

**BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK**

**CABINET DECISION SHEET**

**Decision Sheet from the Meeting of the Cabinet held on Tuesday,  
1st August, 2017 at 5.30 pm in the Assembly Room, Town Hall,  
Saturday Market Place, King's Lynn PE30 5DQ**

**PRESENT:** Councillor B Long (Chairman)  
Councillors R Blunt, I Devereux, P Hodson, Mrs K Mellish and Mrs E Nockolds

Apologies for absence were received from Councillors A Beales and A Lawrence

1 **MINUTES**

**RESOLVED:** The Minutes of the Meeting held on 27 June 2017 were approved as a correct record and signed by the Chairman.

2 **URGENT BUSINESS**

None

3 **DECLARATIONS OF INTEREST**

None

4 **CHAIRMAN'S CORRESPONDENCE**

The Chairman had received correspondence related to the Riverfront Regeneration from amongst others the Hardings Pits Association, St Margaret's and St Nicholas Ward Forum and individuals. He commented that he felt the objections were premature as the details considerations would come later.

5 **MEMBERS PRESENT UNDER STANDING ORDER 34**

Under Standing Order 34, Councillors Crofts, Joyce and Pope attended.

6 **CALLED IN MATTERS**

None

7 **FORWARD DECISIONS**

The Forward Decision List was noted.

## 8 **MATTERS REFERRED TO CABINET FROM OTHER BODIES**

It was noted that the Regeneration and Development Panel had considered the Riverfront item and points were incorporated into the report.

The Corporate Performance Panel had considered the Area Offices report and had asked for the report to come back to the Panel but had declined to state what additional information was required. Additional information had been provided in the report for this meeting.

## 9 **PLANNING CODE OF CONDUCT**

**RECOMMENDED:** That the revised Code of Practice be adopted.

### **Reason for Decision**

To ensure the best practice in the planning process.

## 10 **WALPOLE CROSS KEYS NEIGHBOURHOOD PLAN AND NORTH RUNCTON AND WEST WINCH NEIGHBOURHOOD PLAN**

**RESOLVED:** 1) That the submitted Walpole Cross Keys Neighbourhood Plan:

- a. be amended in accordance with the recommendations of the independent Examiner; and
- b. so modified, should proceed to a local referendum covering the area of Walpole Cross Keys Parish.

2) That the submitted North Runcton & West Winch (Joint) Neighbourhood Plan:

- a. be amended in accordance with the recommendations of the independent Examiner; and
- b. so modified, should proceed to a local referendum covering the area of North Runcton and West Winch Parishes.

3) That delegated authority be given be given to the Executive Director for Environment and Planning, in consultation with the Portfolio Holder for Development, to make decisions on:

- a. As to whether a neighbourhood plan should proceed to a referendum, and if so whether the plan must first be amended to meet the relevant statutory requirements/

### **Reason for Decision**

In line with the Borough Council's obligations under the Localism Act, and in particular to achieve compliance of these neighbourhood plans with the 'Basic Conditions'. To comply with recent changes to the neighbourhood planning regulations.

11 **BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK AREA OFFICES**

**RESOLVED:** That the Council close the area offices from a date to be agreed with the Job Centre Plus to co-ordinate the communications to our customers.

**Reason for Decision**

Closing the area offices would free up four days of staff resource to ease the pressure on the telephone contact centre. Most services are available online and customers can telephone for a service request if they are unable to access online services. The council still offers a Visiting Officer service to visit elderly or vulnerable customers, if they require a personalised service.

Following a recommendation from the Corporate Performance Panel, consultation was undertaken with customers using both offices to determine the potential impact on the local community and service users of closing the offices. The majority of customers were in attendance to purchase caddy liners or because they were in town.

12 **REFUSE AND RECYCLING CONTRACT PROCUREMENT**

**RESOLVED:** That the Executive Director for Commercial Services be authorised to commence a joint procurement for the Borough council's refuse and recycling contract undertaken with North Norfolk District Council and other potential partners

**Reason for Decision**

The potential for savings in the procurement of a collection contract for waste and recycling are more likely to be achieved by joint procurement and savings will also be made through the sharing of the costs of procurement. The decision is urgent as official procurement notices are due to be published as part of North Norfolk District Council's existing process

13 **AUDIT COMMITTEE EFFECTIVENESS 2016-17**

**RESOLVED:** That the evidence presented in the report as confirming that the Audit Committee operated effectively during 2016-17 be accepted.

**Reason for Decision**

To ensure the Council continues to meet its obligations under the Accounts and Audit Regulations 2015.

#### 14 **NON DOMESTIC RATES DISCRETIONARY RELIEFS**

**RECOMMENDED:** That Council at its Special Meeting on 31 August consider:

1. That the new Discretionary Revaluation Relief scheme for Year 1 (2017/2018) is a banded scheme where a fixed amount of relief is awarded for occupied properties based on the amount the ratepayer's bill has increased as at 1 April 2017,
2. That the principle of a banded scheme is retained in Years 2, 3 and 4 with delegated authority given to the s151 Officer, in consultation with the Leader, to review and decide the bandwidths and the value of the relief given to each band,
3. That delegated authority be given to the Leader to consider individual applications for the new Discretionary Revaluation Relief scheme that do not meet these criteria, and
4. Delegated authority is given to the Council's s151 Officer, in consultation with the Leader of the Council, to agree any Non Domestic Rate Relief schemes where the eligibility criteria are specified by Central Government and the cost is met in full by Central Government through a Grant.

#### **Reasons for Decisions**

To ensure a Discretionary Relief scheme for Ratepayers facing the steepest increases in their bills is recommended to Council.

To ensure future Relief initiatives, where the eligibility criteria are specified by Central Government and the cost in met in full, can be implemented in a timely manner.

#### 15 **RIVERFRONT REGENERATION**

**RECOMMENDED:** 1) That the final King's Lynn Riverfront Delivery Plan be endorsed.

2) That the next steps be approved to progress and test the scheme further as set out in section 4 of the report

3) Approve allocation of up to £250,000 to the 2017/18 capital programme to support next phase of work to develop and test the scheme further as detailed in section 4 of the report.

4) That the potential delivery options outlined in section 8 of the report be noted and officers endorsed to progress investigation and testing of these options in order to ascertain developer interest in the scheme.

5) That officers be authorised to progress discussions and applications to external partners and funding agencies to enable delivery of the scheme.

**Reason for Decision**

To enable a transformational riverfront scheme for King's Lynn to be developed and tested further in line with the vision and principles set out in the masterplan in line with the corporate priority to drive local economic and housing growth.

16 **EXCLUSION OF THE PRESS AND PUBLIC**

**RESOLVED:** That under Section 100(A)(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Act.

17 **EXEMPT - RIVERFRONT REPORT**

Cabinet considered the exempt elements of the Riverfront report.

18 **KING'S COURT - CONTRACT AUTHORITY**

**RESOLVED:** 1) That the content of the report satisfies the required Portfolio Holder consultations as outlined within the previous (October 2016) Cabinet Report.

2) That delegated authority be given to the Property Services Manager in consultation with the Portfolio Holder for Facilities and ICT, the Chief Finance Officer and the Executive Director for Commercial Services to amend the Capital Programme as necessary for the delivery of this project and to enter into the contract(s) for the physical adaptations and any associated contracts relating to the provision of services as part of the leasing arrangement(s).

3) That the Legal Services Manager be given delegated authority to draft and finalise all necessary documentation, contractual or otherwise, associated with the proposed leasing arrangements, associated services, and adaptation contracts for King's Court.

**Reason for Decision**

The proposals set out within this report will facilitate closer working between public sector bodies whilst generating revenue income and sharing the operating costs of King's Court thereby contributing towards the Council's Cost Reduction Programme. The report will also

satisfy the requirements of the rules set out within the Council's Contract Standing Orders.

19 **NORA SALE OF LAND**

**RESOLVED:** 1) That the disposal of this land asset be progressed along the lines set out within the report.

2) That delegated authority be given to the Property Services Manager to finalize the terms of the proposed disposal set out within this report.

**3) That Authority be granted to the Legal Services Manager to progress the necessary transfer, or any other associated, documentation through to completion.**

**Reason for Decision**

The proposal set out within this report fits well with the vision for NORA and will provide the Borough Council with a sizeable capital receipt.

**The meeting closed at 7.00 pm**