



COUNCIL MEETING

Agenda

Thursday, 15th June, 2017
at 6.30 pm

in the

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



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

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, 15th June, 2017** 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 Meetings of the Council held on 6 April and two on 11 May 2017 (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. DECLARATION OF VACANCY - ST MARGARET'S AND ST NICHOLAS' WARD (Pages 6 - 7)

9. 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) **Corporate Projects and Assets - Councillor A Beales** (Pages 8 - 9)
- 2) **Development - Councillor R Blunt** (Pages 10 - 12)
- 3) **Environment - Councillor I Devereux** (Pages 13 - 15)
- 4) **Housing and Community - Councillor A Lawrence** (Pages 16 - 17)
- 5) **Human Resources, Facilities and Shared Services - Councillor Mrs K Mellish** (Pages 18 - 19)
- 6) **Systems and Economic Development - Councillor P Hodson** (Pages 20 - 21)
- 7) **Deputy Leader and Culture Heritage and Health - Councillor Mrs E Nockolds** (Pages 22 - 24)
- 8) **Leader and Resources - Councillor B Long** (Pages 25 - 26)

10. 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).

11. RECOMMENDATIONS FROM COUNCIL BODIES

(Members are reminded this is a debate, not a question and answer session)

To consider the following recommendations to Council:

- 1) **Cabinet: 23 May 2017** (Pages 27 - 28)

To consider the following recommendations from the Cabinet Meeting held on 23 May 2017:

12. APPOINTMENTS TO OUTSIDE BODIES (Pages 29 - 33)

Ray Harding
Chief Executive

REPORT TO COUNCIL

Open				
Any especially affected Wards		Mandatory		
St Margaret's and St Nicholas'				
Lead Member: Cllr B Long E-mail: cllr.brian.long@west-norfolk.gov.uk		Other Cabinet Members consulted:		
		Other Members consulted:		
Lead Officer: Ray Harding E-mail: ray.harding@west-norfolk.gov.uk Direct Dial: 01553 616245		Other Officers consulted: Democratic Services Manager, Monitoring Officer		
Financial Implications YES	Policy/Personnel Implications NO	Statutory Implications YES	Equal Impact Assessment NO	Risk Management Implications NO

Date of meeting: 15 June 2017

DECLARATION OF VACANCY

Summary

A vacancy in the St Margaret's and St Nicholas ward has arisen and Council is asked to declare the vacancy.

Council is required to make a declaration of vacancy for the ward under s86(1) Local Government Act 2016.

Recommendation

That Council:

1. Notes that Claire Kittow has ceased to be a member of this authority;
2. Declares as vacant the office held by Claire Kittow as a councillor for the St Margaret's and St Nicholas' ward;
3. Notes that a by election will be held to fill the vacancy.

Reason for Decision

It is a Statutory requirement

1. Introduction

To note that Cllr Kittow ceased to be a councillor by virtue of her absence and to formally declare a vacancy in the St Margaret and St Nicholas' ward.

2. Background

Cllr Kittow has not attended a meeting of the authority for six months. Under section 85 of the Local Government Act 1972 if a councillor fails throughout a period of six consecutive months from the date of his/her last attendance to attend any meeting of the authority, he/she shall,

unless the failure was due to some reason approved by Council before the expiry of that period, cease to be a member of the authority.

Section 86 of the Local Government Act 1972 requires an authority to declare a vacancy in such circumstances.

3. Attendance

Cllr Kittow last attended a meeting of the Borough Council on 19 October 2016 when she attended the Council meeting. She therefore had until midnight on 19 April 2017 to attend a further meeting to avoid the effect of section 85 set out in paragraph two of this report.

Officers have undertaken thorough checks of attendance records and minutes of meetings. There is no record of Cllr Kittow attending a meeting between 19 October 2016 and 19 April 2017. Within that period Council has not given its approval to any reason for failure to attend and therefore Cllr Kittow ceased to be a councillor by virtue of section 85 of the Local Government Act 1972.

4. Declaration of Vacancy

Section 86(1)(c) of the Local Government Act 1972 provides that where a councillor ceases to be a member of the authority by reason of failure to attend meetings of the authority, the authority shall, except in any cases in which a declaration has been made by the High court, forthwith declare the office to be vacant. This is a statutory duty on the Council. Officers recommend that Council declares the vacancy.

5. Next steps

Under section 87(1) (f) of the Local Government Act 1972 the vacancy is deemed to be the date on which Council declares the vacancy – 15 June 2017. Public notice of the vacancy must be given immediately after this declaration.

Section 89 of the Local Government Act 1972, provides that where a casual vacancy is declared, the Returning Officer will make arrangements for the election to that vacancy to be held in accordance with the statutory timetable.

6. Financial Implications to the Council

Election costs will be met through existing budgets

7. Legal Implications to the Council

As set out in the body of the report

8. Equality and Diversity

There are no equality and diversity implications.

9. Background Papers

None

CABINET MEMBERS REPORT TO COUNCIL

15 June 2017

COUNCILLOR ALISTAIR BEALES - CABINET MEMBER FOR CORPORATE PROJECTS AND ASSETS

For the period April to 6 June 2017

1 Progress on Portfolio Matters.

Vancouver Centre - I am pleased to report that redevelopment of the former Beals department store should begin on site in August 2017 and with a projected 47 week build, completion/handover to H&M in July/August 2018.

King's Lynn Heritage Action Zone - the Heritage Action Zone (HAZ) is a national initiative whose aim is to achieve local economic growth by using the historic environment as a catalyst. Following a competitive bidding process, the Government and Historic England have granted Heritage Action Zone status to ten places in the UK, one of which is King's Lynn.

The King's Lynn HAZ will be delivered by a partnership that includes the Borough Council, Historic England, King's Lynn Business Improvement District, Greater Cambridge Greater Peterborough Local Enterprise Partnership, Norfolk County Council and West Norfolk Chamber of Commerce. The Borough Council is the lead partner.

Following the national launch in April 2017, the King's Lynn HAZ Partnership Board has met on 25 May to discuss the draft five year Delivery plan, which will include the key initiatives and projects to be delivered by this programme. Once finalised, the Delivery Plan will be presented to Members for endorsement/approval.

St Margaret's Townscape Heritage Initiative (THI) - 11 properties have had grants approved and are in different stages of work, as follows:

- Repairs to two critical projects on site
- Repairs to one critical project to start in June 2017
- Repairs to three priority properties completed
- Five priority projects in pipeline

Nar Valley Park - clearance works for phase 3 are currently under way. Lovell's have been appointed as the phase 3 contractor and are due to start on site at the end of July. Phase 3 is currently projected to deliver a land value of £1 million. Phase 4 remediation works on the former Morston Assets housing site are now being planned with works commencing later this financial year.

Marsh Lane – building is now well underway, piling for the first 20 units is complete and the contractors entrance off the new Lynnsport road is now operational. The show houses will be built by October 2017, with the first 10 units for sale being delivered by December 2017. The first 5 affordable units will be delivered to Freebridge by 31 March 2018.

Lynnsport 4 & 5 (off Greenpark Avenue) – house building is planned to start in September 2017. Norfolk County Council are planning to start work on the new school in February 2018 with completion/opening expected spring / summer of 2019.

2 Forthcoming Activities and Developments.

Townscape Heritage Initiative (THI) - members of the Regeneration & Development Panel have taken part in a workshop to explore the need and merits of a second Townscape Heritage scheme. The consensus was that the area identified as most in need is London Road – Railway Road. Following the workshop, officers will prepare an initial report outlining the key elements of a potential scheme, which if approved by Members, will be developed into a Stage 1 bid and submitted to the Heritage Lottery Fund in September 2017.

King's Lynn Historic Riverfront Regeneration – the public, key stakeholders and statutory agencies consultation has finished and the professional team is in the process of preparing the final report / masterplan, which will include the preferred development option as well as recommendations for the delivery mechanisms and procurement routes. The report will be presented to Members for endorsement/approval in June / July 2017.

CABINET MEMBERS REPORT TO COUNCIL

15 June 2017

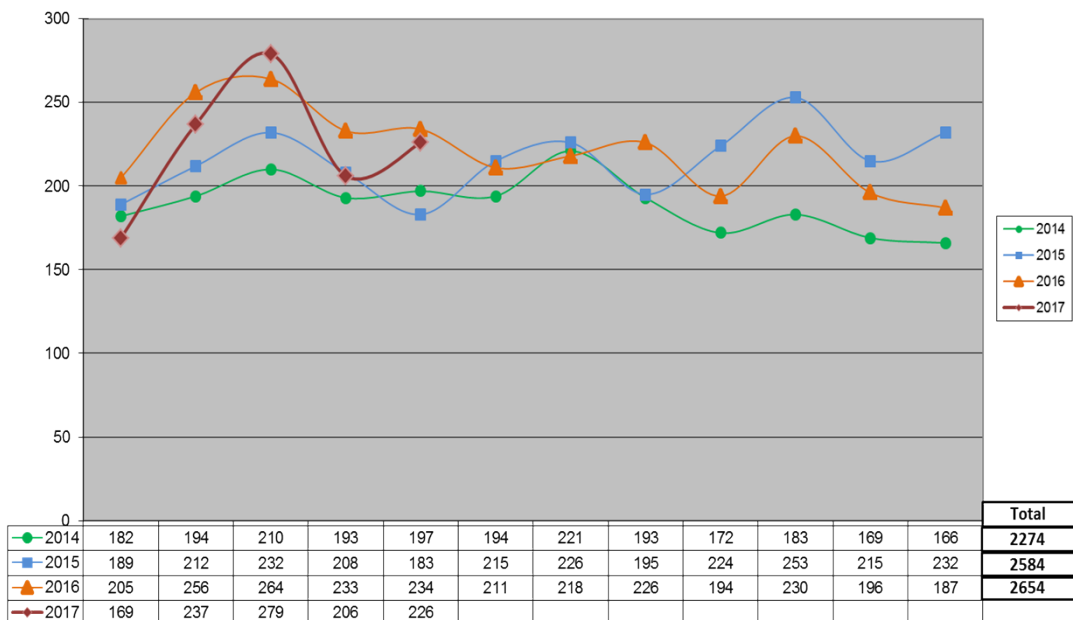
COUNCILLOR RICHARD BLUNT - CABINET MEMBER FOR DEVELOPMENT

For the period 25 March to 2 June 2017

1 Progress on Portfolio Matters.

Planning Applications

Planning and discharge of condition applications received



April and May planning applications continued at a high level although the accumulative total for 2017 is slightly lower than 2016 but greatly exceeds 2015 and 2014.

The Planning Committee now meet for the monthly planning committee meeting in the Assembly room at the Town Hall. The new visual equipment has now been installed and this will be in use at the June meeting. The audio upgrade is scheduled to be available soon.

With improved technology available, officers are now looking at ways to improve the presentation of application reports to the committee.

Government White Paper

A members briefing was held on 24 April in the Town Hall outlining the significance of the Governments white paper entitled “Fixing the Broken Housing Market”.

Local Plan

At the most recent Local Plan Task Group meeting, the Hunstanton Master Plan was presented. The Group reviewed the core strategy policies and the SADM (Site Allocation and Development Management) policies. A Retail Overview of Kings Lynn town Centre was presented to the task group.

Community Infrastructure Levy

The Community Infrastructure Levy has been operation for three months. There have been a few minor issues but in general terms the process is working well.

The first CIL payments will be paid to Marshland St James and Sedgeford in the next few weeks.

Neighbourhood Plans

The examiner of the North Runcton and West Winch Neighbourhood plan has been asking a number of questions, the answers which were provided by officers were published on the web site.

The Walpole Cross Keys plan – The examination is about to start.

16 further parishes had expressed an interest including: Heacham, the Burnhams, Gayton, Castle Acre and Tilney All Saints.

It has been confirmed that the Government are committed to the funding of the process at the present time, although it is concerning the amount of officer time having to be spent on the process.

2 Meetings Attended and Meetings Scheduled

Council
Cabinet
Cabinet Sifting
Local Plan Task Group
Various meetings with Officers

Meetings with Leader
Planning Committee
Regeneration and Development Panel
Environment and Community Panel
Self Build and Custom Build Task Group
Electoral Review Members Workshop
Members Briefing on Government's Planning White Paper

CABINET MEMBERS REPORT TO COUNCIL

15 June 2017

COUNCILLOR IAN DEVEREUX- CABINET MEMBER FOR ENVIRONMENT

For the period 25th March to 5th June 2017

1 Progress on Portfolio Matters.

Significant progress continues to be made to advance our campaign for the greening of our Borough environment, yet, much remains to be done in encouraging the adoption of the conduct and behaviours to reduce Fly-tipping and increase the collection of food-waste, re-cyclables and garden waste.

A positive achievement was the Award of Cheques for £1500 and two of £750 to **The Norfolk Hospice, MIND and Scotties little Heroes** as the winning charities voted by participants in our implementation of the National Local Green Points scheme, which is currently being re-launched to encourage greater participation. If you haven't already, I encourage all to sign up and demonstrate commitment to our Policy to improve our Borough and at the same support our local Charities!

Agreement has been reached through the **Environment & Community Panel** on how we might simplify the Food Waste Caddy Liner arrangements. Over the summer we have initiated **Doorstep visit campaign** to those areas where we believe that we can help residents to understand what they might do to increase recycling and improve waste collection.

Following years of chronic problems with fly-tipping and rubbish dumping in **North Lynn**, our Officer Team and I, have established a joint-approach with Community Leaders to help them help themselves, to improve their waste management issues and increase pride in their area. I have recently followed this up with an un-announced visit and discussion with the local Leaders and they are very pleased with our involvement and proud of the achievements thus far.

Informal discussions with Local Police and their County Leadership have also been supportive and hopefully will lead to a higher profile campaign to reduce fly-tipping across the County.

Hunstanton matters have attracted greater involvement as the summer season gets underway. These include the loss of sand from the beach where Sailing Club launch and recover their craft; this has been so severe at times as to cause the loss of externally sponsored sailing events. Although we have no short-term solution to counter the natural processes involved, we hope to

explore the longer-term interventions and options that might be possible through our externally funded Shoreline Management Planning efforts that will get underway later this year.

I am also working other Portfolio Holders in seeking Town Council involvement in revising the terms of reference of the Hunstanton Green Joint Management Committee to reconcile them with the other consultative bodies in the area and so simplify, improve and harmonise the interactions and performance.

Continued improvement to the capacity, durability and location of waste bins on the promenade to help visitors to get rid of their litter responsibly, is improving performance. Unfortunately, this seems to have offended those focussed on their aesthetic impact against historic criteria. We will continue to explore options to provide Tourists and Visitors with the essential levels of expected waste management service and performance cost-effectively, whilst achieving this in an environmentally sensitive manner.

2 Forthcoming Activities and Developments.

The latest inspections at the site of the long-burning Manor Farm conflagration indicate that the heat is now reducing to levels such that a detailed investigation of the land contamination implications can be initiated.

3 Meetings Attended and Meetings Scheduled

WECMS Funding – Chief Executive
Joint Employee Consultative Committee
Radio Norfolk Interview on North Lynn & Bawsey Drain
KLFM Interviews
Hardwick Depot – Waste Collection
Portfolio Meeting on Hunstanton Issues
Mayor's Community Awards
WECMS Stakeholder Forum
Council
Cabinet, Briefings, and Sifting Meetings
Cabinet/Officer Internal Funding Review
Portfolio Meeting on Marketing of Waste Collection campaigns
Electoral Review Workshop
HRA Monitoring, Mitigation & Green Infrastructure Panel, Pre-brief & Meeting
Briefing on Planning White Paper
R&D Panel
Portfolio Meetings on Community Safety & Neighbourhood Nuisance
Portfolio Meetings on Community Services
Portfolio Meetings on Coastal Protection and Land Quality matters
Meeting - North Lynn Community Leaders & Representatives on Fly Tipping
Portfolio Meeting on future use of Food Waste Caddy Liners
Hunstanton Green Joint Management Committee
Hunstanton Town Council on HGJMC Terms of Reference

Annual Council & Mayor-making
Local Green Point Charity Presentation
Meeting- Hunstanton Town Council, Chamber of Trade and Sailing Club on
Shoreline management and associated Portfolio matters.

Meetings Scheduled

East of Ouse, Pulver & Nar IDB
Annual Civic Service
Council
Norfolk Waste Partnership Board
ICT Development

CABINET MEMBERS REPORT TO COUNCIL

15 June 2017

COUNCILLOR ADRIAN LAWRENCE - CABINET MEMBER FOR HOUSING AND COMMUNITY

For the period March to 5 June 2017

Progress on Portfolio Matters.

Home Choice

There were 1131 applicants on the housing register at the end of May

218 in the high band
315 in the medium band
598 in the low band

32 applicants were housed

Community Led Housing Fund

On receipt of the second tranche of funds for 2016/17 work is underway to prepare a strategy to deliver some community led housing. There will be two key components firstly there will be a focus on direct delivery with consideration of a site or sites the council owns, and secondly a longer term aim to support existing or newly formed groups with their plans for community led housing. A fixed term post has been created (hosted by North Norfolk DC) to be shared between this Council , North Norfolk and Breckland DC to start to take forward this work with existing teams. Further information will follow soon on this exciting new initiative.

Broad Street Offices – residential conversion update

The project to convert second floor offices above retail units to self-contained residential apartments has planning approval. Work is progressing on the tender documents to secure a works contractor. The project will assist the Council in providing temporary accommodation in line with its statutory obligations.

Supporting People Funding changes

I have previously mentioned the planned reductions in the housing related support (Supporting People) services. We have started some work with the County Council on identifying some local priorities, and designing some new services that reflect changing circumstances and reflect the funding reductions. We are undertaking this work in conjunction with the West Norfolk CCG who understand the need to design services including those connected with homelessness and housing, recognising the link between housing and health. Proposals for some new service priorities include

potentially an outreach services for rough sleepers and those in wholly inappropriate living conditions.

Careline

The call handling transfer was as challenging as predicted due to non-compliance by the previous contractor, however we now only have a handful of clients left to be reprogrammed/cancelled. Herefordshire Housing to date have been excellent.

The Careline team are due to relocate to Kings Court around 10th July
Our Careline Admin staff are due to become Careline Support Officers shortly and be trained in alarm installations- this will increase capacity and further improve our performance.

The procurement of the Servicing and Maintenance contract has just been completed and is due to be awarded in the next week.

Meetings Attended

Cabinet
Cabinet sittings
Meetings with Officers
Full Council
Portfolio Meetings

CABINET MEMBERS REPORT TO COUNCIL

15 June 2017

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

For the period 7 April to 15 June 2017

1 Progress on Portfolio Matters.

The plans for the car parking spaces at Mintlyn are due to be lodged with the planning department either by the time this report is released or very soon after.

Scaffolding on the roof of the Crematorium has now been removed, there are still some snagging issues to be resolved but the builder has these on their list and they will be completed as soon as possible.

I have been able to arrange an Open Day at Mintlyn Crematorium this year on 29 July. It has been a few years since the whole building, including behind the scenes, could be viewed whilst it is not operational so with the agreement of the team it will be open on that day from 11am to 3pm. It is of interest to a wide audience and something many other Crematorium do on a regular basis but clearly only possible when there is no fear of intruding in what would normally be a family's private time.

For the last six years Mintlyn has been part of the Institute of Cemetery and Crematorium Management Recycling of Metals Scheme and receives the proceeds from the recycle of medical implants. The money raised goes to local charities whose core function is to provide bereavement related support or provide a service to the bereaved or their family. To date over £47000 has been raised through this scheme and I have been able to join the Mayor at a few presentations to various organisations within this category. This money can often be the difference to enable them to carry on their work and why local charities are chosen in preference to national ones who would generally have a wider catchment of funding streams.

The timetable of meetings in the Town Hall is gathering pace pushed ahead by the County Elections and the subsequent General Election which require lock down of the Committee Suite. A few of the meetings have raised a couple of issues but all feedback is being actioned and I would expect the settling down period to be soon over. As with all changes there is usually something that could not be foreseen but the quicker it is raised the sooner it can be addressed.

2 Forthcoming Activities and Developments.
Regular meetings with Officers and Executive Directors

3 Meetings Attended and Meetings Scheduled
Officer meetings Cabinet meeting and Portfolio updates Cabinet Sifting Crematorium visit Presentation of cheque to Kings Lynn branch of Compassionate Friends at Mintlyn

CABINET MEMBERS REPORT TO COUNCIL

15 June 2017

COUNCILLOR PETER HODSON - CABINET MEMBER FOR SYSTEMS AND ECONOMIC DEVELOPMENT

For the period 11 May to 05 June 2017

1 Progress on Portfolio Matters.

I have started by having updates from officers on the following:

Discussed links between parking/CCTV etc and issue for Town Centre Around shrinkage.

Economic Development, Coastal Communities, etc

Markets- History of markets issues.

Christmas Lights - Looking to put additional funding in from end of year closedown of accounts.

2 Forthcoming Activities and Developments.

With Regard to the Performance.

The usual range of performance monitoring reports have been prepared. In relation to quarter four of the 16/17 year, and will be considered by the CPP panel in July.

The Annual Governance Statement is currently being prepared for approval by the Audit Committee Also in July.

3 Meetings Attended and Meetings Scheduled

Meetings Attended.

Cabinet Meetings
Portfolio updates
Cabinet Sifting

Chris Bamfield
Ostap Paparega
Martin Chisholm
Alistair Cox
Becky Box
Darren Taylor (KLFM)

CABINET MEMBERS REPORT TO COUNCIL

15 June 2017

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

For the period May 12th to June 3rd 2017

1 Progress on Portfolio Matters.

The arrangements for our summer events in Kings Lynn are well advanced. The first event, which has taken place, Hanse Festival was very well attended and enjoyed by our Borough residents as well as visitors from our closest Hanse town Boston also Lubeck Germany, Krackow Poland and Waterland Holland. Fireworks were sponsored by local businesses.

The next event the Council is supporting is the Hanseatic Ski Race being held on 17th & 18th June. The organisers of this Formula 1, 2 and 3 water ski racing event are very professional and proud of this event on the river Great Ouse.

All advertising for the events will be publicized through local media, Councils web site and visitwestnorfolk web site.

As has been for the last 3 years at Hunstanton we are working in partnership with the Police on the beach safety initiative, namely, 'Sandi the Starfish'. This initiative was established in memory of a Hunstanton based PCSO. On the promenade close to the Oasis is the beach safety caravan, where staff can provide wrist bands to children which will have their parents\carers mobile number printed on them. It is also a meeting place for families if they become separated.

Much of the £1.3m Hunstanton Heritage Gardens project has been enjoyed by many visitors during the schools half term holiday. The areas which are completed are the new rose garden, garden beds which have been planted, crazy golf is being played, Edwardian pavilion and the south shelter on The Green are in full use. The statue of Henry Le Strange which is jointly funded from local donations, Borough Council and National Lottery, will be unveiled on the 16th June.

A new venue entry on visitwestnorfolk web-site for Hunstanton Heritage Gardens gives details of the area and also features the events in the gardens being organised by Rosie, the events and activities co-ordinator. The events are also highlighted on the web-site event listing. These entries will also appear on the mobile phone App. Other events at Hunstanton such as the

music bands on the Bandstand and Spinney which the Council organise are also promoted.

Hunstanton is at the forefront of marketing as Visit Norfolk are running a Sky TV and social media campaign. Viewers are incentivised to enter a competition for which a prize is, 'A holiday at Searles'.

The indoor Skatepark, formerly known as The Shed has had a £290,504 refurbishment. It includes an added mezzanine floor which contains a social area and café, external walls are insulated, new ramps and a new area for beginners. It has been renamed KASET, an anagram of Skate but also there is a focus on music as well as extreme sports. On the first day of opening 200 young people visited with 100 attended the evening live music event.

LILY, the online directory for older people, are continuing having adverts in parish magazines, Corn Exchange brochures and is now included on the Sainsbury's digital display board. There are now 30 LILY Advisors who are from 4 local charities WN Befriending, WN Carers, WN Deaf Association and WN Mind they continuously promote the directory and attend events such as Coffee mornings, Libraries, Dementia Café's and Parish Council meetings. LILY advisors also provides a home visit service, many are requested via a telephone call to the CIC. The LILY co-ordinator has attended training sessions with the staff at the Rehabilitation and Stroke unit at the QE hospital. A temporary administrator has been appointed to ensure all existing entries are current and up to date. There are now 1,466 entries on LILY.

2 Forthcoming Activities and Developments.

Lynnsport are continuing to celebrate the 25th anniversary of operation and as part of the celebrations KL Gymnastics Club will be performing a celebration event of the decades gymnastics display. It will include pre-school, recreational and elite gymnasts.

The Anglia In Bloom judges will be inspecting our 3 towns as well as South Wootton village during the first week of July. They will be meeting many volunteers, schools and businesses who are involved in keeping our Borough looking good, as well as our Parks and Gardens maintained by our Council staff.

Kings Lynn allotments will be visited and judged on 3rd July. This is sponsored by KL Horticultural Society.

3 Meetings Attended and Meetings Scheduled

Ray Harding	Chief Executive
Lorraine Gore	Executive Director Finance Services
Chris Bamfield	Executive Director Commercial Services
Chris Durham	Grounds Maintenance Operations Manager

John Greenhalgh Environmental Health Manager
Jemma Curtis Regeneration Programme Manager
Richard Fisher Aboricultural Officer
Kings Lynn Heritage Action Zone Partnership Board
WNCCG Primary Care Commissioning Committee
Hunstanton Green Joint Management Committee
Norfolk Arts Forum Executive Committee
Collusion Technology Art group
West Norfolk Community Sports
Kings Lynn Festival Board
St Georges Guildhall meetings
West Norfolk & Kings Lynn Girls' Schools Trust
Internal Drainage Board
Friends of The Walks
K L Civic Society AGM
Public Health (East) Data course
WN & KL NSPCC AGM West Rudham
Trues Yard exhibition opening
Kaset Skatepark opening

CABINET MEMBERS REPORT TO COUNCIL

15 June 2017

COUNCILLOR BRIAN LONG - LEADER AND CABINET MEMBER FOR RESOURCES.

For the period 6th April 2017 to 5th June 2017

1 Progress on Portfolio Matters.

As Leader of the Council I see a great variance in the things that I am involved in and this has been true over the last month, I attended KLFM on Local Radio day and had the privilege of reading the 10 o'clock morning news. Having a local radio station in West Norfolk is certainly a boost for local identity and a platform for local business to promote themselves, however Local Radio Day is about celebrating the importance of stations like KLFM to their areas and I was pleased to be involved.

Following the terror attack in Manchester the Mayor and I agreed that King's Lynn and West Norfolk should hold a vigil to show our support for the people of Manchester and those affected by this atrocity. It was a poignant and fitting ceremony and was well attended despite the threat of inclement weather. At the time of writing this report we are again seeing terror on our nation's streets, this time in London. Once again our thoughts go out to all involved or any way affected by these terrible acts. Flags on Council buildings being flown at half-mast.

2 Forthcoming Activities and Developments.

Corporate Finance Position

At the time of writing the Financial Outturn for 2016/17 is being prepared for Cabinet. Our targets for cost reduction for 16/17 of £355,925 were exceeded by £146,795. For 2017/18 this target is £947,447, however just 2 months into this financial year and £837,590 has already been achieved. We must not be complacent however as future years require over £1.5m. Full details of this will be contained in the report to Cabinet.

Cyber Attack

As a result of recent Cyber Attack, publicised in the media, we had to take urgent action to protect our internal systems. As a precaution the CCG who operate within our building at Kings Court shut down their systems and we

sort to prevent any email with separate attachment going directly to recipients and being held within our safety filters until upgrade patches could be installed. This did have a knock on effect of Members not receiving agendas from some outside partners, however this was soon rectified. Whilst I must apologise to all of those affected the overall security of our systems is paramount.

3 Meetings Attended and Meetings Scheduled

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

Members Workshop – Electoral Review

Cross Party Electoral Review Task Group

Official Opening of CAB Offices at Hanse House

Presentation of Community Award to Volunteers from Red Mount and South Gate.

Habitat and Green infrastructure Housing Growth Mitigation Panel

Special Cabinet (Boundary Review)

Meeting with West Acre Theatre – Ref Grant Funding

Climate Change Seminar – At Marriot's Warehouse

Board Meeting – Freebridge Community Housing.

Meeting with Police Superintendent

Kings Lynn Internal Drainage Board

KLFM for Local Radio Day

Vigil to remember Manchester Terror Attack – Tower Gardens

To be attended at the time of writing

East of Ouse Internal Drainage Board

Downham Market SNAP Meeting.

New Anglia LEP – Economic Strategy Workshop

CAB9: **KING'S LYNN AND WEST NORFOLK STATEMENT OF
COMMUNITY INVOLVEMENT**

Councillor Blunt presented the report which explained that the Statement of Community Involvement (SCI) was a document which outlined how the Council would consult with the public as part of the Local Plan process, on Planning Applications, and also on Neighbourhood Plans. At the May 2016 Cabinet it was agreed that the SCI be made available for public consultation for a period of 6 weeks and that the final version of the document prepared after the consultation period be reported back through to Council for final approval.

Councillor Blunt encouraged all Councillors to read the document which outlined how both the planning and Local Plan process worked.

Councillor Mrs Fraser addressed the Cabinet under Standing Order 34 and provided an example of a fellow Councillor approaching local businesses and residents regarding planning applications. In response, Councillor Long explained that the Members Code of Good Practice for Planning would be considered at the next Cabinet meeting on 27 June and included how Councillors should consult during the planning process. Councillor Long commented that it was important for a Borough Councillor to have the ability to have their say as a local person.

Councillor Blunt advised that the following reports would be presented to Cabinet on 27 June:

- Members Code of Good Practice for Planning which set out guidance on how Councillors should conduct themselves.
- Planning Scheme of Delegation.

Councillor Blunt invited Councillor Mrs Fraser to discuss her points raised outside of the Cabinet meeting.

Councillor Lawrence commented that it was an excellent report which set out clear guidance on how consultation on planning applications would be undertaken.

In response to comments from Councillor Mrs Mellish, Councillor Blunt advised that the Local Plan was a single document with a suite of supporting documents which provided an understanding of the process.

The Planning Policy Manager added that the document provided a simplified process together with diagrams outlining how the Council would consult with the public as part of the Local Plan process.

Councillor Long referred to page 15 – The Role of Councillors and suggested that an additional bullet point be added as follows:

- A separate Members Code of Good Practice for Planning is adopted by the Council which sets out criteria which Members work to.

The above amendment would allow the public to gain an understanding of what to expect from Local Councillors.

The above amended was agreed by Cabinet and the Planning Policy Manager undertook to amend the document accordingly.

RECOMMENDED: 1) That the final version of the document is endorsed, and;
2) That the document is published via the Council's website.

Reason for Decision

To ensure that the Borough Council has an up-to-date Statement of Community Involvement adopted, to inform the next stages of the Local Plan Review and planning application process.

REPORT TO COUNCIL

Lead Member: Councillor Brian Long E-mail: cllr.brian.long@west-norfolk.gov.uk			Other Cabinet Members consulted:		
			Other Members consulted: Environment and Community Panel Corporate Performance Panel		
Lead Officer: Samantha Winter E-mail: sam.winter@west-norfolk.gov.uk Direct Dial: 01553 616327			Other Officers consulted:		
Financial Implications NO	Policy/Personnel Implications NO	Statutory Implications S.17) NO	(incl	Equalities Impact Assessment NO	Risk Management Implications NO

Date of Meeting: 15 June 2017

APPOINTMENTS TO OUTSIDE BODIES AND PARTNERSHIPS

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 Environment and Community Panel and Corporate Performance 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 Environment and Community Panel and Corporate Performance Panel to serve on outside bodies and partnerships which fall within the Scrutiny and Regulatory categories as shown in part 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 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 23 May 2017 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 Environment and Community Panel and Corporate Performance 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 Environment and Community Panel and Corporate Performance Panel are shown below.

- Borough Council/College of West Anglia Liaison Board – Councillor Smith

- Hunstanton Sailing Club Development Sub Committee – nomination to be put forward by the Corporate Performance Panel at its meeting in July.
- King's Lynn and West Norfolk Area Museums Committee – Councillors Bubb, Smith and Mrs Wright.
- Norfolk County Council – Norfolk Countywide Community Safety Partnership Scrutiny Sub-Panel – Councillor Westrop and vacancy for a substitute member.
- Norfolk Health Overview and Scrutiny Committee – Councillor Fraser and Councillor Smith as substitute.
- West Norfolk Community Transport Project – Councillor Fraser
- West Norfolk Disability Forum – Councillors Bubb, Fraser, A Tyler, Squire and Horsbrugh.
- King's Lynn Town Football Club (nomination delegated from Cabinet) – Councillor Mrs Westrop.

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.

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

APPENDIX 1

APPOINTMENTS TO BE MADE BY FULL COUNCIL ON 15 JUNE 2017

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

<u>NAME OF OUTSIDE BODY</u>	<u>NUMBER OF REPRESENTATIVES PERMITTED</u>	<u>CURRENT REPRESENTATIVE/S</u>	<u>TERM OF OFFICE</u>
Backham Almshouse Trust	1 Parish Level	Sally Twyman	Annual
Brancaster Commons Committee	1 Parish Level	E Watson	Annual
Burnham Overy Harbour Management Committee	1 Parish Level	S Sandell	Annual
Downham Market Leisure Centre Joint Management Committee	2 General, <i>1 Exec</i>	J Westrop and M Howland <i>Councillor Mrs K Mellish (Exec appointment)</i>	Annual
Freebridge Community Housing Board	2 General	C Sampson and B Long	Annual
Hunstanton and District Arts Festival	1 Parish	C Bower	Annual
Hunstanton Green Joint Management Committee	1 Exec and 2 Parish	C Bower and I Devereux (Parish). <i>Councillor Mrs E Nockolds (Exec)</i>	Annual
Hunstanton Regeneration Project Team	1 Exec and 2 Parish	P Beal, C Bower, R Bird <i>A Beales (Exec)</i>	Annual
John Sugars Almshouses Charity	4 Parish Level	L Bambridge, Sally Twyman and Janice Minns	Annual
King's Lynn and West Norfolk Area Museums Committee	1 General 1 Exec 3 Scrutiny	A Tyler. <i>Mrs E Nockolds (exec)</i> <i>T Smith, T Wing-Pentelow and Mrs A Wright</i>	Annual
King's Lynn Borough	2 General	R Groom and T Bubb	4 years

Charity			
King's Lynn Town Centre Partnership	2 Parish Level 1 Exec + sub	L Bambridge and Mrs A Wright <i>Councillors B Long and P Hodson</i>	Annual
North End Trust	1 Parish Level	E Nockolds	Annual
Outwell Charities	1 General	C Crofts	Annual
Safer Neighbourhood Action Panel (SNAP) – King's Lynn	2 Parish	L Bambridge and A Tyler	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 B Long	Annual
Safer Neighbourhood Action Panel (SNAP) – Hunstanton	2 Parish	P Beal and T Bubb	Annual
Sibelco – Leziate Quarry Liaison Committee	1 Parish Level	A Beales & J Moriarty	Annual
West Norfolk and King's Lynn Girls School Trust	1 General	Mrs E Nockolds	4 years
West Norfolk Youth Advisory Group	1 General	Mrs A Wright	Annual
William Cleave Educational Foundation	2 Parish Level	Miss L Bambridge and P Rochford	May 2017