

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



COUNCIL MEETING

Agenda

Thursday, 25th February, 2021
at 4.30 pm

**Remote Meeting on Zoom and available for
the public to view on [WestNorfolkBC on You
Tube](#)**



King's Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX
Telephone: 01553 616200
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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 **4.30 pm** on **Thursday, 25th February, 2021** via **Remote Meeting on Zoom** and available for the public to view on [WestNorfolkBC on You Tube](#) to transact the business shown below.

Yours sincerely

Lorraine Gore
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 14 and 21 January 2021 (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. THE FINANCIAL PLAN 2020/2025 AND COUNCIL TAX RESOLUTION 2021/22 - SENT AS A SUPPLEMENTARY TO THE COUNCIL AGENDA

Pursuant to Minute CAB228: Financial Plan 2020/2025 of the Cabinet Meeting held on 2 February 2021, the "Financial Plan 2020/2025 and Council Tax Resolution 2021/2022" the document attached as a supplementary to the agenda for consideration and decision includes an updated summary of the Financial Plan 2020/2054, the County Council, the Police and Crime Commissioner - Council Tax for 2021/2022 and details of Parish Precepts and Internal Drainage Boards levies for 2021/2022.

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

7. PROPORTIONALITY UPDATE (Pages 6 - 7)

8. URGENT BUSINESS

To receive any items of business which in the opinion of the Mayor are urgent.

9. PETITIONS AND PUBLIC QUESTIONS

To receive petitions and public questions in accordance with Standing Order 9.

10. 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: 2 February 2021 (Pages 8 - 12)

CAB229: Capital Programme 2020-25

CAB230: Capital Strategy 2021-22

CAB231: Treasury Management Strategy Statement, Minimum Revenue Provision Policy Statement and Annual Investment Strategy 2021-22

Exempt report

CAB234: Hunstanton Bus Station

11. NOTICE OF MOTION

To consider the following Notice of Motion (1/21), submitted by Councillor M de Whalley:

1. This Council recognises the democratic mandate given to it by the people of West Norfolk in their overwhelming opposition to the King's Lynn incinerator proposal. In keeping with this position and in

recognition of this Council's principled opposition to that scheme, this Council cannot and does not support the construction of a waste incinerator in Wisbech.

2. This Council supports Wisbech Town Council, Fenland District Council and Cambridgeshire County Council in their stated opposition to the Wisbech waste incinerator.
3. This Council will write to the Secretary of State to make clear its opposition to these plans.

12. 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) **Business Development - Councillor G Middleton** (Page 13)
- 2) **Climate Change & Commercial Services - Councillor P Kunes** (Pages 14 - 15)
- 3) **Development - Councillor R Blunt** (Pages 16 - 19)
- 4) **Environmental Services & Public Protection - Councillor S Dark** (Pages 20 - 22)
- 5) **Housing - Councillor A Lawrence** (Pages 23 - 25)
- 6) **Project Delivery - Councillor P Gidney** (Pages 26 - 29)
- 7) **Deputy Leader and Culture, Heritage and Health - Councillor Mrs E Nockolds** (Pages 30 - 32)
- 8) **Leader and Resources - Councillor B Long** (Pages 33 - 34)

13. MEMBERS QUESTION TIME

In accordance with Standing Order 11.2 (b), Members of the Council may ask any questions of the Chair of any Council Body (except the Cabinet).

Lorraine Gore
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 : 25 February 2021

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. As there has been a change in Group membership following the Group membership change from Labour to Independent by Councillor Jo Rust, it is being presented for review.

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

Independent Group gain 2 seats: 1 on Audit Committee and 1 on Licensing Committee.

Labour lose 2 seats: 1 on Audit Committee and 1 on Licensing 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 a change in Group membership across the Council it has required the proportionality to be reviewed.

The change is that following the move from the Labour Group to the Independent Group by Councillor Jo Rust.

3 Amended level of Seats Allocated

To take into account the amended proportionality, Council is invited to approve the change.

RECOMMENDATIONS FROM 2 FEBRUARY CABINET TO COUNCIL ON 25 FEBRUARY 2021

CAB228 FINANCIAL PLAN 2020-25 (To be dealt with under item 6 on the agenda)

[Click here to view the recording of this item on You Tube](#)

Assistant Director and S151 Officer M Drewery presented the report setting out the revised budget for 2020/21 and the proposed budget for 2021/22 and projections to 2025. She explained that for the coming year the budget provided for a small surplus to contribute to the general fund reserve balance. However, it is estimated that for 2022/23 and 2023/24 there would be a requirement to drawdown from reserve balances to provide a funded budget for both years which would reduce the reserve to minimum levels. This left 2024/25 with an estimated budget gap which will need to be addressed. She had given briefings to Members including the meeting of the Joint Panels who had considered the reports. A composite report would be submitted to Council including all the Council Tax resolution requirements and other precepting bodies requirements.

Under standing Order 34 Councillor S Collop had submitted a question but was unable to attend. The response given at the meeting would be emailed.

Under standing order 34 Councillors Rust, Moriarty and Ryves asked questions on the report. Responses to those questions were given. It was confirmed that the recommendations were to approve the budget for 2021/22 and noting the projections for the future years.

Cabinet Members commented on the report and responded to the questions asked.

RECOMMENDED: 1) That Council approve the revision to the budget for 2020/2021 as set out in the report.

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

3) That Council :

- i. Approves the budget of £21,731,380 for 2021/2022 and notes the projections for 2022/2023, 2023/2024 and 2024/2025.
- ii. Approves the level of Special Expenses for the Town/Parish Councils as detailed in the report.
- iii. Approves the Fees and Charges for 2021/2022 detailed in Appendix 3.
- iv. Approves a Band D council tax of £134.87 for 2021/2022

4) That Council approves a minimum requirement of the General Fund balance for 2021/2022 of £1,086,569.

Reason for Decision

In order to make recommendations to Council to set a budget for the forthcoming year.

CAB229 CAPITAL PROGRAMME 2020-25

[Click here to view the recording of this item on You Tube](#)

Cabinet considered the report which:

- revised the 2020/2021 projections for spending on the capital programme
- set out an estimate of capital resources that would be available for 2020-2025
- detailed new capital bids that were recommended to be included in the capital programme for the period 2020-2025
- outlined provisional figures for capital expenditure for the period 2020-2025
- Exempt section detailed corporate capital projects

Under standing order 34 Councillors Morley asked the questions he had submitted in writing, responses to those were given.

Councillors Rust and Ryves also asked questions under standing order 34 and responses were given.

RECOMMENDED: 1) That the amendments to capital schemes and resources for the 2020-2025 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 2020-2025 as detailed in the report.

Reason for Decision

To report amendments, rephrasing and resources to the 2020-2025 Capital Programme

CAB230 CAPITAL STRATEGY 2021-22

[Click here to view the recording of this item on You Tube](#)

Cabinet considered a report which explained that the Capital Strategy outlined the principles and framework that shaped the Council's capital decisions. The principal aim was to deliver a programme of capital investment that contributed to the achievement of the Council's priorities and objectives as set out in the Corporate Plan.

The Capital Strategy needed to be updated annually and would be put before Cabinet alongside the Treasury Management Strategy so that it could be approved before the year to which it relates begins.

The Strategy defined at the highest level how the capital programme was to be formulated; it identified the issues and options that influenced capital spending and set out how the resources and capital programme would be managed.

Under standing order 34 Councillors Morley, Rust and Ryves asked questions and responses were given.

It was agreed that in the future when business had returned to normal, a training session for all members would be included on the Capital Strategy.

RECOMMENDED: That the Capital Strategy 2021/22 as attached to the report be approved.

Reason for Decision

Not to approve these policies would contravene the requirements of both legislation and good practice. In addition, the external auditors may comment in their report to those charged with governance (ISA260).

CAB231 TREASURY MANAGEMENT STRATEGY STATEMENT, MINIMUM REVENUE PROVISION POLICY STATEMENT AND ANNUAL INVESTMENT STRATEGY 2021-22

[Click here to view the recording of this item on You Tube](#)

Cabinet considered a report which explained that the Council was required to receive and approve a Treasury Management Strategy Statement; Annual Investment Strategy; and Minimum Revenue Provision Policy Statement which covered:

- The Treasury Management Strategy
- Capital plans, including prudential indicators
- A Minimum Revenue Provision (MRP) Policy
- An Investment Strategy

The report covered the requirements of the Local Government Act 2003, the Chartered Institute of Public Finance Accountants (CIPFA) Prudential Code, the Ministry of Housing, Communities and Local Government (MHCLG) MRP Guidance, the CIPFA Treasury Management Code and the MHCLG Investment Guidance.

The Council's Treasury Advisor, Link Asset Services, provided a template document for the Treasury Management Strategy Statement, which was fully compliant with CIPFA's code and MHCLG's guidance.

The Council had used this template in preparing the report. The report looked at the period 2020-2025, which fitted with the Council's Financial Plan and Capital Programme. Officers of the council had prepared the report based on their views of forecasts for interest rates, and had used information provided by the council's

Treasury Management Advisor, Link Asset Services.

Under standing order 34 Councillor Morley received responses to his pre submitted questions.

Under standing order 34 Councillor Ryves asked a question and received a response.

RECOMMENDED: 1) That the Treasury Management Strategy Statement 2021/2022, including treasury indicators for 2021-2025 be approved.

2) The Minimum Revenue Provision Policy 2021/2022 be approved.

3) The Investment Strategy 2021/2022 be approved.

Reason for the Decision

The Council must have approved a Treasury Management Strategy Statement, Minimum Revenue Provision Policy Statement and Annual Investment Strategy 2021/2022 by 31 March 2021.

CAB233 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 and appendices to reports 11 and 14 on the grounds that they involve the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Act.

CAB234 HUNSTANTON BUS STATION

Cabinet considered a report which set out that on 18th September 2018 Cabinet recommended to Council, that we enter into contract with Homes England to accept their accelerated funding offer to bring this site forward. The contract with Homes England was agreed on the basis that this development should be taken forward as part of the Major Housing contract with Lovell Partnerships Limited, to facilitate the acceleration of the development.

The report updated Members on the progress made and sought approval to sign contracts with Lovell and the NCC to enable the project to enter the build phase.

There were no questions under standing order 34, but Councillor Morley complemented the proposal.

Cabinet discussed the proposals and looked forward to seeing the area upgraded. Councillor Nockolds proposed an amendment to recommendation 2: "which will include West Norfolk Tourism information (subject to further negotiation)". This amendment was agreed.

RECOMMENDED: 1) That the Council enters a contract with Lovell Partnerships Ltd under the Major Housing Contract to deliver this project.

2) That the Council enter into a contract with the Norfolk County Council that swaps their land and existing Library which will include an area for West Norfolk tourism information (subject to further negotiation) in exchange for the Council incorporating a new improved Library in the new development.

Reason for Decision

- 1) To develop this site using the Major Housing contract with Lovell Partnerships Limited.
- 2) To allow the scheme to be developed using traditional methods.
- 3) To include the tenure mix shown in section 2.5 of this report.

CABINET MEMBERS REPORT TO COUNCIL**25 February 2021****COUNCILLOR GRAHAM MIDDLETON – CABINET MEMBER FOR BUSINESS DEVELOPMENT**

For the period January to February 2021

Progress on Portfolio Matters.

Following the decision for meetings to be postponed to allow for officers to allocate time to the COVID response, I would like to take this opportunity to thank all officers for their hard work in working closely with our partners and to play our part in protecting our residents.

Specifically I would like to acknowledge the hard work of the property team, under Matthew Henry's leadership they have played a vital role in securing necessary locations to be used as vaccination sites across our borough, notably the collaboration between ourselves, Alive and the CCG in getting the Corn Exchange up and running efficiently and effectively.

Across the rest of my portfolio work continues in terms of our town fund BID and we work with advice from the government in terms of prioritising projects within the bid.

At a previous town board meeting it was agreed that 2 working groups be set up 1 for public realm and 2nd for guildhall and creative hub. This is in order for us as a council to work with various stakeholders and individuals across the town who have skills and experience in different sectors. Public realm will fall under my portfolio and the Guildhall under Cllr Nockolds.

Meetings Attended and Meetings Scheduled

Cabinet sifting
 BID meeting
 Portfolio sessions
 Cabinet
 Portfolio session with various officers (throughout the month)
 Towns board

CABINET MEMBERS REPORT TO COUNCIL

25 February 2021

COUNCILLOR PAUL KUNES - CABINET MEMBER FOR CLIMATE CHANGE CO₂ REDUCTION, BIO DIVERSITY AND COMMERCIAL SERVICES

For the period 21st January 2021 to 25th February 2021

1 Progress on Portfolio Matters.

Climate Change and CO₂ reduction.

Public Sector Decarbonisation Scheme (PSDS)

Two applications for funding were recently submitted to the Government's Public Sector Decarbonisation Scheme (PSDS).

The Council has provisionally received a grant of £2.84 million, from the Public Sector Decarbonisation Scheme (PSDS) fund, to be used on seven council owned buildings, subject to detailed design and obtaining any consents required.

This grant funded project aims to reduce carbon emissions from public sector buildings, using technologies such as air and ground source heat pumps, solar PV and cavity wall and loft insulation.

We would aim to complete the project by September.

This project will aid the council's carbon emissions reduction journey, through reductions in gas usage.

It should be noted that these measures may be subject to change going into the detailed design stage.

Tree Planting

Officers are currently looking into a potential tree planting pilot on council owned land. This pilot is looking to make use of available grants to aid the development of the project and the initial planting.

Cremations and Burials.

There have been a couple of occasions where groups of mourners larger than the permitted 30 have turned up at the Crematorium. This can be distressing and embarrassing. I am pleased to say our staff have dealt with these problems in a professional and courteous manner. Funeral directors have been contacted and asked to remind mourners of the Covid Rules.

2 Forthcoming Activities and Developments.

Football club car parking
Nothing further to report

3 Meetings Attended and Meetings Scheduled

Cabinet
Portfolio briefing: -Climate Change, Car parks, Crematorium and Cemeteries and IT.
E&C Panel
Joint Panel mtg on Budget.
Cabinet Briefing
Norfolk Parking Partnership.
Conservancy Board.
IDB
Friends of the Earth
Klimate Concern
Climate Psychology Alliance and stop Ecocide.
All of the above meetings held on line.

CABINET MEMBERS REPORT TO COUNCIL

25th February 2021

COUNCILLOR RICHARD BLUNT - CABINET MEMBER FOR DEVELOPMENT

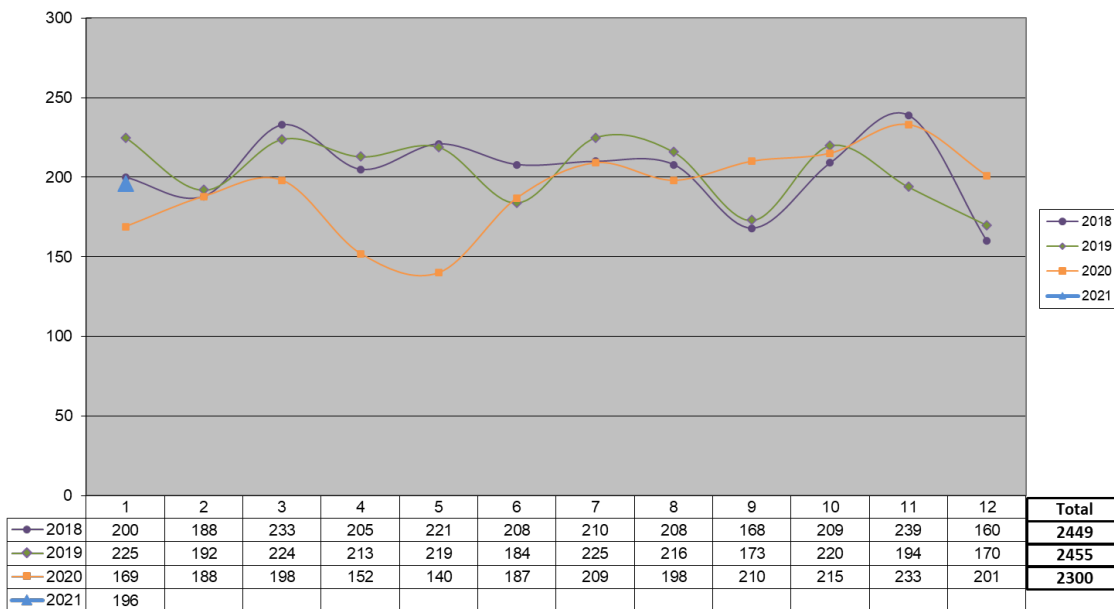
For the period from 10th January 2021 to 12th February

1 Progress on Portfolio Matters.

Planning and Discharge of Conditions applications received

Applications received in January 2021 are already up 27 on last year.

Planning and discharge of condition applications received

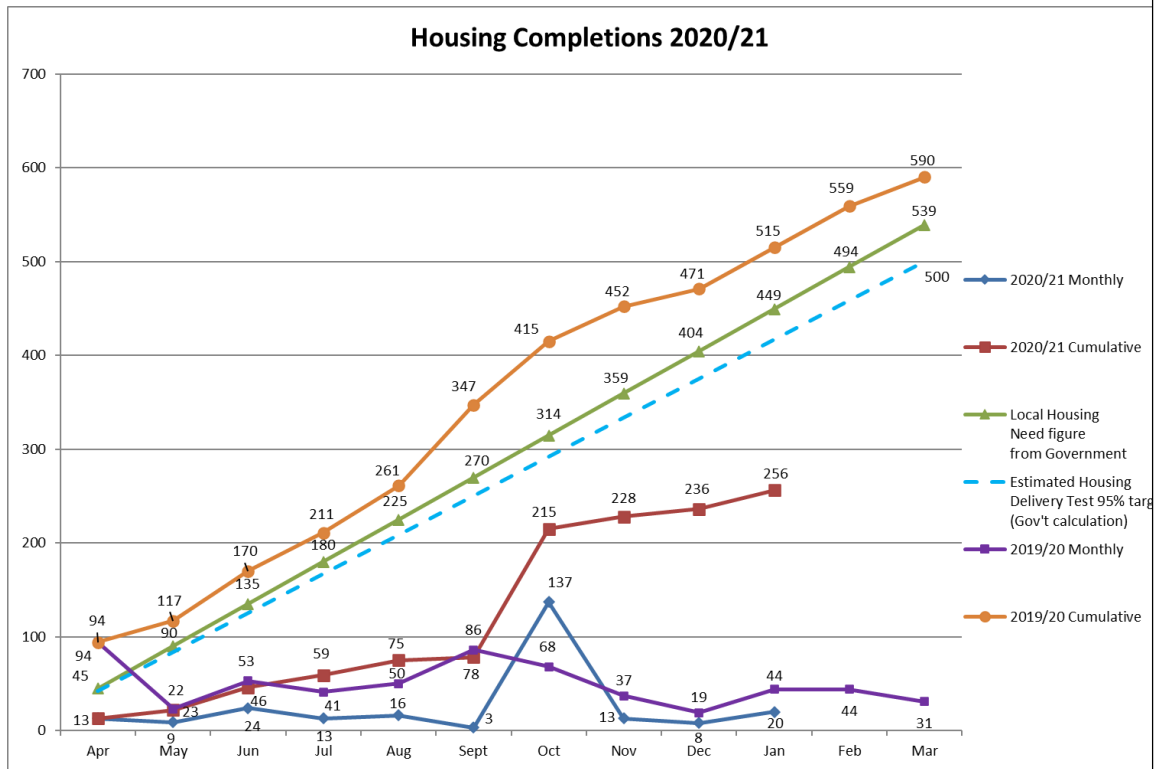


Application numbers remain high, and there are a number of major applications under consideration. Combined with staff sickness and a staff vacancy this has had an impact on the service, and we are currently asking for a 4 week extension to minor and major applications upon validation. This will be reviewed in March.

Although the total number of applications processed in 2020 was lower than the previous two years, the total number of applications for the last quarter of 2020 was higher than in the previous two years.

Housing Completions

Completions are still considerably lower in comparison to the same time last year. 256 completions between April 20 and Jan 21 compared to 515 for the same period in 2019/20.



Major and Minor dwelling applications received comparison

	1/2/18 – 31/1/19	1/2/19 – 31/1/20	1/2/20 – 31/1/21
No. of Major dwelling applications rec'd	28	25	22
No. of Minor dwelling applications rec'd	387	416	300
No. of Householder applications rec'd	692	630	732

*Minor dwelling applications = up to 10 units

Major dwelling applications = over 10 units

2020 performance for determining planning applications

	National target	Performance
Major	60%	97%
Non – Major	70%	94%

Appeal Performance – decisions made by The Planning Inspectorate 1/2/20 – 31/1/21

	Dismissed	Allowed
Planning appeals	32	12
	73%	27%
Enforcement appeals	5	1
	83%	17%

The national average for planning appeals allowed is around 34%.

Revenue income

Income for 2020/21

Projected	Actual	Variance with projected
Apr 20 – Jan 21	Apr 20 – Jan 21	
£969,708	£1,258,826	+ £289,118

Local Plan review Update

The Local Plan review has reached a crucial stage. The Local Plan Task Group have agreed a version of the Local Plan review that they would like to recommend (subject to the completion of a number of key supporting documents) to Cabinet/Full Council is published, submitted examined and ultimately adopted.

This journey was about to commence shortly, however two of the key supporting documents have not yet been completed. These are the viability study and habitats regulation assessment. These are vital components that are required to support the Local Plan review. Officers from the Planning and Housing Teams are working with our consultants, with a view to finalising these studies just as soon as possible.

This does mean that the journey of the Local Plan review will have to be paused temporarily, for two cabinet cycles, to allow the works and studies to be completed and in place before the Local Plan review is brought before Cabinet/Full Council.

Neighbourhood Plan Update

- **Thornham NP-** Decision Statement has been issued as of 11/02/2021. This can now be given significant weight in the decision-making process. Awaiting referendum due to pandemic.
- **Brancaster NP Review-** Passed the examination stage in Jan 2021 and now in the decision-making stage, LPA/QB working towards getting a decision statement signed in the following weeks.
- **In the process of their examination** Castle Acre, Tilney All Saints NP
- **Soon heading to the Reg.16 stage:** Terrington St John, Hunstanton and Heacham

Applied for Area Designation Feb 2021: Ringstead

Meetings Attended (via Teams Zoom and Youtube)

Portfolio Meetings,
Planning Committee
Planning Committee Sifting
Planning Committee Training
Cabinet
Cabinet Briefings and Updates
Cabinet Sifting
Various Meetings with Officers

CABINET MEMBERS REPORT TO COUNCIL

25 February 2021

COUNCILLOR STUART DARK MBE - CABINET MEMBER FOR ENVIRONMENTAL SERVICES AND PUBLIC PROTECTION

For the period January – February 2021

1 Progress on Portfolio Matters.

Covid-19

The period since my last report to Council has been and remains very challenging, albeit there have been some really positive figures in key areas, which have been sustained over several weeks, indicative of clear trends.

Firstly, the rolling 7 day recorded infection rate, which had reached a high of c.600 people per 100,000 population locally at the peak of the second phase, has continued to decline. At the time of this report it stands at just under 200 per 100,000 having dropped by 50 (20%) in the last 7 days alone. It is highly likely that this downward trend will continue and I will provide the latest figure available at our Full Council meeting.

Whilst this is very encouraging, it should be remembered our lowest 7 day rate, last summer, between the two phases, was below 100 infections per 100,000 population, so we are still some way off this and the message to our communities must be continue to follow the guidance if we are to drive down the rate yet further so we are at the lowest rate possible as we emerge into Spring and hopefully the easing of protective measures.

Secondly, the vaccination rate is accelerating and many of our recognised priority cohorts have already been reached. I have already circulated to Councillors, Town and Parish Councils data from the Norfolk and Waveney CCG that shows our region has already given first vaccinations to 29% of the entire 16+ population. This rate makes it the 3rd highest performing Health Authority region in the Country at 6% higher than the average. Invites are continuing to go out as the programme works its way down the priority tiers and a new service for people to contact the NHS and book their appointment either by phone or online has been put in place.

Given the short timescale (The first vaccine (Pfizer), with associated storage and transportation complexities was only approved for use in the first week of December) I believe this is nothing short of phenomenal progress and the NHS, staff, volunteers and all involved deserve great praise for the hope and

protection they are bringing to so many. Council continues to play its full part in supporting the vaccination sites, including the first local mass vaccination centre in the Corn Exchange and continues to help in getting the other sites planned for the near future coming online.

The Kings Lynn Testing Centre for people exhibiting symptoms remains fully operational and Councillors will be aware from previous briefings this testing has now been complimented by 'rapid flow' asymptomatic testing teams and kits available for businesses and at community sites around the Borough to help check transmission by identifying infection in people who may not know they have the virus.

The Revenues and Benefits Team continues to work extremely hard to support affected businesses. I will provide the exact figures as part of my introducing the report at Council so that they are the most up to date they can be for members/public consideration.

I have worked with the Chief Executive, senior council officers and Cabinet colleagues to ensure core Council services continue to be delivered effectively throughout the period, new Covid-19 priorities and issues are addressed as part of the tiered multi-agency response (national, regional and local) and clear guidance and support is offered to residents, businesses and particularly the vulnerable.

I have, with the assistance of officers, continued to provide weekly updates to all Borough Councillors on key Borough Covid-19 developments and activities, along with links to useful resources/data/materials and ensured these have been circulated to all Parish and Town Council contacts for their information and passing on. These regular updates have been complimented by specific contact with ward members as and when a significant issue/development occurs in their area. I thank everyone who has assisted in this important work.

On Monday the 22nd February (after this report but before Full Council) the Prime Minister will be outlining the national plan re easing of restrictions and their timing. This will clearly have major impact and Council will reassess its activities along with partners immediately post this, to ensure it continues to be as proactive as it can in supporting and protecting our communities and businesses and in helping the multi-agency response. I will keep Councillors, Town and Parish Councils updated on developments in the now usual way.

Waste Collections

It was with some regret, particularly given the hard work, adaptability and effectiveness of our waste crews throughout the last year of the pandemic, that the last 7 days exceptional wintery weather forced disruption on collections across the Borough, with a number of collections having to be altered or delayed.

These decisions were taken to protect the crews safety as whilst main routes

between towns and villages were gritted, the collections need by their very nature to have heavy vehicles and people walking from street to street, house to house, bin to bin in locations where this was not the case. The worst affected areas on the Borough were the top end towards the Coast.

Messages were put out promptly on social media and the Council's website advising residents of delays and new schedules and it is a testament to the hard work of the crews that as I write this report to Council (Hunstanton still having snow and ice yesterday) all disrupted bin collections have already been mitigated and all waste collected, so that the service is essentially back to normal.

Councillors will be pleased to hear that there were no reported accidents to waste collection crew members during this bad weather, due to the decisions taken.

I will be providing an update to Council in my next report on the incoming Waste contract, but wish to reassure Councillors now that there are no plans for the new Contractor to significantly alter routes, days or times so that they can communicate this to residents, as I know such disruption to established routines could be of concern.

2 Forthcoming Activities and Developments.

The primary focus of my upcoming activity before next full council has to be the Borough's continuing response to the rapidly changing Covid-19 situation regarding both its core services and its assistance to the wider effort. I will continue to keep members, Town and Parish Councils informed of activity by weekly reporting or by exception if a development merits it.

I will also be working with officers towards successful introduction of the substantial new 'Waste and Related Services Contract' commencing at the end of March.

3 Meetings Attended and Meetings Scheduled

Regular and irregular meetings with the Chief Executive, Communications Officers, relevant responsible Council Officers and partners with regard to the Borough's Covid-19 response.

Separate Meetings with Collection Services and EHO managerial staff.

Tri-District responsible lead member 'joint Waste Contract Review and Development Board' and pan-Norfolk 'Waste Partnership'.

Scheduled meetings associated with Cabinet.

CABINET MEMBERS REPORT TO COUNCIL**25 FEBRUARY 2021****COUNCILLOR ADRIAN LAWRENCE - CABINET MEMBER FOR HOUSING**

For the period January to February 2021

Progress on Portfolio Matters.**Home Choice**

In January there were

1050 live apps

2 Emergency

146 High

329 Medium

573 Low

206 new applications /changes of circumstances.

There were 22 properties let.

Everyone In

Since lock down one, the council has continued to respond to the government's 'Everyone In' initiative, and with support from its partners, we are continuing to accommodate all rough sleepers. During the recent winter months we have continued to experience increased demand from people who are at risk of rough sleeping. Currently there are no reports of anyone rough sleeping in the Borough. All reports of anyone rough sleeping are followed up and verified with the Councils Housing Options team, the Councils rough sleeping outreach service and partners such as Purfleet Housing and the Winter Nightshelter.

We are continuing to provide a range of emergency accommodation options (Winter Nightshelter, welfare cabins, B&B, hostels). In response to anticipated demand/pressure over the winter months we increased the provision of welfare cabins which provide warm, dry, safe and secure short-term accommodation in King's Lynn while longer-term or supported

accommodation can be found. This accommodation has been invaluable in being able to respond to the increased need and also provide self-contained accommodation.

MHCLG Protect Plus Bid

In response to the governments request for Local Authorities to redouble efforts in relation to Rough Sleeping further funding of up to £70,000 is available to assist with ongoing costs of providing emergency accommodation. We have submitted a bid for £70,000 to assist with ongoing accommodation costs and providing further housing related support. We are currently awaiting the outcome.

Norfolk Strategic Housing Partnership

The Norfolk Strategic Housing Partnership (NSHP) was formed in 2020 to ensure anyone sleeping rough in Norfolk had access to safe accommodation as part of the Government's '*Everybody In*' initiative. It went on to develop an ambitious *No Homelessness in Norfolk* Strategy. By working better together, the NSHP also hopes to attract additional funding and develop improved person-centred services that provide sustainable outcomes. The NSHP with the Borough Council acting as the lead Authority for bidding purposes, has been successful in bidding for £20,000 of funding from the Local Government Association (LGA) Housing Advisors Programme. The fund will support the project to work with people who lived with the experience of homelessness to bring coproduction to the heart of No Homelessness in Norfolk and provide evidence to support the case for longer term investment in housing related support across Norfolk.

New Accommodation update

10 new 1bed move on flats- ready for occupation W/C 22nd February 2021. Delivered by Broadland Housing Association as part of Next Steps Funding Programme

6 new 1 bed housing First flats- ready for occupation by 31st March 2021. Delivered by Broadland Housing Association as part of Next Steps Funding Programme. Support contract currently out to tender.

7 new 1 bed move on flats ready for occupation by June 2021. Delivered by Broadland Housing Association

7 new 1bed homes temporary accommodation (Reid Way) delivered by Broadland Housing by Summer 2021

The Purfleet Trust

Although the Health and Wellbeing Centre at Pathway House in King's Lynn remains closed since the most recent lockdown announcement, Purfleet are

continuing to ensure that their clients receive the essential support they will need to help them throughout the lockdown period. They are continuing work closely with the Councils Housing Options Team to provide support to those in emergency accommodation and offer essential services including:

Welfare checks & telephone support

Appointments (however these may be offered remotely where appropriate)

1:1 counselling will be provided by appointment only at Pathway House

Meetings Attended

Full Council

Cabinet Sifting

Cabinet Briefings

Cabinet

Various phone calls and Teams meetings with Officers

CABINET MEMBERS REPORT TO COUNCIL

25 FEBRUARY 2021

COUNCILLOR PETER GIDNEY

CABINET MEMBER FOR PROJECT DELIVERY

For the period January to February 2021

1 Progress on Portfolio Matters.

**Kings Lynn- Nar Ouse
Enterprise Zone update February 2021
Infrastructure**

Project team meeting held on 13.01.21 with NCC team to close off outstanding requests for information.

Project Team Meeting scheduled 17.02.21 with Norfolk County Council (NCC infrastructure project team) at which we will get an update on the status of their design.

Procurement route for infrastructure delivery now confirmed as via the Eastern Highways Alliance (framework of civils contractors).

NCC have submitted the proposed site wide drainage design to the local Internal Drainage Boards for approval. NCC have been in dialogue with the drainage boards throughout the design development so securing the formal consent should be relatively straightforward. Awaiting confirmation of formal approval.

Spec Build Units

The project team are finalising discussions and looking to formally contract with our preferred contractor RG Carter for the delivery of Plots A1 and A2 (Phase I). They recently provided an updated tender figure – including a value engineering schedule which looks agreeable to the project team. As part of that value engineering schedule Carter Design have been commissioned to commence detailed design on plots A1 and A2.

RG Carter have now provided options and associated figures for the addressing of earthworks on the site. These are currently being assessed with a view to formally contracting with RG Carter.

AHR Architects have been appointed to progress designs and tender Plots A3 and A4 (Phase II) with a view to the construction of these overlapping or following on from the delivery of Plots A1 and A2. Design work due to be completed mid-March 2021.

GC Baxter and Associates (quantity surveyors) appointed to provide pre contract support to the tender of plots A3 and A4.

General Site Works

Landscape contractor has completed vegetation clearance on the site.

A topographical survey was recently completed to update recent changes in site levels following Anglian Waters rising main replacement works.

EDP (services consultant) have secured the following:

Electric Supply: in receipt of quotation for diversions, order has been placed – currently negotiating / finalising route. Quotation received for new connections.

Gas Supply: quotations for new connections received.

Water Supply: quotations for new connections received. Awaiting feedback from AWS on pumping station and its potential relocation.

The application for the discharge of the landscaping condition has been partially discharged.

WSP have been commissioned to undertake a Detailed Reports Review, Gap Analysis, Additional Ground Investigation and GI Scope. WSP also working with RG Carter on the discharge of conditions.

The permanent diversion of the bridleway has been secured – draft application to temporarily divert the existing route of the bridleway submitted to NCC 11.02.21 for comment. This will enable unhindered construction of the infrastructure and spec units – once construction is complete the bridleway will revert to the newly approved route.

New Anglia LEP

Regular monthly meetings are being held with New Anglia LEP to keep them updated on progress. Funding agreement with New Anglia LEP being updated to reflect project timeframe and costs.

Discussions being held with an external company to provide project support and resource on recommendation of New Anglia LEP.

Company Enquiries for development

Dialogue with a local manufacturing company continues in respect of Plot B2 or C4.

Dialogue with Local Company #3 continues in respect of occupation of first phase speculative office space.

Team had a meeting and early discussions with a potential developer interested in 2 – 3 acres with the potential of developing Plots B1/3/4/5 and D5/6/7

Kings Lynn - other sites Sommerfeld and Thomas Site

Tenders were received for the De-risking, site investigation. The purpose of this work is to provide information about underground and other features including the state of the southern wall to the Hill Fleet. This will enable greater certainty for site conditions enabling better control over design, restoration and cost control. The building itself will be included within an architectural brief to be carried out later.

Parkway

The preparation ready for submission is nearly complete. Officers have gone to extensive and indeed proper lengths to carry out site investigations with respect to ecology, design, and sustainable proposals mitigation measures and improvements.

This site is not about displacing nature or intensifying the built environment but sharing an area which has so many ecological features with people who need new homes.

I have looked through the objections and raised questions about many issues raised and I am assured that this project will bring benefits to our community. Also, the position of the site and the new connections will reduce traffic in general and roadside pollution in areas like Gaywood where so many children are walking to and from school. Overall the development will bring positive gains for the environment and the proposed increase in wildlife habitats.

Hunstanton Hunstanton Bus Station site

The design for the new bus shelters have been agreed so that work can begin on these so that there will be stops available in advance of when the demolition works start.

Valentines Road, temporary Library.

Works to begin on this by the 1st March, lasting eight weeks ensuring a continuing library service during the new library construction.

Works on the main project are expected to start at the beginning of May 2021.

Southend Road

The revised design with increased parking solutions was submitted to planning Week ending 14th February.

Meetings Attended

January

25 Portfolio Meeting

27 Nalc carbon reduction Parish Councils discussion

28 S and T De-risk Site Investigation Tender opening

February

2 Cabinet

5 Portfolio meeting

8 S and T De-risk Tender evaluation,

10 Cabinet Briefing

2 Forthcoming Activities and Developments.

Zoom Parish Council Meetings

3 Meetings Scheduled between reports

February

17 Portfolio meeting

19 Guest at EN portfolio meeting

24 Cabinet Briefing

CABINET MEMBERS REPORT TO COUNCIL

25 FEBRUARY 2021

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

For the period 11th January 2021 to 18th February 2021

1 Progress on Portfolio Matters.

Recently I passed on to you the COVID19 Inequalities Deep Dive presentation which I received during a meeting of the H&WB District Councils Sub-Committee. The main Action Plan for each local area is to have a Local Delivery Group, LDG, set-up to assess and reduce health inequalities. In September 2021 a review will be held of the mechanism of whole systems, place based approach to local health inequalities. During the first 2 meetings of our LDG an agreement was formed to work with 2 initiatives to reduce health inequalities. They are the Falls Prevention work stream and to support Young Carers. To give support to the QEH our District Discharge team are working with the falls initiative and have sent out letters to those aged over 70 who are on the orthopaedic surgery list, to offer support and advice if needed. Over 45% have replied and we have offered them assistance via our Handyperson service, either with the Careline or mobility aides. The Team are aiming to send letters out to the over 60's who are on the waiting list by the end of February.

Recently at a H&WB District Council Sub-Committee a presentation was given which informed us of the key part of the NHS long-term plan the Integrated Care Systems,(ICS), which intends to bring major changes in how health and care services are planned, paid for and delivered. ICS are partnerships that bring together providers and commissioners of NHS with local authorities and other local partners to collectively plan and integrate care to meet the needs of their population. In December 2020 NHS England confirmed Norfolk & Waveney Health & Care Partnerships will become an ICS from 1st April 2021. At future Sub-Committees more discussions will be held to agree the key functions that will form part of local place priorities to support its population health & wellbeing.

Ask LILY, our web-site online directory, is providing a comprehensive range of support in our Borough such as to combat loneliness or social isolation, support to the bereaved, providing advice on how to receive food or medication supplies. There is also a daily calendar of virtual events for both young people as well as adults such as Coffee and Chat mornings, Creative or gentle movement activities. Our LILY staff are making contact with the known vulnerable residents of our Borough as well as receiving many phone

calls for advice.

2 Forthcoming Activities and Developments.

Our Tourism Manager continues to meet weekly with other Destination Management Organisations throughout East of England. Despite the lockdown and the fact all web-sites are stating 'Stay at Home & Stay Safe', they have agreed to go ahead with the launch of Unexplored England, to encourage interest, demand and bookings for Summer 2021. Visit England's marketing team suggested it was best to keep ourselves in front of viewers, using Google and Facebook with ads and video's of each area. Visit East of England has recently received £70,000 from the Visit England's, 'Escape The Everyday fund', for a marketing campaign to run April-June to a target audience of single adults and pre-school families. The campaign will highlight experiences at each local area. Another area for promotion is the planned formation of a Biosphere for the Fens area as it could bring an economic and ecological benefit especially for Downham Market. More information is on a video via Youtube, 'An introduction to The Fens Biosphere'.

The delivery of Norfolk Museum Services(NMS) in Kings Lynn and West Norfolk continues to operate under the terms of the Service Level Agreement(SLA) with the BC. Under an extension of the SLA, NMS will continue to provide curatorial and conservation advice, support and an enquiry service for those BC collections currently held in the Town Hall, including the Fine Art and Civic Regalia. The most recent advice given was the cleaning of the historic chandeliers at the Town Hall.

The staff of Lynn Museum are working towards a new exhibition in readiness for the ease of the Covid restrictions. The theme is Gardens in Kings Lynn area which will include a history of gardens and gardening in the town. The Museum service holds collections from a local firm, Taylors seed merchants. Amongst the displays it will also show the benefits of gardening for physical and mental wellbeing.

Collusion Digital Art project are developing a sci-fi time travel family focussed adventure that introduces the town to the Intergalactic Hanseatic League. They are working with over 500 primary school pupils at 3 local schools as well as up to 300 COWA students and Brownie and Scout groups. The work will be culminated into live projections on 5 projectors. This project was due take place in March but as result of the lockdown it has been delayed until October.

3 Meetings Attended and Meetings Scheduled

Virtual meetings via Microsoft Teams and Zoom

Portfolio meetings with ;

Lorraine Gore Chief Executive

Duncan Hall Assistant Director Strategic Housing & Place &

HAZ Manager

Martin Chisholm Assistant Director Operations and Commercial &

Grounds Maintenance staff
John Greenhalgh Assistant Director Community and Partnerships &
LILY and District Discharge staff
Cabinet
WN Transport and Infrastructure Steering Group
Towns Fund Board
E&C Panel meeting
KL Local Cycling & Walking Briefing with James Wild MP
Chairman of Integrated Care Systems
Health & Well Being District Councils Sub Committee
D Mkt Town Council Liaison meeting
Kings Lynn & West Norfolk School Girls' Trust meeting
Collusion Digital Art Group
PEACH LCEP meeting
Historic England Webinar
Norfolk Records committee
Joint Norfolk Museums Committee
Norfolk Arts Forum
Norfolk Armed Forces Covenant Board meeting
Fens Biosphere Seminar
WN Community Transport

CABINET MEMBERS REPORT TO COUNCIL**25 FEBRUARY 2021****COUNCILLOR BRIAN LONG – LEADER & CABINET MEMBER FOR RESOURCES.**

For the period January to 15 February 2021

Progress on Portfolio Matters.**Council Finances**

This time of the year usually involves preparation for the Financial Plan preparation and for tonight's meeting. This year has been no different but has been a much more rapidly evolving process. Between cabinet meeting and recommending a budget we have had a revision in figures that are presented today. This has seen an adjusted balance for 21/22 and an improved budgetary position upto 2025. It must not be underestimated the work that has gone into this process or the challenge ahead of us with regards to our finances. For me 2020/21 has been about getting support to where it has been needed the next 4 years will be about getting ourselves back to presenting balanced budgets and recovering from the pandemic.

Covid-19 Pandemic Response

At the time of writing this report it is good to see that finally numbers of cases are in decline in West Norfolk following a trend across the County and Country. Numbers receiving vaccinations is increasing daily and our own venue is working well from reports I have heard.

Support for Business continues with over £12.7m paid out since 22/11/2020. No doubt further detail will be provided by appropriate portfolio holders.

Council Long Service Awards.

One of my favourite events each year is to recognise the staff having achieved 10, 20, 30 and 40 years of service. This year has had to be different and so a virtual presentation was held. After this was distributed I have had a number of staff thank me for still being able to have such an event albeit in a different way.

Elections 2021.

Following from Questions about holding elections during a pandemic and the difficulties it presents, not least in making elections safe, I made representation to Civil Servants within Cabinet Office, and was due to address Chloe Smith MP at a District Councils Network seminar. However unfortunately the Minister was unwell and could not attend. I did however raise my concerns these were echoed by other attendees. However it was

conformed elections will go ahead and funding would be made available to make venues, staff and the public safe. Details of this will I am told follow, I will of course advise when detail is available.

Meetings Attended and Meetings Scheduled

In addition to my usual round of Portfolio and Cabinet Meetings I have also attended the following meetings (All Virtual via Team / Zoom unless stated)

Norfolk Leaders Meetings

Norfolk Covid-19 Engagement Boards

Norfolk Public Sector Leaders Board.

Corporate Performance Panel

Ministerial Briefings

DCN Briefings

Independent Group Leaders Meeting

Labour Group Leaders Meeting

Core Management Group – Norfolk Coast Partnership

Alive West Norfolk Board Meeting

King's Lynn Internal Drainage Board

Briefing Session on Census 2021

Meeting with Downham Market Town Council

West Norfolk Transport and Infrastructure steering Group

Audit Committee

Filming for Various Council Videos

East Of England LGA assembly.

Public meeting regarding school amalgamation (Wormegay / Runcton Holme)

To be attended at the time of writing:

ADA Welland and Nene Branch meeting

Town Deal Board

ADA Great Ouse Branch Meeting

Wash and North Norfolk Marine Partnership Steering Group