

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



COUNCIL MEETING

Agenda

Thursday, 21st February, 2019
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, 21st February, 2019** 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 24 January 2019 (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. FINANCIAL PLAN 2018/2023 AND COUNCIL TAX RESOLUTION 2019/2020

Pursuant to Minute CAB122 : Financial Plan 2018/2023 of the Cabinet Meeting held on 5 February 2019, the “Financial Plan 2018/2023 and Council Tax Resolution 2019/2020” the document attached as a supplementary to the agenda for consideration and decision includes an updated summary of the Financial Plan 2018/2023, the County Council, the Police and Crime Commissioner - Council Tax for 2019/2020 and details of Parish Precepts and Internal Drainage Boards levies for 2019/2020.

NOTE: In accordance with Statutory Instrument 2014 No. 165, Local Government, England, The Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014, any decision taken on the Council’s Budget or Council Tax setting must be taken with a recorded vote

9. REVIEW OF PROPORTIONALITY (Pages 6 - 8)

10. 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 9 - 10)
- 2) **Development - Councillor R Blunt** (Pages 11 - 13)
- 3) **Housing and Community - Councillor A Lawrence** (Pages 14 - 16)
- 4) **Environment - Councillor I Devereux** (Pages 17 - 19)
- 5) **Facilities and IT - Councillor Mrs K Mellish** (Pages 20 - 21)
- 6) **Performance - Councillor P Hodson** (Page 22)
- 7) **Deputy Leader and Culture, Heritage and Health - Councillor Mrs E Nockolds** (Pages 23 - 25)
- 8) **Leader and Resources - Councillor B Long** (Pages 26 - 27)

11. 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).

12. 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: 5 February 2019** (Pages 28 - 32)

CAB123: Capital Programme and Resources 2019-23

Exempt Item

CAB125: Leisure Services Transfer

NB: CAB122 is dealt with in item 8 above.

13. NOTICE OF MOTION

To consider the following Notice of Motion (2/19), submitted by Councillor Moriarty:

“In the light of the major challenges faced by this authority beyond the coming year due to continued lack of clarity from central government over future funding arrangements, this Council will investigate as a matter of urgency whether more radical policy changes such as, but not limited to, the outsourcing of the function of planning services should be considered.”

Ray Harding
Chief Executive

REPORT TO COUNCIL

Open				
Lead Officer: Sam Winter E-mail: sam.winter@west-norfolk.gov.uk Direct Dial: 01553 616327			Other Officers consulted: Chief Executive, Monitoring Officer	
Financial Implications NO	Policy/Personnel Implications NO	Statutory Implications YES	Equality Impact Assessment req'd NO	Risk Management Implications NO

Date of Meeting : 21 February 2019

REVIEW OF PROPORTIONALITY

It is the duty of the Council to review annually the entitlement of political groups to seats on committees in line with the proportionality rules set out in the Local Government and Housing Act 1989. The rules allow adjustments to be made to make whole numbers of seats and, once the Council has determined how adjustments should be made, appointments are made to committees on that basis.

RECOMMENDED: That proportionality be amended by the change of seats as follows:

Conservatives lose 6 seats on: Standards, Licensing and Appeals Board, Regeneration & Development Panel (2), Appointments Board and Audit Committee

Labour gain seats on: Licensing and Appeals Board and Regeneration and Development Panel

Independent gain seats on: Standards, Regeneration and Development Panel, Appointments Board and Audit Committee

1 Background

The rules around proportionality are as set out below:

- (1) No political group can have all the places on a committee (the exception is the Cabinet).
- (2) A group having an overall majority on the Council is entitled to a majority of seats on each committee.
- (3) The aggregate number of seats across all committees is allocated in accordance with each group's entitlement.
- (4) The number of seats on each committee is allocated in accordance with each group's entitlement.

2 Proportionality Change

Following the changes in Group membership across the Council it has required the proportionality to be reviewed.

The changes are: the return to the Labour Group of Councillor Joyce and the joining of the Independent Group of Councillors Howland and Squire who were previously unaffiliated to a Group.

3 Amended level of Seats Allocated

To take into account the amended proportionality, Council is invited to approve the change as set out in the attached table.

POLITICAL PROPORTIONALITY - FEBRUARY 2019

	Total Membership	Conservative Group	Labour Group	Independent Group	Check Total
Total No. of Members	62	48	8	5	59
Appointments Board	9	7	1	1	9
Planning Committee	18	15	2	1	18
Licensing Committee	15	12	2	1	15
Licensing & Appeals Board	15	12	2	1	15
Standards Committee	7	5	1	1	7
Corporate Performance Panel	12	9	2	1	12
Environment & Community Panel	12	9	2	1	12
Regeneration & Development Panel	12	9	2	1	12
Audit Committee	9	7	1	1	9
Total Seats	109	85	15	9	109

∞

2 non-aligned Independent Members

1 vacancy

CABINET MEMBERS REPORT TO COUNCIL

21 February 2019

COUNCILLOR ALISTAIR BEALES - CABINET MEMBER FOR CORPORATE PROJECTS AND ASSETS

For the period 25 January to 12 February 2019

1 Progress on Portfolio Matters.

Nar Valley Park Phase 4 (Old Muck Works site)

Site remediation and site investigations are now all complete. The following visual shows the view of the modular development from the park, on the other side of the river Nar.

Feilden+Mawson



Feilden+Mawson Nar 4, King Lynn

The indicative key dates for the development are as follows but will alter as the need for more Highways detail means planning will not be considered until March 2019 at the earliest. Nevertheless, the following should be taken as a useful indication of future timescale. I will report actual dates in due course.

Consideration by Planning	4 February 2019
Construction contracts in place	April 2019
Publicity Event	May 2019
Start on site	May / June 2019
First units to site	October 2019
Main delivery of units from	February 2020
Site completed	March 2021

2 Forthcoming Activities and Developments.

Lynnsport 3 – Cowper Estate (Opposite new car park)

This site is part of the phase 1 contract, but was delayed to allow Dewside, (the site either side of Greenpark Avenue), to be developed first. This decision was taken to allow Greenpark Avenue to be upgraded to adoptable standards enabling the adoption of this road and Lynnsport Way. These works also provide the access to the new school, due to start construction in March.

The following are the key dates relating to the construction of Lynnsport 3:

Start on site	March 2019
First sales	October 2019
Site completed	November 2020

3 Meetings Attended and Meetings Scheduled

29-1-19 – West Norfolk Housing Board
 29-1-19 – R&D Panel
 31-1-19 – portfolio briefing on HAZ/EZ
 5-2-19 – HAZ Partnership Board
 20-2-19 – portfolio briefing
 21-2-19 – full Council

CABINET MEMBERS REPORT TO COUNCIL

21 February 2019

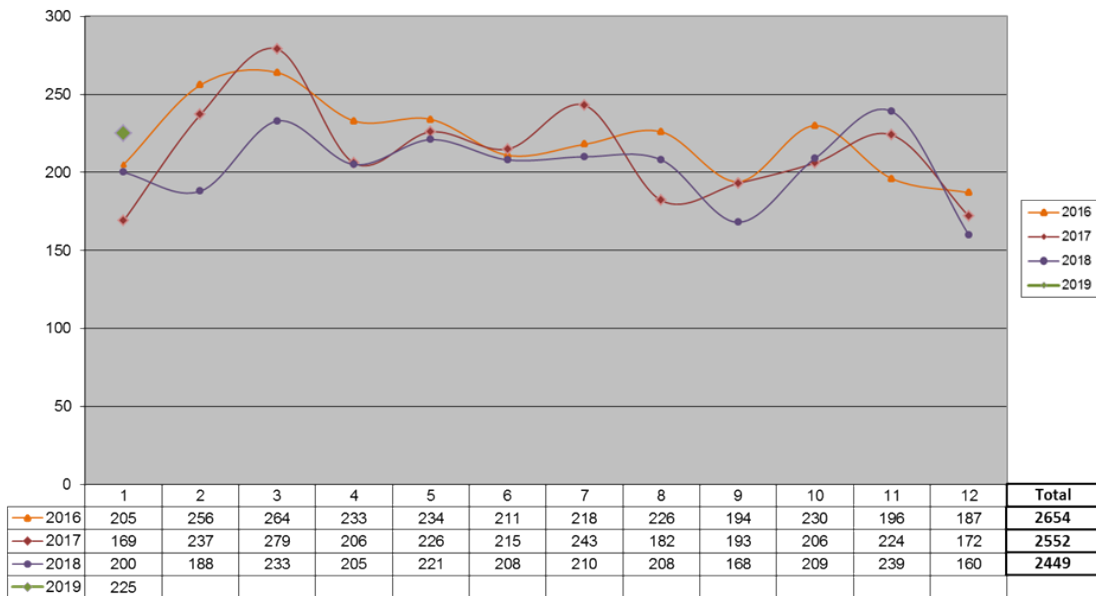
COUNCILLOR RICHARD BLUNT - CABINET MEMBER FOR DEVELOPMENT

For the period 25 January 2019 to 08 February 2019

1 Progress on Portfolio Matters.

Planning Applications

Planning and discharge of condition applications received

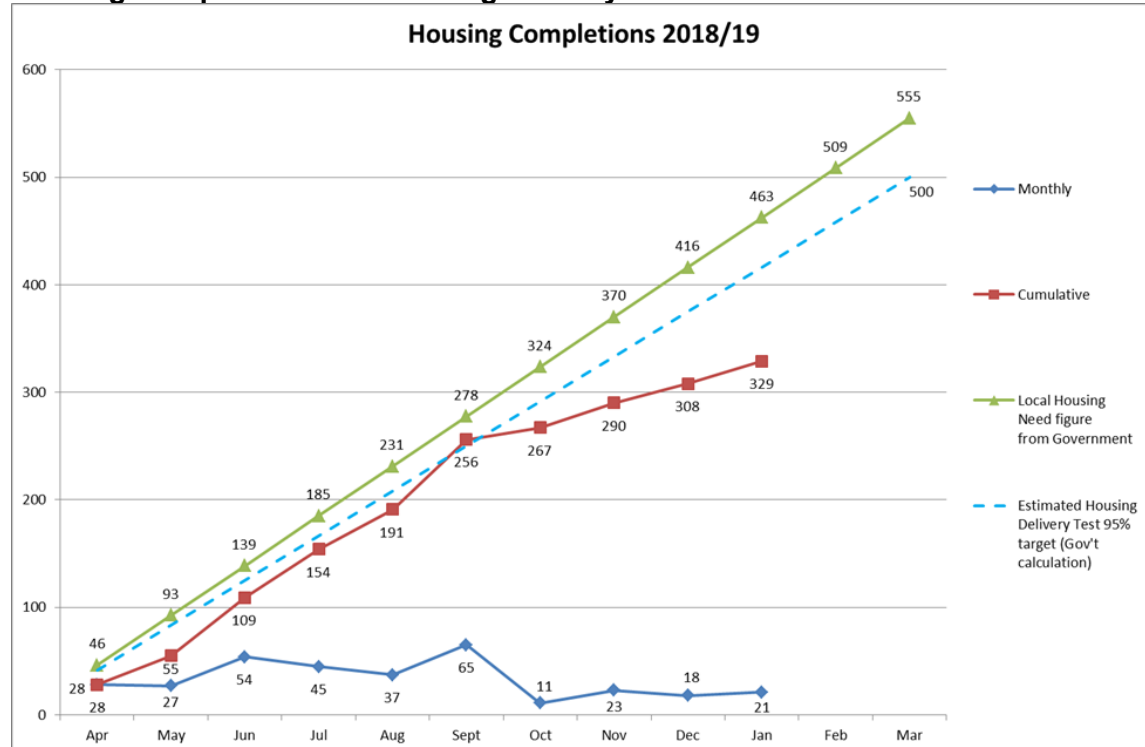


For the financial year 2018/19 a projected income for planning and discharge of condition applications was set at £1,093,030. Monthly monitoring is carried out and at the end of January 2019 income was £1,080,564. Based on income to date it's likely the projected budget will be exceeded by approximately £150,000 by the end of the financial year.

The Gayton Planning Inquiry

Following the quashing of the original decision in the High Court, the new Public Inquiry into the proposed housing site in Gayton starts on the 26 February. It is being held at the South Lynn Community Centre, and starts at 10.00. Four days are set aside for the Inquiry but depending on progress it may not last for the full four days. If further details or information about the appeal is required, please contact Planning Admin on 01553-616234 and the team will be happy to help.

Housing Completions and Housing Delivery Test



Local Plan Task Group

Cabinet agreed a version of the Local Plan Review document for consultation. The consultation will commence in early March.

Activity will include:

- the full version available on line for comment
- an interactive map
- a full suite of background documents
- a series of drop in sessions for the public to ask questions of officers

It is important to stress that the Borough Council is seeking comments on the draft plan, it is not the final version.

Neighbourhood Plans

Recent activity has included:

- An independent review of Brancaster's draft plan before they finalise it.
- Comments made on the Hunstanton and Terrington St. John draft plans.
- A draft of the Upwell plan has been received.
 - Advice given to a number of other parishes and towns including Gayton, Downham Market and Stoke Ferry.

South East King's Lynn Strategic Growth Area

Cabinet agreed in November a series of significant actions to help bring forward the land for development. Following on from the Infrastructure Delivery Plan agreed by Cabinet, discussions are starting with landowners to gain agreement to submit a planning application for a large part of the site.

Work continues on the design of a Housing Access Road, with a view to submission of a planning application at the end of this year. Discussions have been held with parish councils locally and they will be involved further over the next few months.

Custom and Self-Build

Recognising the importance of this sector of housing building not only in terms of housing supply and housing completions but also that allows people to own a home they truly desire to live in The Custom and Self-Build Task Group has prepared a Custom and Self-Build Action Plan for the Borough Council. This covers the various functions of the borough council including planning policy, development management, housing strategy, development / regeneration and the disposal of land. This was endorsed by Cabinet and I look forward to implement the Plan and therefore seeing more housing completed in the Borough this way.

2 Meetings Attended

Portfolio Meeting
Cabinet Sifting
Cabinet
Various meetings with Officer
Local Plan Task Group
Norfolk Strategic Planning Forum
Regeneration and Development Panel
Planning Committee
Planning Sifting
Planning Committee Training
Council

CABINET MEMBERS REPORT TO COUNCIL

21 February 2019

COUNCILLOR ADRIAN LAWRENCE - CABINET MEMBER FOR HOUSING AND COMMUNITY

For the period 25 January to 12 February 2019

Progress on Portfolio Matters.

Home Choice

In January there were

271 new applications/change of circumstances

1118 live applications

1 emergency

202 high

343 medium

572 low

30 housed

Rough Sleeper Count

You may have seen on both national and local news reports that the government published statistics on rough sleeping. This is a snapshot of the number of people sleeping outside on a night in November. The number for this area is 5, which is a decrease on last year. Whilst the number of people visible on our streets is an obvious indication of homelessness, other factors need to be understood. Over the winter so far the Night Shelter has been occupied by up to 18-20 people a night. In addition approximately 20 people have no accommodation, and are moving between floors/sofas/hospital waiting rooms. None of these people or those in the Night Shelter are counted as rough sleepers. The need and urgency to tackle homelessness and rough sleeping remains.

Mental Health Nurse.

Linked with the Rough Sleeper Outreach service

One gap in the services for homeless people including rough sleepers is access to mental health services. Given the difficulties that some people with chaotic lifestyles and no accommodation face in terms of accessing mental health support, we have in conjunction with the Norfolk and Suffolk

Foundation Trust (NSFT) established a specialist mental health nurse post to help people access appropriate support and provide treatment when necessary. The mental health nurse would work closely with the rough sleeper outreach service, The Purfleet Trust day centre, hostels and the council's housing team. As well as reducing harm the service will help people avoid the need for hospital admission. Since the report was circulated over the Christmas/ New Year period the NSFT have extended the post to 2.5 days a week with some additional funding from the Trust.

Warm Homes Fund

The BCKLWN are developing a local web page and marketing materials for this Norfolk wide heating project. Residents in West Norfolk have already seen the benefit of grant funding for works that will make a significant difference in terms of their living conditions.

GRT Liaison Service

Housing Standards are liaising with the Norfolk Gypsy, Roma & Traveller Liaison Service with regards the potential for the NGRTLS to provide support in response to GRT unauthorised encampments in West Norfolk. The BCKLWN is also contributing to a review of the Norfolk GRT Encampments Protocol in conjunction with external agencies including Norfolk Constabulary.

Meetings Attended

Cabinet
Meetings with Officers
Portfolio meeting
Full Council
Planning Committee

CABINET MEMBERS REPORT TO COUNCIL**21 February 2019****COUNCILLOR IAN DEVEREUX- CABINET MEMBER FOR ENVIRONMENT**

For the period 25 January to 11 February 2019

1 Progress on Portfolio Matters.

Clinical Sharps. For many years through our Waste Collection contract with Kier, this council has collected low volumes of clinical wastes from self-medicating residents. This was in parallel with an NHS service for those individuals prescribed medical sharps for self-administration of pharmaceuticals at home which saw many patients take their filled sharps containers back to their Health Centre or Pharmacy for collection by an NHS contractor. Late last year we were notified that the NHS was withdrawing from this long established and successful arrangement and that we would be responsible for taking it on. Since then our Team have worked closely with Norfolk Waste Partnership colleagues across the County to look at the best available options for continuing this vital service for those residents needing it. We have concluded that the best, cost-effective delivery solution for our residents is to replicate the additional sharps collection service arrangements through our current contract with Kier. Over coming weeks, we will be interacting with the current agencies involved and communicating with any individuals needing a doorstep step service to ensure that we understand and can meet their needs. Operationally, the collections will be undertaken within the Kier contract and we are also putting in place additional resources to manage overall operation of the service. I can confirm that the service will continue to be provided without charge. Officers and the NHS are finalising the timetable for the change but, we have agreed there will be a period of communication with all service users outlining the change in collections and offering reassurance that the new arrangements will meet their needs.

Together with our CSNN Enforcement Officer, I participated in the County-wide **SCRAP Fly-Tipping** campaign launched in Norwich on 31 January. Operating together as a multi-agency task force, all eight local authorities, coordinated through the Norfolk Waste Partnership are working in concert with the Environment Agency, The Norfolk Constabulary, the National Farmers' Union and the Country Land and Business Association. The campaign defines the scale, scope and nature of fly-tipping which costs our Council Tax Payers around £830,000 a year across the County. It spells out our individual personal responsibilities for disposing of our waste properly, for protecting our environment from fly-tipping and avoiding the consequential risk of unlimited fines.

The campaign provides guidance on how we can each play our part to prevent fly-tipping by using only authorised waste carriers to take our waste away; and by using the SCRAP code summarised as follows:

SSUSPECT all waste carriers until you know they are legitimate
CCHECK your waste carrier Registration by phoning 03708 506506
REFUSE unexpected offers from non-registered waste carriers
ASK what will happen to your rubbish and the disposal route
PPAPERWORK should be obtained: eg invoice, waste transfer note.

Further details can be found on the Borough Council Website

Joint Waste Collection Procurement. Following a very rigorous process, Officers are nearing readiness to go out to Tender for the joint procurement of a new waste collection contract covering our Borough and North Norfolk and Breckland District Councils. This will provide benefits from maximising economies of scale and the efficient delivery of the range of individual services required. The level and volume of specialist detail demanded in the preparation of the tender documents is significant and subject to intense technical, commercial and legal scrutiny both within the three councils and through use of independent external agencies to meet the Local Government procurement requirements. I have decided therefore, that it is now appropriate for the Environment and Community Panel to receive an update and review of progress before the tenders are returned. This procurement is a considerable undertaking and a significant commitment for all three councils and will underpin operations for years to come.

2 Forthcoming Activities and Developments.

Attendance at the Environment Agency Technical Group Meeting to consider long term Flood Risk Management of the Fens.

Provisional arrangements have been made to host the July A(C)RFCC (which oversees flood risks for the Great Ouse catchment area from west of Milton Keynes to Hunstanton) in King's Lynn. This will include a site visit to Hunstanton to support their consideration of the forthcoming publication of Hunstanton Coastal Management Plan, which was part funded the Committee.

3 Meetings Attended and Meetings Scheduled

Anglian (Central) Regional Flood & Coastal Committee (17 Jan)
East of Ouse, Nar and Polver Internal Drainage Board (22 Jan)
Environment & Community Panel (22 Jan)
Council and associated briefing (24 Jan)
Alive Leisure Trust Board- Business Continuity Group Meeting

Portfolio Meetings on Waste Management,
Coastal Planning & Community Safety and Neighbourhood Nuisance
Launch of SCRAP Fly Tipping Campaign
Cabinet and associated Sifting and Briefing meetings
Alive Leisure Trust Full Board (6 Feb)

Scheduled

Single Use Plastics Informal Working Group
Corporate Performance Panel
Alive Leisure Trust Full Board (20 Feb)

CABINET MEMBERS REPORT TO COUNCIL

21 February 2019

COUNCILLOR MRS KATHY MELLISH - CABINET MEMBER FOR FACILITIES AND ICT

For the period 25 January to 21 February 2019

1 Progress on Portfolio Matters.

Following the successful implementation of the relocation project for the DWP (for which the Council received grant funding from the One Public Estate programme), the Regional Programme Manager for One Public Estate at the LGA and the Regional Adviser for the East region from the Government Property Unit, Cabinet Office, have expressed an interest in visiting to see how the co-location is working and find out more about how we managed the move, to help them capture lessons learned. They have also asked to find out more about the other projects that have benefitted from OPE funding whilst visiting. It is down to the hard work put in by officers that this project has been identified as a good example of shared services working together to achieve a better experience for the public. Hopefully the feedback of lessons learned can be put to good use so that this type of project can be taken forward in many more places to provide this better service experience.

In a recent article in the EDP regarding CCTV in Norwich, the Chief Constable praised our CCTV set up where our single control room monitors about 700 cameras on behalf of nearby councils and the Queen Elizabeth Hospital. This is a view from the operator's main desk since the refurbishment of the room.



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
Norfolk Parking Partnership

CABINET MEMBERS REPORT TO COUNCIL
21 February 2019

COUNCILLOR PETER HODSON - CABINET MEMBER FOR PERFORMANCE AND ECONOMIC DEVELOPMENT

For the period 25 January to 13 February 2019

1 Progress on Portfolio Matters.

EVOLUTION EAST 2019

New Anglia Advanced Manufacturing & Engineering (NAAME) sector group will be holding its annual conference in King's Lynn on 20th February 2019. This will take place at the College of West Anglia, which will be quiet as it will be half-term week.

NAAME is a business-led group which focuses on supporting and promoting the manufacturing and engineering sectors across the two counties of Norfolk and Suffolk and forms one of the priority sectors of New Anglia LEP.

As you would expect, the audience for the conference will consist mainly of delegates from manufacturing and engineering businesses across the two counties as well as locally. A suitably themed agenda consisting of speakers and workshops is being created.

BID (Business Improvement District)

The BID are working on a number of projects. Hopefully soon we will see the introduction of Street Rangers, that will engage more with levy payers and also engage with the general public.

We at the Borough Council, are working with the bid to ensure the successful Farmers Market will commence trading again in March.

2 Meetings Attended and Meetings Scheduled

Cabinet Meetings
Cabinet Siftings
Coastal Community Meeting
Hunstanton Coastal team meeting
Martin Chisholm
Portfolio Meeting
Chris Bamfield
Paul Harrison
BID Meetings
Alistair Cox
Brian Long
Sharon Clifton

CABINET MEMBERS REPORT TO COUNCIL

21 February 2019

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

For the period 25 January to 10th February 2019

1 Progress on Portfolio Matters.



This is the branding for the new WN Rural Tourism trails project for which the Project Officer is aiming for its completion for the Easter holidays. As reported in my past reports this project has been grant aided via the EU Leader funding. Its aim is to increase visitors to our rural parts of the Borough. The web site and mobile phone app will be headed, 'The Beauty of West Norfolk on Foot or Cycle'. Videos will be accessible from the web-site together with maps of routes and venues of Historic sites, Churches and the villages close to the Fen Rivers Way.

The new LILY Directory is now live. A new LILY Co-ordinator has been recruited and is due to start next month. There are now 23 Lily Advisors across the five voluntary organisations which are part of the Lily Project. The on-line directory has 2,400 directory entries and 203 information entries. During the last 3 months of 2018 there was over 100,000 daily page requests, the top searches were Art, Dementia, Volunteering, Shopping, Hobbies and Befriending. Active Norfolk are holding training sessions with the LILY

Advisors to promote the advantages of Physical Activity. The Advisors are also attending training on Suicide Awareness. LILY has a small grant fund for new groups to apply to, to enable them to form new groups and help them to purchase equipment .

Since the launch of the Homefirst / QEH Discharge project there have been 110 referrals received by the Housing specialist roles based at the QEH. The split between Adaptation and Housing related enquiries is approximately 70 adaptations and 40 Housing related queries. Valuable data obtained during this project, such as number of bed days saved and therapist time saved on each case is being put together and will be released very soon.

2 Forthcoming Activities and Developments.

The Hunstanton Heritage Garden Activities Co-ordinator has organised a full timetable for the forthcoming season. The programme includes many family activities as well as Multi-Sports, such as a Triathlon, Nature Rambling, Mass Dog Walking, Music and an outdoor cinema event. The Soapbox Derby is planned for late September.

Kings Lynn Town Centre summer Events are being planned such as the 40's weekend, Folk Festival and the Ski event on the riverfront. The Hansa Festival is the first event of the season.

Stories of Lynn, (SOL), Learning & Engagement Officer is working with Churchill Park pupils in helping them with their volunteering D of E project. The first COWA students work experience placement has successfully taken place in the Stories of Lynn as well as in the Borough Archives. The volunteer team in the SOL has 11 members ranging from 17 to 77 years of age delivering tours and teaching support for school sessions. The SOL Engagement Officer will be attending the Careers Fair at Lynnsport on the 4th April to promote the Arts, Culture and Heritage in Kings Lynn amongst the young people with the aim of forming a Young peoples Forum at the Town Hall and the Lynn Museum.

3 Meetings Attended and Meetings Scheduled

Portfolio meetings with;

- Ray Harding Chief Executive
- Lorraine Gore Deputy Chief Executive & Director of Finances
- Chris Bamfield Director of Commercial Services
- Claire Thompsett Grounds and Open Space
- Martin Chisholm Business Manger
- Roger Partridge Heritage Gardens Activities Co-ordinator
- Undina Reinfelde WN Tourism Trails Development Officer
- Rachael Williams Stories of Lynn Learning & Engagement Officer

Cabinet
LILY Project Board
WN Tourism Forum
Heritage Forum

Heritage Action Zone Board
WN Primary Care Commissioning Committee
WN Local Cultural Education Partnership
Norfolk Arts Forum
Britain In Bloom Seminar
WN & KL Girls School Trust
Hunstanton Town Council Liaison meeting
Hunstanton In Bloom launch Tea party

CABINET MEMBERS REPORT TO COUNCIL

21 February 2019

COUNCILLOR BRIAN LONG - LEADER & CABINET MEMBER FOR RESOURCES

For the period 25 January to 12 February 2019

1 Progress on Portfolio Matters.

Long Service Awards

As in previous years I attended the awards for staff long service, this year 38 staff, between them, have served the council for a total of 620 years. Staff were presented with certificates at a special ceremony at the Town Hall on 30th January by the Mayor.

This year 20 awards for 10 years' service, 12 awards for 20 years' service and 6 awards for 30 years' service were presented.

Gender Pay Gap

As is now required by law, our report to Government has now been uploaded to the Government's web site advising of our gender pay gap position. As with previous years there is little differential worthy of note.

2 Forthcoming Activities and Developments.

Meeting with Internal Drainage Boards.

Over the last month I have had meetings with senior officials of the drainage boards within our area. As members will appreciate precepts paid to drainage boards account for over £58.00 per year out of our requested Council Tax. Whilst IDBs are free to raise their precept as they require the impact of this could in fact cause a referendum on this council if precept requests from IDBs were increased. Fortunately this year most boards have shown restraint, however a move to include drainage amounts as a separate item on people's council tax bill is still being explored.

3 Meetings Attended and Meetings Scheduled

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

Meetings with Water Management Alliance, Ely Group of Drainage Boards

and Middle Level Commissioners – Regarding Levy payments.
Kings Lynn Town Centre Partnership & Business Rate Payers Meeting
Meetings with NCC Officers & Cttee. Chairman on Transport Plan.
Meeting with CITB on their Plans ref Bircham.
West Norfolk Housing Company – Project Board
Meeting with MPs, Mayor and Cambridge and Rail Company / Network Rail
Hunstanton Town Council Liaison Meeting
Norfolk Leaders Meeting
Staff Long Service Awards.

Meetings to be attended at time of writing include;
Official Opening of the Mart
Norfolk Coast Partnership – Trust Meeting
Protected Landscapes Review Panel – (As Chair of Norfolk Coast
partnership)

**RECOMMENDATIONS FROM CABINET ON 5 FEBRUARY 2019
TO COUNCIL ON 21 FEBRUARY 2019**

CAB122 will be taken with item 8 on the agenda.

CAB122 THE FINANCIAL PLAN 2018/2023

The Deputy Chief Executive presented the budget report which explained that as part of the council tax setting process the Council updated its longer term Financial Plan to take account of any changes in financial settlements, inflation on service costs and revised priorities of the administration.

In February 2018 the Council set out a Financial Plan for 2017/2022. The Plan reflected the continued significant financial challenges faced by the Council.

Changes to the local government finance system were expected to include the phasing out of Revenue Support Grant (RSG) and changes to the distribution of New Homes Bonus. There would be a full reset of the business rates system in 2020/2021 which would allow full implementation of reforms to the Business Rates Retention Scheme and the outcome of the review into relative needs and resources, the Fair Funding Review.

The report explained that the Council could present a funded budget for all years of the medium term financial plan to 2023. There was significant uncertainty from 2020/2021. The impact of the implementation of the reform of the Business Rates Retention scheme and the Fair Funding Review from 2020/2021 were still unknown, but there was considerable downside risk.

The provisional local government finance settlement announced by Government on 13 December 2018 confirmed the fourth and final year of the 4 year offer. It was noted that the 4 year offer only included RSG and Rural Services Delivery Grant (RSDG). The ending of RSG had been clearly signaled and it was assumed that the Council would receive no RSG from 2020/2021. As with RSG it had also been assumed that the Council would receive no RSDG from 2020/2021. This was a cautious approach.

As part of the provisional settlement for 2019/2020 the Government announced an additional £16m in RSDG to ensure that the grant remained at its 2018/2019 level.

It was noted that the Government focus was on Councils' 'core spending power' inclusive of locally generated resources. The core spending power analysis tables published by the Government for each Council assumed that Councils in the lowest quartile of Council Tax levels (which included the Borough Council) would introduce the full £5 per annum per Band D dwelling Council Tax increase now permitted under the Council Tax Referendum Principles.

In the provisional local government finance settlement announced on 13 December 2018 the Government approved 15 additional Business Rates Pilots for 2019/2020 including a Norfolk Pilot. Under the pilot arrangements the amount of RSG and RSDG received is zero. The value of the RSG and RSDG foregone will be taken into account in setting revised tariffs and top-ups.

The implementation of reforms to the Business Rates Retention Scheme meant existing grants would be incorporated into business rate retention including the RSG and RSDG. The revised arrangements for business rates retention would not provide this Council with funding to replace the reductions announced in RSG. The review into relative needs and resources, the Fair Funding Review, would redistribute business rates. It could be anticipated that there would be winners and losers as a result of the funding review.

In preparing the Financial Plan 2018/2023 assumptions had been made on continued growth in business rates for 2019/2020. There could however be no guarantee that business growth would materialise as developers/businesses would respond to changing market conditions, and the added uncertainty as the Brexit arrangements unfold. There was therefore a significant level of risk with this approach. If the anticipated projects did not progress as planned or were cancelled the growth would not be achieved.

The report set out that the Council over recent years had adopted a policy of seeking efficiencies and different ways of delivering services producing significant levels of savings. A robust process to identify proposals to address the continuing budget deficit had been underway since the autumn 2015. In taking up the offer of a four year funding settlement the Council was required to publish an efficiency plan and monitor progress on delivery of savings. As at the end of November 2018 the Council had achieved actual ongoing annual savings of £1.4m. Where savings were achieved in advance of 2020/2021 these would be transferred to reserves to fund investment in major capital projects which will provide future revenue income.

Work had been underway during the current financial year on securing the cost reduction/income generating targets identified as part of the budget setting process in February 2018. The actual annual savings achieved of £1.4m were included in the Financial Plan 2018/2023 from 2020/2021 and by the end of this medium term plan there was still a budget gap of £2.7m. The budget gap may be even higher depending on the impact of the reforms to the Business Rates Retention scheme and the Fair Funding Review. The delivery of the major corporate capital projects to generate additional/new income is vital in achieving the required budget savings.

The costs of services of the Council had been updated. In terms of containing spending a number of service budgets had been held at 2018/2019 levels and increased had been made only where known price increases have occurred. Growth items had only been included where there was a statutory requirement including minimum pay pledges.

It remained difficult in the current economic climate to estimate levels of income in certain services including planning, car parks and industrial estates and a cautious approach had been taken in projecting forward into 2019/2023.

Under Standing Order 34 Councillor Moriarty asked whether the NWES loan would be covered in the budget, and if caution would be used in the lending of money to other councils. He also queried the savings allocated in the parish council elections in the report and the Deputy Chief Executive undertook to look into the figures

quoted.

The Chairman reminded members that the NWES loan would be the subject of an Internal Audit report to be considered at the next Audit Committee and once seen there would be a clearer picture. He confirmed the building was in the Council's control and was delivering what the building was constructed for with all its space rented and yielding a rental. With regard to other councils they also had the tax raising mandate and should one fail its residual body would take on any liabilities however when it occurred it was dealt with prudently. He confirmed that if anything was remiss with the NWES case then he would ask for an impartial investigation.

Under Standing Order 34 Councillor Joyce reminded Members that Northamptonshire Council would not exist after May 2020. He drew attention to comments made by Councillor Pope at the time of the NWES loan warning against a further loan. He asked when the £3m would be coming back to the Council.

The Chairman reminded Councillor Joyce that Councillor Pope had been on the Cabinet at the time of the NWES decisions were made. He reminded Members that the Council was still in negotiation with NWES. Councillor Beales referred to meetings past and present with the NWES Board when appropriate Council officers attended, and confirmed that when the information was available it would be reported.

Under Standing Order 34 Councillor Tilbrook expressed support for raising revenue, and asked why the major housing work could not be brought forward to bring in income sooner. The Chairman confirmed that he was keen to start the private rentals but to bring things forward it would impact on other plans.

Councillor Beales drew attention to the progress made on the provision of rental homes, but a huge amount of infrastructure had been installed early in the planned and current schemes, sometimes with a large amount of clean up of a site required. The progress for the schemes was structured in a manageable way, with the capital costs having to be resourced. The sales prices of the properties were being regularly reviewed and West Norfolk Property would rent out the properties.

Councillor Devereux drew attention to the fact that 47% of a Band D Council Tax went to the Internal Drainage Boards (IDBs), the majority of which was not currently refunded by the Government, however this was now under review.

The Deputy Chief Executive explained that during the course of the fair funding review officers had attended consultation events with Ministry representatives who originally did not understand the impact of and costs IDB levies on the Borough, however they were now including flood defence and coastal protection in their review.

In summing up the Chairman expressed the desire to show the levies on the Council tax bill so the consumer was aware of the costs involved. He drew attention to the fact that taking out the IDB levy, the Borough's Council Tax was one of the lowest in the country, but that also without the IDBs the area would be under water so much valuable farmland and properties would be unusable.

The Deputy Chief Executive explained that the Norfolk Business Rates Pool Pilot for 2019/2020 would provide additional income for the Borough, although it was not known at this stage what other areas would be reduced and by how much in future once the business rates retention scheme was implemented.

RECOMMENDED:

Recommendation 1

That Council approve the revision to the budget for 2018/2019 as set out in the report.

Recommendation 2

That Council reaffirm the Policy on Earmarked Reserves and General Fund Working Balance and the maximum balances set for the reserves as noted in the report.

Recommendation 3

That Council :

- 1) Approves the budget of £19,033,410 for 2019/2020 and notes the projections for 2020/2021, 2021/2022 and 2022/2023.
- 2) Approves the level of Special Expenses for the Town/Parish Councils as detailed in the report.
- 3) Approves the Fees and Charges 2019/2020 detailed in Appendix 5.
- 4) Approves a Band D council tax of £125.87 for 2019/2020

Recommendation 4

That Council approves a minimum requirement of the General Fund balance for 2019/2020 of £951,671.

Reason for Decision

The Council is obliged to set a Budget Requirement and level of council tax before the beginning of a financial year commencing on 1 April.

CAB123 **CAPITAL PROGRAMME AND RESOURCES 2018-23**

The Deputy Chief Executive presented a report which:

- revised the 2018/2019 projections for spending on the capital programme
- set out an estimate of capital resources that would be available for 2018-2023
- detailed new capital bids that were recommended to be included in the capital programme for the period 2019-2023
- outlined provisional figures for capital expenditure for the period 2018-2023

The report contained an exempt section detailed proposed future corporate capital projects.

The Chairman thanked the Deputy Chief Executive and her team for all the work put into bringing the Financial Plan and the Capital report.

RECOMMENDED: 1) That the amendments to capital schemes and resources for the 2018-2023 capital programme as detailed in the report be approved.

2) That new capital bids be funded from available capital resources and included in the capital programme 2019-2023 as detailed in the report.

Reason for Decision

To report amendments, re-phasing and resources to the 2018-2023 Capital Programme

CAB124 **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 item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Act.

CAB125 **LEISURE SERVICES TRANSFER**

Councillor Mrs Nockolds presented a report which explained that the Council and Alive Leisure Trust (ALT) had negotiated a provisional agreement with regard to the transfer of the Leisure Services operation from ALT to the Council. The basis of this agreement was that both organisations would work together to achieve a smooth and seamless transfer of the current service operation aiming for an early transfer of the service from 30 June 2019.

The Executive Director explained that the Environment and Community Panel had received a presentation on the proposal now put forward and had supported it unanimously.

The Cabinet expressed its satisfaction that the negotiations were progressing well and that the two organisations would work together to deliver the transfer smoothly.

RECOMMENDED: That the arrangements for transfer of Leisure as detailed in the report be approved.

Reason for Decision

To facilitate an early and cost effective transfer of the Leisure Service from Alive Leisure Trust to a Council Not for Profit Company.