

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



Environment and Community Panel

Agenda

Tuesday, 12th June, 2018
at 6.00 pm

in the

**Council Chamber
Town Hall
Saturday Market Place
King's Lynn**



King's Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX
Telephone: 01553 616200
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Friday 1 June 2018

Dear Member

Environment and Community Panel

You are invited to attend a meeting of the above-mentioned Panel which will be held on **Tuesday, 12th June, 2018 at 6.00 pm** in the **Council Chamber, Town Hall, Saturday Market Place, King's Lynn** to discuss the business shown below.

Yours sincerely

Chief Executive

AGENDA

1. Appointment of Vice Chairman for the Municipal Year

2. Apologies for absence

To receive any apologies for absence.

3. Minutes (Pages 5 - 12)

To approve the minutes of the previous meeting.

4. Declarations 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.

Those declarations apply to all Members present, whether the Member is part of the meeting, attending to speak as a local Member on an item or simply observing the meeting from the public seating area.

5. Urgent Business

To consider any business which, by reason of special circumstances, the Chairman proposed to accept as urgent under Section 100(b)(4)(b) of the Local Government Act, 1972.

6. Members Present Pursuant to Standing Order 34

Members wishing to speak pursuant to Standing Order 34 should inform the Chairman of their intention to do so and on what items they wish to be heard before the meeting commences. Any Member attending the meeting under Standing Order 34 will only be permitted to speak on those items which have been previously notified to the Chairman.

7. Chairman's Correspondence

If any.

8. Food Hygiene Update (30 minutes) (Verbal Report)

9. Single Use Plastics (60 minutes) (Verbal Report)

10. Nominations to Outside Bodies (10 minutes) (Pages 13 - 15)

11. Work Programme and Forward Decision List (Pages 16 - 24)

12. Date of the next meeting

To note that the next meeting of the Environment and Community Panel is scheduled to take place on 24th July 2018 at 6.00pm in the Council Chamber, Town Hall, Saturday Market Place, King's Lynn.

To:

Environment and Community Panel: Miss L Bambridge, Mrs C Bower, A Bubb, Mrs S Collop, Mrs S Fraser, G Hipperson, M Hopkins, T Parish, C Sampson (Chairman), M Taylor, J Westrop and Mrs M Wilkinson

Portfolio Holders:

Councillor A Lawrence, Portfolio Holder for Community – Item 8
Councillor I Devereux, Portfolio Holder for Environment – Item 9
Councillor B Long, Leader of the Council – Item 10

Officers

Barry Brandford – Refuse and Recycling Manager
Sharon Clifton – Communications Manager
Vicki Hopps – Environmental Health Manager (Commercial)
Honor Howell – Assistant Director

BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK

ENVIRONMENT AND COMMUNITY PANEL

**Minutes from the Meeting of the Environment and Community Panel held on
Tuesday, 1st May, 2018 at 6.00 pm in the Council Chamber, Town Hall,
Saturday Market Place, King's Lynn**

PRESENT: Councillor C Sampson (Chairman), L Bambridge, A Bubb, Mrs S Collop, G Hipperson, T Smith, Mrs J Westrop, D Whitby and Mrs M Wilkinson
Miss L Bambridge, A Bubb, J Collop, Mrs S Collop, G Hipperson, J Moriarty, T Parish, T Smith, Mrs J Westrop, D Whitby and Mrs M Wilkinson

Portfolio Holders:

Councillor I Devereux, Portfolio Holder for Environment

Councillor B Long, Leader of the Council

Councillor Mrs E Nockolds, Portfolio Holder for Culture, Heritage and Health

Officers:

Mary Colangelo, Electoral Services Manager

Sarah Dennis, Partnership and Funding Officer

Lorraine Gore, Executive Director, Finance

Ray Harding, Chief Executives

Honor Howell, Assistant Director

By Invitation:

Natalie Jode, Creative Arts East

EC97: **APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillor Mrs Fraser.

EC98: **MINUTES**

RESOLVED: The Minutes from the previous meeting were agreed as a correct record and signed by the Chairman.

EC99: **DECLARATIONS OF INTEREST**

Councillor Moriarty declared an interest in EC105: Community Car Schemes as he was a volunteer driver for the Castle Acre scheme.

EC100: **URGENT BUSINESS**

There was none.

EC101: **MEMBERS PRESENT PURSUANT TO STANDING ORDER 34**

Councillor John Collop – EC107.
Councillor Moriarty – EC104, EC105, EC106 and EC107.
Councillor Parish – EC104.

EC102: **CHAIRMAN'S CORRESPONDENCE**

The Chairman explained that he had received correspondence relating to the Community Car Scheme item. Relevant issues would be dealt with as part of the Agenda item and he would contact the individual after the meeting to deal with any outstanding matters.

EC103: **CREATIVE ARTS EAST**

Natalie Jode from Creative Arts East delivered a presentation, as attached. She explained that the charity was based on arts and community development and worked with a range of communities and organisations across the County.

She explained that in West Norfolk a financial contribution was received from the Borough Council through a Service Level Agreement and the Council received regular reports. She explained that Creative Arts East had worked with 22 community groups in West Norfolk and work was also being carried out with the Council through Alive Leisure to look at arts and audience development.

The Chairman thanked Natalie Jode for her presentation and invited questions and comments from the Panel, as summarised below.

In response to a question from Councillor Smith, it was explained that communities chose their performances and benefitted from subsidised ticket sales. Community performances included traditional theatre, plays of books, world music and shows aimed at children and young people. Natalie Jode explained that programming work did also look at less traditional work and this usually had increased subsidy to get people interested.

Natalie Jode explained that a Community Touring Manager put together a programme of shows and then community representatives would be invited to choose which performances they would like to bring out into their community.

The Vice Chairman, Councillor Bambridge referred to the results of the project in 2012/2013, she explained that lack of transport and funds were highlighted as reasons for not being able to access the arts in rural areas. She asked if more up to date information was available and if these were still factors in preventing access to the arts in rural areas. Natalie Jode explained that rural communities could choose to become involved with Creative Arts East, and as long as funds were available, they could participate. She agreed that it would be good to revive the project which looked at models of participation, but this was

carried out through Arts Council funding and further funding options would need to be looked at to carry out a similar project. Natalie Jode commented that the impression she got from working out in the community with people were that issues regarding lack of transport and funds were still current.

The Vice Chairman, Councillor Bambridge, asked Natalie Jode how Creative Arts East promoted themselves. Natalie Jode explained that there were a lot of longstanding communities which were involved and engagement work was carried out. She explained that work to raise the profile of the group was being looked at and new groups were joining all the time. She explained that there was only so much subsidy that Creative Arts East had, so they had to be careful about raising and meeting expectations.

The Portfolio Holder for Culture, Heritage and Health, Councillor Mrs Nockolds commented that her portfolio included financial assistance and she had been involved in agreeing the Service Level Agreement with Creative Arts East. She commented that they did good work in West Norfolk and communities often wanted to continue the work that Creative Arts East had started, for example some communities had then gone on to purchase their own projectors so that they could continue with community cinema offers etc. The Portfolio Holder explained that the arts contributed towards the health and wellbeing of the residents of the Borough which was important. She also reminded the Panel that Lily had been awarded funding for Social Isolation and this could involve working with Creative Arts East.

The Chairman thanked Natalie Jode and Creative Arts East for the work carried out in the Borough. He encouraged Members to spread the message of the opportunities available for communities through Creative Arts East as appropriate.

Natalie Jode commented that Members were welcome to contact her to attend and participate in programming and community events.

RESOLVED: The Panel be kept updated as appropriate.

EC104: **PARISH COUNCIL ELECTION COSTS - UNCONTESTED ELECTIONS**

The Electoral Services Manager presented the Cabinet report which proposed to pass on the full costs of uncontested Parish Council Elections to the Parish Councils concerned, both at the four-yearly Parish Council Elections as well as any Casual Vacancies in between. The Electoral Services Manager confirmed that Legislation permitted any expenses incurred by the Borough to be passed on to the Parish.

The Electoral Services Manager reminded the Panel that previously the Council had agreed to charge Parish Councils for contested elections.

Now the Council were looking at further savings and recouping costs. The Panel was informed that many other Councils already charged costs incurred for uncontested Elections and the amounts charged varied.

The Chairman thanked the Electoral Services Manager for her report and invited questions and comments from the Panel, as summarised below.

The Leader of the Council, Councillor Long, explained to the Panel that this report had been presented to the Cabinet in April 2018. Councillor Moriarty had attended the Cabinet meeting under Standing Order 34 and had raised concerns that the item had not been scrutinised prior to its presentation to Cabinet. The item was therefore deferred by Cabinet so that it could be considered by the Environment and Community Panel.

Councillor Bubb commented that he did not think it was fair that all Parishes be charged the same amount for uncontested elections. He asked if it could be related to their precept or size and what would happen if the Parish did not have a precept. The Chief Executive commented that even though Parishes differed in size, the same amount of administrative work would have to be carried out by the Borough Council with regards to uncontested elections. He explained that Parishes set their own precepts and would need to have regard to potential charges for uncontested elections.

The Leader of the Council, Councillor Long, commented that the size of the Parish may not necessarily be related to the amount of vacancies or elections. There were various reasons why there could be a Parish Council vacancy and an election required. He explained that the work carried out by Electoral Services up until the time that the election was uncontested was additional work and should be charged back to the Parish Council. He explained that in not all instances an Election would be required; Members could be co-opted onto the Council.

Councillor Hipperson queried how much the Council wanted to look after Parish Councils and he referred to Quality Parishes. The Leader of the Council explained that Parish Councils were standalone bodies in their own right and he felt that they should pay for their own democracy, which included uncontested elections.

Councillor Parish addressed the Panel under Standing Order 34. He explained that his Parish had a regular turnover of Councillors and often a by-election was not requested and Members were co-opted. It was clarified that there would be no charges introduced for the co-option process.

The Electoral Services Manager explained that at the last election 90 out of 102 Parishes were uncontested. The Electoral Services Team had to carry out a degree of work before they were uncontested and

she confirmed that the proposal was that Parishes be charged for the work up to that point.

Councillor Smith explained that his Ward was within an unparished area, but his Council Tax payers still had to pay for the cost of uncontested Elections as it was a charge currently borne by the Borough. He supported the proposals to introduce charging for uncontested elections.

Councillor Moriarty addressed the Panel under Standing Order 34. He explained that some of the questions that he had wanted to ask had already been covered by others and thanked the Panel for bringing the item forward for Scrutiny. He asked for clarification that if ten people did not request an election and the vacancy was filled by co-option, would this incur a charge. The Electoral Services Manager confirmed that there would not be a charge for this.

RESOLVED: That the Environment and Community Panel supported the recommendation to Cabinet as follows:

To confirm the proposal to charge Parish Councils for their own uncontested elections.

EC105: **COMMUNITY CAR SCHEME**

The Chairman explained that he had received correspondence relating to the Community Car Scheme which had been passed onto officers and relevant issues would be considered as part of their report. The Chairman would make contact with the individual after the meeting to address any outstanding matters.

The Executive Director referred to the presentation provided by Creative Arts East earlier on in the meeting and the links to lack of transport in rural areas. She also referred to the changes with Stagecoach and impacts that this could have.

She confirmed that there were no proposals to reduce or remove funding for the service, but to review its operation. The Executive Director explained that in 1999 funding had been received to assist in the setup of Rural Transport Partnerships, which was administered by a dedicated officer. It was explained that Community Car Schemes were not run by the Borough Council and presently the Borough Council funded six schemes. They were all funded slightly differently with some receiving grants and some putting in quarterly claims. It was clarified that the Borough Council checked the claims, but the administration work was carried out by the car scheme themselves.

The Executive Director explained that correspondence had been received from an individual relating to Community Car Schemes which had prompted this review. As part of the review a survey was sent to

all Parishes to ascertain details of any schemes they ran, the results of which were included in the report. The Executive Director highlighted that no Parishes, which currently did not have a scheme in place, had responded that they would like one to be introduced.

The Executive Director highlighted the recommendation as set out in the report. She explained that if the Council continued to fund schemes, a Service Level Agreement would be required along with evidence of sufficient Governance arrangements and the schemes would continue to be administered by the car schemes.

The Panel was informed that Norfolk County Council also funded some community car schemes and following discussions with officers it had been agreed that they could also administer payments to the schemes on behalf of the Borough.

The Panel was also requested to consider any relevant criteria for journeys under the scheme and what the Borough would fund.

The Chairman thanked the Executive Director for her report and invited questions and comments from the Panel, as summarised below.

The Vice Chairman, Councillor Bambridge asked about the Borough Council checking process. The Executive Director explained that the car scheme carried out the administration work and would do necessary checks that the journey had taken place and mileage incurred. The Borough Council would then check the arithmetic and the claim would be authorised by a senior officer.

In response to a question from Councillor Bubb, it was confirmed that Parish Councils were bodies in their own right and had their own external auditors. Schemes receiving payments annually must demonstrate financial need each year and they did so by providing an income and expenditure account for verification.

Councillor Smith commented that he did not feel that criteria for journeys should be introduced. He did not want the scheme to be too prescriptive.

Councillor Devereux, Portfolio Holder for Development, commented that it would be essential for Parish Councils to have adequate governance arrangements in place and that the implementation of services could sometimes be challenging. He also commented that Community Car Schemes were an essential service for some communities.

Councillor Moriarty addressed the Panel under Standing Order 34. He explained that he was a volunteer driver for Castle Acre Community Car Scheme. He asked if the Council had approached West Norfolk Community Transport to see if they were interested in expanding their services. The Executive Director explained that discussions had been

held with West Norfolk Community Transport and they were not in a position to expand their service at the moment as they had just taken on some of the Stagecoach routes.

The Chairman commented that there was definitely a need for the scheme. He reiterated that the schemes were Parish Schemes and he did not think that the Council should introduce criteria for journeys. Schemes would need to be properly governed and accounted for.

Councillor Moriarty commented that sometimes the volunteers did not charge the additional mileage which was paid by the Borough Council. He also referred to waiting times during journeys and 'dead miles' which were the miles from drop off of the customer, to home.

Councillor Bubb asked how Norfolk County Council would issue payments for the scheme and it was explained that they would be set up on an automatic paying schedule.

The Panel considered the options as set out in the report.

RESOLVED: 1. The Panel supported the recommendation to continue to support the valuable community car schemes in West Norfolk and to maintain the budget at current levels. Subject to continued discussions with the Transport Manager at Norfolk County Council, it is recommended that community car schemes are administered by Norfolk County Council, as part of their Total Transport Plan, where more detail regarding routes can be considered.
2. The Panel did not want to introduce and criteria regarding eligibility and journey types.

EC106: **NORFOLK COUNTYWIDE COMMUNITY SAFETY PARTNERSHIP SUB COMMITTEE**

Councillor Mrs Westrop presented her Outside Bodies report. She explained that no meetings had been held in the last year and she had registered her unhappiness with the relevant officers at Norfolk County Council.

Members present at the meeting raised their concerns that no meetings had been held and the Chairman requested that Councillor Mrs Westrop pass on their concerns to the relevant officers/Members and report back to the Environment and Community Panel.

RESOLVED: 1. The report was noted.
2. Councillor Mrs Westrop to pass on the Panel's concerns that there had not been any meetings and report back to the Environment and Community Panel.

EC107: **KING'S LYNN FOOTBALL CLUB**

Councillor Mrs Westrop presented her Outside Bodies report. She explained that meetings were interesting and the club was looking at how it could move forward. Issues of concern included the ownership and state of the pitch, raising funds for voluntary work and looking at qualifications for young players.

In response to a question from Councillor Mrs Collop, Councillor Mrs Westrop explained that she was not involved in the running of the private business and was not involved in lease negotiations.

Councillor John Collop addressed the Panel under Standing Order 34. He referred to lease negotiations. The Chairman commented that the update report being presented to the Panel was about the observational role that Councillor Mrs Westrop had and the Panel would not be discussing private business matters. Councillor John Collop commented that the Football Club was within his Ward so he had an interest in what was happening. He also asked if meetings were held with the Supporters Club. Councillor Mrs Westrop commented that her role was to look at the Community side of the operation and she was not involved in management related issues or the internal business operation of the club. She explained that she worked with the club on community development and related issues.

The Chief Executive confirmed that private business matters should not be considered by this Panel. Lease negotiations would involve the relevant officers and Portfolio Holder.

RESOLVED: The report was noted.

EC108: **WORK PROGRAMME AND FORWARD DECISION LIST**

The following items were raised for inclusion on the work programme:

- Youth West launch
- Food Hygiene Update

RESOLVED: The Panel's Work Programme was noted.

EC109: **DATE OF THE NEXT MEETING**

The next meeting of the Environment and Community Panel would be held on Tuesday 12th June 2018 at 6.00pm in the Council Chamber, Town Hall, Saturday Market Place, King's Lynn.

The meeting closed at 7.52 pm

POLICY REVIEW AND DEVELOPMENT PANEL REPORT

REPORT TO:	Environment and Community Panel		
DATE:	12 th June 2018		
TITLE:	Nominations to Outside Bodies and Partnerships		
TYPE OF REPORT:	Operational		
PORTFOLIO(S):	Leader		
REPORT AUTHOR:	Rebecca Parker		
OPEN/EXEMPT	OPEN	WILL BE SUBJECT TO A FUTURE CABINET REPORT:	NO

REPORT SUMMARY/COVER PAGE

PURPOSE OF REPORT/SUMMARY:
The Panel is invited to nominate representatives to participate in the outside bodies and partnerships which fall within the Environment and Community Panel's remit as set out in the report.
RECOMMENDATIONS:
<ol style="list-style-type: none"> 1. That nominations be made by the Panel. 2. That the reporting arrangements be noted, as shown in the report. 3. That Council be requested to approve the nominations made by the Panel
REASONS FOR RECOMMENDATIONS:
To ensure continued involvement in the community by the Council.

1.0 BACKGROUND

1.1 The Cabinet at its meeting on 29th May 2018 will confirm a number of Cabinet appointments to outside bodies and partnerships. Further appointments will be made by the Council on 14th June 2018 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 of 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 The 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.

4.0 APPOINTMENT OF REPRESENTATIVES

- 4.1 This Panel is invited to nominate representative(s) to participate in the outside bodies and partnerships listed below which fall within the Panel's remit. For information, details of the representatives for 2017/2018 are listed below.

- **Borough Council/College of West Anglia Liaison Board – 1 representative**
Frequency of meetings: once every six months.
Venue: Alternates between the College and the Council
current representative: Councillor T Smith
- **King's Lynn and West Norfolk Area Museums Committee – 3 representatives**
Frequency of meetings: Quarterly
Venue: Alternates between Council Offices and King's Lynn Museum.
Time: Usually 2.15pm
current representatives: Councillors T Smith, T Bubb and 1 vacancy.
- **Norfolk County Council – Norfolk Countywide Community Safety Partnership Scrutiny Sub-Panel – 1 representative & substitute**
Frequency of meetings: quarterly – usually on a Monday
Venue: Norfolk County Council
Time: 9.30am
current representatives: Councillor Westrop, and 1 vacancy for substitute Member.
- **Norfolk Health Overview and Scrutiny Committee – 1 representative & substitute**
Frequency of meetings: Monthly
Venue: Norfolk County Council
Time: 10.00am
current representatives: Councillors Mrs S Fraser and Mrs S Young (substitute)
- **West Norfolk Community Transport Project – 1 representative**
Frequency of meetings: Quarterly – usually on a Monday
Venue: North Lynn
Time: 5.30pm
current representative: Councillor Mrs S Fraser

5.0 FINANCIAL IMPLICATIONS

5.1 Mileage and subsistence allowances for Councillor attending meetings.

6.0 ACCESS TO INFORMATION

Current lists of member representation

ENVIRONMENT AND COMMUNITY PANEL WORK PROGRAMME 2018/2019

DATE OF MEETING	TITLE	TYPE OF REPORT	LEAD OFFICER/ ATTENDEE	OBJECTIVES AND DESIRED OUTCOMES
1st May 2018	Creative Arts East	Information	Creative Arts East	To inform Members of the work being carried out by Creative Arts East.
	Community Car Scheme		Lorraine Gore	
	Update on Outside Bodies: <ul style="list-style-type: none"> - King's Lynn Football Club - Norfolk Countywide Community Safety Partnership Scrutiny Sub Committee 	Information		To consider the Outside Bodies reports from Councillor Westrop which slipped from the previous meeting.
	Charging for Uncontested Parish Elections	Cabinet Report	Electoral Registration Manager	At Cabinet in April it was agreed that the item be deferred so that it could be considered at a Panel meeting and then brought back to Cabinet.
12th June 2018	Appointments to Outside Bodies	Consultation		To nominate representatives to serve on Scrutiny Outside Bodies for 2018/2019.
	Single Use Plastics	Policy Development	Barry Brandford and Sharon Clifton	Added to the Work Programme by Members of the Panel. To provide a steer on the Council's approach to Single Use Plastics.
	Appointment of Vice Chairman	Operational		To appoint a Vice Chairman for the municipal year 2018/2019.
	Food Hygiene Update	Update	Environmental Health Manager - Commercial	To receive an update from the Environmental Health Manager, as requested by the Panel.
24th July 2018	Youth Investment Fund	Information	Councillor Westrop and Youth Investment	Item suggested by Councillor Westrop and agreed by the Panel for consideration.

			Fund Representatives	
	Q4 2017-2018 Corporate Performance Monitoring Report	Monitoring	Becky Box/Ged Greaves	To monitor progress against agreed performance indicators for the year relevant to the Environment and Community Panel.
	Homelessness Reduction Act Update	Update	Duncan Hall and Ross Hefford	Update on new Legislation was requested by the Panel.
4th September 2018	Q1 2018-2018 Corporate Performance Monitoring Report	Monitoring	Becky Box/Ged Greaves	To monitor progress against agreed performance indicators for the year relevant to the Environment and Community Panel.
16th October 2018	Advice Services Update	Update	Sarah Dennis and representatives from CAN and Shelter	The Panel last received an update on advice services in September 2017 and it was agreed that a further update be provided in thirteen months.
	Markets	Update	Martin Chisholm	To receive an update on Markets.
	Gambling Act – Statement of Principles	Operational	Marie Malt	To consider the draft Statement of Principles before it is presented to Cabinet and Council.
4th December 2018	Budget		Lorraine Gore	To receive a presentation on the Budget and have the opportunity to make any comments before it is presented to Cabinet
	Q2 2018-2019 Corporate Performance Monitoring Report	Monitoring	Becky Box/Ged Greaves	To monitor progress against agreed performance indicators for the year relevant to the Environment and Community Panel.
22nd January 2019				

5th March 2019				
2nd April 2019	Q3 2018-2019 Corporate Performance Monitoring Report	Monitoring	Becky Box/Ged Greaves	To monitor progress against agreed performance indicators for the year relevant to the Environment and Community Panel.

FORWARD DECISIONS LIST

Date of meeting	Report title	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
29 May 2018						
	East Wisbech Broad Concept Plan	Non	Cabinet	Development Exec Dir – G Hall		Public
	Local Government and Public Involvement in Health Act 2007 – Requests for variation of number of Parish Councillors Dersingham and Nordelph	Non	Council	Leader Chief Executive		Public
	Polling Place Review – Hillington	Non	Council	Leader Chief Executive		Public
	Health and Safety Policy Update	Non	Council	Leader Exec Dir – D Gates		Public
20	Cultural Prospectus	Non	Cabinet	Deputy Leader and Culture Heritage and Health		Public
	Financial Update for Major Housing Scheme	Non	Cabinet	Corporate Projects and Assets Exec Dir - C Bamfield		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Outside Body appointments 2018/19	Non	Cabinet	Leader Exec Dir – D Gates		Public
	Appointment to Sub Committees/Task Groups – 2018/19	Non	Cabinet	Leader Exec Dir – D Gates		Public

	Charging for Uncontested Parish Elections	Non	Council	Leader Chief Executive		Public
	Continuation of the Borough Council as part of the CNC Building Control Partnership	Non	Council	Development Exec Dir – G Hall		Public

Date of meeting	Report title	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
25 June 2018						
21	King's Lynn Property Acquisition	Key	Cabinet	Corporate Projects and Assets Exec Dir - C Bamfield		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Revenue and Capital Outturn	Key	Council	Leader Exec Director – L Gore		Public
	Difficult to Deliver Site – Hunstanton – Housing With Care	Key	Council	Corporate Projects and Assets Exec Dir - C Bamfield		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Private Sector Housing Policy	Key	Council	Housing & Community Chief Executive		Public

	Proposed Enforced Sales case & future procedures	Non	Cabinet	Development Exec Dir – G Hall		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Accelerated Construction Scheme	Key	Cabinet	Housing & Community Chief Executive		Public
	West Norfolk Housing Company – conversion to not for profit organisation and Business Plan	Non	Cabinet	Housing & Community Chief Executive		Public
	Tree and Woodland Strategy	Non	Council	Culture, Heritage and Health Exec Dir – C Bamfield		Public
	Spec Units at NORA	Key	Cabinet	Corporate Projects and Assets Exec Dir – C Bamfield		Public
22	One Public Estate & Hunstanton Master Plan	Key	Cabinet	Performance and Economic Development Exec Dir – C Bamfield		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)

Date of meeting	Report title	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
21 August 2018						
	King's Lynn Property Acquisition	Key	Cabinet	Corporate Projects and Assets Exec Dir - C Bamfield		Private - Contains exempt Information under

						para 3 – information relating to the business affairs of any person (including the authority)
	Major Housing Phase 3 – Enabling Work for Lynnsport 1	Key	Council	Corporate Projects and Assets Exec Dir - C Bamfield		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
23	NORA Phase 4	Key	Council	Corporate Projects and Assets Exec Dir - C Bamfield		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	South East King's Lynn Strategic Growth Area / West Winch Relief Road	Key	Cabinet	Development Exec Dir - G Hall		Public
	Economic Development – Shared Services	Non	Council	Economic Development and Performance Exec Dir – C Bamfield		Public
	Leisure Services Provision	Key	Council	Culture, Heritage and Health Exec Dir - C Bamfield		Private – Contains exempt information under para 3 – information relating to the business affairs of any person

						(including the authority)
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Date of meeting	Report title	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
2 October 2018						
	King's Lynn Property Acquisition	Key	Cabinet	Corporate Projects and Assets Exec Dir - C Bamfield		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
24	Council Tax Discounts	Key	Cabinet	Leader Exec Director – L Gore		Public
	Lynnsport Community Facilities	Key	Council	Corporate Projects and Assets Exec Dir - C Bamfield		Public

Date of meeting	Report title	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
13 November 2018						
	King's Lynn Property Acquisition	Key	Cabinet	Corporate Projects and Assets Exec Dir - C Bamfield		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)

Date of meeting	Report title	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
8 January 2019	Council Tax Support	Key	Cabinet	Leader Exec Director – L Gore		Public