



# **COUNCIL MEETING**

## ***Agenda***

Thursday, 25th June, 2015  
at 6.30 pm

in the

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



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

17 June 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 **6.30 pm** on **Thursday, 25th June, 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 two Meetings of the Council held on 23 April 2015 (previously circulated, pages 974-983a) and 21 May 2015 (pages 1-7).

**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.)

- 1) **Culture Heritage and Health - Councillor Mrs E Nockolds** (Pages 1 - 2)
- 2) **Coastal and Tourism - Councillor P Beal** (Pages 3 - 4)
- 3) **Development - Councillor Mrs V Spikings** (Pages 5 - 6)
- 4) **Environment - Councillor B Long** (Pages 7 - 8)
- 5) **Housing and Community - Councillor A Lawrence** (Pages 9 - 12)
- 6) **ICT, Leisure and Public Space - Councillor D Pope** (Pages 13 - 14)
- 7) **Special Projects - Councillor Lord Howard** (Pages 15 - 16)
- 8) **Deputy Leader and Regeneration and Industrial Assets - Councillor A Beales** (Pages 17 - 18)
- 9) **Leader and Resources - Councillor N Daubney** (Pages 19 - 22)

## **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 which are being presented to the Council previously circulated.

**10. RECOMMENDATION FROM COUNCIL BODY: CABINET : 10 JUNE 2015**

- 1) **CAB12: KING'S LYNN SURFACE WATER AND HIGHWAY INFRASTRUCTURE IMPROVEMENTS AND MAJOR HOUSING DEVELOPMENT AT LYNNSPORT AND MARSH LAND - COMPULSORY PURCHASE ORDERS** (Pages 23 - 24)
- 2) **CAB 13: REVIEW OF OVERVIEW AND SCRUTINY** (Pages 25 - 26)
- 3) **CAB14: OFFICER EMPLOYMENT RULES AMENDMENT** (Pages 27 - 28)
- 4) **CAB17: SCHEME OF DELEGATION** (Pages 29 - 30)
- 5) **CAB19: ACQUISITION OF MORSTON ASSETS SITES AT THE NAROUSE REGENERATION AREA** (Pages 31 - 32)

**11. RECOMMENDATION FROM COUNCIL BODY: CABINET SCRUTINY COMMITTEE: 18 JUNE 2015**

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

**12. APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES** (Pages 33 - 40)

To consider the appointment of representatives to serve on Outside Bodies.

Ray Harding  
Chief Executive

**CABINET MEMBERS REPORT TO COUNCIL****25 JUNE 2015****COUNCILLOR MRS EA NOCKOLDS  
CABINET MEMBER FOR CULTURE, HERITAGE & HEALTH**For the period 22<sup>nd</sup> May 2015 to 14<sup>th</sup> June 2015**1 Progress on Portfolio Matters.**

The first phase of the works at the Town Hall is progressing well, focussing on the creation of the new archive document store and collections resource area and the construction of a new lift and stair extension to the rear of the building. The work is expected to be completed by late Autumn after which a contractor will be appointed to fit the new exhibition, "Stories of Lynn" ready for the opening to the public at Easter 2016. The paintings in the Assembly Room have recently been re-hung after the completion of the decoration of the walls and woodwork.

The Learning & Engagement Officer for the "Stories of Lynn" is working with a 4 year Activity Plan which includes being involved with the local community. The first year of the Plan is already being worked on with members from the Matthew Project. They are producing a film showing the connection of King John with King's Lynn. A drawing project is being created by members of the Purfleet Trust who are producing a Portfolio of their drawings of heritage buildings within the town and is linked with the Townscape Heritage Initiative.

Living Independently in Later Years, LILY, is a major preventative programme, under the auspices of the West Norfolk Alliance, which consists of the Borough Council and the WNCCG, is aimed at older people and their families. It provides easy access to information that will help them to continue to live safely and independently at home.

Phase 1 of LILY, funded by the WN Partnership which is incorporated with the Borough Council, relates to the creation of an on-line access point for information for older people or can be accessed via telephone to the Councils Information Centre. The second phase of LILY, funded by the Strong & Well fund from the NCC., includes forming a Programme Board which will establish Governance structures as well as identifying patterns and areas of need gathered from the web-site and Contact Centre. The Board will be formed this month with volunteers from the Health & Social Care sector.

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

Celebration of the 800<sup>th</sup> anniversary of signing the Magna Carta held in the Tuesday Market Place was extremely popular. Also as part of the festivities over 800 people visited the Lynn Museum with 400 children striking a King John penny and following the "Lost Treasure Trail" through the town. The Customs House, TIC, held an exhibition with special focus on the King John Charter. The event was organised by the Borough Council, 'Stories of Lynn' Team in partnership with Norfolk Records Office and Norfolk Museums.

Following on from this success other free events in Kings Lynn will be taking place in the town throughout the summer. The next event, July 18<sup>th</sup> & 19<sup>th</sup>, is Forties Lynn, "Life on the Home Front" which will be preceded by a Spitfire trail and Spitfire flypast to coincide with the Freedom of the Borough Parade by the 42<sup>nd</sup> KL Squadron Air Cadets. The model spitfires are sponsored and decorated by local businesses. The Borough Council are sponsoring 3 and will be decorated by KL Brownies/Guides, the KL Nursery School and a local artist, Helena Anderson.

Alive Leisure Trust Village Games are taking place on 28<sup>th</sup> June at Lynnsport. 14 village teams from West Norfolk are competing in various sports such as Archery, Darts, Athletics, 5 a-side football, racquet sports and carpet bowls.

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

Portfolio meetings with ;

Ray Harding Chief Executive  
Chris Bamfield Exe Director Commercial Services  
Ian Burbidge Policy & Partnership Manager  
Leanne Winston Events & Marketing Officer  
Ruth Farnan Learning & Engagement Officer for  
"Stories of Lynn", Town Hall

Cabinet

Alive Leisure Trust Audit Committee  
Norfolk Records Committee  
Norfolk Joint Museums Committee  
Kings Lynn Festival Board AGM  
WN Sports Council AGM  
LILY Shadow Board

**CABINET MEMBERS REPORT TO COUNCIL**

**25 JUNE 2015**

**COUNCILLOR PAUL BEAL - CABINET MEMBER FOR COASTAL AND TOURISM**

For the period May to 17 June 2015

**1 Progress on Portfolio Matters.**

I would like to thank the Leader of the Council for inviting me to join Cabinet with responsibility for Coastal and Tourism matters.

On the 2<sup>nd</sup> of June I met with Officers from Regeneration and Resort to begin to discuss issues around my Portfolio areas, I was particularly interested in.

The results of a substantial Heritage Lottery fund bid for Hunstanton which was made through the Hunstanton Regeneration Group are expected later this month.

The recent improvement to the flood barriers in Hunstanton.

Works are underway to improve the toilets in the Cliff Top car park at Hunstanton.

New fingerpost pedestrian signposting has been ordered for Hunstanton town centre and are due for installation before the summer school holidays.

Hunstanton has been very successful in the Britain in Bloom competition winning the award for the Best Coastal Town in the UK in 2015. I would like to thank Cllr Elizabeth Watson for her work with In Bloom and hope that with the local groups we can continue to meet these high standards. I will be meeting with the Council's grounds staff in the next few weeks to learn about the service.

**2 Forthcoming Activities and Developments.**

The tourism team are starting to work with the ICT team on modifying our visitor website [www.visitwestnorfolk.com](http://www.visitwestnorfolk.com) to improve how it can be used on mobile devices which will assist with major search engine rankings. Work is also taking place to start development of a new mobile phone APP for visitors to West Norfolk.



The tourism team will soon be starting to work on production of the main holiday guide for 2016.

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

2 June 2015 – Meeting with Council Officers  
10 Meeting with Gov Officers on the Coastal Community Teams  
10 Cabinet  
15 Tweet up (the benefits on tweeting in tourism)  
17 June 2015 - West Norfolk Tourism Forum – Executive Committee. Main issues covered were presentation and discussion of the work of Visit Norfolk, development of West Norfolk Destination Management Plan and report on marketing activities undertaken since March.

18 June 2015 – Visit North Norfolk Coast and Countryside – Board meeting  
19 Hunstanton Full Council  
22 Meeting with Chris Bamfield  
23 Regeneration Meeting

**CABINET MEMBERS REPORT TO COUNCIL**

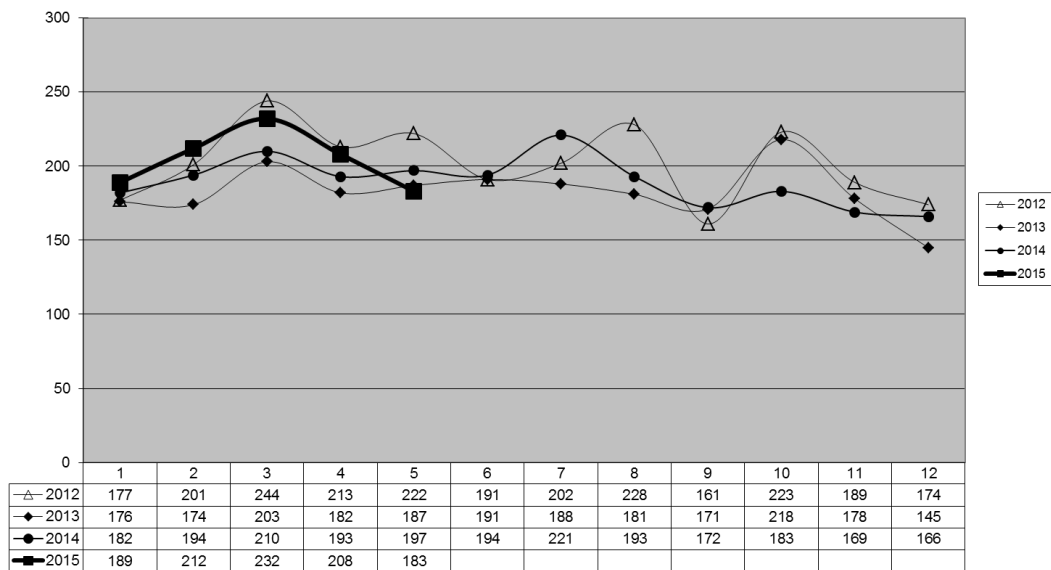
**25 JUNE 2015**

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

For the period to 10 June 2015

**1 Progress on Portfolio Matters.**

Planning and discharge of condition applications received



Planning Training has begun for new and old Members of the Planning Committee. A site visit is planned so that Members can see developments recently completed and will also include winners of the Mayor’s Design Awards. A date will be issued shortly.

**Local Development Framework.**

The Statements for the Hearing Sessions to be held must be sent to the Programme Officer by midday on Monday June 22<sup>nd</sup>. This deadline relates to the receipt of both paper and electronic copies. Representatives should only seek to answer the Inspector’s Questions as far as they relate to their original representations.

The examination starts from the assumption that the Council has submitted

what it considers to be a sound Plan and that the Council has fulfilled its legal duty with regard to the Duty to Co-Operate. The hearings will be concerned only with considerations relating to the soundness of the document and the legality of the process followed, and all submissions should address those issues as appropriate.

If the Inspector is satisfied that an issue or question has been satisfactorily addressed in the submitted Statements it is possible that it may not be included in the final Agenda. Therefore the timetable suggested of Tuesday 7<sup>th</sup> July 10.00 am start and the finish of Thursday 30<sup>th</sup> July and the participants may be subject to change. The Hearing will be held at Lynn Sport, King's Lynn. PE30 2NB.

The Inspector will give equal weight to views put orally or in writing.

If there are queries then please contact the Programme Officer at [programme.officer@west-norfolk.gov.uk](mailto:programme.officer@west-norfolk.gov.uk)

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

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Cabinet  
Cabinet Sifting  
IDB  
Planning  
Planning Site Visits  
LDF Briefing  
Planning Training

**CABINET MEMBERS REPORT TO COUNCIL**

**25 JUNE 2015**

**COUNCILLOR BRIAN LONG - CABINET MEMBER FOR ENVIRONMENT**

For the period 8<sup>th</sup> May to 15<sup>th</sup> June 2015.

**1 Progress on Portfolio Matters.**

**Brown Bin Garden Waste Scheme:**

Numbers using the Brown Bin Garden waste scheme have again increased during May by a further 135 bins to 21,329. However at the time of writing the number could have totalled 21464, but additional bins are on order with suppliers.

**Hunstanton Flood Defence Gates:**

Works have now concluded on the steel flood defence gates put into place along Hunstanton Seafront. These gates replace the "Stop Logs" along the promenade and will be quicker to put into operation with less man power in a tidal surge or severe high tide event, such as in December 2013.

**2 Forthcoming Activities and Developments.**

The Kings Lynn Internal Drainage Board is proposing to increase its drainage district to a catchment based approach (rather than geographical). This will mean that areas in the "highland" that drain into their area will be managed and maintained by the IDB rather than the Environment Agency. This approach will see an improvement in maintenance in the upland areas. This process will take time to achieve, with provisional meetings seeking approval from the Central Regional Flood and Coastal Committee, Norfolk County Council as Lead Local Flood Authority and also at the recent Combined Panel meeting at the Borough Council. Once these preliminary opinions are sought further consultation will commence with Landowners / drainage rate payers in the "highland" catchment and other bodies and the public.

**3 Meetings Attended and Meetings Scheduled**

Kings Lynn Internal Drainage Board  
Wash East Coast – Update Meeting

NCC Flood Management Drop in Session at Kings Court  
Kings Lynn Conservancy Board  
Borough Council AGM and Mayor-making  
Cabinet Sifting  
Meeting with KLIDB – Proposed Boundary Changes  
East Of Ouse Nar and Polver IDB  
Meeting With Environment Agency, Norfolk CC And Borough ref Flytipping  
Joint Regeneration And Development Environment and Community Panel  
Wash and North Norfolk Coast European Marine Site - Core Management  
Cabinet

To Be Attended at the time of writing:

Portfolio Holder Briefings – Waste and Recycling  
Future working of Safer Neighbourhood Action Panels – Portfolio Holder Brief  
Norfolk Coast Partnership annual Conference  
Joint R&D and E&C Panel  
Wash and NN Coast EMS Full Board

## CABINET MEMBERS REPORT TO COUNCIL

25 JUNE 2015

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

For the period May to 15 June 2015

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

##### **Housing Register**

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 May 2015 was 2,264 a drop of 230.

72 applicants were housed during May into Housing Association accommodation.

23 new applicants were not admitted to the register during May as they did not meet the local connection criteria. 2 were denied access because they were over the income bar.

122 new applicants were accepted onto the register during May.

##### **Bringing Empty Homes back in to use**

The Council's strategy to bring empty homes back into use has seen a property in Gayton Road, King's Lynn, being used to positively change the lives of people in housing difficulty in the town. The property that has been previously occupied by squatters, and considered an eyesore has been now been acquired and renovated by Freebridge Community Housing. The scheme to bring back empty properties into use is a partnership between the Council and Freebridge, with funding secured from the Homes and Communities Agency. The property was earmarked for a project run by the Purfleet Trust to provide support and employment training to people who have had housing difficulties. The project is now up and running and making a difference to the vulnerable people it supports.

##### **Positive news on affordable housing**

The year 14/15 ending in April saw the completion of 60 new affordable homes/ conversions in the Borough and 13 previously empty homes brought back into use as affordable homes. This was significant improvement on the previous year where delivery was 27 new affordable homes in total.

Already this year 15 new 1, 2, 3, and 4 bedroom properties have been completed at Birdbeck Drive, Outwell. The development completed by Hastoe housing association provides 'passivhaus' accommodation of high quality.

The heating costs / running costs of these homes will be exceptionally low. Hastoe also held an opening ceremony for 5 affordable homes in Burnham Overly Staithe on the 9<sup>th</sup> June, also completed to very high

environmental standards.

### **Spending financial contributions received for affordable housing**

Following Cabinets decision to levy financial contributions on sites of 6-10 dwellings in the Borough since the introduction of the National Planning Policy Guidance (NPPG) threshold changes, a report on how the sums received from developments could be spent is expected to come forward for Cabinet consideration in the near future. Whilst this money is required to be spent only on affordable housing there are options on how this could be done. The report will set out the options involved.

### **Strategic Housing Market Assessment (SHMA)**

Since publication of the Strategic Housing Market Assessment (SHMA) in June 2014 a new set of household and population projections were released by ONS. In assessing housing need in the Borough national planning policy stipulates that needs assessments should take account of the most recent household and population projections. A report titled 'Assessing King's Lynn and West Norfolk's Housing Requirement May 2015' which considers the most recent population projections has been completed and is now available to view on both the planning and housing pages of the Councils website.

### **Food Hygiene**

The food team are well under way with the free allergen training for businesses which is being well received.

The focus of the next twelve months in the food team is to work with businesses scoring 0-2 in the food hygiene rating scheme to help improve their score. Overall 95% of food businesses included within the scheme have a rating of 3, 4 or 5.

### **Licensing**

The licensing team are consulting on a proposed service level agreement for taxi testing stations. Interests will be invited from all current testing stations and those currently on the waiting list to apply for the status of an approved station.

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

### **Changes to standards required in private rented housing**

Towards the end of the last Parliament and number of legislative changes have introduced measures to improve the private rented sector and tackle bad practice. The changes include:-

- Letting Agent Transparency – agents need to publish fees, state whether they are part of a client money protection scheme and which redress scheme they have joined

- Smoke and CO Alarms - Subject to Parliamentary approval, private rented sector landlords will be required to have working smoke alarms on every floor of their property and carbon monoxide alarms in rooms where a solid fuel heating system is installed
- Retaliatory Eviction - Tenants in the private rented sector will be protected from being evicted by their landlord simply because they have made a legitimate complaint about the condition of the property

The Council has a key role in communicating these new requirements to landlords and letting agents. The private rented sector has grown in this area as it has across the country, and it is important that the Council continues to engage positively with the sector. A Landlord's forum is planned for September – further details will be posted on the website soon.

### **3 Meetings Attended**

Full Council, Cabinet sifting, IT Training  
Cabinet, Licensing Training  
R&P, Various meetings with officers



**CABINET MEMBERS REPORT TO COUNCIL**  
**25 June 2015**

**COUNCILLOR DAVID POPE**  
**CABINET MEMBER FOR ICT, LEISURE AND PUBLIC SPACE**

For the period 21<sup>st</sup> May to 25<sup>th</sup> June 2015

**1 Progress on Portfolio Matters.**

As Members will be aware Portfolio responsibilities have changed in some areas, and I am pleased to see the addition of Cllr Paul Beal onto Cabinet. I have agreed with Paul that for our grounds maintenance responsibilities I will take responsibility for the borough south of Dersingham and Paul will take Dersingham and the area to the north.

A new trim trail should be available on the Lynnsport site as part of our partnership with the College of West Anglia. The College are providing the facility for use by their Uniformed Services students but public use will be available when not in use by the College.

The first part-year operation of the new arrangement for leisure, and our partnership with Alive Leisure, have gone extremely well. The Trust will be reporting to one of the Panels later in the year. The Council is continuing to invest in leisure for the borough and we are in discussions with the Trust to incorporate the planned new hockey and tennis facilities at Lynnsport into our arrangements. Together with other members of Alive Management, our Local Authority Company, I will be meeting with the Board of the Trust in July to discuss our first year and how we can work together to continue to improve the value for money and quality of services.

As I have previously reported it is planned to relocate the Council's nursery to the depot on Hardwick Narrows. This has been delayed due to highways matters but will now proceed through the Planning process.

The Kingsway Sports Changing facilities will be formally appointed in the next few weeks ready for the 2015/16 football season.

**2 Meetings Attended and Meetings Scheduled**

May 21	Full Council
May 27	Portfolio meeting – Chris Bamfield Cabinet sifting
June 03	R & D and E & C Panel meeting

June 05 Visit to Nursery with Chris Durham  
June 09 Alive Management – Board of Directors meeting  
June 17 The Willows meeting at Downham Mkt  
June 22 Parking in Hunstanton – Chris Bamfield office  
June 24 Portfolio meeting – Chris Bamfield  
June 25 Full Council

**CABINET MEMBERS REPORT TO COUNCIL**

25 June 2015

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

For the period May to 15 June 2015

**1 Progress on Portfolio Matters.**

It has not been possible to go ahead with paving features in the Bus Station but provision is being made for sockets and power supplies to enable any future enhancements to be made without ground work.

**2 Meetings Attended and Meetings Scheduled**

Cabinet

## CABINET MEMBERS REPORT TO COUNCIL

25 JUNE 2015

<b>COUNCILLOR ALISTAIR BEALES – DEPUTY LEADER AND CABINET MEMBER FOR REGENERATION AND INDUSTRIAL ASSETS</b>
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For the period May to 16 June 2015
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<b>1 Progress on Portfolio Matters.</b>
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I was delighted to retain the Regeneration Portfolio and work continues on the major projects which include:
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- |  |
|--|
| <ul style="list-style-type: none"> <li>• Bus station refurbishment</li> <li>• Kings Lynn Innovation Centre</li> <li>• Major housing project</li> </ul> |
|--|

This report is somewhat less detailed than normal and once the excitement and disruption of the elections have receded I will report to Council in more depth.
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<b>2 Forthcoming Activities and Developments.</b>
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I am hopeful that Council will approve the Fields in Trust proposal for the River Lane area of Lynnsport which will fulfil a policy proposal I put to Council and which is being led by Cllr. Pope.
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<b>3 Meetings Attended and Meetings Scheduled</b>
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27 <sup>th</sup> May – Cabinet sifting 1 <sup>st</sup> June – meeting with Leader & Chief Executive 3 <sup>rd</sup> June – joint meeting of Regeneration & Development and Environment & Community Panel 18 <sup>th</sup> June – Cabinet Scrutiny Committee 24 <sup>th</sup> June - joint meeting of Regeneration & Development and Environment & Community Panel
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**CABINET MEMBERS REPORT TO COUNCIL****25 JUNE 2015****COUNCILLOR N J DAUBNEY - LEADER AND CABINET MEMBER FOR RESOURCES**

For the period 8 May 2015 to 12 June 2015

**1 Progress on Portfolio Matters.****Council**

Positions are appointed to the major executive and non-executive bodies. A Strategic plan and business plan are now being developed based upon priorities as outlined in the Conservative Group Manifesto.

**Budget****Outturn 2014/2015 and Monitoring 2015/2016**

The outturn for the revenue budget for 2014/2015 is part of this Council agenda and I am pleased to be able to repeat my words from this time last year and say that “we have once again delivered our range of services to residents, businesses and visitors to West Norfolk within the budget set for the year”. Furthermore we enter this new financial year of 2015/2016 with a healthy working balance of £3.7m.

We continue to face financial challenges and it is a testimony to our commitment, both at member and officer level, that we have not only continued to deliver the extensive range of services to the public but we have also continued with our drive for cost reduction and looking at more efficient and better ways to do things. During 2014/2015 we achieved further savings of £614,465. In addition as part of the closing of the accounts for 2014/2015 we took the opportunity to make additional transfers to earmarked reserves of £526,096.

It is too early to make comment on the new financial year 2015/2016 but we do know however that we enter the year with healthy balances and a continued drive and determination to reduce costs where possible.

**Hanse Business Convention**

The Third Weekend in May is International Hansa day when member cities celebrate their common heritage. Kings Lynn certainly did do so and that will no doubt be reported by the Portfolio Member.

This year we also held an International Business Convention. This was supported by some 100 business community members and international

Hanse members from France, Germany and Russia.

Key note speakers included UK Business Ambassador Dr. Herman Hauser, Minister for Economic Affairs at the German Embassy, Dr Andrea Prothmann and Government Policy Adviser, Simon Anholt.

Workshops were well supported and were led by the Borough Council, Hanse Business, UK Trade and Investment and Local Export Champion – Learning Resources.

### **Norfolk Leaders Group**

This is an influential group made up of the County Council Leader and all District Leaders along with Chief Executives.

They meet about four times per year and discuss growth, finance, skills and very many other areas of common interest.

It has always been chaired by the County Council Leader. I am pleased that I have now been elected to that position.

I believe that with the great challenges and opportunities facing local authorities, and the fast developing conversations opportunities arising around combined authorities, devolution and relationships with local enterprise Partnerships it is good to be given this opportunity and for West Norfolk to undertake this important county responsibility

### **Business Rates Pool**

This Council took the decision to join with other Norfolk Councils to form a “Business rates Pool”. This means that more business rate growth is retained within the county for all our benefit (always providing we achieve growth).

I am pleased to report that this has created a fund of about £2.5 million for projects.

The Norfolk Leaders Group are charged with allocation (having received appropriate advice from an appointed Norfolk Growth Group). At its recent meeting, held 16<sup>th</sup> June it allocated £2.35 million. Major winners included this Borough with £100 000 to assist with a South Quay delivery plan and £450,000 to help with delivery of the King’s Lynn Innovation Centre.

## **2 Meetings Attended**

Downham Market Chamber (x2)  
Hanse Business Convention  
Hanse Festival  
Cabinet Sifting  
Cabinet

Hanse Business Board  
Corporate Planning Meetings  
King's Lynn Town Centre Partnership  
LGA  
Alive Management Board  
Local Authority Leaders Group (Norfolk)  
Hunstanton Chamber of Trade  
Norfolk Chamber of Commerce Resources and Performance Panel

**Scheduled(before month End)**

College of West Anglia - Finance Committee  
Cabinet Scrutiny Committee  
LGA Safer Communities Board  
MP Meetings  
RAF Marham  
LGA National Conference

## CAB12: KING'S LYNN SURFACE WATER AND HIGHWAY INFRASTRUCTURE IMPROVEMENTS AND MAJOR HOUSING DEVELOPMENT AT LYNNSPORT AND MARSH LAND - COMPULSORY PURCHASE ORDERS

Councillor Beales presented a report which reminded Members that the Council was seeking to progress the delivery of a new road that would link Edward Benefer Way to Lynnsport, Greenpark Avenue and Columbia Way, and the proposed residential development sites at Lynn Sport and Marsh Lane. The Council was working with various agencies in seeking to deliver this major project.

In addition to the above, the Water Management Alliance (King's Lynn Internal Drainage Board) was seeking to improve the surface water infrastructure around King's Lynn to protect the town from flood hazard by diverting water flows from the Gaywood River catchment area during periods of flood risk. The proposed diversion route included the Bawsey Drain that ran through Lynnsport and the North Lynn Drain that ran along the eastern boundary to the North Lynn Industrial Estate. These surface water improvements required a Pumping Station site.

The provision of the new road would affect part of the surface water drainage system as part of the North Lynn Drain will need to be culverted to accommodate the road. The culverting exercise would affect the drainage flows within the system and the rate of surface water run-off from the new road itself meant that down-stream capacity may need to be increased.

Councillor Beales explained that the site required for the Pumping Station, and the land required for increasing down-stream capacity were not owned by the Council, nor were they owned by the Water Management Alliance. Authority was sought from the Cabinet (and Full Council) to acquire the sites identified within the report and to make use of Compulsory Purchase powers, if necessary.

The report identified the known interests and parcels of land proposed to be acquired and to be included in a Compulsory Purchase Order, or Orders, if necessary and the specific power under which the compulsory purchase order(s) would be made. It was explained that should a landowner come forward after an Order had been made, compensation would be given.

Councillor Long drew attention to the overall benefit of the new pumping station which would ensure further protection for King's Lynn in times of flood risk.

Councillor Daubney confirmed that the item had been debated at the Joint Panels Meeting, and had been accepted.

**(RESOLVED:** That Cabinet authorise the Property Services Manager, in consultation with the relevant Portfolio Holder to acquire the land, or secure rights as necessary, as identified within this report.)

**RECOMMENDED:** 1) That the Council makes a compulsory purchase order (or compulsory purchase orders) in respect of the parcels of land and interests referred to pursuant to Section 226(1)(a) Town and Country Planning Act 1990.



2) That the Property Services Manager be given delegated authority to make any necessary changes to the Order plan and to the interests which are to be acquired, should further information come to light requiring such amendments, in consultation with the relevant Portfolio Holder(s).

3) That the Legal Services Manager be given delegated authority to make and complete all necessary documents in relation to the private treaty acquisitions and/or the compulsory purchase orders as necessary.

## CAB 13: REVIEW OF OVERVIEW AND SCRUTINY

Councillor Daubney presented a report which explained that in 2014 a Corporate Peer Challenge was undertaken at the Borough Council. One of the issues which emerged quite strongly from the review was a fairly widespread concern amongst the Members who participated that the current Overview on Scrutiny arrangements were not particularly effective. An in depth review of the Council's overview and scrutiny function was subsequently commissioned from the Centre for Public Scrutiny (CfPS). The report summarised the main findings and recommendations arising from the review and recommends a way forward to seek to enhance the effectiveness of the Overview and Scrutiny arrangements.

The Chief Executive summed up the recommendations of the CfPS and explained that he proposed to hold a workshop of Members to ascertain their views on future structures. He suggested that a Task Group be set up to consider the findings of the workshop, and make recommendations to Cabinet and Council on future structures.

Councillor Daubney drew attention to the full debate on the matter at the Resources and Performance Panel.

Under Standing Order 34 Councillor Moriarty addressed the Cabinet in that he was pleased Councillors would be able to contribute to the process when the opportunity arose.

Councillor Daubney drew attention to the comment from the Resources and Performance Panel that they disliked the term Task and Finish Group, and had requested that it be called a Working Group. Councillor Beales asked for clarification on the difference between the two types of bodies, and expressed the wish that as many members as possible would participate in the workshop to make their views known.

The Democratic Services Manager explained that constitutionally, a Task Group was a proportional body which could be set up by any of the main Council bodies, and an Informal Working Group was a body which could be set up by Scrutiny to carry out a piece of work for them, and did not have to be proportional.

Under Standing Order 34 Councillor Mrs Mellish informed Cabinet that she had attended the Resources and Performance Panel and she felt that the term Task and Finish was the issue, whereas a Task Group would be acceptable. She also commented on other elements of the recommendations such as the sifting meetings involving the whole Committee or Panel or the reduction of number of meetings.

Councillor Lord Howard sought clarification on how the matter would progress. It was explained that once the recommendations were approved by Council a workshop would be set up, from which the findings would be reported to the new Task Group which would then consider them and report through the process to Council for a final decision.

Councillor Beales drew attention to what he felt was the major thread in that the Panels were dominated by Cabinet reports. He commented that he hoped the

structures would ensure Cabinet would still be scrutinised in some way, and that he hoped public speaking would be introduced to Cabinet and Scrutiny meetings. He expressed the hope that it would be dealt with in an open and accountable manner.

- RECOMMENDED:**
- 1) That the findings of the CfPS review be noted.
  - 2) That officers be instructed to arrange a workshop for Members with the CfPS to consider in more depth their report and examples of good practice from similar authorities.
  - 3) That a 9 Member, Council Proportional Task Group be set up to consider the CfPS report and the outcome of the Member workshop and make recommendations to Cabinet.
  - 4) That a further report be brought to Cabinet to finalise revised arrangements for the performance of the overview and scrutiny process within the Borough Council.

## CAB14: OFFICER EMPLOYMENT RULES AMENDMENT

The Executive Director, Central and Community Services presented a report which recommended amendments to the Council's standing orders to bring into effect changes to the Officer Employment Rules in the Constitution following the enactment of The Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015 (SI 2015/881).

**RECOMMENDED:** That the Council's Constitution be amended to reflect the requirements of The Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015 (SI 2015/881).

## CAB17: SCHEME OF DELEGATION

Councillor Daubney presented a report which recommended an updated scheme of delegation for approval. The Scheme has been amended to take account of the changes in Portfolio responsibilities. Councillor Daubney drew attention to the recommendation which gave authority to the Chief Executive in consultation with the Leader to make minor amendments where anomalies occurred.

**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 minor amendments to the Scheme to resolve any anomalies which may occur.

## CAB19: ACQUISITION OF MORSTON ASSETS SITES AT THE NAR OUSE REGENERATION AREA

Councillor Beales presented a report which considered the acquisition of the sites from the Administrators of Morston Assets Ltd in order to facilitate the comprehensive redevelopment of the Nar Ouse site.

Councillor Beales informed Members of the different areas on the sites and the associated ownership. He drew attention to the fact that he felt it was in the wider public interest for the Council to acquire the sites, much of which needed remediation, which be unlikely to be carried out by the private sector.

The Chief Executive drew Members attention to the permitted uses of each area, and the potential to apply for LEP funding.

Members discussed the issue of valuations, testing and remediation required for the sites. It was noted that the investigatory work on the sites would be carried out independently so as not to invalidate the enforcement role of Council officers.

Under Standing Order 34, Councillor Mrs K Mellish addressed the Cabinet in support of the proposals seeking assurances that there were serious negotiations taking place. This assurance was given.

Attention was drawn to the minor change to recommendation 2 which the Panels had amended to “noting the conditional offers”. The Chief Executive also drew attention to the need to ensure there was sufficient authority to use the capital programme for the purposes set out.

**RECOMMENDED:** 1) That officers be instructed to undertake comprehensive due diligence of the Morston Assets sites including jointly commissioning with the Administrators, detailed site investigations to enable a full assessment of remediation and development costs of the sites.

2) That the conditional offers to the administrators for all of the Morston Assets sites as set out in paragraph 3.1 of the report be noted.

3) Subject to the results of the due diligence, delegated authority be granted to the Property Services Manager and Legal Services Manager in consultation with the Leader and Portfolio Holder for Regeneration, to submit revised firm offers to the Administrators to acquire part or all of the Morston Assets land holdings at the Nar Ouse Regeneration Area, subject to the total sum being equal to or less than the sums identified in the conditional offer.

4) That the Legal Services Manager be authorised to make and complete all necessary documents in relation to the acquisitions identified in this report.

5) That the costs of the site investigations to be met from the approved NORA capital budget.



## REPORT TO COUNCIL

Lead Member: Councillor Nick Daubney E-mail: <a href="mailto:cllr.nick.daubney@west-norfolk.gov.uk">cllr.nick.daubney@west-norfolk.gov.uk</a>		Other Cabinet Members consulted:		
Lead Officer: Samantha Winter E-mail: <a href="mailto:sam.winter@west-norfolk.gov.uk">sam.winter@west-norfolk.gov.uk</a> Direct Dial:01553 616327		Other Members consulted: REC Panel		
Other Officers consulted:				
Financial Implications NO	Policy/Personnel Implications NO	Statutory Implications (incl S.17) NO	Equalities Impact Assessment NO	Risk Management Implications NO

**Date of Meeting: 25 June 2015**

### **APPOINTMENTS TO OUTSIDE BODIES, PARTNERSHIPS AND INTERNAL DRAINAGE BOARDS**

#### **Purpose of Report**

The report seeks the appointment of representatives to serve on outside bodies and partnerships, which fall within the General, Parished and Unparished categories. Nominations for representatives to serve on outside bodies and partnerships which fall within the Scrutiny and Regulatory categories have been made by the Regeneration Environment and Community Panel and are also submitted for approval by Council as set out in point 4.1 of the report.

#### **Recommendations**

- 1) That the Council appoints representatives to serve on the outside bodies and partnerships listed in the Parish level and General categories as shown at Appendix 1.
- 2) That Council approves the appointment of representatives nominated by the Joint meeting of the Regeneration and Development & Environment and Community Panel to serve on outside bodies and partnerships which fall within the Scrutiny and Regulatory categories as shown in point 4.1 of the report and Council nominates members to serve on the scrutiny outside bodies for which no nominations were made by the Panels.
- 3) That Council appoints representatives to serve on the Internal Drainage Boards listed in Appendix 2 attached.
- 4) That nominations be invited from appropriate Parish Councils to fill any vacancies on the Internal Drainage Boards not taken up by Borough Council, in accordance with current Council policy.
- 5) That the reporting arrangements be noted, as shown in section 3 of the report.

#### **Reason for decision**

To ensure continued involvement in the community by the Council



## **1.0 BACKGROUND**

1.1 The Cabinet at its meeting on 10 June 2015 confirmed a number of Executive appointments to outside bodies and partnerships. Further appointments are made by the Council in the following categories:

- Scrutiny and regulatory roles
- Parish level representation, parished and unparished areas
- General appointments

## **2.0 INSURANCE COVER FOR BOROUGH COUNCILLORS**

2.1 The Council's insurance will indemnify any employee or member arising from their service on the board or participation in the capacity of governor, officer, trustee, director, committee member or other official of any not-for profit entity other than the insured.

Provided always that:

- a) The service or participation by the employee or member is specifically requested by or under the specific direction of the insured.
  - b) The insured is legally entitled to approve the service or participation and to indemnify the employee or member in respect of it.
  - c) Any payment will only be made by the insurer for an amount in excess of any indemnification or insurance coverage provided by the not-for-profit entity or afforded from any other source and to which the employee or member is entitled.
- 2.2 When a member is appointed to serve on an outside body, they should also ensure that as well as completing the Register of Financial and Other Interest form, they should complete the annual "Related Party Transactions form", with the details of those bodies on which they serve.

## **3.0 FEEDBACK FROM MEMBERS ON OUTSIDE BODIES**

3.1 Arrangements for reporting back by Members serving on Outside Bodies are approved every year at Council as follows:

- 3.1.1 The Regeneration Environment and Community Panel should be able to request reports from Councillors serving on outside bodies which fall within their remit. By programming the reports over the Panel's annual timetable of meetings, it would be possible for members both to assess the usefulness of making appointments to bodies and be informed of any relevant matters.
- 3.2 Cabinet Members serving on outside bodies will report via their Cabinet Members' reports to Council.
- 3.3 It is not intended that reports would be required from Councillors serving on bodies local to their wards. All would be encouraged, however to use the Members' Bulletin to report on the work of any such organisation.

## **4.0 APPOINTMENT OF REPRESENTATIVES**

### **4.1 Scrutiny and Regulatory Roles**

Nominations made by the Joint meeting of the Regeneration and Development & Environment and Community Panel on 3 June 2015 are shown below.

- Borough Council/College of West Anglia Liaison Board - Councillor Mrs E Watson
- King's Lynn and West Norfolk Area Museums Committee - Councillors A Tyler, T Wing-Pentelow and Mrs A Wright
- Norfolk County Council – Norfolk Countywide Community Safety Partnership Scrutiny Sub-Panel – no nominations put forward by the Panel
- Norfolk Health Overview and Scrutiny Committee – Councillor Mrs S Young and no nomination put forward for substitute member
- West Norfolk Community Transport Project – Councillor J Moriarty
- West Norfolk Disability Forum – Councillors Miss S Sandell, Mrs S Fraser, T Bubb, M Chenery of Horsbrugh, Mrs S Squire

### **4.2 General Appointments, Parish Level Representation, Parished and Unparished Areas**

Appendix 1 attached lists the bodies for which representatives are to be appointed and details the current representative.

### **4.3 Internal Drainage Board Appointments**

Appendix 2 (attached) lists the Internal Drainage Boards and the number of representatives being sought for each. Nominations are for a four year period.

Current Council policy is to invite nominations for Parish Council representatives to fill any vacancies not taken up by Borough. Members are invited to recommend that this policy should continue. The existing representatives for both Borough and Parish are also shown in Appendix 4 (attached).

## **5.0 FINANCIAL IMPLICATIONS**

Mileage and subsistence allowances for Councillors attending meetings.

## **6.0 ACCESS TO INFORMATION**

Current lists of member representation  
ACSeS report on liabilities of Outside Bodies

**APPOINTMENTS TO BE MADE BY FULL COUNCIL ON 25 JUNE 2015**

Executive appointments (for information) and Scrutiny nominations (to be confirmed by Council) are shown in italics.

For information Scrutiny and Executive appointments are shown in italics

<b><u>NAME OF OUTSIDE BODY</u></b>	<b><u>NUMBER OF REPRESENTATIVES PERMITTED</u></b>	<b><u>2014/15 REPRESENTATIVE/S</u></b>	<b><u>TERM OF OFFICE</u></b>
Backham Almshouse Trust	1 Parish Level	Sally Twyman	Annual
Bexwell Poors Land Charity	2 Parish Level	T White	4 years
Brancaster Commons Committee	1 Parish Level	T de Winton	Annual
Burnham Overy Harbour Management Committee	1 Parish Level	T de Winton	Annual
Downham Market Leisure Centre Joint Management Committee	1 Exec, 2 General	A Lovett and K Mellish (General). <i>Councillor D Pope (Exec appointment)</i>	Annual
Freebridge Community Housing Board	2 General	C Sampson and L Bambridge	Annual
Gaywood Allotment Trust	3 Parish	W Daws, C Walters, L Scott	4 years
Hunstanton and District Arts Festival	1 Parish	P Beal	Annual
Hunstanton Green Joint Management Committee	1 Exec and 2 Parish	Mrs E Watson and P Beal (Parish). <i>E Nockolds (Exec)</i>	Annual
Hunstanton Regeneration Project Team	1 Exec and 2/3 Parish	Mrs E Watson, P Beal and R Bird (Parish). <i>A Beales (Exec)</i>	Annual
John Sugars Almshouses Charity	4 Parish Level	L Bambridge, Sally Twyman and Janice Minns and Kate Taylor (non council)	Annual

King's Lynn and West Norfolk Area Museums Committee	1 Exec, 3 Scrutiny, 1 General	A Tyler. <i>Mrs E Nockolds (exec), M Back, Mrs A Wright, T Wright (Scrutiny)</i>	Annual
King's Lynn Borough Charity	2 General	R Groom and Mrs S Smeaton	4 years
King's Lynn Conservancy Board	4 Parish Level	C Sampson to 29.11.15 D Thomason to 31.01.16 B Long to 31.01.17 G Hall to 31.01.18	3 years
King's Lynn Emmerich Twinning Club	2 Genera	A Tyler and N Daubney	4 years
King's Lynn Town Centre Partnership	1 Exec + sub, 2 Parish Level	L Bambridge and Mrs A Wright <i>A Beales and N Daubney (Exec + sub)</i>	Annual
Marriotts Warehouse	3 General	T Wright, Dr P Richards and C Crofts	4 years
North End Trust	1 Parish Level	E Nockolds	Annual
Outwell Charities	1 General	C Crofts	Annual
Safer Neighbourhood Action Panel (SNAP) – King's Lynn North	2 Parish	L Bambridge and D J Collis	Annual
Safer Neighbourhood Action Panel (SNAP) – Dersingham and Gayton	2 Parish	A Bubb and A Beales	Annual
Safer Neighbourhood Action Panel (SNAP) – Downham Market	2 Parish	D Pope and Mrs K Mellish	Annual
Safer Neighbourhood Action Panel (SNAP) – Gaywood, Fairstead and Reffley	2 Parish	Mrs E Nockolds and M Shorting	Annual
Safer Neighbourhood Action Panel (SNAP) – Hunstanton and Burnham	2 Parish	Mrs E Watson and P Beal	Annual
Safer Neighbourhood Action Panel (SNAP) – South and West Lynn	2 Parish	D Whitby and 1 vacancy	Annual
Safer Neighbourhood Action Panel (SNAP) –	2 Parish	B Long and B Ayres	Annual

Terrington			
Safer Neighbourhood Action Panel (SNAP) – The Woottons	2 Parish	Mrs E Nockolds and N Daubney	Annual
Safer Neighbourhood Action Panel (SNAP) – Watlington	2 Parish	M Howland and A Collins	Annual
Sibelco – Leziate Quarry Liaison Committee	1 Parish Level	A Beales	Annual
West Norfolk and King's Lynn Girls School Trust	1 General	Mrs E Nockolds	4 years
West Norfolk Youth Advisory Group	1 General	Miss S Sandell	Annual
West Walton Poors Charity	1 Parish Level	Mrs B Porter – Parish Council	3 years
William Cleave Educational Foundation	2 Parish Level	Miss L Bambridge and 1 vacancy	2 years

**INTERNAL DRAINAGE BOARD REPRESENTATIVES**

<b>Drainage Board -</b>	<b>No of reps Council permitted to nominate</b>	<b>Parishes in Drainage Board area</b>	<b>2014/15 Borough Council representatives</b>	<b>Parish Council representatives</b>
<b>East of Ouse, Polver and the Nar</b>	12	St Germans/St Peter KL West Winch Blackborough End East Winch Pentney Wormegay Tottenham Watlington Runcton Holme Marham Shouldham Stow Bridge	C Crofts M Howland D J Collis C Joyce J Moriarty J Leamon M Hopkins L Allen B Long 1 x vacancy	(2) Barry Thrower (West Winch) Paul Gascoyne (Shouldham)
<b>Churchfield and Plawfield</b>	9	Outwell Upwell Three Holes	D Pope C Crofts	(7) Steven Calton (Upwell)
<b>Downham and Stow Bardolph</b>	4	Stow Bardolph (Stow Bridge & Barroway Drove) Downham West Outwell Marshland St James	G Wareham C Crofts D Tyler 1 x vacancy (J Ansell resigned Jan 15)	(0)
<b>King's Lynn</b>	10	Those previously served by the following IDBs: Gaywood Magdalen Marshland Smeeth & Fen West of Ouse Wingland	M Chenery C Crofts P Cousins R Groom Lord Howard E Nockolds B Long D Whitby T Wright S Young	(0)
<b>Ladus</b>	1	Upwell	D Pope	(0)
<b>Littleport and Downham</b>	1	Welney Denver Hilgay Southery	A White	(0)

<b>Drainage Board</b>	<b>No of reps Council permitted to nominate</b>	<b>Parishes in Drainage Board area</b>	<b>Borough Council representatives</b>	<b>Parish Council representatives</b>
<b>Manea and Welney</b>	1	Welney	C Crofts	(0)
<b>Middle Level Commissioners</b>	1		R Groom	(0)
<b>Needham Burial and Birdbeck</b>	9	Outwell Upwell	C Crofts D Pope	(7) Steven Calton (Upwell)
<b>Norfolk Rivers</b>	1	Those previously served by the following IDBs: North Norfolk Upper Nar	E Watson	(0)
<b>Southery and District</b>	8	Southery Hilgay Feltwell Hockwold Methwold	M Peake M Storey A White	(5) Crispin Copsey (Southery) Richard Martin (Hilgay) Peter Carter (Hilgay)
<b>Stringside</b>	1	Fincham Barton Bendish Boughton Stradsett Oxborough	T Manley	(0)
<b>Stoke Ferry</b>	9	Stoke Ferry Wereham Wretton West Dereham Ryston Fordham Roxham Denver Downham Market Wimbotsham Stow Bridge	A Lovett T Manley M Peake G Wareham A White	(4) Graeme Key (Stoke Ferry) Stephen Bruce (Stoke Ferry) Peter Duffield (Denver) Roger Lankfer (Wereham)
<b>Upwell</b>	3	Upwell Downham West Lakesend Welney	C Crofts D Pope V Spikings	(0)