

BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK

CABINET

**Minutes from the Meeting of the Cabinet held on
Tuesday, 28th February, 2017 at 5.30 pm in the Committee Suite,
King's Court, Chapel Street, King's Lynn**

PRESENT: Councillor B Long (Chairman)
Councillors R Blunt, N Daubney, I Devereux, A Lawrence, Mrs K Mellish and
Mrs E Nockolds

An apology for absence was received from Councillor A Beales

CAB125 **MINUTES**

RESOLVED: The Minutes of the Meeting held on 31 January 2017 were approved as a correct record and signed by the Chairman.

CAB126 **URGENT BUSINESS**

None

CAB127 **DECLARATIONS OF INTEREST**

None

CAB128 **CHAIRMAN'S CORRESPONDENCE**

None

CAB129 **MEMBERS PRESENT UNDER STANDING ORDER 34**

None

CAB130 **CALLED IN MATTERS**

The exempt delegated decision on Temporary Loan to support Marshland St James and District Sports and Community Centre Project had been called in but disallowed by the Chief Executive.

CAB131 **FORWARD DECISIONS**

The Forward Decision List was noted.

CAB132 **MATTERS REFERRED TO CABINET FROM OTHER BODIES**

The support given for the items was noted with each item on the agenda.

i) **REGENERATION AND DEVELOPMENT PANEL MEETING
HELD ON 15 FEBRUARY 2017**

RD104: **COASTAL COMMUNITY TEAM**

RESOLVED: That the Regeneration and Development Panel support the recommendations to Cabinet as follows:

It is recommended that Cabinet:

1. Accepts the Coastal Community Team Award for King's Lynn.
2. Approves the Coastal Community Team's proposed membership.
3. Delegates authority to the Executive Director for Commercial Services and the Regeneration, Heritage and Economic Development Manager in consultation with the Cabinet Member for Systems and Economic Development to form the Coastal Community Team and prepare the Economic plan for King's Lynn.
4. Receives the Economic Plan for endorsement.

RD106: **HERITAGE ACTION ZONE**

RESOLVED: That the Regeneration and Development Panel support the recommendations to Cabinet as set out below.

It is recommended that Cabinet:

1. Accepts Historic England's 'in-principle' award of the Heritage Action Zone status for King's Lynn.
2. Approves the King's Lynn Heritage Action Zone boundary, shown as the development boundary in Appendix 1.
3. Approves the King's Lynn Heritage Action Zone Intervention Logic Framework as detailed in Appendix 2.
4. Approves the King's Lynn Heritage Action Zone governance and management arrangements as shown in Appendix 3.
5. Delegates authority to the Executive Director for Commercial Services and the Regeneration, Heritage and Economic Development Manager in consultation with the Cabinet Member for Corporate Projects and Assets to agree the Delivery Plan with Historic England.

ii) **AUDIT COMMITTEE HELD ON 13 FEBRUARY 2017**

A79: **TREASURY MANAGEMENT STRATEGY 2017/2018**

RESOLVED: The Committee support the recommendation as set out below.

Cabinet is asked to recommend to Council:

- 1) The Treasury Management Strategy 2017/2018, including treasury indicators for 2017/2021.
- 2) The Investment Strategy 2017/2018.
- 3) The Minimum Revenue Provision Policy 2017/2018.
- 4) Adopt the revised Treasury Management Practices (TMPs).

A83: **REVIEW OF ANTI-FRAUD AND ANTI-CORRUPTION STRATEGY, WHISTLEBLOWING POLICY AND FRAUD RESPONSE PLAN**

RESOLVED: The Committee agreed the changes to the Anti-Fraud suite of documents and recommend approval to of the revised documents to Cabinet.

CAB133 **DATA QUALITY POLICY STATEMENT AND STRATEGY**

Cabinet considered a report which presented to Cabinet an updated 'Data Quality Policy Statement and Strategy' which is for use across the authority.

The report explained that Data of good quality ensured a solid foundation for decision making processes and having such a policy / strategy document formed part of the Council's governance arrangements.

The document was last reviewed in 2012 and following the change to portfolio areas during 2016/17 and the adoption of the Corporate Business Plan it was right to review and refresh it. There had been only one change to the policy statement itself; this was the addition of an extra piece of legislation that the Council was bound by. For this reason, the refresh of the Policy Statement did not need to be taken to Full Council.

Some changes had been made to the strategy to reflect current practice, the updated Corporate Business Plan and changes to role titles. A 'tracked changes' version of the document had been sent round for ease of reference. The date 2006 on the first line of the Background paragraph had been accidentally deleted in the track changes.

RESOLVED: 1) That the Data Quality Policy Statement and Strategy, dated February 2017 be agreed.

2) That delegated authority be given to the Executive Director, Central and Community Services, in conjunction with the Portfolio Holder for Systems and Economic Development to agree changes / updates in future years.

Reason for Decision

To ensure the Council has in place a policy statement and strategy which outlines its approach, confirms its understanding of the importance of data quality and demonstrates its commitment to being consistent in its management of data quality within the organisation and in partnership with others.

CAB134 REVIEW OF ANTI FRAUD DOCUMENTS

Councillor Daubney presented a report setting out a review of the Anti-Fraud documents as since 2014 several changes had taken place, which needed to be reflected in the anti-fraud suite of documents as outlined below:

- The work of the Benefits Enquiry Unit (BEU) on fraud relating to Benefits had transferred to the Single Fraud Investigation Service within the Department for Work and Pensions (DWP). Capacity for investigating fraud relating to Council Tax and Business Rates, as well as dealing with the National Fraud Initiative work, had been retained within the Council in the form of a Fraud Investigations Officer/ Internal Auditor role. Reference to the investigation of Benefit fraud had been removed from the documents.
- The Deputy Chief Executive had left the Council and his responsibilities in relation to anti-fraud and whistleblowing had been transferred to the Assistant Director (s151 Officer).
- There had been a change in title for the Executive Director, Central Services to Executive Director, Central and Community Services.
- There had been a change in the title of the Audit Committee from Audit and Risk Committee.

The importance of ensuring this documentation was up to date was discussed and agreed.

As it was her last Cabinet meeting, the Cabinet wished Kate Littlewood, Audit Manager well in her retirement and thanked her for her assistance during her time with the Council.

RECOMMENDED: 1) That the proposed Anti-Fraud and Anti-Corruption Strategy, Fraud Response Plan and Whistleblowing Policy be approved.

2) That delegated authority be given to the Assistant Director – Resources in consultation with the Cabinet Member with responsibility for Anti-Fraud and Corruption to update the documents in the future following consultation with the Audit Committee.

Reason for Decision

To bring the anti-fraud documents up-to-date to reflect current good practice.

CAB135 **TREASURY MANAGEMENT STRATEGY STATEMENT, MINIMUM REVENUE PROVISION POLICY AND ANNUAL INVESTMENT STRATEGY 2017/18**

Cabinet considered a report which explained that the Council was required to receive and approve a Treasury Management Strategy Statement, Minimum Revenue Provision Policy Statement and Annual Investment Strategy which covered:

- Capital plans, including prudential indicators
- A Minimum Revenue Provision (MRP) Policy
- The Treasury Management Strategy
- An Investment Strategy

The report covered the requirements of the Local Government Act 2003, the Chartered Institute of Public Finance Accountants (CIPFA) Prudential Code, the Department of Communities and Local Government (CLG) MRP Guidance, the CIPFA Treasury Management Code and the CLG Investment Guidance.

The report also looked at the period 2017/2021 which fitted with the council's financial plan and capital programme and was based upon the Treasury Officers' views on interest rates, supplemented with leading market forecasts provided by the Council's Treasury Advisor, Capita Asset Services, Treasury Solutions.

RECOMMENDED: That the following be approved:

- 1) The Treasury Management Strategy Statement 2017/2018, including treasury indicators for 2017/2021.
- 2) The Investment Strategy 2017/2018.
- 3) The Minimum Revenue Provision Policy 2017/2018.
- 4) Adopt the revised Treasury Management Practices (TMPs).

Reason For The Decision

The Council must produce a Treasury Management Strategy Statement, Minimum Revenue Provision Policy Statement and Annual Investment Strategy 2017/2018 by 31 March 2017.

CAB136 KING'S LYNN - TRANSFER OF LAND FOR PROPOSED SCHOOL

The Corporate Project Manager presented the report which sought authority from Cabinet for the transfer of the land shown at appendix 1 in the report to Norfolk County Council (NCC) as the local Education Authority, for the proposed development of a new Nursery and Primary school off Greenpark Avenue, King's Lynn.

The Borough Council had for some time been working with the NCC to try to relocate St Edmunds Community Foundation School to the local built environment, to improve community cohesion and educational provision within the area. The St Edmunds school site was considered to be too detached and remote from the main residential areas in North Lynn and was accessed via a pedestrian underpass under Edward Benefer Way.

The development of a new school facility off Greenpark Avenue was considered to have wide ranging strategic benefits in the provision of education facilities and in the integration of communities located at North Lynn, The Grange Estate and on Wootton Road

As part of this project NCC had agreed to waive any section 106 Education contribution for any of the Lynnsport and Marsh Lane sites, in lieu of the site.

It was explained that the old school site was to be used for special needs children from across the Borough who would be bussed to the facility rather than being placed around the County.

In consideration of the item it was confirmed that a suitable compensatory play area was provided elsewhere in the area, and the total footprint of the proposed new school was bigger than the existing and was on two floors.

Cabinet considered that the arrangement was a positive investment in the children's future, for both the new school and the use of the old one.

RESOLVED: That the following be approved:

- 1) The acquisition of this land asset is progressed along the lines set out within this report.
- 2) That delegated authority is given to the Property Services Manager and the Corporate Projects Officer to finalize the terms

of the proposed disposals set out within this report in consultation with the Portfolio Holder for Regeneration.

- 3) That delegated authority is given to the Leader of the Council and the Portfolio Holder Regeneration to consider the merits of any objection raised from the public consultation exercise required under the Local Government Act 1972 in the proposed “disposal” of the land that is the subject of this report.
- 4) Authority is granted to the Legal Services Manager to progress the necessary transfer, or any other associated, documentation through to completion.

Reason for Decision

To facilitate Norfolk County Council to build a new School within the housing estate, to improve community cohesion and educational provision within the area. The new school serving both the existing and proposed housing in the immediate area.

CAB137 COMMUNITY HOUSING FUND

The Strategic Housing Manager presented a report which provided information on the funding awarded to BCKLWN in 2016/17 through the Community Housing Fund. The fund had been established to support the delivery of community led affordable housing schemes in areas where the impact of second homes was particularly acute.

The report explained that whilst the Council had been awarded £890,576 in 2016/17, payment of the final 50% of the sum was dependent on the submission of a satisfactory delivery plan. The report showed how the fund would be targeted at parts of the Borough where there was strong demand for second homes/holiday homes. It identified a number of opportunities for how the fund could be spent and made two recommendations which would support the development of a delivery plan.

Cabinet in supporting the proposals welcomed the Fund which would help address the difficulties caused by the level of second homes in an area. It was confirmed that there was no time limit on the spend, but the Government was looking for commitment to getting the process moving and the production of credible plans for its use. It was also noted that any site would have to be safeguarded for the future.

RESOLVED: 1) That the targeting of the Community Housing Fund monies on parts of the Borough where there is strong demand pressures associated with second homes/holiday homes be approved.

2) That delegated authority be granted to the Chief Executive in consultation with the Housing and Community Portfolio Holder for the following:

- a. The production of a delivery plan for the spend of the 2016/17 Community Housing Fund allocation.
- b. Authority to negotiate and agree with the North Norfolk District Council joint working or partnership arrangements through which the outcomes for the Community Housing Fund can be delivered.
- c. Spend of the Community Housing Fund in accordance with the delivery plan.

Reason for Decision

The recommendations will ensure that the opportunity presented by the Community Housing Fund to support rural and coastal communities where the impact of high levels of second and holiday homes is most acute will be fully realised and will ensure that the Council will be able to continue to support such communities by developing a strategic approach and delivery programme to support the funding opportunities available through the fund from 2017/18 onwards

CAB138 KING'S LYNN COASTAL COMMUNITY TEAM

The Regeneration Manager presented a report which explained that in September 2016, the Borough Council submitted a bid for a Coastal Community Team for King's Lynn. This Bid was successful.

A Coastal Community Team (CCT) was a local partnership consisting of the local authority and a range of people and business interests from a coastal community who had an understanding of the issues facing that area and could develop an effective forward strategy for that place. The Team should include a range of local stakeholders and have broad support.

The main task of Coastal Community Teams was to produce an Economic Plan for the area that captured relevant local economic information and assisted the Team in focusing on the key economic issues facing the coastal area that the Team covered.

The Government provided £10,000 to assist the Team in developing the Economic Plan which would include the commissioning of an Employer and Business Needs Survey, which would provide the evidence base necessary to develop the Economic Plan

The Coastal Community Team would work closely with the Heritage Action Zone (HAZ) Partnership Team to ensure that the CCT Economic Plan was aligned with the HAZ Delivery Plan to maximise the socio-economic and spatial opportunities arising from both initiatives and the synergies between the two Plans to lever in additional private and public investment in King's Lynn.

RESOLVED: 1) That the Coastal Community Team Award for King's Lynn be accepted

2) That the Coastal Community Team's proposed membership be approved.

3) That delegated authority be granted to the Executive Director for Commercial Services in consultation with the Cabinet Member for Systems and Economic Development and the Regeneration, Heritage and Economic Development Manager to form the Coastal Community Team and prepare the Economic plan for King's Lynn

4) That the Economic Plan be endorsed.

Reason for Decision

This proposal meets the following corporate priorities, as stated in the Corporate Business Plan 2015/16-2019/20

CAB139 KING'S LYNN HERITAGE ACTION ZONE

Cabinet welcomed Dr Natalie Gates from Historic England was in attendance for this item.

The Regeneration Manager presented a report which explained that in May 2015, Historic England's Urban Panel paid a two-day study visit to King's Lynn, following the visit, the Panel produced a report, which included a recommendation for King's Lynn to apply for the newly launched Heritage Action Zone initiative.

The Borough Council submitted a bid in September 2016 and attended an assessment interview with the Historic England Evaluation Panel. Following this initial stage, the Borough Council's proposal was shortlisted for appraisal by the National Selection Panel, which granted 'in-principal' approval in November 2016 along with 9 other places.

The report explained that the aim of a Heritage Action Zone was to achieve economic growth by using the historic environment as a catalyst. A Heritage Action Zone would provide a targeted response to the economic, social and environmental needs of a particular area. Through Heritage Action Zones, [Historic England] would work with local partners to deliver and implement a programme of support that would best meet these local requirements.

Dr Gates explained that the HAZ application process was highly competitive both regionally and nationally, requiring demonstration of how it was proposed to harness economic growth with heritage. She spoke warmly about King's Lynn and its heritage.

Cabinet commended the report with its links to the previous item, and the proposed integrated approach which ensured the town's heritage

was included in all proposals. Cabinet welcomed Ms Gate's comments on the town.

RESOLVED: 1) That Historic England's 'in-principle' award of the Heritage Action Zone status for King's Lynn be accepted.

2) That the King's Lynn Heritage Action Zone boundary, shown as the development boundary in Appendix 1 of the report be approved

3) That the King's Lynn Heritage Action Zone Intervention Logic Framework as detailed in Appendix 2 of the report be approved.

4) That the King's Lynn Heritage Action Zone governance and management arrangements as shown in Appendix 3 be approved

5) That delegated authority be granted to the Executive Director for Commercial Services and the Regeneration, Heritage and Economic Development Manager in consultation with the Cabinet Member for Corporate Projects and Assets to agree the Delivery Plan with Historic England.

Reason for Decision

This proposal meets the following corporate priorities, as stated in the Corporate Business Plan 2015/16-2019/20:

Priority 2: Drive local economic and housing growth

1. We will support new and existing businesses to help them thrive
2. We will meet our housing growth targets

Priority 4: Celebrate our local heritage and culture

11. We will support the improvement of our built heritage, drawing in third-party funding wherever possible
12. We will support leisure and tourism within the borough

CAB140 EXCLUSION OF THE PRESS AND PUBLIC

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

CAB141 ELY AREA CAPACITY ENHANCEMENT - FEASIBILITY STUDY

Councillor Daubney presented the report which summarised the latest position on the proposed enhancements to the rail network in the Ely area which were required to enable a half hourly service to be fully introduced between King's Lynn and Cambridge/King's Cross. The paper recommended that the Borough Council take on the role of grant applicant and accountable body for the two Local Enterprise Partnerships, should this prove necessary in order to meet the LEP's transparency and governance requirements.

Cabinet welcomed the Borough's involvement in the works.

RESOLVED: 1) That the Borough Council takes on the role of grant applicant and accountable body for the Ely Area Capacity Enhancement Feasibility Study.

2) That the Chief Executive in consultation with the Leader, under advice from the Monitoring Officer and the Section 151 officer ensures that the appropriate legal and financial safeguards are put into place to protect the position of the Borough Council and to ensure that the funding can be drawn down as required.

Reason for Decision

To ensure that there is appropriate robust governance in place and that the work is undertaken in accordance with the agreed Client Requirement Document.

The meeting closed at 6.30 pm