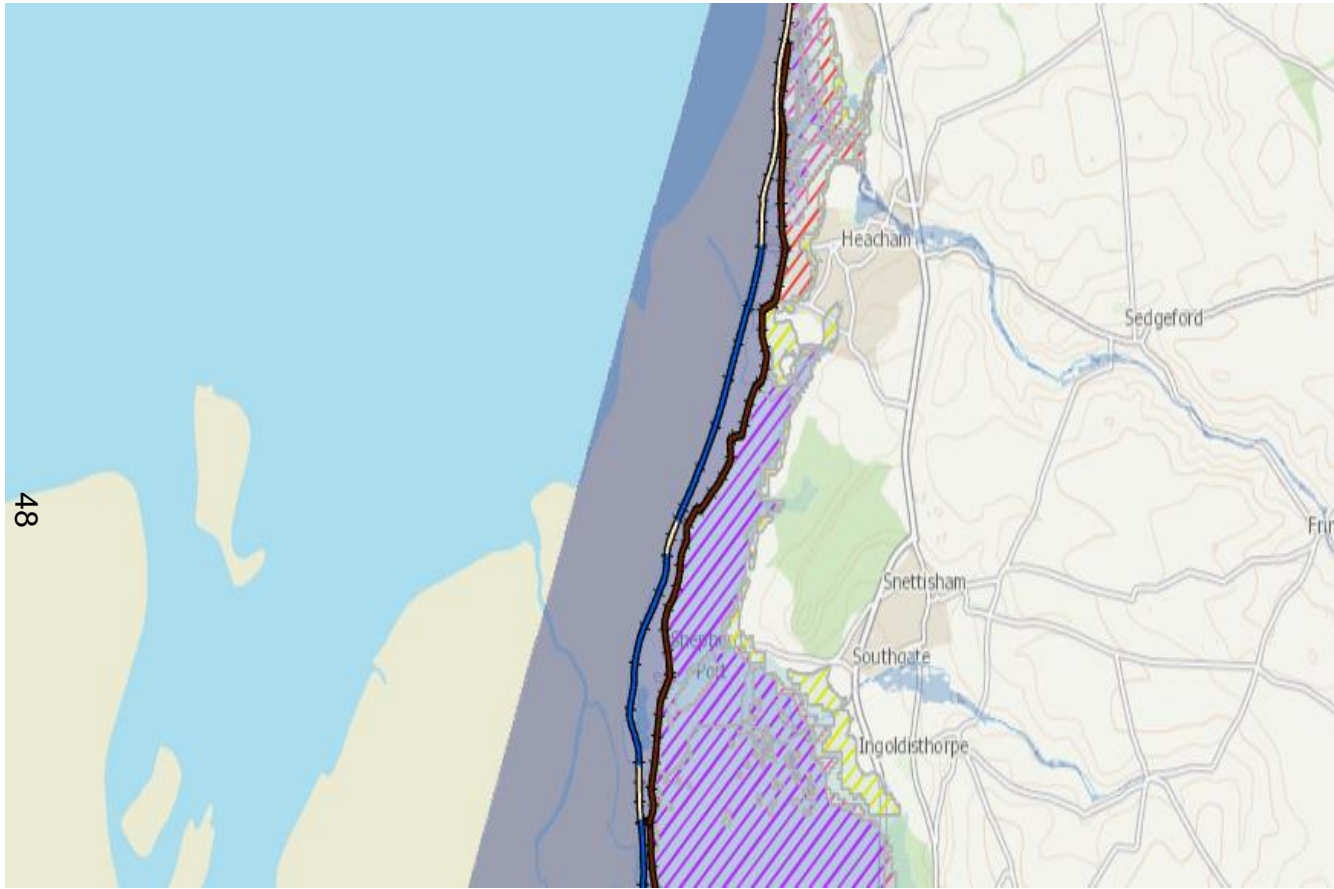
Unit C = South Hunstanton to
Wolferton Creek

Unit A

Unit B

Unit C





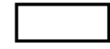
Defended area



Flood zone 3



Flood zone 2



Flood zone 1



Flood defence



Main river



SMP 4 Polices & Timeline

| Unit Area | Up to 2025 | 2025 to 2055 | 2055 to 2105 |
|---|------------|----------------|----------------|
| A – Hunstanton Cliffs | NAI | NAI | NAI / HTL |
| B – Hunstanton Town | HTL | HTL | HTL |
| C – South Hunstanton to Wolferton Creek | HTL | HTL / MR / NAI | HTL / MR / NAI |

HTL = Hold the Line

NAI = No Active Intervention

MR = Managed Realignment



50 South Hunstanton to Wolferton Creek (Unit C)

Current Management Approach

The current management approach is:

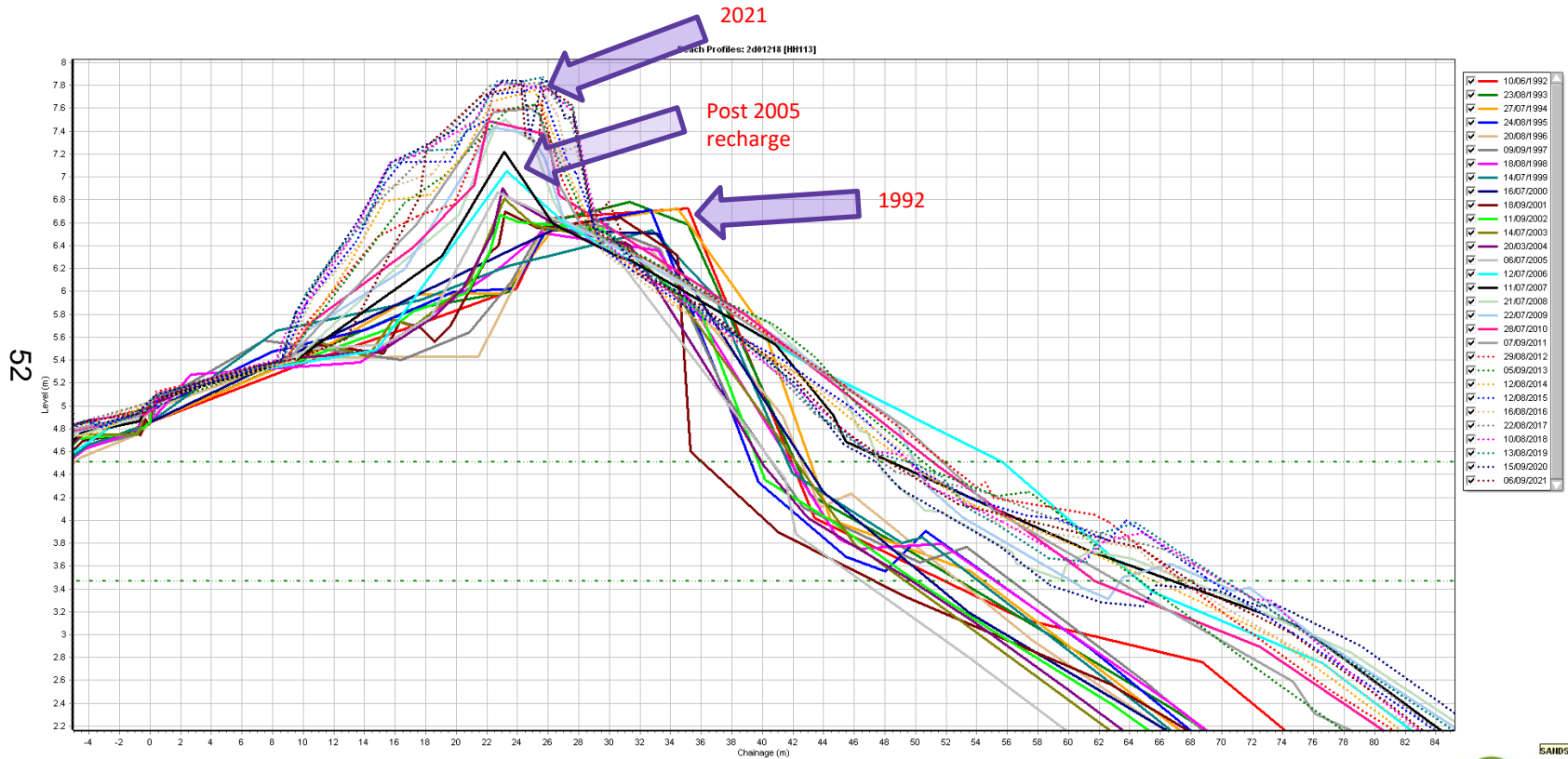
- Annual Beach Recycling
- Intermittent Beach Recharge
- Ongoing beach monitoring

This has been the case for a number of years and more recently supported by WECMS.

There are a couple of items to discuss.



Challenge 1: Ridge Mobility



1992-2021 close up of dune crest

- Residents are excavating the crest and the side of the ridge.



- Unbeknown to some residents, this is increasing the flood risk.



Challenge 2: Beach Recharge

- A small beach recharge was forecast for the near future.
- At this time beach levels are stable so a recharge is not required.
- ⁵⁴ Whilst not currently necessary, beach recharges take significant planning. The initial planning stage identified key challenges:
 - Cost
 - Technical feasibility
 - Environmental limitations
- This project has been removed from the programme.

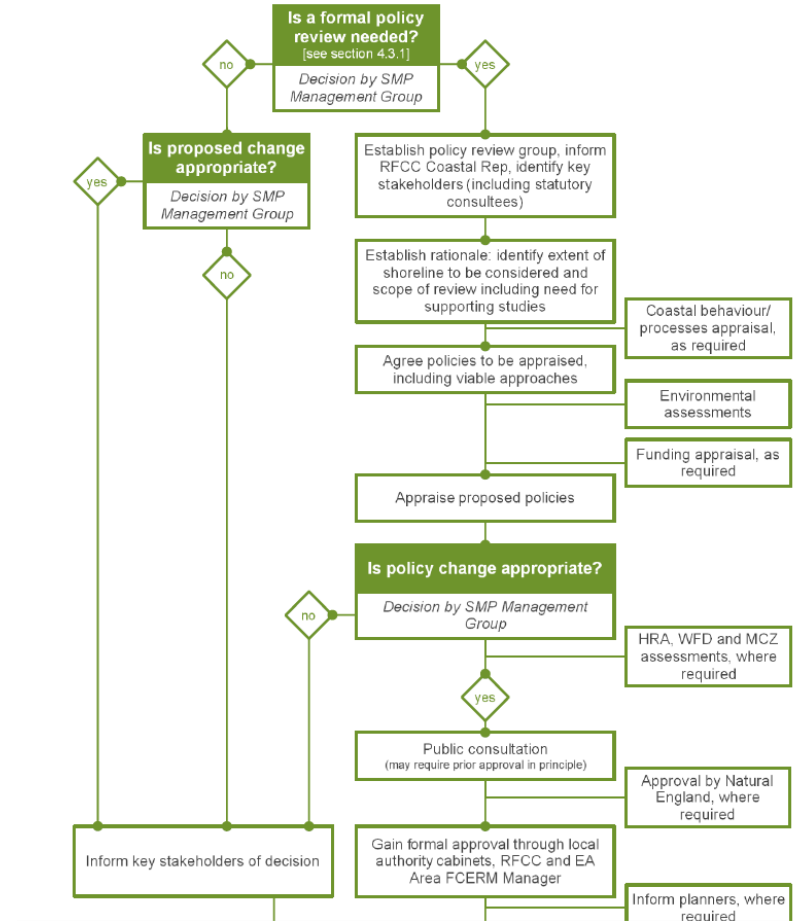
Current EA Activities

We are working with leading coastal engineers to assess the next steps, in parallel we are:

- Continuing with the annual beach recycling.
- ^{or}We are more visible in the area:
 - engaging with the community
 - enforcing against excavation
- Working closer with KLWNBC on planning applications.
- Planning our resources to undertake a full review of the WECMS, should it be necessary.

Policy Links

- Current challenges are being experienced as we approach Epoch 2.
- Current lack of SMP policy which we are looking to address.
- Multiple steps include consultation and engagement opportunities



Key Messages

- The challenges are unique and complex.
- We are actively progressing a solution but nothing has been predetermined.
- We want to work with the community and other partners throughout the process.
- In the meantime, beach recycling is continuing, alongside other activities to prevent activities which increase flood risk

Air Quality Action Plan Review

58

Non-Technical Summary



Background



Air Quality in King's Lynn 1/3

- Councils have legal duty to review and assess air quality under Part 4 Environment Act 1995
- DEFRA set legal air quality standards & objectives
- The borough council follow DEFRA's policy & technical guidance
- The borough council produce Annual Status Report
- ASR appraised by Norfolk Public Health and submitted to DEFRA for approval



Air Quality in King's Lynn 2/3

- Officers use a mix of screening tools, modelling and monitoring to assess air quality against the National Air Quality Objectives
- 61 • There are two Air Quality Monitoring stations measuring nitrogen dioxide (NO₂)
- There are 4 Dust Screening Units which measure PM₁₀ and PM_{2.5} (particles measuring 10 or 2.5 microns)
- There are 72 Diffusion Tubes locations measuring NO₂
- https://www.west-norfolk.gov.uk/info/20137/air_quality/171/air_pollution_levels



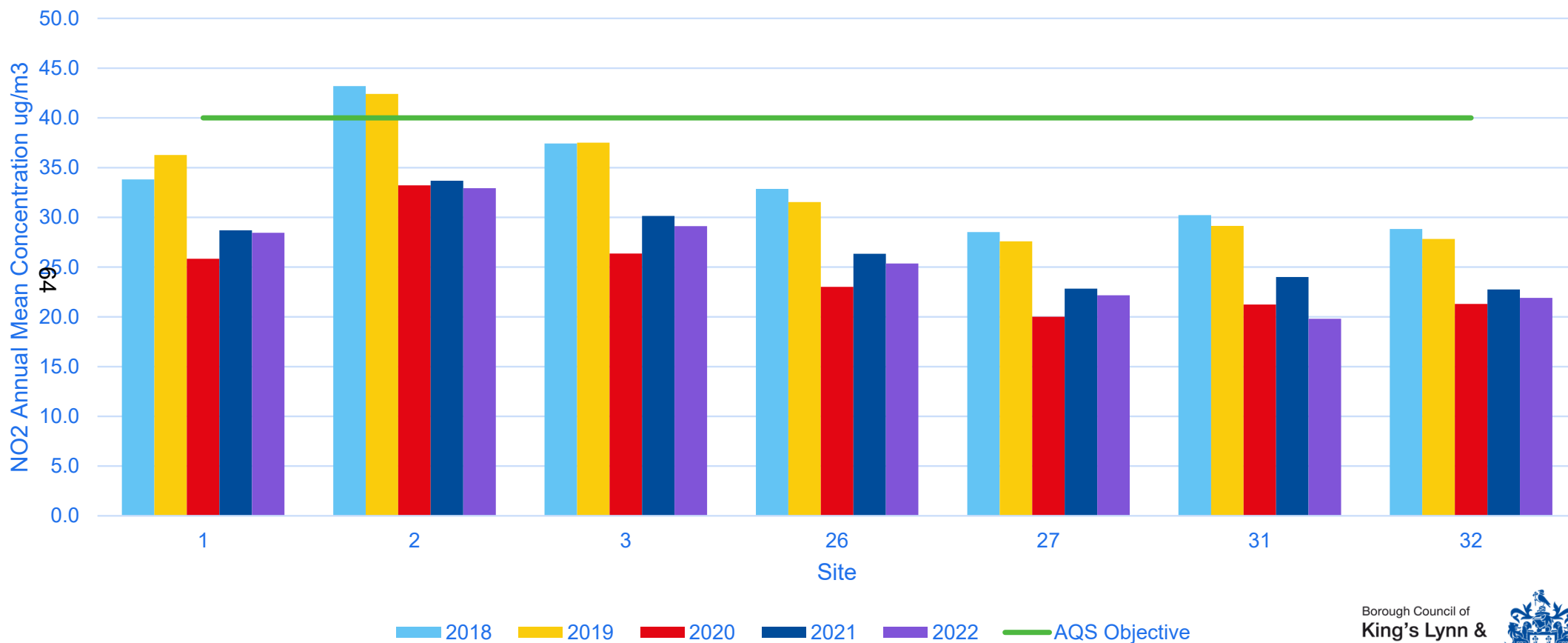
Air Quality in King's Lynn 3/3

- The National Air Quality Objective for Nitrogen Dioxide (NO₂) is not to exceed an annual average of 40µg/m³
- µg/m³ = micrograms of pollutant per cubic metre of air
- The objective was not exceeded during 2022 in either of the Air Quality Management Areas
- 29 • This is the third year running where results have shown no exceedances for the Town Centre AQMA and over 5 years for Gaywood Clock AQMA
- The annual average concentrations have remained relatively constant with results less than 36µg/m³ for the last 3 years. No post Covid increase noted to date

Gaywood Clock AQMA Results



Town Centre AQMA Results



Air Quality Management Areas

Borough Council of
King's Lynn &
West Norfolk



Air Quality Management Areas

- Where monitoring shows an exceedance of an air quality objective, the Local Authority must declare an Air Quality Management Area (AQMA)
- There are two AQMAs, both located in King's Lynn
- Both were declared because NO₂ was measured in the past above the annual mean of 40ug/m³
- The main source for both is from road traffic

London Road Air Quality Management Area



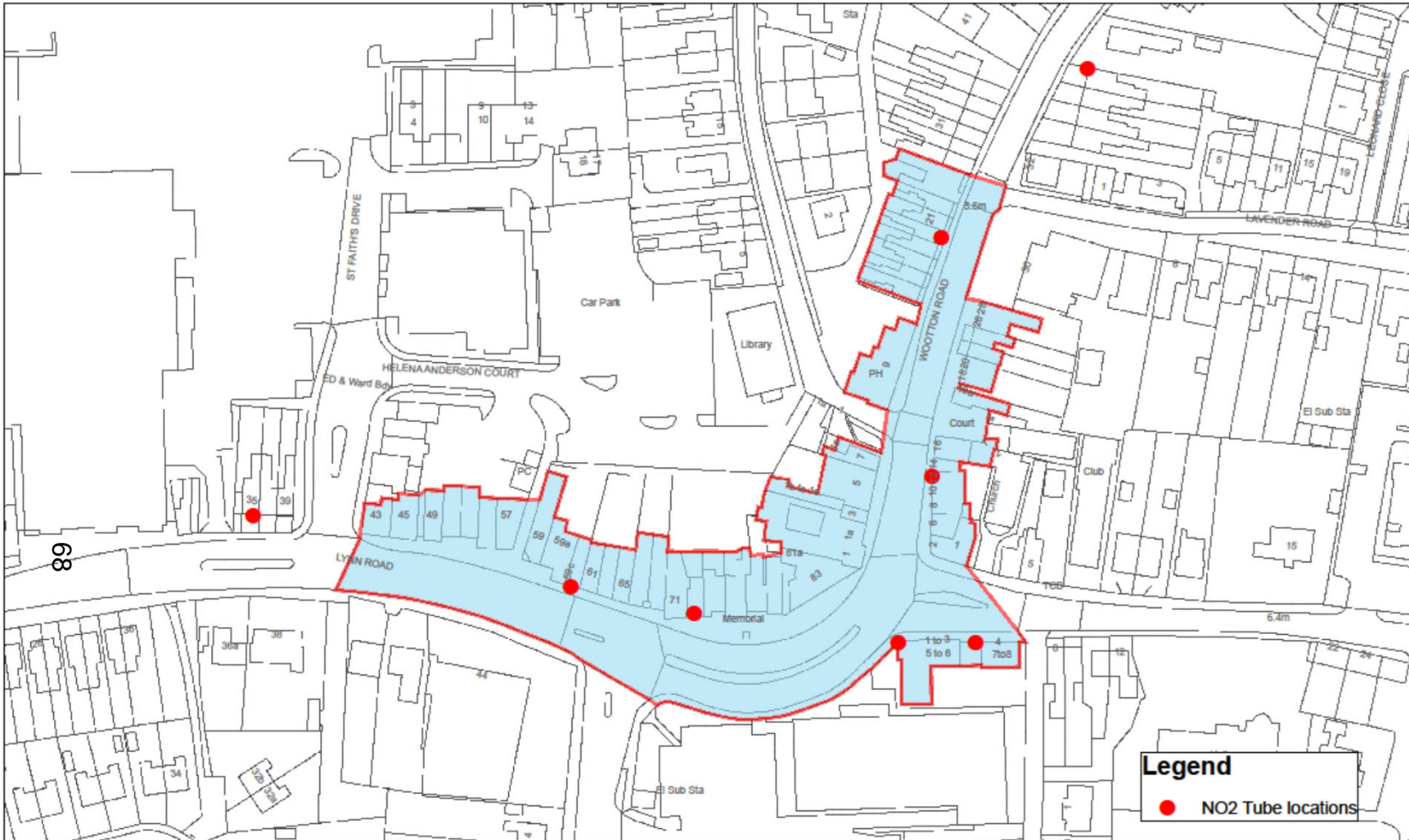
The Town Centre Air Quality Management Area extended a previous AQMA which included only part of Railway Road. It includes the whole gyratory (one way road system) and London Road



From Ordnance Survey material with the permission of Ordnance Survey on behalf of the Controller of Her Majesty's Stationery Office. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings. 100024314 - 2006

Legal Services Manager
Duly Authorised Signatory

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





| | | | | |
|--|---|--|---|---|
|  Borough Council of King's Lynn & West Norfolk Tel. 01553 616200 - Fax. 01553 691663 | Title Gaywood air quality management area | |  Scale 1:1,000 Date 2013 | © Crown copyright and database rights 2012 Ordnance Survey 100024514 |
| | Project / Details AQMA | | | |

Air Quality Action Plan

Borough Council of
King's Lynn &
West Norfolk



AQAP background

- When a council declares an AQMA they must write and adopt an Air Quality Action Plan
- The Action Plan adopted in 2015 needs updating
- The Action Plan contains measures to reduce the pollution by targeting the sources of NO₂
- Road transport has been identified as the main source of nitrogen dioxide pollution
- Draft Measures in the Action Plan are proportionate to the current NO₂ levels

70

Progress to Date

- Previous update to Council Management Team
- Internal workshop to review and update the previous Action Plan measures
- Consultation with Norfolk County Council
- Consultation with Portfolio Holder
- Cabinet Briefing



AQAP Draft Measures 1/3

| Priority & Measure No. | Measure | Category | Classification | Start Year | End Year | Agencies |
|------------------------|---|---------------------------------------|---|------------|----------|------------------------------|
| 1.1 | Improve active travel promotion to schools | Promoting Travel Alternatives | School Travel Plans | 2024 | On-going | NCC Schools |
| 1.2 | Review & update BCKLWN Travel Plan | Promoting Travel Alternatives | Workplace Travel Planning | 2024 | On-going | BCKLWN Sustrans |
| 1.3 | Development of other workplace / business travel plans | Promoting Travel Alternatives | Encourage / Facilitate homeworking | 2024 | On-going | BCKLWN Private businesses |
| 1.4 | ⁷² Development of Active Travel Hubs | Transport Planning and Infrastructure | Intensive active travel campaign & infrastructure | 2024 | On-going | BCKLWN NCC |
| 1.5 | Implement local cycling and walking infrastructure plan (LCWIP) | Promoting Travel Alternatives | Intensive active travel campaign & infrastructure | 2024 | On-going | NCC BCKLWN |
| 1.6 | Support Use of West Lynn Ferry | Promoting Travel Alternatives | Promote use of rail and inland waterways | 2024 | On-going | BCKLWN NCC |

AQAP Draft Measures 2/3

| Priority & Measure No. | Measure | Category | Classification | Start Year | End Year | Agencies |
|------------------------|---|---------------------------------------|---|------------------------------|------------------------------|--------------------------------|
| 2.1 | Work with Norfolk County Council to help deliver their Bus Service Improvement Plan (BSIP) | Transport Planning and Infrastructure | Public transport improvements- interchanges stations and services | 2024 | On-going | NCC BCKLWN Bus Operators |
| 2.2 | Help to deliver the roll out of Low NOx Buses in King's Lynn | Promoting Low Emission Transport | Public Vehicle Procurement - Prioritising uptake of low emission vehicles | 2024 | On-going | NCC BCKLWN Bus Operator |
| 3.1 | Review changes to the road system within the King's Lynn Town Centre gyratory system (Railway Rd AQMA). | Traffic Management | UTC, Congestion management, traffic reduction | 2024 | 2030 (Medium Term Plan) | NCC BCKLWN |
| 3.2 | Review traffic related changes as part of the Southgate's Masterplan | Traffic Management | UTC, Congestion management, traffic reduction | LTP4 Medium Term Scheme 2024 | LTP4 Medium Term Scheme 2030 | NCC BCKLWN |
| 3.3 | Develop and Implement a comprehensive Car-Parking Strategy for King's Lynn | Traffic Management | UTC, Congestion management, traffic reduction | Scheme 2024 | On-going | BCKLWN NCC |

AQAP Draft Measures 3/3

| Priority & Measure No. | Measure | Category | Classification | Start Year | End Year | Agencies |
|------------------------|---|---|---|------------------------------|------------------------------|--------------------------------|
| 3.4 | Review measures to improve traffic flows through Gaywood Clock AQMA | Traffic Management | UTC, Congestion management, traffic reduction | LTP4 Medium Term Scheme 2024 | LTP4 Medium Term Scheme 2030 | NCC BCKLWN |
| 4.1 | To consider air quality from new developments and secure mitigation | Policy Guidance and Development Control | Air Quality Planning and Policy Guidance | Revised procedure 2022 | On-going | BCKLWN |
| 5.1 | Promote behaviour change from individuals and employers | Public Information | Via the Internet | 2024 | On-going | NCC Public Health BCKLWN |
| 5.2 | Improve Public Awareness (Air Quality Monitoring and Information) | Public Information | Via the Internet | 2024 | On-going | BCKLWN Public Health NCC |
| 6.1 | To develop an Air Quality Project to review the impact of PM10/ PM2.5 across District | Public Information | Via the Internet | 2024 | On-going | NCC Public Health BCKLWN |

Timeline

- Draft copy has already been submitted to DEFRA for their initial approval
- Environment & Community Panel update planned for 3rd January 2024
- Start Public Consultation – January/ February 2024
- Review Public Consultation – March/ April 2024
- Prepare Cabinet Report - May/ June 2024
- Submit final draft to DEFRA for approval

75

Consultation

76

Borough Council of
King's Lynn &
West Norfolk



Have your say: -

- We would welcome your comments on the draft air quality action plan
- 77 • Please complete the online form
- Your comments will be considered and form part of the consultation summary

Next Steps

- Once the consultation period has finished, we will review the comments
- We also await feedback from DEFRA and will consider their comments before completing a final draft
- We expect to complete the final draft during summer 2024

78

POLICY REVIEW AND DEVELOPMENT PANEL REPORT

| | | | |
|-----------------|---|---|-----|
| REPORT TO: | Environment and Community Panel | | |
| DATE: | 3 rd January 2024 | | |
| TITLE: | Designation of a Village Green – South Lynn | | |
| TYPE OF REPORT: | Cabinet Report | | |
| PORTFOLIO(S): | Property and Corporate Services & Climate Change and Biodiversity | | |
| REPORT AUTHOR: | Ged Greaves and Matthew Henry | | |
| OPEN/EXEMPT | Open | WILL BE SUBJECT TO A FUTURE CABINET REPORT: | Yes |

REPORT SUMMARY/COVER PAGE

| |
|---|
| PURPOSE OF REPORT/SUMMARY: |
| The report brings forward a proposal for designation of a Village Green on land to the west of Hardings Way, South Lynn. |
| KEY ISSUES: |
| Members are directed to the attached Cabinet report for full details of the key issues. |
| OPTIONS CONSIDERED: |
| Members are directed to the attached Cabinet report for full details of the options. |
| RECOMMENDATIONS: |
| The Panel are requested to consider the report and make any appropriate recommendations to Cabinet. |
| Cabinet recommendations are: |
| That Cabinet: |
| <ol style="list-style-type: none"> 1) Agrees to proceed with the Community Orchard at Wisbech Road/ Harding’s Way as detailed in the report 2) Agrees to enter into a form of agreement with the Harding’s Pits Association which continues the current operational arrangements for the Harding’s Pits Door Step Green. Authority to be delegated to the Assistant Director Property & Projects in consultation with the Portfolio Holder for Property and Corporate Services to agree appropriate terms and length of agreement 3) Supports the proposed Beuys's Acorns Project, potentially as part of the proposal for the Harding’s Pits Door Step Green, with this area being extended to accommodate the Beuys’s Project. |
| Cabinet recommend to Council: |
| <ol style="list-style-type: none"> 4) To resolve that the land identified in the attached plan (the red shaded area to the west of Hardings Way) be designated as a Village Green. |

REASONS FOR RECOMMENDATIONS:

To scrutinise recommendations being made for an executive decision.

REPORT TO CABINET

| | | | | | |
|---|--|--|---|------------------------------------|-------------------------------------|
| Open | | Would any decisions proposed : | | | |
| Any especially affected Wards South Lynn | Discretionary | Be entirely within Cabinet's powers to decide | | NO (part) | |
| | | Need to be recommendations to Council | | YES (part) | |
| | | Is it a Key Decision | | NO | |
| Lead Member: Cllr Baljinder Anota and Cllr Michael de Whalley E-mail: cldr.Baljinder.Anota@West-Norfolk.gov.uk cldr.michael.dewhalley@west-norfolk.gov.uk | | Other Cabinet Members consulted: Cllr Parish and Cllr Moriarty | | | |
| Lead Officer: Ged Greaves and Matthew Henry E-mail: Ged.Greaves@West-Norfolk.gov.uk matthew.henry@West-Norfolk.gov.uk Direct Dial: | | Other Members consulted: Cllr Joyce, Cllr Kemp, Cllr Heneghan, Cllr Bone | | | |
| Other Officers consulted: Lorraine Gore, Stuart Ashworth and James Arrandale | | | | | |
| Financial Implications YES | Policy/ Personnel Implications YES/NO | Statutory Implications YES | Equal Impact Assessment YES If YES: Pre-screening | Risk Management Implications NO | Environmental Considerations YES |

Date of meeting: 15 January 2024

DESIGNATION OF A VILLAGE GREEN – SOUTH LYNN

Summary

This report brings forward a proposal for designation of a Village Green on land to the west of Hardings Way, South Lynn. This land is owned by the Borough Council.

The report also details proposals for the establishment of a community orchard which will form part of the Village Green and the Beuys's project on land to the north of the proposed Village Green.

Recommendations

It is recommended that Cabinet:

- 1) Agrees to proceed with the Community Orchard at Wisbech Road/ Harding's Way as detailed in the report
- 2) Agrees to enter into a form of agreement with the Harding's Pits Association which continues the current operational arrangements for the Harding's Pits Door Step Green. Authority to be delegated to the Assistant Director Property & Projects in consultation with the Portfolio Holder for Property and Corporate Services to agree appropriate terms and length of agreement
- 3) Supports the proposed Beuys's Acorns Project, potentially as part of the proposal for the Harding's Pits Door Step Green, with this area being extended to accommodate the Beuys's Project.

Cabinet recommend to Council:

- 4) To resolve that the land identified in the attached plan (the red shaded area to the west of Hardings Way) be designated as a Village Green.

Reason for Decision

To progress projects which enhance the environment and protect and increase green space for the benefit of the local community.

1. Community Orchard: Wisbech Road/Harding's Way

- 1.1 The Council owns a site between Harding's Way and Winfarthing Avenue that lies adjacent to the southern boundary of the current Harding's Pits Doorstep Green. The site has an area of approximately 3,500sqm.
- 1.2 The local ward members have expressed an aspiration for this grassland to be converted to a community orchard. Cllr Kemp, South and West Lynn Ward Member, has been actively involved in discussions with the Director of Public Health about Community-led Healthy Action Plans for South Lynn. The Community Orchard has been included as part of these discussions.
- 1.3 Norfolk County Council coordinated a funding application to the Forestry Commission's Urban Tree Challenge Fund and included the proposed community orchard. The funding application has been successful.
- 1.4 The funding application is for 34 mixed fruit trees. Community involvement in the planting and ongoing maintenance will be organised with input from the East of England Apples and Orchards Project, Harding's Pits Community Association and other local groups and interested individuals. The planting would have additional benefits in terms of improving biodiversity, carbon sequestration and improvement of the area's tree canopy cover.
- 1.5 Given the site's history, and potential use, a contaminated land assessment has been commissioned with sampling undertaken on 16 October 2023. The consultant's report has confirmed that the site is suitable to be planted as an orchard.
- 1.6 A planning application may need to be submitted.
- 1.7 The Urban Tree Challenge Fund will cover approximately 80% of the costs of purchasing and planting the trees together with a sum towards 3 years of watering, weeding and maintenance. These values are based on standard costs set by the Forestry Commission. The balance of the costs can be met from the corporate climate change fund. The

estimated cost of the project is £29,000 with £23,000 being funded by grant and £6,000 funded by BCKLWN.

- 1.8 Hedgerow planting along the boundaries with Harding's Way and Wisbech Road is also envisaged with planting to be undertaken with volunteers and planting packs supplied free of charge by various organisations. That would provide further benefits in terms of improving biodiversity, carbon sequestration and screening of the orchard.
- 1.9 The Council would need to consider how this proposed Community Orchard would be held, run, and managed. Again, this could possibly be included within an agreement with the Harding's Pits Door Step Green Association, and included within their agreement.
- 1.10 It is intended that the site will be included in the proposed Village Green. See attached map.

2 Harding's Pits Association: Harding's Pits Door Step Green

- 2.1 In 2004 the Council secured grant funding from the Countryside Agency, now Natural England, to develop a "Door Step Green", and in doing so covenanted not to dispose of the land benefitting from the grant monies for a period of 25 years.
- 2.2 At the same time the Council entered into a "Framework Agreement" with the "Harding's Pits Community Association" in relation to the management, maintenance and operation of the Door Step Green.
- 2.3 The Door Step Green is a large and relatively featureless open space, with sculptural points of interest within it. The design and purpose of the Door Step Green is intended to provide an area of natural vegetation and to encourage biodiversity and wildlife habitats. The area is not intended to be a manicured urban park.
- 2.4 The Doorstep Green is managed by a constituted community group, the Harding's Pits Community Association Limited. A great deal of time and effort has been invested by the voluntary, and unpaid, members of the Association to create and manage the Doorstep Green during the past years.
- 2.5 The covenant attached to the funding package expires in approximately 6 years' time, and members of the community group are concerned about the future of the Door Step Green.
- 2.6 It is understood that the Association is keen to extend any form of agreement in respect of the Door Step Green area.
- 2.7 It is intended that the site will be included in the proposed Village Green. See attached map.

3. Beuys's Acorns Project: Land immediately to the north of the Harding's Pits Door Step Green

- 3.1 We have received an interesting proposal from a local artist who wishes to promote a project that was initially devised by renowned artists Ackroyd and Harvey. Their idea was to collect acorns from the 7,000 oak trees planted in the 1980s by Joseph Beuys for Documenta, in Kassel - a large contemporary art exhibition which happens every 5 years.
- 3.2 Joseph Beuys was one of the founders of the German Green movement and planted the oak trees throughout his local town as a statement about the greening of the city. As a tribute to him and this initiative, Ackroyd and Harvey have been growing their oaks as a miniature forest in air-pots, and exhibiting them widely around Europe - the latest exhibit was at Tate Modern. Each time, their exhibition has been accompanied by talks or conferences, or workshop activity programmes aimed at greater environmental awareness.
- 3.3 The trees grown from these original acorns are becoming increasingly mature and need to be planted in the ground permanently. The artists are offering groups of 7 trees to be planted in chosen locations, and Harding's Pits area has been identified as a potential location.
- 3.4 The idea is for the planting scheme to become a symbol not only for the greening of the town, but also to promote care for the environment in general. The proposal also suggests that there should be a programme of environmental activity connected with them on an annual, or periodic basis, this could fit well with the development of the Council's cultural events/activity programme.
- 3.5 The local artist has been working with the King's Lynn Civic Society and has recently met with the Council's arboricultural officer to discuss the potential of siting the trees at Harding's Pits, as part of a wider planting scheme.
- 3.6 The artists have also engaged with the local Whitefriars school, and they are keen to be involved as tree champions/guardians.
- 3.7 The site identified by the artists is the area of land immediately to the north of the Harding's Pits Door Step Green area.
- 3.8 It should be noted that this project proposal is also seeking funding to help with the set up of the tree installation, and it may be that the organization/artists will be looking to the Council to contribute. It is understood that initially this could be less than £1,000, however the on-going maintenance and management needs to be considered.

- 3.9 The proposed Beuys's Acorns Project could tie-in neatly with future arrangements for the Harding's Pits Door Step Green, with the association taking on management and maintenance of the proposed planting, as part of their existing programme.
- 3.10 The Council could consider granting the Door Step Green Association a long form of agreement with the area extended, to include the land to the north, up to the confluence of the River Nar and the River Great Ouse.
- 3.11 At this time this area is ineligible for registration as Village Green. Section 4 below provides further details.

4. Village Green Designation

4.1 A town or village green is land that is protected from encroachment and development, in the interests of use by the local community. Unlike common land, there is no general right of public access over a village green: instead it is reserved for use by local residents.

4.2 Essential character of a village green - Protected status

4.2.1 Village greens are protected in perpetuity unless deregistered (see below), and the local community (see below) have a legal right to use the land for lawful sports and pastimes.

4.2.2 Town and village greens are protected by legislation. A person may be convicted in the Magistrates' Court and fined if they:

- encroach on, or enclose, a town or village green;
- erect anything on it; or
- disturb or interfere with it, otherwise than for its better enjoyment for its proper purpose.

4.2.3 The Local Authority can also make byelaws to protect town and village greens.

4.2.4 Works may only be allowed on the green if they are for the better enjoyment of the green, and only with the landowner's prior consent.

4.2.5 The protected status of the village green is distinct from its ownership. The land that is the green may be privately owned. If sold the land retains its protection as a village green.

4.3 Registering a Village Green

4.3.1 Anyone can apply under section 15(1) of the Commons Act 2006 to register land as a village green. Applications are made to the Commons Registration Authority - for King's Lynn, this is Norfolk County Council (NCC).

4.3.2 In cases where the applicant is the owner of the land, it only needs to demonstrate ownership. Unlike non-owners, it does not need to demonstrate that the land has been used consistently as a green (see below).

4.3.3 There are statutory prohibitions on the registration of certain land as village green, importantly in cases where the land is earmarked for development in a local plan. See “Planning Considerations” below.

4.4 Registration Process

4.4.1 A landowner wishing to register its own land as a village green must make an application to NCC. The application must:

- include a map and description of the land, and
- identify the area where the local people who use the land live (because only those people will have a right to use the green for recreation).

4.4.2 The applicant landowner will also need to confirm in a statutory declaration that it is the owner of the land and has obtained any necessary consents.

4.4.3 Where there is a lease or charge on the land, the applicant will first need to consult any lease or charge holder to inform them that it intends to apply for registration. Written consent must be provided.

4.4.4 Once NCC is satisfied that the land is eligible (see below) and the applicant is legally entitled to apply to register the land, it should grant the land village green status - there is no need for it to examine any other merits of the request. An application cannot be rejected, but the authority can ask for further evidence of ownership.

4.4.5 For completeness, applicants for village green status commonly are not the landowner. Non-landowners must demonstrate that the land has been used by a significant number of local people for lawful “sports and pastimes” for at least 20 years “as of right”:

- “*sports and pastimes*” include organised or ad-hoc games, picnics, fetes and similar activities;
- “*as of right*” means that the land has been used without asking permission, without entering by force and not in secret.

4.5 Permission to carry out works on a town/village green

4.5.1 No special application is required for works as long as they do not contravene the “better enjoyment” requirement. However, other consents may still be required, e.g. planning permission.

4.5.2 However, it is a criminal offence to undertake any works that do contravene the “better enjoyment” requirement. Depending on circumstances, they may be dealt with as a public nuisance.

4.6 De-registering a town/village green

4.6.1 Under section 16 of the Commons Act 2006, the owner of a green may apply to the Secretary of State for land to be de-registered. If successful, such an application would result in the land no longer being subject to protection as a green.

4.6.2 If the ‘release land’ is more than 200 square metres in area, an application must be made to register ‘replacement land’ as a green in its place. (If the release land is smaller than 200 square metres, a proposal for replacement land does not formally need to be included, but DEFRA policy has been to avoid net loss of town and village greens, so it is generally expected that land will be offered in exchange.)

4.6.3 The Secretary of State will take into account the interests of the benefiting local population and the neighbourhood and the wider public interest in nature conservation, public access to green space and other relevant matters.

4.6.4 A non-refundable fee of £4,900 is currently payable for all applications under section 16 to deregister/exchange a village green.

4.7 Who is responsible for maintenance?

4.7.1 Greens in local authority ownership are often managed by the authority under the Open Spaces Act 1906 or by a scheme of regulation under the Commons Act 1899. Where the green is managed by the district Council under the 1899 Act, that Council is under a duty to maintain it.

4.8 Tree planting

4.8.1 If the trees affect use of the green by local people for lawful sports and pastimes this would be a breach. Limited tree planting may therefore be acceptable, but not over the whole of the area as that would interfere with local people’s use of the green.

4.9 Community enjoyment

4.9.1 The owner’s consent must be sought before any work is done on a village green. An offence under the legislation is only committed where the encroachment or activity is made “*otherwise than with a view to the better enjoyment of the green*”. In general the provision of facilities to assist in the enjoyment of recreation such as goal posts, children’s playground, seats etc, would not be a breach of legislation.

4.9.2 *Commercial enterprises* - It may be possible in limited circumstances for commercial enterprises to take place on a village/town green if they do not interfere with the rights of local people to use the land for lawful sports and pastimes. This could include football/cricket/golf, clubs or festivals.

4.10 Ineligibility of development land for registration as Village Green

4.10.1 The Land immediately to the north of the Harding’s Pits Door Step Green site currently forms part of a housing allocation (allocation E1.10) in the adopted (2016) Site Allocations and Development Management Policies Plan (SADMPP), which forms part of the Local Plan currently used for planning decisions.



4.10.2 The Commons Act 2006 provides that land will not be eligible for registration as a village green if certain “trigger events” have taken place. **NB** the land can revert to being eligible if a subsequent “terminating event” takes place. The relevant events in this case are:

| Trigger Event | Terminating Event |
|--|---|
| A development plan document (DPD) which identifies the land for potential development is adopted | The DPD is revoked. OR A relevant policy relating to the land is superseded |
| A draft DPD identifying the land for potential development is published for consultation | The DPD is withdrawn. OR Two years elapse post-consultation |

- 4.10.3 As a result, none of the land within the current E1.10 site is eligible to be registered as a village green (because it is within the current Local Plan which has not been revoked or superseded by policy). In addition, none of the land which is within the reduced allocation currently submitted for Examination is eligible (because it has been recently published for consultation).
- 4.10.4 For clarity, it is irrelevant for the purposes of the Commons Act (as amended) that some of the land currently identified for development is under consideration to be excluded from the revised Local Plan: until the Local Plan is revised and adopted, those areas of land are not eligible as Village Green.
- 4.10.5 For further clarity, there is nothing in the Commons Act which provides that the trigger events mechanism doesn't apply equally to landowner applicants (i.e. not just to local community applicants). It would be inconsistent with the purpose of the inclusion of the trigger event mechanism for there to be such a carve-out for landowner applicants.

5 Alternative options

5.1 Local Green Space designation

- 5.1.1 The Local Green Space (**LGS**) designation is an alternative means of protecting land through the Local or Neighbourhood Plan process. However, if through the Local Plan, given the advanced stage of the current draft Local Plan, this will need to be through a future Local Plan, which will be a number of years off.
- 5.1.2 Local communities, or the local authority, can identify green spaces and request or recommend designation. If designated, the LGS will then receive protection equivalent to Green Belt, ruling out new development other than in very special circumstances.
- 5.1.3 Sites may be designated for a variety of reasons, including their setting, nature conservation benefits, or their quietness.
- 5.1.4 This option is intended to empower local communities to protect green spaces of local importance without the need to meet strict statutory criteria.

Process

- 5.1.5 LGS may be designated where those spaces are demonstrably special to the local community, whether in a village or in a neighbourhood in a town or city.
- 5.1.6 To qualify as LGS, the land must be reasonably close to the community it serves, demonstrably special to the local community, and local in

character. Consideration in the local/neighbourhood plan assessment will include whether the LGS designation would complement or undermine investment in homes, jobs and other essential services.

5.2 Fields in Trust

5.2.1 The Council has previously worked with Fields in Trust (an independent charity) to dedicate sites in the borough as open spaces in perpetuity, free from development.

5.2.2 The mechanism for achieving this is via a legally-binding Deed of Dedication between the landowner (i.e. the Council) and Fields in Trust. Under the Deed:

- (i) the Council commits to retain the land for use as green space in perpetuity (usually as a public park or playing field). The Deed will set out what can and cannot be done with the site in terms of use.
- (ii) Fields in Trust have the power to allow or prohibit any subsequent development on the dedicated land. (Generally, the only buildings that would be allowed are ancillary to the use of the site as open space or for public recreation, e.g., changing rooms for football pitches.)
- (iii) The Council continues own and manage the dedicated site/sites.

5.2.3 Entering into the Fields in Trust scheme may also enable access to grant funding sources which would not otherwise be accessible.

5.2.4 The following eligibility criteria apply:

- (i) Only freehold land, or leasehold land with at least 99 years to run, can be protected.
- (ii) Sites should normally be at least 0.2ha in size, in order to accommodate recreation. Smaller spaces may be eligible if special value to the local community can be demonstrated.
- (iii) The principal use should be outdoor recreation, sport or play. "Recreation" covers natural and semi-natural nature spaces such as woodland, local nature reserves and country parks.
- (iv) Sites can include buildings or facilities if their use is ancillary to the outdoor space.
- (v) The site must have some form of permanent public access.
- (vi) The general public must have access to at least 50% of the site for at least nine months of the year. If exclusive events/activities taking place on the site exceed that threshold then the site will not be eligible.

Further background

- 5.2.5 Fields in Trust (formerly the National Playing Fields Association) is a British charity that protects parks and green spaces and promotes the cause of accessible spaces for play, sports and recreation in British cities and towns. The charity has a role in the protection of over 2,900 parks, playing fields and nature reserves across the United Kingdom. Further details can be seen at www.fieldsintrust.org.
- 5.2.6 Fields in Trust protect land through a legally binding document known as a Deed of Dedication. The deed is a legal agreement between Fields in Trust and a space's landowner that they will retain it for use as a green space, usually a public park, playing field or recreation ground, in perpetuity. A plaque is installed somewhere on the space to let everyone who uses it know that it is protected in perpetuity.
- 5.2.7 A Deed of Dedication can be used in conjunction with other forms of protection for recreational land, such as covenants, town and village green registration and the planning process. Even if a space already has one of these on it, the Deed will strengthen the protection.
- 5.2.8 Once completed, the restriction within the Deed is registered with the Land Registry, meaning any check that is made on the land will highlight the protection that is on it and prevent disposal without the consent of Fields in Trust.
- 5.2.9 A Deed can either be charitable or non-charitable. If it is the former then both Fields in Trust and charity law will ensure the protection, whilst if it is the latter then Fields in Trust will ensure the protection.
- 5.2.10 The Deed has flexibility built into it. In general, changes to the space which are ancillary to its use - i.e. supporting the primary activities taking place. Anything which is not ancillary to a space's use, such as buildings, commercial leases and changes of use, can be permissible but generally require consent from Fields in Trust. A landowner can seek this consent by making an application through a procedure.
- 5.2.11 The Council has previously worked with Fields in Trust to dedicate open spaces across the borough in recognition of Queen Elizabeth II's Diamond Jubilee. In 2012/13 and 2015/16 the Council dedicated a number of playing fields and open spaces across the Borough as Queen Elizabeth II Fields In Trust to provide a legacy of protected recreation spaces commemorating the Diamond Jubilee. More recent work has involved the Tower Gardens, King's Lynn and the Willows Nature Reserve, Downham in 2018/19.

5.2.12 Current BCKLWN sites covered by a Deed of Dedication with Fields in Trust

2012/13

Gaywood Hall Recreation Ground
The Esplanade Gardens
Hunstanton – Lower and Upper Green
Hunstanton Community Centre
Peck's Field
Parkway
Kettlewell Lane
Lincoln Square
The Howdale
Wootton Park
The Walks
Downham Market Community Centre
Downham Market Memorial Playing Fields

2015/16

River Lane sports pitches, Lynnsport

2018/19

Tower Gardens, King's Lynn
The Willows, Downham Market

6.0 Policy Implications

- 6.1 The designation of the land shaded red on the attached map as a Village Green fits under two of the key priorities of the recently adopted Council Corporate Strategy 2023-2027: Protect our Environment and Support our Communities.
- 6.2 The current stage in the approval of the local plan means that designation of other areas of land owned by the Borough Council as Village Green cannot be progressed at this time. If there is an ambition to extend the Village Green designation further in future this will be subject to a further report to Cabinet.

7. Financial Implications

- 7.1 The Council will need to provide the estimated 20% match funding from the Council's climate change reserve of £6,000 to help facilitate the proposed Community Orchard at Wisbech Road/Harding's Way.
- 7.2 The Beuys's Acorns Project is also seeking funding to help with the set up of the tree installation, and it may be that the organisation/artists will be looking to the Council to contribute. It is understood that initially this could be less than £1,000, however the on-going maintenance and management needs to be considered.

8. Risk Management Implications

- 8.1 It is considered that the Harding's Pits site and the site proposed for the Beuys's Acorns Project have limited development potential and therefore do not represent a loss of potential capital receipts.

9. Personnel Implications

- 9.1 Limited personnel implications

10. Environmental Considerations

- 10.1 If the land is registered as a town/village green it will be subject to the same statutory protection as other town/village greens and local people will have a guaranteed legal right to indulge in sports and pastimes over it on a permanent basis. The land must be kept free from development or other encroachments. That will help protect the green and tree habitat and biodiversity present on the site and the carbon sequestration benefits.

11. Statutory Considerations

- 11.1 The Commons Act 2006 sets out the underlying framework for the creation and registration of village greens. The Commons (Registration of Town or Village Greens) (Interim Arrangements) (England) Regulations 2007 sets out the process to be followed by any applicant seeking to register a village green, and the process to be followed by the Commons Registration Authority.
- 11.2 The Open Spaces Act 1906 and the Commons Act 1899 make provision for the management of village greens, including by a scheme of regulation.
- 11.3 Offences of interfering with a village green exist under section 29 of the Commons Act 1876, together with section 12 of the Inclosure Act 1857.
- 11.4 There is extensive DEFRA guidance and materials are available on the Open Spaces Society Website.

12. Equality Impact Assessment (EIA)

- 12.1 Please see pre-screening report attached.

13. Declarations of Interest / Dispensations Granted

- 13.1 None

14. Background Papers

- 14.1 Open Spaces Society <https://www.oss.org.uk/>
<https://www.oss.org.uk/what-do-we-fight-for/village-greens/>
- 14.2 Government guidance:
<https://www.gov.uk/guidance/town-and-village-greens-how-to-register>
Section 15 of the Commons Act 2006. Guidance notes for the completion of an application for the registration of land as a town or village green outside the pioneer implementation areas. October 2013, DEFRA
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/291277/tvgprotect-faq.pdf
Commons Act 2006, Factsheet 5: Town and Village Greens,
<https://assets.publishing.service.gov.uk/media/5a7f9a0340f0b62305b88234/commonsact-factsheet5.pdf>

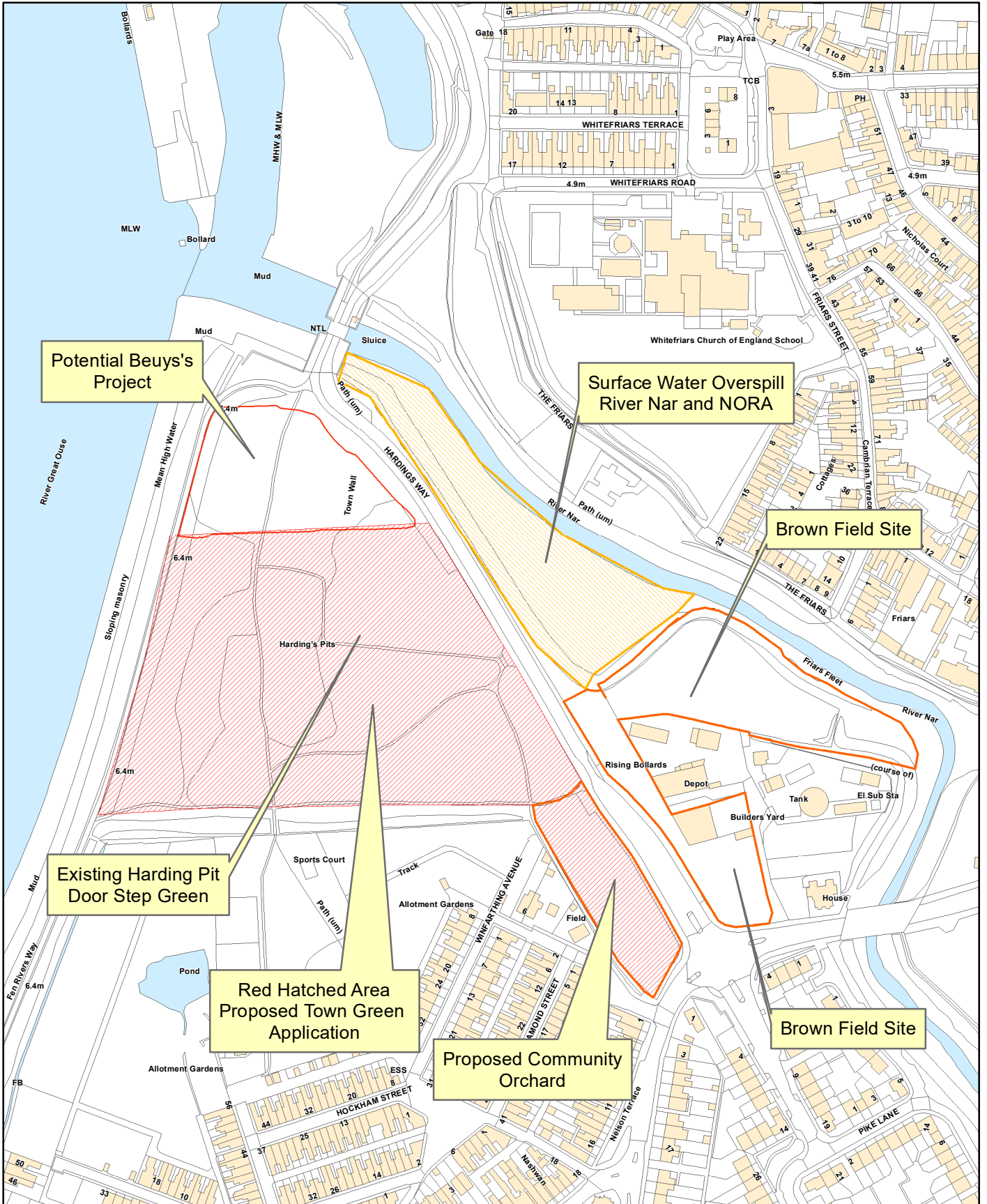
Pre-Screening Equality Impact Assessment



Borough Council of
King's Lynn & West Norfolk



| | | | | | |
|--|--|----------|----------|---------|--------|
| Name of policy/service/function | Village Green | | | | |
| Is this a new or existing policy/service/function? | New | | | | |
| Brief summary/description of the main aims of the policy/service/function being screened. Please state if this policy/service is rigidly constrained by statutory obligations | Designate as a Village Green the land shaded in red on the map located to the west of Hardings Way | | | | |
| 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) health and well being | x | | | | |

| Question | Answer | Comments |
|--|-----------------|---|
| <p>2. Is the proposed policy/service likely to affect relations between certain equality communities or to damage relations between the equality communities and the Council, for example because it is seen as favouring a particular community or denying opportunities to another?</p> | No | |
| <p>3. Could this policy/service be perceived as impacting on communities differently?</p> | Yes | Additional green space in South Lynn and protection of that space for the future will positively impact on the local community but will be available for all |
| <p>4. Is the policy/service specifically designed to tackle evidence of disadvantage or potential discrimination?</p> | No | |
| <p>5. Are any impacts identified above minor and if so, can these be eliminated or reduced by minor actions?</p> <p>If yes, please agree actions with a member of the Corporate Equalities Working Group and list agreed actions in the comments section</p> | Yes | <p>Actions:</p> <p>Additional green space in South Lynn and protection of that space for the future will positively impact on the local community but will be available for all</p> <p>Actions agreed by EWG member:</p> <p>.....</p> |
| <p>If 'yes' to questions 2 - 4 a full impact assessment will be required unless comments are provided to explain why this is not felt necessary:</p> <p>Decision agreed by EWG member:</p> | | |
| <p>Assessment completed by:</p> <p>Name</p> | Lorraine Gore | |
| <p>Job title</p> | Chief Executive | |
| <p>Date</p> | 6 December 2023 | |



| | | | |
|--|--|---|--|
|  <p>Borough Council of King's Lynn & West Norfolk</p> <p>Tel. 01553 616200 - Fax. 01553 691663</p> | <p>Title</p> <p>Haarding Way/Boal Quay Potential Town Green Application</p> |  | <p>Scale</p> <p>1:2,800</p> |
| | <p>Project / Details</p> <p>Identification Purposes Only</p> | | <p>Date</p> <p>06/12/2023</p> |
| | | <p>Drawn by</p> <p>JM/Property</p> | <p>Drawing / Reference Number</p> <p>IDAREA20231116</p> |

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 | West Norfolk Shared Prosperity Funding Update | Cabinet Report | Nicola Cooper | To consider the report and make any appropriate recommendations to Cabinet |
| | Air Quality Action Plan | | Dave Robson | To note the Action Plan |
| | Coastal Erosion – Notice of Motion – Update | | Dave Robson and representatives from the Environment Agency | Initial update to the Panel following the Notice of Motion agreed by Council in October 2023. Full technical report will be available in Spring 2024 and will be presented to the Panel at that time. |
| | Cabinet Report – Boal Quay/Hardings Way Village Green | Cabinet Report | Matthew Henry | To consider the report and make any appropriate recommendations to Cabinet |
| 27th February 2024 | Update from Freebridge Community Housing on future plans in relation to sustainability and decarbonisation | Update | Representatives from FCH | Agenda item requested by the Vice Chair. |
| | Informal Working Group – Wash Barrier | Policy Development | | To consider setting up an Informal Working Group |
| | RSPB Presentation on UNESCO Designation | | Representatives from the RSPB | To hear information on the potential for UNESCO listing and provide Panel support to help the application. |
| 9th April 2024 | Q&A Session – King’s Lynn Bus Operators & update | | Request from | Bus operators in King’s |

| | | | | |
|--|--|--------------------|-----------------------|--|
| | on the Bus Service Improvement Plan from Norfolk County Council. | | Chair and Vice Chair. | Lynn have been invited to attend the meeting. |
| | EXEMPT - Service Level Agreement for Council Approved testing Stations | Policy Development | Marie Malt | To consider the SLA |
| | Gypsy and Traveller Policy | Policy Development | Stuart Ashworth | To consider the report and make any appropriate recommendations to Cabinet |

To be scheduled

- Gayton Road Cemetery – to come back once alternative locations had been identified.
- Policy Development – Review of Tree and Woodland Strategy and update from the Arboricultural Officers
- Homelessness and Housing Delivery Task Group revised Terms of Reference.
- Notice of Motion – Coastal Erosion – Technical Report to be presented to Panel in Spring 2024 following update received in January 2024
- 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 |
|------------------------|--|--------------------------------|-----------------------|---|----------------------------------|--|
| 15 January 2024 | | | | | | |
| | 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) |
| 103 | Polling District Review | Key | Council | Leader Chief Executive | | Public |
| | Council Tax for Second Homes | Key | Council | Leader Exec Dir – Finance | | Public |
| | Appointment of Honorary Aldermen | Non | Council | Chief Executive Leader | | Public |
| | Housing Options Officer post | Non | Cabinet | People and Communities Asst Dir D Hall | | Public |
| | Whistleblowing Policy | Non | Council | Leader Assistant Director – A Baker | | Public |
| | Local Plan Gypsy & Traveller Preferred Sites Consultation Document | Key | Cabinet | Development and Regeneration Asst Dir S Ashworth | | 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) |
| | KLACC – Area Committee Status | Non | Council | Leader Monitoring Officer | | 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 | | | | | | |
| | Empty Homes Strategy Review | Key | Council | People and Communities Asst Dir M Whitmore | | Public |
| 104 | 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) |
| | 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 |
| | Acquisition of Homes | Non | Cabinet | Regeneration and Development Assistant Director – D Hall | | Part Public and part Private- Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority) |
| | Indemnity for Councillors and Officers on outside bodies | Non | Cabinet | Leader Monitoring Officer | | Public |
| | Anti-Fraud & Anti-Corruption Policy | Non | Cabinet | Finance Asst Director – M Drewery | | Public |

105

| 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 2024 (Budget related items only) | | | | | | |
| | 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 |

| Date of | Report title | Key or | Decision Maker | Cabinet Member and Lead | List of | Public or Private |
|---------|--------------|--------|----------------|-------------------------|---------|-------------------|
|---------|--------------|--------|----------------|-------------------------|---------|-------------------|

| meeting | | Non Key Decision | | Officer | Background Papers | Meeting |
|--------------|-----------------------------------|------------------|---------------------|---|-------------------|---------|
| 5 March 2024 | | | | | | |
| | Review of Outside Bodies | Non | Cabinet and Council | Leader | | Public |
| | Peer Review Challenge Action Plan | Non | Council | Leader Chief Executive | | Public |
| | Data Protection Policy Review | Non | Council | Leader Monitoring Officer | | 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 |
|-------------------------------|--|-------------------------|----------------|---|--|---------------------------|
| 11 April 2024 Special Meeting | | | | | | |
| 5 | Local Plan Gypsy and Traveller Preferred Sites | Key | Council | Development and Regeneration Asst Dir S Ashworth | Local Plan Task Group mins and Agendas | 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 | | | | | | |
| | | | | | | |

| 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 |
|-----------------|--------------|-------------------------|----------------|---------------------------------|---------------------------|---------------------------|
|-----------------|--------------|-------------------------|----------------|---------------------------------|---------------------------|---------------------------|

| | | | | | | |
|--------------|--|-----|---------|-------------------------------------|--|--------|
| 11 June 2024 | | | | | | |
| | St George's Guildhall RIBA Stage 3 and project scope | Key | Cabinet | Regeneration & Development Asst Dir | | Public |

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 |
| 107 | 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 |
| | Overnight Campervan parking in Hunstanton | Non | Cabinet | Leader Asst Director – M Chisholm | | Public |