Borough Council of
King's Lynn &
West Norfolk

Cabinet
Tuesday, 17th November, 2026 at 6.00 pm
in the **Town Hall, Saturday Market Place, King's Lynn**

Reports marked to follow on the Agenda and/or Supplementary Documents

1. **MATTERS REFERRED TO CABINET FROM OTHER BODIES** (Pages 2 - 13)

   Recommendations from:

   - Corporate Performance Panel 10th November 2026
   - Joint Panel 11th November 2026

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Recommendations to Cabinet on 17th November 2026 from the Corporate Performance Panel held on 10th November 2026

CP69 **Cabinet Report - Corporate Performance Monitoring Quarter 2**

Click here to view the recording of this item on YouTube.

The Senior Corporate Governance Officer presented the Quarter Two 2026/27 Corporate Performance Report and advised that 85% of current projects were on track, with the remaining 15% experiencing minor issues or delays which had been identified and were being managed. Of the key performance indicators, 83% had met or exceeded their targets, with the remaining 17% below target and subject to ongoing monitoring.

Members were advised that the UK Shared Prosperity Fund and Rural England Prosperity Fund programmes had been completed, securing more than £3 million across over 120 projects. Engagement with the devolution programme had recommenced. Reporting relating to Local Government Reorganisation had been paused during Quarter Two and was due to recommence in Quarter Three. Additional resources were also being directed towards the Care Leavers Covenant and Equality, Diversity and Inclusion actions.

The Vice – Chair, Councillor Spikings sought clarification and requested that actual numerical figures and clearer reporting periods be provided alongside percentages, particularly in relation to business performance, affordable homes and new homes delivered. The Assistant Director for Environment and Planning and the Senior Corporate Governance Officer clarified that the percentages reported are based on national targets but agreed to insert the housing delivery target in future reports to give a clearer understanding of performance against the intended level.

Under Standing Order 34, Councillor Blunt sought clarification on whether changes to national planning policy and processes would require revised targets or performance indicators. The Assistant Director for Environment and Planning confirmed that the existing national targets would remain. The revised scheme would be reviewed separately after six months to assess its impact on delivery, rather than solely on the speed of determining applications.

Councillor Jones sought clarification on the additional staffing required within the Customer Information Centre to reduce call-answering times and requested further information regarding two reported cyber incidents. The Senior Corporate Governance Officer advised that recruitment and training were underway and that more complex enquiries required additional time to resolve. In relation to the cyber incidents, it was advised that specific details would not be discussed in open session but could be provided separately outside of the meeting.

RESOLVED: The Panel supported the recommendations to Cabinet.

Cabinet Resolves to:

1. To review the Performance Management Report and comment on the delivery against the Corporate Strategy.

CP70 **Cabinet Report – Council Tax Support Scheme for Working Age People for 2027/2028**

Click here to view the recording of this item on YouTube.

The Revenues and Benefits Manager presented the proposed Working Age Council Tax Support Scheme for 2027/28 and recommended that the existing scheme continue, subject to minor amendments to reflect wider welfare reforms and provide clarification to the wording.

Members were advised that the scheme could provide support of up to 100% of a claimant's Council Tax liability and currently provided approximately £12 million of support to around 9,500 households, with an average award of approximately £1,300.

In response to a question from the Chair, Councillor Long, the Revenues and Benefits Manager advised that the scheme was publicised through Council Tax bills and the Council's website. A specialist recovery team also promoted available support to vulnerable households and those experiencing difficulty with payments. Residents did not need to be in arrears before contacting the Customer Information Centre for advice and support.

Portfolio Holder, Councillor Morley referred to the postcode analysis within the report and highlighted the significantly higher number of working-age households receiving support in the PE30 area compared with pension-age households. Members noted that this could reflect local household and employment circumstances and that wider Council support remained important.

RESOLVED: The Panel supported the recommendations to Cabinet then Council.

Recommendation to Full Council:

That the draft Council Tax Support Scheme for 2027/2028 is agreed as the final Council Tax Support Scheme for working age people for 2027/2028.

CP71 **Cabinet Report - Council Tax Discounts, Levies and Premiums for Empty Properties and Second Homes for 2027/2028**

Click here to view the recording of this item on YouTube.

The Revenues and Benefits Manager presented the annual review of Council Tax discounts, levies and premiums for empty properties and second homes. Members

were advised that no changes to the existing arrangements were proposed for 2027/28.

The report recommended retaining the existing discounts, levies and premiums for long-term empty properties, furnished properties, second homes and uninhabitable properties. The arrangements reflected the relevant statutory exceptions and had been incorporated into the Council's financial projections and Financial Plan, with an allowance made for potential changes in behaviour.

Councillor Sayers sought clarification on the criteria for determining whether a property was uninhabitable and whether a 25% discount was appropriate in circumstances such as significant fire damage. The Revenues and Benefits Manager advised that structural works involving walls, floors, ceilings, roofs, foundations or underpinning could meet the relevant criteria. In cases of severe fire damage, a property could be removed from the Council Tax valuation list by the Valuation Office Agency, or the Council could exercise its discretion to reduce the Council Tax liability to nil.

The Chair, Councillor Long, referred to a case involving subsidence and significant structural damage where the presence of protected bats had prevented necessary works from progressing. The Revenues and Benefits Manager explained that delegated authority was available to remit premiums or Council Tax liability in exceptional circumstances where the owner was genuinely seeking to bring the property back into use, subject to the appropriate approval. Any such remission would be considered on the individual circumstances of the case and would not necessarily be applied indefinitely.

RESOLVED: The Panel supported the recommendations to Cabinet then Council.

Recommendation to Full Council:

The following discounts, levies and premiums are continued for 2027/2028, subject to the Statutory Exceptions:

Class A Second Homes: • 0% discount, i.e. no reduction;

Class B Second Homes:

• 0% discount i.e. no reduction, plus,

• An additional premium of 100% - subject to negotiation with Norfolk County Council, to return to BCKLWN a 25% share of the additional income generated by the second homes premium in line with those arrangements agreed in 2024/25 and 2025/26

Class C Empty / Unfurnished Properties:

• 0% discount, i.e. no reduction, plus,

• The relevant Long-Term Empty Property Levy (as below)

Class D Uninhabitable Properties:

• 25% discount for 12 months starting on the day the property becomes uninhabitable; then:

• 0% discount once the 12-month period has expired, plus

• The relevant Long-Term Empty Property Levy (as below)

Long-Term Empty Properties (following on from Class C and Class D above):

• A premium of 100% where the property has been empty for at least one year but less than five years,

• A premium of 200% where the property has been empty for at least five years but less than ten years, and

• A premium of 300% where the property has been empty for at least ten years.

That authority be delegated to the Leader of the Council, in consultation with the Section 151 Officer, to negotiate and agree with Norfolk County Council the proportion of additional Council Tax income arising from the second homes premium to be returned to the Borough Council for 2027/2028.

CP72 **Cabinet Report - Community Project Fund**

Click here to view the recording of this item on YouTube.

The Portfolio Holder introduced and explained that the Community Project Fund had been established as part of the February budget process to provide Ward Members with a means of supporting local improvements and community needs within their wards. The fund was intended to complement, rather than replace, centrally determined expenditure and enabled Members from across the political groups to support projects within their local communities.

The Deputy Chief Executive and Section 151 Officer presented the first round of the Community Project Fund and advised that 48 applications had been received, requesting just over £651,000 against an available allocation of £500,000. The applications had a combined project value of approximately £1.863 million.

She explained that Officers had triaged and scored the applications against the published criteria, following which the working panel had considered the applications and made a number of adjustments based on wider considerations. Funding totalling £412,676 was recommended, supporting projects with a combined value of approximately £1.112 million, subject to Cabinet approval.

The Chair, Councillor Long questioned whether the allocation of £500,000 prior to the detailed criteria and projects being known had limited Full Council's opportunity to consider and scrutinise alternative uses of the funding as part of the budget-setting

process. The Portfolio Holder explained that the fund had been specifically designed as a ward-based mechanism to support local projects.

The Deputy Chief Executive and Section 151 Officer explained that approval of the budget had established the financial envelope and broad purpose of the fund, following which the detailed criteria and governance arrangements had been developed. The criteria had subsequently been considered by the Panel prior to applications opening.

Applicants had been provided with guidance on the evidence required and the scoring process. The maximum awards available were £5,000 for revenue projects and £25,000 for capital projects. The Deputy Chief Executive and Section 151 Officer confirmed that the criteria had been applied consistently to applications.

Members were advised that the proposed awards would be considered by Cabinet on 17 November 2026, with successful projects required to be completed by 31 March 2028.

The Chair, Councillor Long, abstained from the vote.

RESOLVED: The Panel supported the recommendations to Cabinet.

Cabinet resolves to:

1) approve the grant awards set out in Appendix A, subject to the conditions and assurance requirements identified;

2) note the applications set out in Appendix B that are not recommended for funding;

3) delegate authority to the Assistant Director Finance, in consultation with the Portfolio Holder for Finance, to finalise grant conditions and make any minor adjustments necessary to ensure that awards remain within the approved £500,000 budget; and

4) require that no grant payment is released until all relevant eligibility, due diligence and assurance requirements have been satisfactorily completed.

CP73 **Cabinet Report - Budget Monitoring Quarter 2**

Click here to view the recording of this item on YouTube.

The Assistant Director for Finance and Deputy Section 151 Officer presented the Quarter Two Revenue and Capital Monitoring Report. Members were advised that the original budget had forecast a contribution of £1.189 million to the General Fund Reserve. As at 30 September 2026, the position had improved by £781,000, resulting in a forecast contribution of £1.971 million.

The Assistant Director highlighted the key movements contributing to the revised position, including increased car parking income and reduced fuel and consumables expenditure within gardens and open spaces. Other movements related to business rates on empty industrial units, reduced discretionary housing benefit costs arising

from improved temporary and supported accommodation arrangements, and drainage board levy support.

Members were advised that repairs and maintenance costs continued to be monitored as further asset inspections could identify additional requirements. Costs associated with public event safety requirements were also being reviewed following the completion of the events season.

In relation to savings, the annual target was £2.279 million, with £450,000 of savings banked in Quarter One and a further £677,000 in Quarter Two. The report used a red, amber and green rating system to identify savings according to the level of certainty around their achievement.

The Assistant Director also reported that the forecast capital expenditure had reduced from £75.6 million at Quarter One to £62.83 million at Quarter Two, following a review of anticipated project timescales. Debt recovery activity continued, and investment returns remained ahead of budget as a result of prevailing interest rates.

There was no questions or comments from the Panel.

RESOLVED: The Panel supported the recommendations to Cabinet

Cabinet resolves to:

1) Note the forecast revenue and revised capital position for 2026/2027.

2) Approve the proposed amendments to the capital programme, including the movement of projects between programme tiers, as set out in the report and appendix 2.

3) Approve the movements between reserves, as set out in the report

4) Notes the updated position on savings and efficiencies, debt recovery and treasury management.

Recommendations to Cabinet on 17th November 2026 from the Joint Panel Meeting held on 11th November 2026

16: **Cabinet Report – King's Lynn Masterplan & Parking Strategy**

Click here to view the recording of this item on YouTube

The Deputy Leader and Portfolio Holder for Business and Culture introduced the item. The Assistant Director for Regeneration, Housing and Place, Regeneration Programmes Manager and Regeneration Programmes Officer presented the report and accompanying slides in sections, pausing after each section to invite questions and comments from Members as summarised below.

Purpose, vision and status of the Masterplan

Officers explained that the Masterplan had been jointly commissioned by the Borough Council and the King's Lynn Neighbourhood Board. It brought together earlier regeneration work and established a coordinated spatial vision for the town over the next 20 years and beyond. The framework placed culture and heritage at the centre of regeneration and was organised around six strategies: Evolve and Adapt; Land Uses for Local Needs; Harness History and Culture; Harness Natural Assets; Transport and Access; and Built Form and Public Realm.

Members were advised that endorsement of the Masterplan would not approve individual developments or the wholesale removal of parking. The identified sites represented opportunities and each proposal would require further feasibility work, an individual business case and the usual governance, consultation and planning processes.

The Masterplan identified 24 sites for potential short, medium and long-term progression, including 11 opportunity sites. The overall concept indicatively provided for approximately 730 homes, 16,721 square metres of non-residential floorspace and 15.3 hectares of public realm and open space. Officers emphasised that these figures were not fixed commitments.

In response to Councillor Powers, officers advised that monitoring and reporting arrangements remained to be developed. Key outputs could include the number of homes delivered and the amount of commercial or community floorspace, with progress reported through the Scrutiny Panels and the Neighbourhood Board. Affordable housing would be considered for each site through planning policy, viability work and the relevant business case.

Councillor Crofts asked whether the proposals would support promotion of King's Lynn's heritage and tourism offer. Officers confirmed that heritage and culture were

central to the Masterplan and referred to the marketing work included within the Guildhall business plan.

Councillor Long asked whether it was appropriate to refer publicly to named commercial sites. Officers advised that the relevant owners were aware that the Masterplan would be published, while commercially sensitive delivery information would remain exempt where appropriate.

Consultation and community engagement

Officers reported that the most recent consultation had received 178 questionnaire responses and approximately 416 people had attended in-person events. Across both consultation rounds, approximately 218 responses had been received and more than 550 people had attended events. Sixty per cent of respondents agreed that the Masterplan would make King's Lynn a better place.

In response to questions from Councillors Nash, Long and Devulapalli, officers explained that the questionnaire did not provide a detailed age breakdown. Targeted sessions had, however, been held at the College of West Anglia and The Beacon to engage younger people. Officers agreed to consider whether the ArcGIS data could be analysed further by demographic group, while noting the limitations of the platform.

Councillor Kemp asked how residents without internet access had been able to take part in the consultation process. Officers advised that paper questionnaires had been available at public drop-in sessions and could be returned by post or to King's Court. Exhibition material had also been displayed in town-centre windows. Officers highlighted that severe cold weather had reduced attendance at some of the early drop-in sessions.

Councillor Fry suggested that future consultations should include health centres and the Queen Elizabeth Hospital to reach a broader range of residents. Officers welcomed the suggestion and agreed to consider suitable venues and contacts for future engagement.

Opportunity sites, design and environmental matters

Councillor Long questioned whether Devil's Alley could be described as a quick win, given that earlier proposals had not progressed. Officers advised that previous ground investigation work remained useful, funding had been earmarked by the Neighbourhood Board and the revised concept had been developed with residents. Subject to detailed design and planning, delivery was anticipated within the four-year Pride in Place programme.

Councillors Long, Moore and Heneghan under Standing Order 34a commented on the design of Devil's Alley and the need to respect the area's industrial and historic character. Officers advised that the concept had been shaped through targeted community engagement and that detailed design and further consultation would follow.

Councillors Long, Osborne and the Portfolio Holder for Transport Strategy and Car Parking discussed sustainable drainage systems and solar canopies at existing and future car parks. Officers explained that the illustrations expressed strategic aspirations and that feasibility, land ownership and detailed design would be considered for each site. Members requested that solar canopies and their relationship with electric vehicle charging should be considered through individual business cases.

Councillor Lintern left the meeting at 6.34pm.

In response to a question from Councillor Devulapalli under Standing Order 34a, the Regeneration Programmes Officer confirmed that the Environment Agency had been consulted and would remain involved as individual projects progressed. The Regeneration Programmes Manager added a strategic flood risk assessment for King's Lynn would also be undertaken through preparation of the emerging Local Plan.

Councillor Kemp opposed the development and parking concepts for Hardings Pits East, referring to flood risk, local views, the bus lane and the potential for community and recreational uses. The Assistant Director for Regeneration, Housing and Place advised that the wider Boal Quay area remained part of the Council's long-standing regeneration ambitions and could incorporate green infrastructure and public access. The Chair reiterated that any development would remain subject to planning and flood-risk requirements.

Councillor Osborne asked whether the concept for King's Staithe Square would retain its function as an events space. The Regeneration Programmes Officer confirmed that this was an important consideration and would be addressed through detailed design.

<u>Parking, access and transport</u>

Officers explained that the Parking Strategy proposed consolidating longer-stay parking at accessible edge-of-centre locations while retaining well-located short-stay and accessible parking in the town centre. Parking demand and replacement capacity would be monitored and assessed as individual sites were progressed.

Councillor Colwell asked whether the strategy quantified net parking losses and gains. The Regeneration Programmes Officer referred to the indicative capacity table in the opportunity-sites Appendix 8 but emphasised that it was not a firm forecast and depended on which schemes proceeded. The Regeneration Programmes Manager advised the proposed local bus loop, park-and-ride and other transport measures were aspirations that required further business-case work and partnership discussions.

Councillors Long and Kemp expressed concern that relocating parking could disadvantage disabled people, older residents and people with limited mobility, including those without a Blue Badge. The Assistant Director for Regeneration, Housing and Place advised that accessibility, mitigation and the location and quantity of disabled and very-short-stay spaces would be considered in each site-specific business case.

Councillor Osborne asked whether signage improvements could be introduced before the larger proposals were delivered. The Regeneration Programmes Manager advised that operational improvements would be reviewed with the parking team through ongoing asset management.

Councillor Colwell left the meeting at 7.00pm.

Councillor Crofts requested central coach parking for tourism and theatre visitors. The Regeneration Programmes Officer identified the Port and Timber Yard opportunity site as a potential location, subject to further work.

Councillor Ware left the meeting at 7.04pm.

Under Standing Order 34a, Councillor Devulapalli asked whether the Tuesday Market Place would become fully pedestrianised and whether the market would return. The Regeneration Programmes Officer advised that the concept sought to reduce parking and increase pedestrian and public-realm space but did not prescribe the precise amount of parking to be retained. The Chair commented that the return of the market would depend on stallholder interest.

Councillor Crofts left the meeting at 7.14pm.

Members stressed that parking changes should be coordinated with improvements to bus services and should not make the town centre inaccessible by car. The Deputy Leader and Portfolio Holder for Business and Culture advised that the long-term strategy sought to balance car access, public transport, active travel and regeneration, and that displacement or replacement parking would be considered

before existing spaces were removed. The Chair commented that parking charges were outside the scope of the Masterplan and would be considered through the relevant budget process.

Councillor de Whalley left the meeting at 7.23pm.

Under Standing Order 34a, Councillor Devulapalli asked whether the Masterplan should include improved rail links. The Chair advised that additional ambitions could be considered in future but should not delay progression of the existing framework.

Riverfront and neighbourhood investment

Councillor Nash suggested that a marina should be explored to support tourism and river access. Officers advised that previous marina proposals had presented significant cost, demand and operational risks. Existing visitor pontoons, proposed dry-side facilities and the potential for additional moorings at Boal Quay could, however, support further activity. The Deputy Leader and Portfolio Holder for Business and Culture commented that the Masterplan could evolve to incorporate further river links and ferry options.

Councillor Kemp commented that improvements to the West Lynn landing stage should be prioritised because of the importance of the ferry to residents.

Councillor Griffin asked that the benefits of neighbourhood investment should extend to North Lynn, South Lynn, Gaywood, Fairstead and the Friars. The Regeneration Programmes Manager advised that community builders had begun preparing neighbourhood action plans to identify local priorities and inform future Neighbourhood Board investment.

Delivery priorities and £50,000 feasibility allocation

Officers outlined the initial delivery priorities, including work on Devil's Alley, Sommerfeld and Thomas, consolidated parking in the Port area, Southgates, ferry access and market engagement for other opportunity sites. The Council's role would vary by site and could include direct delivery, enabling development and working with public, community and private-sector partners.

Councillor Long asked what tangible outcomes the proposed £50,000 allocation would deliver. The Assistant Director for Regeneration, Housing and Place advised that it would fund initial market engagement, feasibility work, surveys and plans for priority sites. The detailed allocation had not yet been determined and specialist work might require external consultants, although officers would consider where work could be undertaken internally.

Councillor Long proposed that recommendation 5 be amended to require a report to the Corporate Performance Panel setting out how the £50,000 allocation had been utilised. On being put to the vote, the amendment was agreed with one abstention.

Councillor Kemp proposed that Hardings Pits East be removed from consideration for parking or development. On being put to the vote, the amendment was lost.

RESOLVED: That the Joint Panel support the recommendations to Cabinet as set out below, with an addition to Recommendation 5.

Cabinet resolves to:

1. Endorse the King's Lynn Masterplan (Appendix 1) as a comprehensive strategic framework for guiding the future regeneration and development of King's Lynn.
2. Endorse the King's Lynn Parking Strategy Non-technical Strategy (Appendix 2) and King's Lynn Parking Strategy Supporting Technical Data Report (Appendix 8 EXEMPT) as a comprehensive strategic framework for informing the future development, accessibility and parking provision of King's Lynn.
3. Authorise officers to progress discussions with stakeholders including potential funding and delivery partners, to enable delivery of the priority masterplan projects as set out in section 4.
4. Approve officers undertaking market engagement in relation to the masterplan opportunity sites with potential suitability experienced strategic development and investor partners and investors.
5. Delegates authority to the Deputy Chief Executive/Section 151 Officer, in consultation with the Deputy Leader & Portfolio Holder for Finance, to authorise officers to progress market engagement and feasibility phase up to £50,000 and amend the capital programme 2026/7 to support this work**, with a report on how the £50,000 was utilised to go to the Corporate Performance Panel.**
6. Require a further report to Cabinet setting out the outcome of the market engagement and feasibility work of the masterplan opportunity sites before the Council commits more substantial resources to individual schemes.

Recommendation to Full Council:

1. Endorse the King's Lynn Masterplan (Appendix 1) as a comprehensive strategic framework for guiding the future regeneration and development of King's Lynn.
2. Endorse the King's Lynn Parking Strategy Non-technical Strategy (Appendix 2) and King's Lynn Parking Strategy Supporting Technical Data Report (Appendix 8 EXEMPT) as a comprehensive strategic framework for informing the future development, accessibility and parking provision of King's Lynn.