

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



# **COUNCIL MEETING**

## *Agenda*

**Thursday, 23 April 2015**

**At 6.35pm or immediately following  
the Special Meeting.**

*In the  
Assembly Room  
Town Hall  
Saturday Market Place  
King's Lynn*



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



King's Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX  
Telephone: 01553 616200  
Fax: 01553 691663

15 April 2015

Dear Councillor

You are hereby summoned to attend a meeting of the **Borough Council of King's Lynn and West Norfolk** which will commence at 6.35 pm, or immediately following the Special Council Meeting which starts at 6.30pm, whichever is the earlier, on **Thursday, 23 April 2015** in **The Assembly Room, Town Hall, Saturday Market Place, King's Lynn** to transact the business shown below.

Yours sincerely

Ray Harding  
Chief Executive

**BUSINESS TO BE TRANSACTED**

**1 PRAYERS**

**2 APOLOGIES**

To receive apologies for absence.

**3 MINUTES**

To confirm as a correct record the Minutes of the Meeting of the Council held on 26 March 2015 (previously circulated, pages 897 - 903).

**4 DECLARATION OF INTEREST**

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.

5      **MAYOR’S COMMUNICATIONS AND ANNOUNCEMENTS**

To receive Mayor’s communications and announcements.

6      **URGENT BUSINESS**

To receive any items of business which in the opinion of the Mayor are urgent.

7      **PETITIONS AND PUBLIC QUESTIONS**

To receive petitions and public questions in accordance with Standing Order 9.

8      **CABINET MEMBERS REPORTS**

In accordance with Standing Order 11.1 to receive reports from Cabinet Members in the following order and under Standing Order 11.2 (a) Members of the Council may ask questions of the Cabinet Member on their reports and Portfolio areas:

(Councillors are reminded that this is a question and answer session not a debate.)

Culture Tourism and Marketing	- Page 6
Development	- Page 8
Housing and Community	- Page 10
ICT Leisure and Public Space	- Page 12
Regeneration and Industrial Assets	- Page 14
Special Projects	- Page 15
Deputy Leader & Environment	- Page 16
Leader	- Page 17

9      **MEMBERS QUESTION TIME**

In accordance with Standing Order 11.2 (b), Members of the Council may ask any questions of the Chairman of any Council Body (except the Cabinet) on any items in the Minutes of that Council Body being presented to the Council which have been previously circulated.

10     **RECOMMENDATIONS FROM COUNCIL BODIES**

To consider the following recommendations to Council:

i)      **Cabinet: 31 March 2015 : page 19**

CAB175:	Review of The King’s Lynn Area Consultative Committee
CAB178:	Planning Scheme of Delegation – Update
CAB179:	Scheme of Delegation – Update

ii)     **Cabinet Scrutiny Committee: 16 April 2015**

To consider any recommendations arising from the above meeting which meets after the dispatch of the Council agenda.

11 **NOTICE OF MOTION**

To consider the following Notice of Motion (1/15), submitted by Councillor G McGuinness:

“Council asks its appointed representative on the College of West Anglia Board of Governors to work with the College Management Team to enable the Applewood Children’s Nursery, currently operated by the College to remain open as a vital facility used by students and staff of the College.”

Ray Harding  
Chief Executive

## **CABINET MEMBERS REPORT TO COUNCIL**

**23 April 2015**

<b>COUNCILLOR MRS EA NOCKOLDS CABINET MEMBER FOR CULTURE, TOURISM AND MARKETING</b>
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For the period 12 March to 12 April 2015
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<b>1 Progress on Portfolio Matters.</b>
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Pentaco Construction Ltd. has been appointed to carry out the works at the King's Lynn Town Hall. The first phase of work will focus on the creation of the new archive document store, collections resource area, enhancing the existing exhibition spaces and the construction of a new lift and stair extension to the rear of the building. Work will begin on 13<sup>th</sup> April and is expected to be completed by late Autumn after which a contractor will be appointed to fit the new exhibition ready for the opening to the public at Easter 2016.

After consultation with the Bicycle Users Group 'A' frame cycle stands for up to 40 cycles will be installed at the Multi-Story car park together with lockers.

The Tourist Information Centre at the Customs House is receiving many enquiries about the pontoons. During the Easter Bank Holiday the pontoons were full to capacity.

We are members of the Yacht Harbour Association and the British Marine Federation so therefore the pontoons are promoted on their web-site as well as at national boat fairs.

During this year the Lynn Museum will be hosting a 12month Teaching Museum traineeship provided through funding from Arts Council East and co-ordinated by Norfolk Museums Service. The trainee will work as a Curatorial Assistant for King's Lynn and Thetford. The main exhibition gallery at the Museum has been refreshed using funding from the Art Council East Major Partner Museum programme. Some displays have been enhanced with additional collections from the former Town House Museum including Civil War collections and medieval pilgrim badges.

Following the completion of the bus station new exterior signage will be installed on the front of the Lynn Museum.

<b>2 Forthcoming Activities and Developments.</b>
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The Bepak GEAR 10K Run has been awarded the national Bill Reynolds Trophy 2015 by the British Association of Road Races, (BARR). The 10K Run is a BARR Gold-Graded event, the committee scrutinise the event each year

in order to give it a grading. This award is testament to the excellent organisation and hard work by the Race Director, Roger Partridge, and many other committed volunteers including the partnership with Bepak who have sponsored the run from the very first one in 2006.

During the schools Easter holiday 800 children had enjoyed activities at the Alive Leisure sports facilities; this does not include the swimming attendances. The activities included the use of the climbing wall, BMX/Skateboard workshops, roller skating, off road cycle racing, hockey, football and archery.

One of the many events being organised in the Town Centre this summer is a Spitfire Trail. The King's Lynn Air Cadets during their Freedom Parade and the 75<sup>th</sup> Anniversary of the Battle of Britain will unveil the trail of 22 Spitfires with a 1metre wing span which are sponsored by and painted by local businesses.

In preparation for the TV programme, 'Antique Road Trip', filming has taken place in King Staithe Square and the Purfleet Quay which also included an interview with one of the King's Lynn Tour Guides. The film company was very impressed with the Maritime Trail.

### **3 Meetings Attended and Meetings Scheduled**

Portfolio meetings with;

Chris Bamfield Executive Director of Commercial Services

David Morton Resorts Manager

GEAR 10K Working group

Alive Leisure Audit Committee

West Norfolk and King's Lynn Girls Schools Trust

The Mayors Volunteers Awards evening

# CABINET MEMBERS REPORT TO COUNCIL

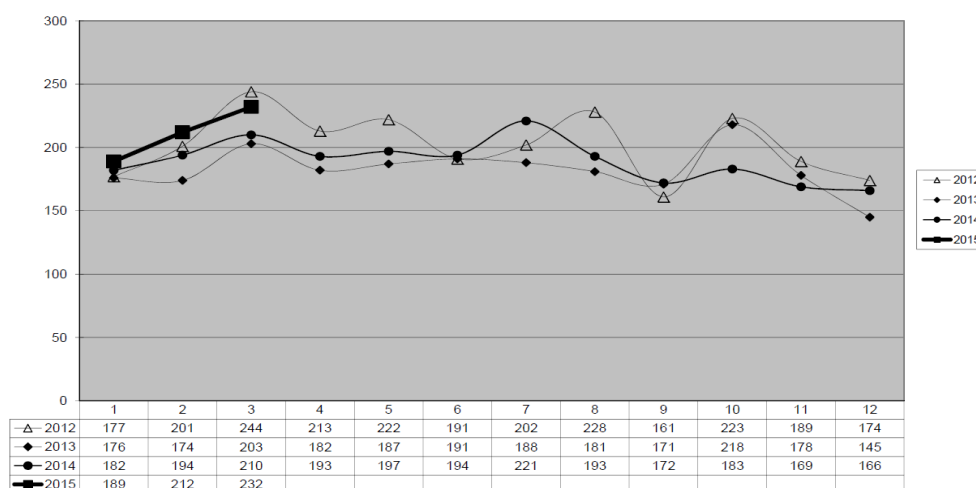
23 April 2015

## **COUNCILLOR MRS VIVIENNE SPIKINGS - CABINET MEMBER FOR DEVELOPMENT**

For the period March to April 2015

### **1 Progress on Portfolio Matters.**

Planning and discharge of condition applications received



Further changes to the planning system came into force on April 15th. These included measures to speed up how planning conditions are dealt with, specifically the introduction of a deemed consent regime when dealing with certain types of planning conditions, as well as the need to provide further justification for those conditions that require details before development can commence (known as pre-commencement conditions). In addition the County Council, as lead local flood authority, now need to be consulted on certain types of major applications.

#### **Site Allocations and Development Management Policies Plan**

- Representations have now been checked following receipt during the consultation period earlier. (1281 in total)
- The relevant formal documentation is being assembled at the moment prior to the actual 'Submission' to the Planning Inspectorate in line with the resolution of Council.
- Submission is planned for the week commencing 20 April.



- Interested parties will be notified of this event, but it is not another opportunity to make representations.
- Thereafter we are in the hands of the Planning Inspectorate who will:
  - Appoint an Inspector who will organise (with the help of a Programme Officer) the Examination of the Plan.
  - Again notification of the appointment will be made, along with a potential Pre-Hearing meeting to establish the processes and dates.
  - Generally the hearings start about 3 months after Submission, so they are anticipated in late July.
  - The inspector will consider whether additional information is necessary, and what detailed issues are to be examined, and who should be invited. Again there will be notifications about this.
  - A special section of the website will be created and the relevant documents will be available through the Examination Library. It will be quite extensive.

**2 Meetings Attended and Meetings Scheduled**

Cabinet  
 Planning  
 Portfolio Briefings  
 Cabinet sifting  
 Planning Site Visits  
 Planning  
 Council

## **CABINET MEMBERS REPORT TO COUNCIL**

**23 April 2015**

### **COUNCILLOR ADRIAN LAWRENCE - CABINET MEMBER FOR HOUSING AND COMMUNITY**

For the period 27 March to 13 April 2015

#### **1 Progress on Portfolio Matters.**

##### **Home Choice**

The total on the register prior to the change of policy on 1<sup>st</sup> October 2014 was 2,494 and at the end of March 2015 was 2,466 a drop of 28.

58 applicants were housed during March into Housing Association accommodation.

24 new applicants were not admitted to the register during March as they did not meet the local connection criteria. 1 was denied access because they were over the income bar.

150 new applicants were accepted onto the register during March.

##### **Right to Move**

Statutory Government Guidance has been issued in relation to the 'Right to Move'

This proposes that we should amend our Social Housing Allocations Policy so it does not disqualify social housing tenants from outside our area from joining the Housing Register if they need to access work or training. This is subject to various clarifications and the test of hardship detailed in the Right to Move statutory guidance. It proposes that we should allocate a quota of a minimum of 1% of annual lettings and it's planned to come into force on 20<sup>th</sup> April 2015.

Further Technical Consultation has also been issued from DCLG on this matter. Deadline for comments is 8<sup>th</sup> May 2015.

Officers will review the impact of this and any changes necessary to the Social Housing Allocations Policy including discussions with Registered Providers.

##### **Licensing**

The Licensing Team is carrying out a joint operation with Norfolk Police checking taxi and private hire vehicles to ensure safety.

## **Food Safety**

The Food Safety Team is beginning the free allergen training for food businesses in the coming months and it is already proving very popular.

## **2 Meetings Attended and Meetings Scheduled**

Meeting with Brancaster Parish Council

Planning

Meeting with Freebridge

Cabinet Sifting

REC

Cabinet

Meeting with Trust Efficiency

Full Council

## **CABINET MEMBERS REPORT TO COUNCIL**

**23 April 2015**

### **COUNCILLOR DAVID POPE CABINET MEMBER FOR LEISURE AND OPERATIONAL ASSETS**

For the period 1<sup>st</sup> April to 23<sup>rd</sup> April 2015

#### **1 Progress on Portfolio Matters.**

1. As part of the Regeneration scheme for the Bus Station the Council is appointing supervising staff to assist customers using the service and maintain good environmental conditions in the area. A full-time and part-time post has now been appointed to cover Monday to Saturday each week.
2. Refurbishment work has been completed on the public toilets in Old Hunstanton. I am very pleased with the outcome.
3. Discussions are taking place with the College of West Anglia for the installation of an assault course/trim trail on Lynnsport site. The equipment is for student use in college time but will also be available for the general public who want to exercise in the fresh air.
4. The Leisure Trust arrangements have completed the first financial year from 1 September 2014 to 31 March 2015. I believe this has been a great success for the Council and users of the facilities without any disruption to the services. If I am fortunate enough to be re-elected in May I look forward to attending the Regeneration, Environment and Community Panel for an overall review of the arrangements.

On the 16<sup>th</sup> April I attended the Downham Market Leisure Centre Joint Management Committee. It was good to hear the reports on the year to date and of the excellent working relationships that have been built up between Alive Leisure, the Charitable Company that is now managing the services and the Council's Local Authority Company who are operating the facilities on a day to day basis.

5. The Walks plays host to some excellent events and activities during the year and the circus from the 15<sup>th</sup>-19<sup>th</sup> April should be well received.
6. Recruitment is currently taking place for a Markets Officer (Toby) and I hope we will have a successful candidate starting in May to develop and improve the Council's markets.

## **2 Meetings Attended and Meetings Scheduled**

16 April Downham Mkt Leisure Centre Joint Management Committee  
22 April Portfolio meeting – Chris Bamfield  
22 April ICT Development Group  
23 April Full Council

Plus the usual Parish Council and IDB meetings

And finally I would like to thank all the Officers and Staff for their help and co-operation, which I have received during my term of office.

## CABINET MEMBERS REPORT TO COUNCIL

23 April 2015

### **COUNCILLOR ALISTAIR BEALES - CABINET MEMBER FOR REGENERATION**

For the period March to April 2015

#### **1 Progress on Portfolio Matters.**

Progress has been made with final budget details and legal and contractual matters with NWES and I am hoping to see progress on the site of the King's Lynn Innovation Centre very soon.

Members will have noted that a deal has been negotiated with McCarthy & Stone for use of a car park in Hunstanton to allow a quicker build of their development that has recently gained planning approval. Whilst the exact sum remains exempt and not in the public domain, it was felt that Hunstanton could usefully benefit from the money despite the temporary loss of some car parking spaces – apart from a minor sum to the car parking budget all the money will be spent in Hunstanton.

#### **2 Forthcoming Activities and Developments.**

Work continues on the Major Housing Scheme and I am moving forward with a meeting with residents and Highways to look at traffic solutions and am hopeful that in the near future I shall be bringing forward a report on protecting the area of the River Lane pitches (former Lynnsport 2 site) from future development – as agreed by Council.

#### **3 Meetings Attended and Meetings Scheduled**

31<sup>st</sup> March – Cabinet  
8<sup>th</sup> April – Leziate PC  
9<sup>th</sup> April – meeting with Chief Executive and NWES  
9<sup>th</sup> April – Princess Theatre, Hunstanton  
16<sup>th</sup> April – meeting with Chief Executive  
16<sup>th</sup> April – Cabinet Scrutiny Committee

**CABINET MEMBERS REPORT TO COUNCIL**

**23 April 2015**

**COUNCILLOR LORD HOWARD  
CABINET MEMBER FOR SPECIAL PROJECTS**

For the period March to April 2015

**1 Progress on Portfolio Matters.**

The Regeneration work for the Bus Station is progressing well. To enhance the area the safety panels separating the buses from pedestrians are to be fronted with some of the historic images of King's Lynn.

I was also pleased to see the new clock provided in the Bus Station with generous support from the King's Lynn Civic Society.

## **CABINET MEMBERS REPORT TO COUNCIL**

**23 April 2015**

### **COUNCILLOR BRIAN LONG - DEPUTY LEADER & CABINET MEMBER FOR ENVIRONMENT**

For the period March to 10 April 2015

#### **1 Progress on Portfolio Matters.**

##### **Hunstanton Promenade Waste Bins.**

Community payback has been used to re-paint bins along the promenade in Hunstanton. These works were completed ahead of the Easter Bank Holidays.

##### **Garden Waste Collection Service.**

The total number of brown bins in use at the end of March has risen to 20,859 an increase of 496 over February. All of those on the waiting list have now been contacted and the response rate has been good, with only a small percentage not taking up a bin.

#### **2 Forthcoming Activities and Developments.**

Nothing to report at the time of writing.

#### **3 Meetings Attended and Meetings Scheduled**

In addition to my usual monthly Cabinet and Portfolio meetings I have also attended the following:

REC Panel

To be attended at the time of writing.

Cabinet Scrutiny Committee

Norfolk Coast Partnership

NCC Waste Advisory Group



## **CABINET MEMBERS REPORT TO COUNCIL**

**23 April 2015**

### **COUNCILLOR NICK DAUBNEY – LEADER AND CABINET MEMBER FOR RESOURCES**

For the period 27 March 2015 to 23 April 2015

#### **1 Progress on Portfolio Matters.**

##### **Budget 2014/2015**

The budget monitoring report as at 28 February 2015 was produced earlier this month and it shows that across all service areas our staff continue to maintain budget disciplines and where possible seek to hold costs within budget. It is clear that we will enter a new administration in May 2015 with a balanced Financial Plan and healthy working balances.

I would take this opportunity to thank all members and staff for helping this administration not only meet but beat the challenges of the past few years. I particularly want recorded my thanks and appreciation to Dave Thomason, Deputy Chief Executive and Executive Director, Resources. David's guidance and advice in helping the Council find the necessary savings and in the delivering of council determined priorities has always been invaluable and of the highest standard.

##### **College of West Anglia**

There has been a press announcement declaring the College plan to close the Applewood Nursery.

This Council has worked closely with the College to improve service and infrastructure, most particularly since the last government withdrew funding for a new build and campus just as construction was planned. This of course effectively "wasted" the considerable and irrecoverable sums of money that had been spent and committed.

As a serving member of the College Board I shall work as constructively as I can with the College Management and Board colleagues with a view to preserving what I believe to be a valuable provision, that is to say, the nursery.

## **2 Meetings Attended and Meetings Scheduled**

Attended Since last Council:

YMCA

Mayor's Awards – Volunteers

Boston "Big Local" Group

Princess Theatre Hunstanton

Mayor's Community Awards

Board Alive Management

Rural Services Network Meeting

Planned before month end:

Hunstanton Chamber

Cabinet Scrutiny

Sea Cadets Evening

College of West Anglia Planning Day

**RECOMMENDATIONS TO COUNCIL ON 23 APRIL 2015 FROM THE CABINET  
MEETING ON 31 MARCH 2015**

**CAB175: REVIEW OF THE KING'S LYNN AREA CONSULTATIVE  
COMMITTEE**

Councillor Daubney presented the report which invited Cabinet to give consideration to the future operation of the King's Lynn Area Consultative Committee which had been operating since November 2013. It had been agreed that the future of the Committee would be reviewed. The report set out the issues which the Committee had given consideration to during its existence.

Under Standing Order 34, Councillor A Tyler, Chairman of the Committee addressed the Cabinet in support of the Committee which was made up of all parties, and its members discussed matters of mutual interest relating to King's Lynn. He acknowledged that there were some of the Committee who still hoped for a Town Council for King's Lynn, but all members of the Committee were pleased that it had been formed and felt that where it could it should consult with organisations concerned with King's Lynn and learn about their issues. He drew attention to the Sub Group which had been set up to give consideration to Major Planning Applications.

Councillor Tyler drew attention to the fact that the Committee had made reference to the fact that it would like to have more influence particularly in the area of Special Expenses for King's Lynn, and he acknowledged that if that were to happen it would be done in a constructive and sensible manner. He informed Cabinet that attendances at the meetings had been good and he hoped that it would continue to develop.

Councillor Daubney responded that he had received feedback that the Committee was working constructively and had cross party support and was fully serviced. He recommended that the Committee should continue to operate for a further four years, and the points made were good, with consideration given in the future for the potential for the Committee to evolve.

**RECOMMENDED:** That the King's Lynn Area Advisory Committee continues to operate after 1<sup>st</sup> May 2015 in its current format for a period of 4 years.

**CAB178: PLANNING SCHEME OF DELEGATION – UPDATE**

The Planning Control Manager presented a report which explained that the planning scheme of delegation was last reviewed in February 2013, where changes were made and the scheme updated. Many of the changes related to how small-scale wind turbines would be dealt with, which was a particular issue at the time.

The report explained that since this time the Government had introduced a number of changes to the planning system, particularly increasing the number of prior notification applications linked to enhanced permitted development rights. In addition policies at a local level had further evolved and progressed.

Amendments were proposed to deal with these changes, but also to update and refresh the scheme in the light of particular issues that had arisen in the preceding two years.

A further issue that had come to the fore was the issue of solar arrays. At present very large-scale solar arrays could be dealt with under delegated powers in some circumstances. It was therefore proposed that solar arrays of over 1 hectare in area be dealt with by the Planning Committee.

It was considered that the amendments put forward would ensure that the Committee continued to consider the more complex, controversial or balanced applications, whilst removing those processes and applications where the Committee was limited in exercising its judgement, or which were generally acceptable.

Councillor Daubney drew attention to the additional recommendation on the overall scheme of delegation which suggested delegated authority be granted to the Chief Executive to make minor amendments to the scheme in the event of any anomalies or title changes.

Councillor Long asked if the Development Portfolio holder should be consulted in any changes, to which Councillor Beales commented that such a change should be purely administrative and not relating to any planning policy matter.

**RECOMMENDED:** 1) That the changes to the planning scheme of delegation, as set out in the report, be approved.

2) That the Chief Executive, in consultation with the Leader be given delegated Authority to make amendments to the Scheme following any changes to officer responsibilities and to resolve any anomalies which may occur.

CAB179: **SCHEME OF DELEGATION – UPDATE**

Councillor Daubney presented a report which recommended an updated scheme of delegation for approval. The Scheme had been amended to take account of the changes in officer responsibilities following the retirement of the Deputy Chief Executive, David Thomason. The additional recommendation had been added to take into account any administrative changes required for example changes of areas of officer responsibility.

**RECOMMENDED:** 1) That Council approve the amended Scheme of Delegation.

2) That the Chief Executive, in consultation with the Leader be given delegated Authority to make amendments to the Scheme following any changes to officer responsibilities and to resolve any anomalies which may occur.