

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



COUNCIL MEETING

Agenda

Thursday, 29th September, 2016
at 6.30 pm

in 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

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, 29th September, 2016** 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 FOR ABSENCE

3. MINUTES

To confirm as a correct record the Minutes of the Meeting of the Council held on 28 July 2016 (previously circulated).

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 5 - 7)
- 2) **Development - Councillor R Blunt** (Pages 8 - 10)
- 3) **Housing and Community - Councillor A Lawrence** (Pages 11 - 13)
- 4) **Human Resources, Facilities and Shared Services - Councillor Mrs K Mellish** (Pages 14 - 15)
- 5) **Performance Councillor N J Daubney** (Pages 16 - 17)
- 6) **Deputy Leader and Regeneration and Industrial Assets - Councillor A Beales** (Pages 18 - 19)
- 7) **Leader and Environment - Councillor B Long** (Pages 20 - 23)

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).

10. RECOMMENDATIONS FROM COUNCIL BODIES

To consider the following recommendations to Council:

- 1) **Cabinet: 7 September 2016** (Pages 24 - 25)

To consider the recommendations from Cabinet as follows:

CAB62: Multi Year Funding Settlement Financial Sustainability Plan
CAB65: Nora Joint Venture - Phase 3
CAB66: Inspector's Report for the Site Allocations and Development Management Policies Plan

11. PANEL CHAIRMEN - ANNUAL REPORTS 2015-2016 (Pages 26 - 33)

To receive the Annual reports from the Panel Chairmen for 2015/16.

Ray Harding
Chief Executive

CABINET MEMBERS REPORT TO COUNCIL**29 September 2016**

**COUNCILLOR MRS EA NOCKOLDS
CABINET MEMBER FOR CULTURE, HERITAGE AND HEALTH**

For the period 28 July to 18th September 2016

1 Progress on Portfolio Matters.

The Heritage Lottery Bid for the Southgates project has been submitted. We worked in partnership with Norfolk Museums in putting together the bid. As part of the project we intend to commission a detailed historical and architectural survey which will inform the new exhibition and Interpretation of the building as well as the tours led by volunteer guides.

The production of a mobile phone App, which is part of the 'Stories of Lynn' project, is almost completed. Whilst one part of the App focuses on the exhibitions within 'Stories of Lynn' the other components will be available as a guide to help explore and discover the other heritage sites within the town.

As well as promoting our area on the "visitwestnorfolk" website the first edition of the new West Norfolk mobile phone App was released on the App Store at the end of August. The Android version will be released shortly. The App, as well as the website, provides a directory guide to, places to stay, places to eat, things to do and many other local services throughout West Norfolk. The App will also provide an opportunity for businesses to promote special offers.

Due to the success of the events in Kings Lynn this summer the footfall in the town increased by 10% above last year which in itself was outstanding. The events have been incredible this summer and its due to good partnership working with many groups such as the Vancouver Quarter, Norfolk Museums, Civic Society, KL Festival, Festival Too and of course our staff.

The Borough has had great success this year as the 3 towns received Gold Awards and South Wootton achieved Silver Guilt from Anglia In Bloom. This achievement reflects the amount of work not only performed by our staff but from many groups of volunteers and young people at schools or College throughout the Borough.

The Council are working in partnership with Alive Leisure as well as Creative Arts East to deliver a 2 year pilot arts development plan throughout our Borough. If the scheme is successful it is hoped the scheme can be extended into a 5 year plan involving the Guildhall. The first and second art session was held at Downham Market Leisure Centre.

Consultation on options for the future of the Guildhall Complex started with members of the public on Heritage Day at the Shakespeare Barn which gave them an opportunity to complete a questionnaire, which is also on-line, and view 3 possible options of ways to restore the Guildhall which includes making it accessible for all as well as having flexibility of use. A second meeting with hirers of the hall will take place within the next 2 weeks.

2 Forthcoming Activities and Developments.

The Council has been, with the support from Active Norfolk, operating the WN Walking for Health scheme since 2008. There are 1020 walkers registered with 10 trained walk Leaders. A registered charitable organisation is in the process of being set up. The proposed Trustees are a mix of walkers and Walk Leaders who have volunteered to keep the scheme running and support people to get active. The Autumn/Winter walking programme is available at Libraries, GP surgeries, Council Offices and on-line

3 Meetings Attended and Meetings Scheduled

Portfolio meetings with;

Ray Harding Chief Executive
Chris Bamfield Exe. Director of Commercial Services
Grounds Maintenance Manager and Area Managers
Mark Fuller Property Dept.
Sarah Dennis Financial Assistance Officer
Tim Humphries Tourism Manager
Ruth Farnan Stories of Lynn Activities and Engagement Officer

Cabinet

Environment and Community Panel
KL & WN Area Museums Committee
Alive Management Ltd., Board
N. Norfolk Coast & Countryside Tourism Board
WN Tourism Executive Committee
Hunstanton Green Management Committee
Norfolk County Councils Healthy Places Team
Norfolk County Councils Health & Well Being Board
Norfolk County Councils Cycling & Walking Working Group
WNCCG Joint Primary Care Co-Commissioning Committee
KL Internal Drainage Board
WN & KL Girls' Schools' Trust
KL Festival Board
Guildhall Hirers Group meeting
WN Community Transport Board
Swan Centre Downham Market
KL In Bloom Allotment and Front Garden Presentations
Anglia in Bloom Presentations Gorleston
Hunstanton Area SNAP
EDP West Norfolk Star Awards
Samphire Quilters

CABINET MEMBERS REPORT TO COUNCIL

29 September 2016

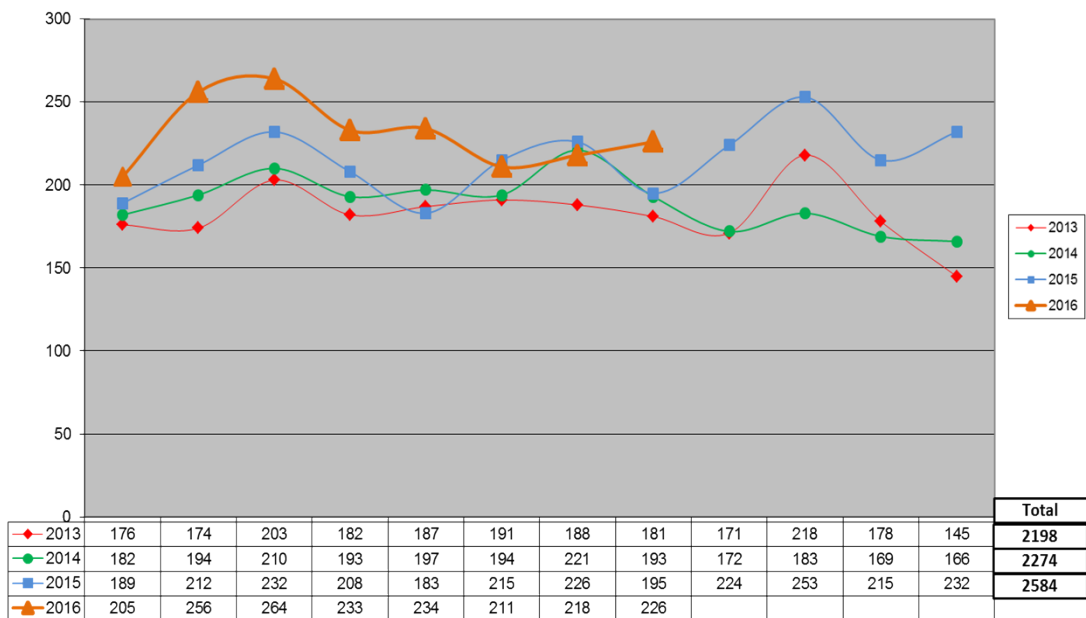
COUNCILLOR RICHARD BLUNT - CABINET MEMBER FOR DEVELOPMENT

For the period 15 July 2016 to September 16 2016

1 Progress on Portfolio Matters.

Planning Applications

Planning and discharge of condition applications received



Planning Applications

Planning applications last month rose to a new August high being 18.9% higher than last August.. This is not just a local trend, nationally applications were up 11.5 % on August last year.

This is partly caused by reserved matter applications originating from outline application granted earlier this year.

We are currently recruiting additional resources in order to ensure we complete applications within the Government guidelines.

Local Development Framework

The Inspector's Report into the soundness of the Site Allocations and Development Management Policies Plan was received in late August. The report was outlined in a presentation given at the Regeneration and Development Panel when all Councillors were invited to attend.

The process of having a fully adopted Local Plan has been long one and I would like to thank all the hard work that was completed by the Members and Officers especially my predecessor Mrs Vivienne Spiking and the members of the LDF Task Group.

The adoption of the Inspector's Report into the Site Allocations and Development Management Policies Plan is the final step enabling the Borough to have a fully adopted Local Plan which is a key building block in our five year land supply.

Local Development Task Group

Because we have come to the end of the current Local Plan Process and because of change in Government terminology, this Task Group are in the process of changing their name to Local Plan Task Group. It will continue with the same terms of reference.

The Local Plan Task Group continues its consideration of the subjects for the Review the Local Plan. Papers are available on the BC website.

Community Infrastructure Levy

The CIL Examination Hearing took place on 6 September. Some 12 people discussed the issues raised with the appointed Inspector. The Council team presented the evidence supporting the proposed CIL draft Charging Schedule. The Inspector asked for some further clarifications and following a short period for comments from organisations that made representations the Inspector will issue his report. (Approximately end October.

Parish Council Training

Workshop sessions are being planned for the second half of October inviting Parish Councils to fully understand the issues relating to how planning applications are determined, and what considerations can be taken into account.

3 Meetings Attended and Meetings Scheduled

Council

Cabinet
Cabinet Sifting
LDF Task Group
Various meetings with Officers
Planning Committee as an observer
Self Build and Custom Build Task Group

CABINET MEMBERS REPORT TO COUNCIL**29 September 2016****COUNCILLOR ADRIAN LAWRENCE - CABINET MEMBER FOR HOUSING AND COMMUNITY**

For the period 28 July to September 2016

Progress on Portfolio Matters.**Home Choice**

The number on the housing register at the end of July was 1,585. 45 applicants were housed into Housing Association accommodation during June.

The number on the housing register at the end of August was 1,578. 47 applicants were housed into Housing Association accommodation during August.

Local Housing Company

The Council has set up a new housing company. The company is wholly owned by the Council and exists to primarily hold rented housing to help the council fulfil its statutory housing role. The company will use existing and future funding secured through S106 planning agreements to deliver affordable housing. Funding will also come in the form of borrowing arrangements from the Council.

There are a number of proposed development projects and the conversion of some office space controlled by the Council that will see new housing delivered for permanent and temporary accommodation. These projects will help meet the council's ambitions of increasing the supply of new housing, as well as making the best use of the Council's existing assets including development land.

Custom build/ Self-build policy task group

The work of a new task group has started. The group will be looking at Council policy options and the requirements of new legislation and changes to the planning system. There will also be some strategy and practice options

considered including opportunities to develop serviced plots on Council owned land. The group will also consider other Government initiatives connected with increasing the housing supply including Starter Homes funding opportunities. The group will meet again towards the end of the month.

Licensing

All Hackney and Private Hire drivers currently licensed by the borough council have been invited to attend a workshop on safeguarding, at no charge to them. The workshop will give drivers an overview of how safeguarding can involve the taxi and private hire trades; what child sexual exploitation is; and to give drivers the knowledge and confidence to report concerns. The training course consists of a 1-hour workshop by Breckland Training Services, and has already been offered to taxi drivers by several councils in this area. The workshops will take place at Lynnsport, on 7 September, 27 September, and 13 October

Health & Hygiene

The Borough Council of King's Lynn & West Norfolk has launched a scheme to rate the hygiene standards of local tattoo artists. The Tattoo Hygiene Rating Scheme (THRS) is a voluntary scheme aimed at improving the standards of tattooists; allowing the public to choose a practitioner with high standards of hygiene. The scheme aims to:

- Inform the public about the hygiene standards in the premises at the time of the most recent inspection
- Drive up standards and adoption of best practice across the industry
- Reduce the risk of incidents of infection and of transmission of infectious disease from tattooing procedures

Any registered tattooist in west Norfolk can apply to the borough council to join the scheme. They'll be visited and inspected, and then given a hygiene rating. The rating system runs from 1 to 4, with 1 as the lowest rating, 2 being basic minimum standards of hygiene, 3 as 'Good' and 4 as 'Very Good'

Council Tax Support

The draft Council Tax Support Scheme for 2017/2018 has now been agreed and a six week public consultation on the proposed changes started on 12 September 2016. We are keen to gather views from as many residents as possible in the Borough but in the past we have had problems getting people to engage and give us their comments.

I would like to encourage all Members to get the message out to their

constituents and urge them to respond.

More information and the consultation questionnaire are available on our website at www.west-norfolk.gov.uk/ctsconsultation - paper copies can be requested by calling the Council Information Centre.

The consultation responses will be collated and analyzed and brought back to Members as part of the Panel and Cabinet Reports proposing the final Council Tax Support scheme for 2017/2018'.

Public Toilets

Following on from a comprehensive report to the Environment and Community Panel further work is proceeding to review the Council's public toilet provision. I am pleased that the Panel Members recognise the value of public toilets, particularly in our retail and tourism areas. I will be interested to see the suggestions from the Informal Working Group later in the year.

Meetings Attended and Meetings Scheduled

Cabinet Meetings
Meetings with Housing Officers
Meetings with Licensing Officers
Portfolio Meetings
Meeting with Executive Officers

CABINET MEMBERS REPORT TO COUNCIL

29 September 2016

COUNCILLOR MRS KATHY MELLISH - CABINET MEMBER FOR HUMAN RESOURCES, FACILITIES AND SHARED SERVICES

For the period 29 July to 29 September 2016

1 Progress on Portfolio Matters.

Since the last meeting, other than regular office meetings I visited Gaywood Cemetery to assess future space requirements. Whilst there we viewed the three areas of spoil and decided to improve their appearance and clear the central one relocating it to reduce the impact of a spoil heap on the central focal area. I was also asked to visit Upwell Cemetery by the local Parish Council and between us we listed some small work tasks that needed either refurbishment or clearing so that the area should remain clear, tidy and safe. We also discussed the soil heap adjoining the allotments which they had concerns about. To finish off cemetery visits I also went up to St Edmunds in Downham to assess grass cutting along the far bank running alongside Bexwell Road. This bank is extremely steep and has no form of safety wall or rails before a sheer drop onto the pathway next to the road and therefore no risk assessment would be able to satisfy working in such a situation safely.

I was also pleased to attend a cheque presentation to Tapping House from the Crematorium team. Refurbishment work at the Crematorium is largely completed now with just a few jobs left to cover. We are ahead of the game with emissions enough to be within the targets set for the next legislation limits when they become due in a few years. As we are already meeting the current emission target and have further capacity we can at present sell our extra quota to other providers who are not yet set up to comply with the emission limits.

We have, as you are aware, been added to the Healthy highstreets list and footfall is again up on last year's figures. This has also been helped by the varied and excellent events held in the Town.

2 Forthcoming Activities and Developments.

Awaiting result of BID with the timeline being, letter of notice to the Sec of State having been sent.

27 September – Notice of ballot to businesses.

11 October – Ballot papers issued.

8 November – Last day of ballot

9 November – Ballot count.

We are clearly hoping that this bid will be successful and Kings Lynn

businesses supported by the BID Steering Group are also very keen that it will be successful to give them more ownership of their future and future developments.

I am also continuing to be involved in the ongoing discussions regarding One Public Estate as and when they overlap into areas I cover.

3 Meetings Attended and Meetings Scheduled

Officer meetings
Cabinet meetings and Portfolio updates
Cabinet Sifting
Panel meetings – attending or observing
Tour Crematorium
Meeting Upwell Cemetery
Tour Gaywood Cemetery
St Edmunds Cemetery
Alive Management Board of Directors meeting
Joint Safety and Welfare Committee
CPE at County Hall
Interviews for Independent person on Standards Committee

CABINET MEMBERS REPORT TO COUNCIL

29 September 2016

COUNCILLOR N J DAUBNEY - CABINET MEMBER FOR PERFORMANCE

For the period 28 July to September 2016

1 Progress on Portfolio Matters.

Channel Shift

E-forms

We are building more e-forms to enable customers to self-serve. New online forms available include Change of Address, apply for a single person discount and set up an arrangement to pay a council tax court summons. We are also working on a new form for lost and found dogs which will enable a customer to upload a photo of the dog to hopefully match lost and found dogs quicker and reunite them with their owners.

Web Chat

The CIC will be launching a web chat facility by the end of September. If a customer is on the council's website but isn't able to find the information they need, they will be able to click on an icon to talk directly to a CIC Advisor. The facility will be available during usual office hours.

Online Payments and Direct Debits

Work is continuing on looking at options to provide a payment facility to customers when they complete an online form, such as applying for a brown bin and a method for customers to be able to set up a direct debit online. These facilities are essential for end-to-end online services.

2 Forthcoming Activities and Developments.

IT

Have brought myself up to speed with all aspects of Information Technology Department after a series of briefings, for which I thank the lead managers.

This knowledge will enable me to work with IT to explore further efficient working practices.

Hanse

Meetings have been arranged with the other two English members (Hull and Boston) regarding further and closer cooperation. This in terms of event organisation and economic benefit.

3 Meetings Attended and Meetings Scheduled

Attended Since Last Council
Channel Shift Progress update (x2)
(EIP)European Intl Panel (LGA) Brussels update
EIP – Routine meeting
ICT Development Group
Lynn Sport Housing Meeting

CABINET MEMBERS REPORT TO COUNCIL

29 September 2016

**COUNCILLOR ALISTAIR BEALES - CABINET MEMBER FOR
REGENERATION & INDUSTRIAL ASSETS**

For the period 28 July to September 2016

1 Progress on Portfolio Matters.

The Council's residential housing development on the Nar Ouse Regeneration Area which has been named and marketed as Nar Valley Park continues to progress well. Phase 1 has seen 54 homes built and 54 homes sold. Of the 60 homes that comprise Phase 2 some 46 are in the process of sale with 5 completed, 20 reserved off plan and a further 21 sold but not completed.

At Lynnsport/Marsh Lane work continues apace. The 4 new tennis courts, new Pelicans Hockey Club hockey pitch and new hockey/football general purpose pitch have been completed for some weeks now and it is gratifying to see how often all of them are full of people training and playing sport. Comments from spectators and participants are positive with some constructive criticism but the most frequent comment is what a great facility for a comparatively small town like King's Lynn.

2 Forthcoming Activities and Developments.

Protection by covenant of the River Lane Pitches at Lynnsport following the failure of a Fields in Trust application.

Subject to Council's agreement – Phase 3 at Nar Valley Park.

Reopening of the newly resurfaced main car park at Lynnsport which along with the brand new northern car park will see capacity increased by over 240 spaces.

3 Meetings Attended and Meetings Scheduled

2/8/16 – Cabinet

3/8/16 – meeting with Cllr. Coke and Andy Wallace (Highways)

9/8/16 – devolution business briefing

12/8/16 – Chief Executive & NCC Executive Director Community and Environmental Services

16/8/16 – Leader & Chief Executive

18/8/16 – Lynnsport 2 (site of old Pelicans hockey pitch) design meeting
22/8/16 – Cabinet sifting
30/8/16 – Regeneration and Development Panel
31/8/16 – Environment & Community Panel
6/9/16 – Chief Executive/Leader/Chief Exec and Strategic Director NWES
6/9/16 – service review meeting Chris Bamfield/Chief Executive
7/9/16 – Cabinet
14/9/16 – Special Cabinet
20/9/16 – Leader & Chief Executive
20/9/16 – portfolio briefing
22/9/16 – opening of University Campus at College of West Anglia
22/9/16 – Corporate Performance Panel
29/9/16 - Council

CABINET MEMBERS REPORT TO COUNCIL

29 September 2016

COUNCILLOR BRIAN LONG – LEADER & CABINET MEMBER FOR ENVIRONMENT

For the period 28 July to 19 September 2016

1 Progress on Portfolio Matters.

Brown Bin Garden Waste Service

The current garden bin total is 22,874 as of 31 August 2016, an increase of 330 bins since March 2016.

We have seen this fluctuate with some residents cancelling due to the non-direct debit £5.00 charge from April 2016, and the summer we have had which has encouraged more applications.

Local Green Points

3,551 households have now signed up to the Local Green Points scheme, efforts are being considered to increase this over the next weeks.

Waste Collection in South Lynn

I along with my deputy cabinet member had a meeting with ward members in South Lynn with regards to waste build up and safety of collection from Back Alleys. Whilst there was strong feelings about moving waste to be collected from fronts of property this is now being trialled with levels of waste in back alleys reducing. Collections are now made early in the morning from the fronts. The next stage will see posters placed in rear alleys discouraging flytipping, as has happened in North Lynn, then officers from CSNN team will consider enforcement actions as appropriate.

Training for IDB Members

A session was held for our appointees to drainage boards to illustrate the financial constraints that could be experienced by the Borough Council, in the event of IDBs precepts arriving to us late or requiring a larger increase than budgeted. This was well attended, however a number of Councillors could not attend, not helped by traffic problems in the town on the evening in question. A further session will be held to hopefully include those arriving late and also not able to attend on the day.

Recycling Contamination Work

As part of the ongoing work to reduce contamination we have tried a new approach including a new cartoon strip featuring Bob a poor recycler and his

antics of not getting his recycling right. Helped by his friend to get things right, he still misses the point. An example of which is below.



Finance

Budget 2016/2017

The budget set in February 2016 for the current year remains on track with £74,930 of savings reported for the 2016/2017 year to the end of August. In addition I can report that as part of our cost reduction proposals the Council has re-tendered the print room equipment lease and this has resulted in annual on-going savings of £70,860. Full details are available in the Budget Monitoring Report published on Insite.

In setting the budget for 2016-2020 Council agreed to take up the Government's offer of a four year funding settlement, subject to the publication of an 'efficiency plan'. The 'efficiency plan' which is being considered as part of this Council agenda is required to be published on the Council website and sent to DCLG by 14 October 2016.

We are now about to go into the estimates process that will update our Financial Plan for 2016/2021. Our budget setting will need to take into consideration the continuing pressures and challenges on local government finance.

2 Forthcoming Activities and Developments.

Devolution Proposals

The Devolution Programme Board is working with Metro Dynamics on double devolution (that sees services delivered at the optimum level) and developing the Combined Authority structure for discussion at the next Leaders Meeting on 28 September, which will be held at Norfolk County Council.

Dates are being finalised with Ipsos Mori for some briefing sessions on the consultation feedback for Norfolk and Suffolk councillors, with separate sessions in each county, including one in Kings Lynn if possible

Andy Wood (the Chairman of the leaders meetings) has spoken to Sajid Javid MP on Thursday 15th. Consistent with the advice given to council officers from civil servants, Sajid encouraged Norfolk and Suffolk to continue working towards seeking councils' consent at the end of October/beginning of November. He had met with the MPs and was aware of the local political issues, but is keen to see the process through. Andy will be writing to MPs following the call.

3 Meetings Attended and Meetings Scheduled

In addition to my usual round of Cabinet and Portfolio Meeting I have also attended the following:

Millfields Estate for their Roads and Infrastructure final adoption
Freebridge Housing Board Meeting
Meeting with Representative of Unison
Meeting with Group Leaders from Labour and Independent Groups
Book Launch for Dr Paul Richards new Book on walks around Kings Lynn
Kings Lynn Lithuanian Society
West Norfolk Islamic Association
Various Meetings on Devolution
West Norfolk Hospice Tapping House
Meeting with Mike Southon – “the beermat entrepreneur”
Training for Member Appointees to IDBs
KL Festival Chair and Officer
LGA Coastal SIG
Meeting with Elizabeth Truss MP
Joint Safety and Welfare Committee
Public Q & A session for Recycling week
East of Ouse Nar and Polver IDB
Classic Car Day

At time of writing I also have the following meetings scheduled

Freebridge AGM

Norfolk Waste Partnership

Festival Too

Kings Lynn IDB

Devolution Leaders Meeting

**RECOMMENDATIONS FROM CABINET ON 7 SEPTEMBER 2016
TO COUNCIL ON 29 SEPTEMBER 2016**

CAB62: MULTI YEAR FUNDING SETTLEMENT FINANCIAL SUSTAINABILITY PLAN

Cabinet was informed that the government had made an offer as part of the funding settlement announcement in December 2015 to guarantee a minimum level of grant funding, paid to councils for a 4-year period from April 2016.

An 'efficiency plan' was required to be approved by Council, the plan submitted to DCLG and published on the Council's website by 14 October 2016 in order for the Council to take up the Government's offer of a four-year funding settlement.

The proposed plan was presented for Members consideration. It was noted that there were no surprises in the plan, as all the information had been presented in previous reports, but it was a good summary of the proposals.

RECOMMENDED: That the Financial Sustainability Plan 2016-2020 as attached to the report be approved.

CAB65: NORA JOINT VENTURE - PHASE 3

Cabinet considered a report which updated Members on progress made on the NORA Housing project for phases 1 and 2, and invited Members to agree to give delegated authority to the Chief Executive and the Chief Financial Officer in consultation with the Portfolio Holder for Regeneration, to authorise the signing of contracts to enable the start of works for Phase 3.

It was noted that the risk elements of the scheme had been included in the report, and the mitigation explained. The project to date was complimented, the design, rate of sale of the properties and their energy efficiency was commended and the Members and Officers involved in the scheme congratulated.

RECOMMENDED: That the signing of contracts and start of works for NORA Phase 3 be authorised.

CAB66: INSPECTOR'S REPORT FOR THE SITE ALLOCATIONS AND DEVELOPMENT MANAGEMENT POLICIES PLAN

Cabinet considered a report which explained that the Inspector undertaking the examination into the Site Allocations and Development Management Policies Plan (SADMP) had found the document sound subject to the inclusion of modifications which were previously agreed by Council on 24 March 2016 and had been subject to public consultation and sustainability appraisal/ habitats regulations assessment.

The purpose of the report was to seek Council's agreement to adopt the SADMP as amended by the Main Modifications, set out in the Inspector's Report.

Members drew attention to the length of time it had taken to reach this point and the level of work involved. The comments of the Inspector were welcomed, and the fact that he had clearly visited the sites commended.

Officers and Members involved in the work carried out on the Plan were congratulated.

RECOMMENDED: 1) That the outcome of the Inspector's report into the Examination of the Site Allocations and Development Management Policies Plan (SADMP) as shown in Appendices 1 and 2 to the report be noted.

2) That the Council adopts the Site Allocations and Development Management Policies Plan (SADMP) Plan, incorporating the Main Modifications as shown in Appendix 2 to the report.

3) That Council notes that the saved policies of the King's Lynn and West Norfolk Local Plan (1998) will be superseded by SADMP.

4) That the Executive Director, following consultation with the Portfolio Holder for Development, be authorised to undertake any minor updates and drafting changes to improve the presentation of the Site Allocations and Development Management Policies Plan (SADMP) as proposed to be modified prior to publication of the final version. This includes the Minor Modifications agreed by the Council on 24 March 2016.

RESOURCES AND PERFORMANCE PANEL ANNUAL REPORT FOR 2015/2016

Introduction

On a personal note, I would like to thank Lorraine Gore, Kate Littlewood and Wendy Vincent for their valuable advice, support and professionalism, and all other officers who have attended to present reports or give presentations.

I would also like to express my thanks to my Vice-Chairmen, Councillor Geoff Hipperson for his support during the year.

During the Municipal Year 2015/2016 the Resources and Performance Panel held 11 meetings. The items considered at the meetings were as follows:

Cabinet Reports

Review of Overview and Scrutiny

Non Domestic Rates – Extension of Transitional Relief

Devolution

Customer Services and Channel Shift

Budget

Council Tax Support Scheme 2016/2017

Housing Benefit and Council Tax Support Risk Based Verification: Policy Update

Corporate Business Plan 2015/2019

2015/2016 Budget Monitoring

Budget 2016/2017

Capital Programme 2015/2020

Exempt Reports

Hunstanton Sailing Club Business Plan and six monthly progress reports. The Panel was also invited to attend a drop in session at Hunstanton Sailing Club to view the works undertaken to date.

Progress Report on the Corporate Apprenticeship Scheme

Monitoring Reports

2014/2015 Full Year Performance Monitoring Report

Q1 2015/2016 Performance Monitoring and Action Report

Q2 2015/2015 Performance Monitoring and Action Report
Q3 2015/2016 Performance Monitoring and Action Report
Q4 2014/2015 Corporate Business Plan Monitoring Report
Employment Monitoring Annual Report

Presentations

Overview of work undertaken in the Property Services Section
Corporate Communications Annual Update
Corporate Business Plan
Sickness Absence Management

Other Reports

Staff Sickness Absence Annual Report 2014/2015
2015/2016 Performance Indicator Target Setting Report
Formal Complaints against the Borough Council 1 April 2014 – 31 March 2015
Transforming Services and Channel Shift
Corporate Business Plan – Summary of Actions completed during 2014/2015
Nomination of representative to serve on Hunstanton Sailing Club Development Sub-Committee

The Panel received a training session on Treasury Management Awareness.

Councillor H Humphrey - Chairman

AUDIT AND RISK COMMITTEE ANNUAL REPORT FOR 2015/2016

During the Municipal Year 2015/2016 the Audit and Risk Committee held 6 meetings. The items considered at the meetings were as follows:

Cabinet Reports

Annual Treasury Report 2014/2015

Statement of Accounts 2014/2015

Annual Governance Statement

Mid Year Treasury Report

Treasury Management Strategy 2016/2017

Risk Management Policy and Strategy Review

Final Accounts and Statement of Accounts for the year ended 31 March 2016: Revenue Outturn, Capital Programme and Resources

Progress Reports

Internal Audit end of Year 2014/2015 Progress Report

Internal Audit Half Year Progress Report

Other Reports

Monitoring Officer Report 2014/2015

End of year Report of the Benefits Investigations Unit and Internal Audit Work on the National Fraud Initiative

Audit Manager's Annual report

Effectiveness Reviews

Business Continuity Annual Update

Business Continuity Management Policy Statement and Strategy

Corporate Risk Monitoring Report April 2015

Strategic Internal Audit Plan 2015/2016

Review of the Effectiveness of the Audit and Risk Committee

Fraud Report

Risk Register

Other Reports (continued)

Annual Audit Letter from the Borough Council's External Auditors

Annual Certification of Claims and Returns

External Audit Plan

Local Government Audit Committee Briefing Note

Strategic Internal Audit Plan

The Committee received training sessions on:

- Annual Governance Statement
- The Closing of Accounts
- How an Audit is undertaken
- Risk Assessment

Councillor Harry Humphrey - Chairman

REGENERATION AND DEVELOPMENT PANEL ANNUAL REPORT FOR 2015/2016

It has been most rewarding to Chair the Regeneration and Development panel during the last year. The agenda has been packed with very interesting and varied projects all of which have given members a vast insight into future works. It has also been a platform for members to debate and investigate each project thoroughly and be involved in updates on further ongoing works which the Borough Council is taking a lead on. There is no reason to have ever felt out of the loop or behind the times as each subject matter has been well presented by Officers and Portfolio Holder, and during every meeting all members have been able to contribute from whatever side of the Political divide they might be. Constructive criticism was welcomed as we need to be sure we are utilising our finances to provide best value. I hope that by bringing projects to the table prior to final sign off and changing venues occasionally from the Committee Suite I was able to give members the advantage of visiting / re-visiting the new and sometimes forgotten 'other areas' we have to utilise. I would like to thank the Officers for their support and guidance and my Vice Chair Cllr Avril Wright for her keen eye to detail and ensuring I did not miss anyone who wanted to contribute.

During the Municipal Year 2015/2016 the Regeneration and Development Panel held 5 meetings. 6 Meetings were also held as Joint Meetings with the Environment and Community Panel, before the Panels had split into two.

The items considered at the meetings (and the joint meetings, which fall under the Regeneration and Development Panel remit) were as follows:

Cabinet Reports

Various Cabinet reports relating to Compulsory Purchase Orders and land acquisitions
Acquisition of Morston Assets Site at NORA
Heritage Lottery Fund Application – Hunstanton
Site Allocations Plan – Proposed Modifications
Nar Ouse Business Park Enterprise Zone
Lynnport Development
Capital Programme and Budget
Assessing King's Lynn and West Norfolk's Housing Requirement

Policy Review and Development

South Quay Area Delivery Plan
Riverfront Delivery Plan
Events
Arts Centre Redevelopment
Hunstanton Heritage Gardens HLF Bid

Updates

Derelict Land and Buildings Group
Townscape Heritage Initiative
Destination Management Plan
Norfolk Rural Development Strategy Update and West Norfolk LEADER Programme
Highways Works
Town Hall Works
Enterprise Zone

Tours/Visits

Tour of the Arts Centre
Stories of Lynn
Tour of Lynnsport

Councillor Mrs Kathy Mellish
Chairman of the Regeneration and Development Panel (2015/2016)
July 2016

ENVIRONMENT AND COMMUNITY PANEL ANNUAL REPORT FOR 2015/2016

This past year has been challenging as the Panels had to adjust to new areas of responsibility and a slightly different way of operating. For the first few meetings we had effectively “buy one get one free” as we had joint meetings with some challenging agendas but things evolved and the new ways and responsibilities are working well now. The idea that the panel is now more proactive rather than just in effect rubber-stamping items on the agendas has led to a much more effective way of working within the overall system and I think has made the work more interesting. Certainly I have noticed the members being more involved in the debate and decision-making process – and I hope that they feel the same!

The body of the report shows the wide range of subjects that come before us so I need not highlight them again, suffice to say that I am sure that West Norfolk is a safer and more enjoyable place to live and work in and to visit as a result of our efforts.

My thanks to all members and to the officers who keep us up to date with happenings in the Borough – and beyond sometimes – and especially to the three who sit nearest to me and make sure I keep somewhere close to our agenda timescales!

During the Municipal Year 2015/2016 the Environment and Community Panel held 5 meetings. 6 Meetings were also held as Joint Meetings with the Regeneration and Development Panel, before the Panels had split into two.

The items considered at the meetings (and the joint meetings, which fall under the Environment and Community Panel remit) were as follows:

Cabinet Reports

Fields in Trust
Neighbourhood Plans
Site Allocations Plan – Proposed Modifications
Residential Caravan Site Licensing
Hackney Carriage and Private Hire Licensing Fees
Gambling Act Policies
Licensing Act Policies
Smoke and Carbon Monoxide Regulations
Capital Programme and Budget
Community Infrastructure Levy
Electric Vehicles Charging Policy

Policy Review and Development

Grounds Maintenance

Updates

Update on Black Bin Recycling Working Group
Internal Drainage Board Boundary Changes
Flood and Emergency Planning Update
Alive Leisure Update
Recycling Rewards Scheme
Update on the Work of the Norfolk Coast Partnership
Food Safety Team
Norfolk Museums Service

West Norfolk Disability Forum
Air Quality
Crematorium Works

Tours/Visits

Tour of the Arts Centre
Stories of Lynn
Tour of Lynnsport

Councillor Colin Sampson
Chairman of the Environment and Community Panel 2015/2016