

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



COUNCIL MEETING

Agenda

Thursday, 26th November, 2015
at 6.30 pm

in the

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



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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, 26th November, 2015** 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

To receive apologies for absence

3. MINUTES

To confirm as a correct record the Minutes of Council held on 29 October 2015 (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. DETERMINATION OF COUNCIL TAX DISCOUNTS RELATING TO SECOND HOMES AND EMPTY PROPERTIES FOR 2016/2017 (Pages 6 - 9)

9. CABINET MEMBERS REPORTS

In accordance with Standing Order 11.1 to receive reports from Cabinet Members in the following order and under Standing Order 11.2 (a) Members of the Council may ask questions of the Cabinet Member on their reports and Portfolio areas:

(Councillors are reminded that this is a question and answer session not a debate.)

- 1) **Culture Heritage and Health - Councillor Mrs E Nockolds** (Pages 10 - 12)
- 2) **Development - Councillor R Blunt** (Pages 13 - 14)
- 3) **Environment - Councillor B Long** (Pages 15 - 16)
- 4) **Housing and Community - Councillor A Lawrence** (Pages 17 - 20)
- 5) **Special Projects - Councillor Lord Howard** (Page 21)
- 6) **ICT, Leisure and Public Space - Councillor D Pope** (Pages 22 - 23)
- 7) **Deputy Leader and Regeneration and Industrial Assets - Councillor A Beales** (Pages 24 - 26)
- 8) **Leader and Resources - Councillor N Daubney** (Pages 27 - 28)

10. MEMBERS QUESTION TIME

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

11. RECOMMENDATIONS FROM COUNCIL BODIES

To consider the following recommendations to Council:

1) **Cabinet: 3 November 2015** (Pages 29 - 35)

To consider the following recommendations from Cabinet:

CAB78: Customer Services and Channel Shift

CAB80: Licensing Act 2003 – Statement of Licensing Policy

CAB81: Gambling Act – Review of Policies

CAB82: Review of Hackney Carriage and Private Hire Licensing Fees

CAB83: Residential Caravan Site Licensing

CAB84: Polling District and Polling Place Review

2) **Cabinet Scrutiny Committee: 19 November 2015**

To consider any recommendations arising from the above meeting which meets after the dispatch of the Council agenda.

12. AMENDMENT TO THE MEMBERSHIP OF ENVIRONMENT & COMMUNITY PANEL AND LICENSING COMMITTEE (Page 36)

13. APPOINTMENT TO OUTSIDE BODY - HUNSTANTON SAILING CLUB DEVELOPMENT SUB COMMITTEE (Pages 37 - 38)

Ray Harding
Chief Executive

BOROUGH COUNCIL OF KING'S LYNN AND WEST NORFOLK

Council Meeting – 26 November 2015

DETERMINATION OF COUNCIL TAX DISCOUNTS RELATING TO SECOND HOMES AND EMPTY PROPERTIES FOR 2016/2017

1. Section 75 of the Local Government Act 2003 gives billing authorities the power to determine the discounts for second homes and long-term empty dwellings. Section 11 of the Local Government Finance Act 2012 gives billing authorities powers to determine discounts for further classes of empty dwellings. Section 12 of the Local Government Finance Act 2012 gives billing authorities powers to set a higher amount of council tax for long term empty dwellings. The Council has to approve its determination afresh for each Class of dwelling for each financial year.
2. The Council Tax (Prescribed Classes of Dwellings) (England) Regulations 2003 and the Council Tax (Prescribed Classes of Dwellings) (England) (Amendment) Regulations 2012 prescribe the following classes of dwelling:
 - 2.1. **Class A** – a chargeable dwelling:
 - (a) which is not the sole or main residence of an individual
 - (b) which is furnished; and
 - (c) the occupation of which is prohibited by law for a continuous period of at least 28 days in the relevant year.

Class A dwellings are commonly known as **Second Homes with an Occupancy Restriction**.

The current reduction for Class A dwellings for 2015/2016 is 5% with an exemption for the period of the occupancy restriction.

- 2.2. **Class B** – a chargeable dwelling
 - (a) which is not the sole or main residence of an individual;
 - (b) which is furnished; and
 - (c) the occupation of which is not prohibited by law for a continuous period of at least 28 days in the relevant year.

Class B dwellings are commonly known as **Second Homes**.

The current reduction for Class B dwellings for 2015/2016 is 5%.

- 2.3. **Class C** – a chargeable dwelling which is:
 - (a) which is unoccupied; and
 - (b) which is substantially unfurnished

Class C dwellings are commonly known as **Empty Properties**

The current reduction for a Class C dwelling for 2015/2016 is 100% for three months from the first day the property becomes unfurnished. Once the three months expire a reduction of 0% applies.

2.4. Class D – a chargeable dwelling

- (a) which has satisfied the requirements of (b) for less than 12 months
- (b) which is vacant; and
 - i. requires or is undergoing major repair work to render it habitable
 - ii. is undergoing structural alteration
 - iii. has undergone major repair work to render it habitable if less than six months have elapsed since the date on which the alteration was substantially completed and the dwelling has continuously remained vacant since that date
- (c) for the purpose of (b) 'major repair work' includes structural repair work
NB once the 12 month time limit has expired properties in Class D fall to be treated as properties in Class C

Class D dwellings are commonly known as **Uninhabitable Properties**.

The current reduction for a Class D dwelling for 2015/2016 is 50% for the 12 month maximum period. Once the 12 months expire a reduction of 0% applies.

2.5. Class A and Class B properties do not include any dwelling which consists of a pitch occupied by a caravan or a mooring occupied by a boat. Neither do they include any dwelling where a qualifying person in relation to that dwelling is a qualifying person in relation to another dwelling which for him/her is job-related.

2.6. Long Term Empty Property Levy

2.7. The Local Government Finance Act 2012 allows billing authorities to increase the amount of council tax payable in respect of a long term empty dwelling by a specified percentage of not more than 50%.

2.8. The Act defines a Long Term Empty Dwelling as 'a dwelling that is unoccupied and substantially unfurnished for a continuous period of at least two years'. Any period of occupation of less than six weeks is discounted when establishing the continuous two year period.

2.9. The Act also allows Central Government to prescribe classes of dwelling exempt from the Long Term Empty Property levy. The Council Tax (Prescribed Classes of Dwellings) (England) (Amendment) Regulations 2012 prescribe the following classes of dwelling to which the levy will not apply:

2.10. **Class E** – a chargeable dwelling which would be the sole or main residence of a person but is empty because that person is resident in Ministry of Defence accommodation by reason of their employment.

- 2.11. **Class F** – a chargeable dwelling which is an annexe of a main property but is being used as a part of that property.
- 2.12. **The additional levy for long term empty properties for 2015/2016 is 50%. Dwellings falling into Class E and Class F are exempt from the Long Term Empty Property Levy.**
- 2.13. The levels of discount for 2015/2016 are shown above and no changes are proposed to the discounts for Empty Properties and Second Homes for 2016/2017 or to the Long Term Empty Property Levy for 2016/2017.
- 2.14. In accordance with the statutory council tax reductions any period of occupation of less than six weeks will be disregarded when calculating the maximum time a reduction can be awarded for, and when calculating the start date of any levy payment. The occupier will still be charged the occupied council tax rate for the time they live in the property, but the clock will not be reset when they leave if they have been in occupation for less than six weeks.
- 2.15. A Discretionary Hardship fund of £10,000 has been provided for in the Financial Plan. The recommendation is to continue to delegate authority to the Portfolio Holder for Resources in consultation with the Ward Member and the Chairman of the Resources and Performance Panel to consider any applications to the Discretionary Hardship Fund.
- 2.16. The regulations stipulate these determinations must be published in at least one local newspaper within 21 days of Council agreement.

3. Policy Implications

- 3.1. The decision is a continuation of Council policy from 2015/2016 which was determined in the light of the level of discount determined by a number of Norfolk Councils.

4. Financial Implications

- 4.1. The Council has previously determined the level of discounts as proposed in this report. There will be no change to the Council Tax Base due to the confirmation of the policy but if the composition of the Tax Base changes then there may be implications. For example, there may be an increase in long term empty properties or second homes thereby changing taxbase calculations.

5. Recommendation:

Council resolves that, under Section 11A of the Local Government Finance Act 1992, as enacted by Section 75 of the Local Government Act 2003, Section 11B of the Local Government Finance Act 1992, as enacted by Section 11 and Section 12 of the Local Government Finance Act 2012 and in accordance with the provisions of the Council Tax (Prescribed Classes of Dwellings) (England) Regulations 2003 and the Council Tax (Prescribed Classes of Dwellings) (England) (Amendment) Regulations 2012 the Council determines:

- 1. That the council tax discount for second homes defined as being within Class A of the Regulations is set at 5% for 2016/2017;**
- 2. That the council tax discount for second homes as defined by Class B of the Regulations is set at 5% for 2016/2017;**
- 3. That the council tax discount for empty dwellings defined as being within Class C of the Regulations is set at the following for 2016/2017:**
 - a. 100% for three months starting on the day the property becomes unfurnished**
 - b. 0% once the three month period has expired;**
- 4. That the council tax discount for uninhabitable dwellings defined as being within Class D of the Regulations is set at the following for 2016/2017:**
 - a. 50% for 12 months starting on the day the property becomes uninhabitable**
 - b. 0% once the 12 month period has expired;**
- 5. That the levy rate for Long Term Empty Properties as defined in the Regulations is set at 50% for 2016/2017;**
- 6. That any period of occupation of less than six weeks shall be disregarded when calculating the maximum period of a reduction or the start date of the levy; and**
- 7. That delegated authority be given to the Portfolio Holder for Resources in consultation with the Ward Member and the Chairman of the Resources and Performance Panel to consider individual applications to the Discretionary Hardship Fund**
- 8. In accordance with Section 11A(6) of the Local Government Finance Act 1992, as enacted by Section 75 of the Local Government Act 2003 and the Local Government Finance Act 2012, these determinations shall be published in at least one newspaper circulating in West Norfolk before the end of the period of 21 days beginning with the date of the determinations.**

CABINET MEMBERS REPORT TO COUNCIL

26 November 2015

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

For the period 19th October 14th November 2015

1 Progress on Portfolio Matters.

As part of the 4year Activity Plan, the Learning Engagement Officer for the 'Stories of Lynn' project at the Town Hall is continuously promoting the project by organising events such as 'Autumn Lectures'. Each of the 7 lectures lasted an hour and cost £2.50 and was well attended with between 20 and 35 attending. Young people are also being encouraged to find out more about the history of the Town Hall as after school for 7 weeks an Art project is held, for 9-13years of age. The Youth Forum are meeting in the near future, their aim is to produce a small promotional film.

The mobile phone APP for the Town Hall and other Heritage visitor places in King's Lynn is out to tender it is based on the 'Discover King's Lynn' map. Another important part to the Activity Plan is to recruit many volunteers, at the moment the Officer is working with the history dept at COWA. It is proposed to have a network of 'Heritage Volunteers' linking in with St. Nicholas' Chapel and COWA. The 'Stories of King's Lynn' web-site will have a link to volunteering giving an explanation of how and where to volunteer.

A planting plan has been put forward for the rear of the Town Hall pocket garden the design includes sustainable planting and a curved bench.

The Friends of Lynn Museum are continuing to fund a programme of fine art conservation, most recently was the cockerel drawing for the Art of the Mart exhibition. A team of Lynn Museum volunteers continues to meet on a weekly basis and involve themselves in scanning and cataloguing many of the Borough's drawings and print collection. These items will then be uplifted on to the Norfolk Museums web-site. In addition to the scanning project the team are also working with the County's Curatorial Assistant undertaking an audit of the Boroughs collections at the museum stores. During the 2015/16 Lynn Museum are hosting a 12 month Teaching Museum traineeship through Norfolk's Teaching Museum programme. It is funded by Arts Council East.

After consulting with the West Norfolk (WN) Tourism industry during the year the Executive of the WN Tourism Forum and the Council's Tourism staff have developed a new WN Destination Management Plan 2016/2020. It was presented to the WN Tourism Forum AGM. The Plan seeks to increase the level of the visitor spend into the local economy, attracting increased visitors

as well as increase the level of stay, broaden the geographical and seasonal spread of visitors to West Norfolk including King's Lynn, and ensure West Norfolk is promoted as effectively as possible through clear branding and marketing by 'Visit West Norfolk' and supporting marketing by all partners.

The Mobile phone APP is being developed which will provide a responsive guide to services and facilities throughout West Norfolk. The aim is to have it in operation for Easter, the Apple version will be completed first and the Android version will follow later.

2 Forthcoming Activities and Developments.

11th Bepak 10K GEAR run and Mini GEAR fun run has been launched for 1st May 2016. Runners are already registering on the new Web-site. Entries received by 14th December will have the chance to be entered into a draw to win a free place into the next years London Marathon. The free place was given to GEAR on winning the 10K race of the year award. Alive Leisure is organising the event on behalf of the Borough Council.

In response to customer feedback Alive Fitness at Lynnsport has decided to open weekdays from 6.30am starting on December 1st. This benefit is only open to monthly or annual members. Alive Leisure is encouraging men to join Alive Fitness during 'Men's Health Awareness' month. The membership includes a personalised work-out plan, weekly weigh-ins and nutritional support.

KLFM Radio are working in partnership with Alive Leisure in promoting and judging the West Norfolk Sports Awards. There are 12 categories with the majority of them being sponsored by local businesses. Closing date for nominations is November 30th

Lynn Lumiere has been a huge success this year so during the Christmas season 4 new light projects are in place on the Custom House, Minster, St Nicholas Chapel and Greyfriars Tower as well as a Disney film at the Tuesday Market Place. The Vancouver Quarter is paying 50% of the cost of the film being projected on the Royal Bank of Scotland wall in New Conduit Street.

I would be interested in your feedback of these latest light projections.

An area inside the Multi-Storey car park has been allocated for the installation of many cycle racks together with lockable lockers.

3 Meetings Attended and Meetings Scheduled

Portfolio meeting with Chris Bamfield Exe. Director of Commercial Services
Cabinet
Area Museums Committee
WN Tourism AGM
Alive Leisure and Alive Management Joint meeting
Alive Leisure Audit Committee

IDB

WN Community Transport AGM

Health & Wellbeing Board

Environment and Community Panel

Regeneration and Development Panel

NCC Walking/Cycling Strategy working group

Active Norfolk & Alive Leisure Health Strategy working group

Lynn News Education Awards

Town Hall project, Learning Engagement Officer

Town Hall Archivists

Alive Leisure Trust Board

Friends of Hardwick Cemetery

CABINET MEMBERS REPORT TO COUNCIL

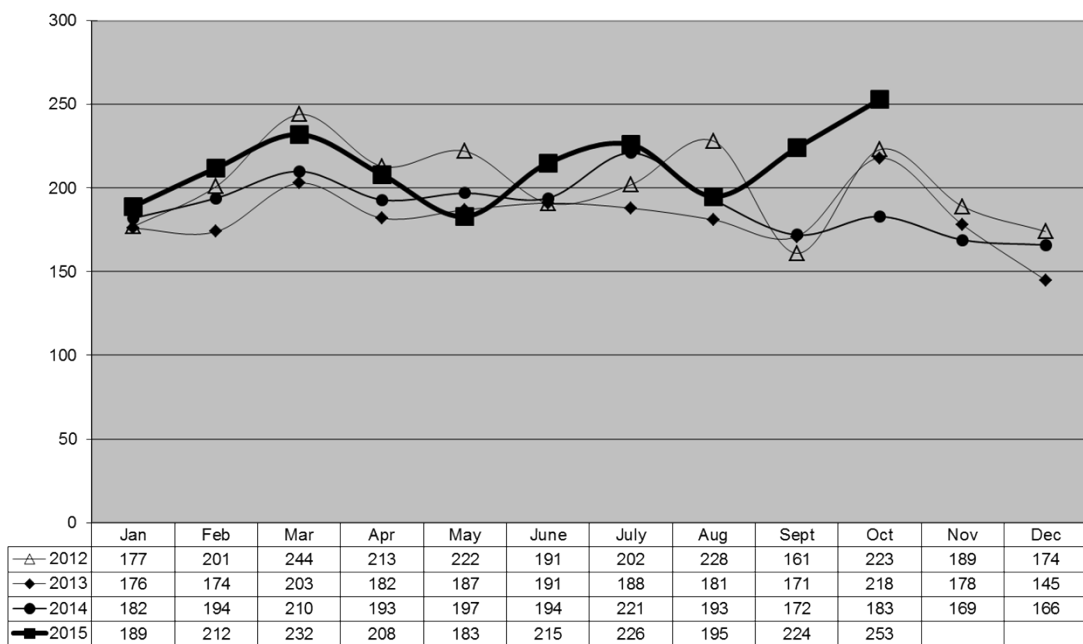
26 November 2015

COUNCILLOR RICHARD BLUNT - CABINET MEMBER FOR DEVELOPMENT

For the period October 18 to 15 November 2015

1 Progress on Portfolio Matters.

Planning and discharge of condition applications received



Planning Applications

There continues to be an increase in the number of planning applications received in October and this trend appears to be continuing in November. Planning application numbers are up 12.5 % overall on this time last year. Extra resources have been allocated internally to deal with this increase in applications, as it is important that we continue to ensure applications are dealt with within the statutory time scales. The Government has recently raised the target to 50% determined in time, and for the last quarter (July – September) the Council determined 88% Major applications in time.

Local Development Framework

The examination of the Local Development Framework resumed on November 3rd examining the plans including South Wootton, Knights Hill, Downham Market, Hunstanton and Wisbech Fringe.

The examination will enter its final week (November 17 – 19) examining the plans for a range of villages. A detailed list is on the Examination website.

The LDF Task Group is scheduled to meet in early December where an update on the progress of the examination will be presented.

2 Meetings Attended and Meetings Scheduled

Council
Cabinet
Scrutiny Workshop
Cabinet Sifting
Planning Committee
Various meetings with Officers
LDF Examination

CABINET MEMBERS REPORT TO COUNCIL**26 November 2015****COUNCILLOR BRIAN LONG - CABINET MEMBER FOR ENVIRONMENT**

For the period October 2015 to 16 November 2015

1 Progress on Portfolio Matters.

Brown Bin Garden Waste Service.

The total number in use at the end of October 2015 was 22,399 an increase of 157 bins since end of September. The service is now open for the public to apply via the Council's web page and has been changed to promote payment by direct debit, the CIC's number is still quoted if a resident wishes to pay by any other method.

2 Forthcoming Activities and Developments.

Norfolk County's Waste Advisory Group has made recommendations to the Environment Transport and Development Committee on the mid-term solution for residual waste treatment. This includes the ending of landfill in the County and pre-sorting of waste to create a waste derived fuel for export for thermal treatment outside the County. With substantial savings over landfill this methodology does show an over capacity within the waste treatment industry and that a mass burn waste incinerator was not needed to meet Norfolk's own needs.

The Norfolk Waste Partnership met recently and I was pleased to note that the whole cost for dealing with waste is less within West Norfolk, than in other districts of the rest of the county. We have also had discussions on improving quantity and quality of recycling together with how to improve value from our contract with NEWS, reducing and accounting for contamination. This is most important at the present time as world prices for recyclates are currently deflated. NCC is continuing to explore food waste collections across the rest of the County in areas where this is not offered, as food waste still makes up a significant part of residual waste.

3 Meetings Attended and Meetings Scheduled

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

Norfolk Waste Partnership

Norfolk County Waste Advisory Group

Kings Lynn Internal Drainage Board (incl Plant and Works Cttee)

Freebridge Housing Board

CABINET MEMBERS REPORT TO COUNCIL**26 November 2015****COUNCILLOR ADRIAN LAWRENCE - CABINET MEMBER FOR HOUSING AND COMMUNITY**

For the period October to November 2015

1 Progress on Portfolio Matters.**Home Choice**

The total on the register prior to the change of policy on 1st October 2014 was 2,494 and at the end of October 2015 was 1,619 a drop of 875.

81 applicants were housed during October into Housing Association accommodation.

26 new applicants were not admitted to the register during October as they did not meet the local connection criteria. 2 were denied access because they were over the income bar.

153 new applicants were accepted onto the register during October.

Long Term Empty Homes (LTEH)

Total number of Long Term Empty* Homes for Oct/2015 :	796	
Total number of Long Term Empty Homes for Sep/2015 :	792	
**Monthly Change:	4	
LTEH % of Council Tax Stock for Oct/2015 :	1.11	%
LTEH % of Council Tax Stock for Sep/2015 :	1.10	%
**Monthly Change:	0.01	%
Total number of ALL Empty Homes for Oct/2015 :	2479	
Total number of ALL Empty Homes for Sep/2015 :	2417	
**Monthly Change:	62	

Warm and Well

The Borough Council will be supporting the county wide Warm and Well initiative again this year. This is a local partnership project to keep residents in Norfolk healthy this winter.

The partnership includes local authorities, health authorities and the voluntary/community sector. It is targeted at our most vulnerable communities.

The aim of the initiative is to reduce excess winter deaths in Norfolk by way of a range of training and support. There is an online e-learning course for those who come into contact with vulnerable people over the winter.

http://www.norfolk.gov.uk/Safety_emergencies_and_accidents/Norfolk_Winter/Warm_and_well/Helping_others_to_stay_warm_and_well/elearning/index.htm

We aim to raise public awareness about the danger/risk of cold weather for those most vulnerable and also to enable communities to support themselves in the winter.

Community Action Norfolk

Community Action Norfolk, supported by the Borough Council, in conjunction with the Warm & Well Initiative have successfully bid for £377,750 of Healthy Homes funding from the British Gas Energy Trust. This funding will cover a range of activities including the training of front line staff but it will also include funding for grants for small and large scale heating repairs/upgrades.

West Norfolk will receive £6,000 for handy person 'tune up' visits. £10,000 for small scale support/interventions and £20,000 for large scale support/interventions. There is also £10,000 available across the county for technology pilot projects.

The delivery of the grant funding in West Norfolk will be through Care and Repair West Norfolk including the handy person service.

The Purfleet Trust

Since October the Purfleet Trust has managed to raise approximately £40k by way of individual donors and groups.

This is in addition to the Councils contribution of £20k towards the running of the Purfleet Trusts pathways centre. The Council has always worked closely in partnership with the Trust and continues to do so by maximising the income from the training houses and supporting / assisting with bids and funding opportunities to support their areas of work. (training houses, pathways centre, intensive support service).

Cont..

The Council has commissioned the Purfleet Trusts intensive support service for the past 3 years through separate funding streams and at present this service is funded through a countywide single homelessness fund which is led on behalf of the Norfolk local authorities and Waveney District Council by Kings Lynn and west Norfolk.

Currently the Council is working with the Purfleet Trust, Police and Vancouver Centre to raise awareness of homelessness and to request people to support local homelessness charities by giving to charities instead of giving to people on the street by way of an anti-begging campaign which will be promoted through the Vancouver Centre and High Street.

New Housing Delivery

We are anticipating some more of the detail on national Government policy changes. This will then help us locally to start work on a policy response to some these changes. The resources that the Government make available for housing capital investment are channelled through the Homes and Communities Agency. It is likely that we will see a shift in the focus of these resources to products that offer opportunities for home ownership.

- The Government has already made funding available to local authorities for Starter Homes (market units sold at 80% of open market value to first time buyers under age of 40).
- The Custom and Self-Build Bill was enacted and further information will come forward in relation to planning to meet any identified demand for custom build lots
- Possible removal of sub-market rental units being secured on S.106 sites – to perhaps include low cost home

Food Hygiene

The food team are joining forces with the Norfolk Public Health - Reducing Early Mortality Team on the Fish Well Project which is due to start March/April next year. This project ran nearly 5 years ago and was a big success. It will involve delivering outreach NHS Health checks and access to Health Trainers on the quayside, improving access to health care and engaging hard to reach fishermen. The sites are going to be located at Cromer, Wells and King's Lynn and will be in partnership with the Fishermen's Mission to engage these men in this project.

2 Meetings Attended

Cabinet Cabinet Sifting Joint panel RD&E,EC 'NO MORE' at Downham Market
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CABINET MEMBERS REPORT TO COUNCIL

26 November 2015

**COUNCILLOR LORD HOWARD
CABINET MEMBER FOR SPECIAL PROJECTS**

For the period 29 October to 26 November 2015

1 Progress on Portfolio Matters.

Arrangements are currently being made for a statue of King John to be placed in the town centre in the spring. The statue will link with the opening of the new "Stories of Lynn" in the Town Hall where residents and visitors will be able to learn more about the history of the town.

2 Meetings Attended and Meetings Scheduled

Cabinet
Alive Management
Cabinet Sifting
Ward meeting with Borough & County representatives
Council

CABINET MEMBERS REPORT TO COUNCIL

November 2015

COUNCILLOR DAVID POPE - CABINET MEMBER FOR ICT, LEISURE AND PUBLIC SPACE

For the period 1st November to the 26th November 2015

Progress on Portfolio Matters.

Fawkes in the Walks on 6th November was another tremendous success with around 10,000 people enjoying the fireworks.

Pay by phone was introduced on the Tuesday Market Car Park on 9th November and will be rolled out across all car parks over the next few weeks.

KL Town Centre Footfall Update

September saw a small decline of 3% compared to Sept 2014 , but we are still up on the year by 3% which is encouraging considering the Bus Station Development work in the first half of the year significantly effected numbers coming into town.

KL Business Improvement District

The Chair of the Town Centre Partnership Darren Taylor - MD of KLFM, Abbie Panks - Manager of the Vancouver Quarter and Alistair Cox, Town Centre Manager are conducting interviews next week for a part-time BID Campaign Manager to be employed on a nine month fixed-term contract. The aim is to employ someone with solid experience of marketing and promotion, to drive the campaign through to a successful conclusion with a 'Yes' vote due to take place late Summer 2016.

King's Lynn Christmas Lights Switch On

Taking place on Sunday 22nd November 2015 from 12 noon with lights on at 4.30pm.

Meetings Attended and Meetings Scheduled

03 Nov - Cabinet
04 Nov - Gear Launch
09 Nov - Cabinet sifting
12 Nov - Joint meeting with LAC and Alive Leisure
17 Nov - LAC meeting

18 Nov - Cabinet briefing
26 Nov - Full Council
27 Nov - Portfolio meeting

CABINET MEMBERS REPORT TO COUNCIL

26 November 2015

**COUNCILLOR ALISTAIR BEALES - CABINET MEMBER FOR
REGENERATION & INDUSTRIAL ASSETS**

For the period October to November 2015

1 Progress on Portfolio Matters.

Major Housing Scheme - we have been working with the Internal Drainage Board (IDB) to deliver surface water drainage infrastructure improvements for King's Lynn as part of the Major Housing Project and the delivery of the new road infrastructure from Edward Benefer Way into the Lynn Sport site. The proposal with the IDB is to divert water from the Gaywood River during high water flow events and channel this through the Bawsey Drain and the North Lynn Drain with the water eventually discharging into the River Great Ouse. This proposal will provide greater protection for King's Lynn from surface water flooding. I am pleased to report that we have successfully concluded negotiations and the legal agreements that will allow us to widen the North Lynn Drain on privately owned land to accommodate these additional flows. I will now be implementing the next stage of the project in securing a site near to the Lynn Sport site for a new Pumping Station that will be constructed and managed by the IDB. The site in question will be secured by means of Compulsory Purchase powers approved by Cabinet earlier this year.

St. Margaret's Townscape Heritage Initiative (THI) - some 51 properties within the THI area have been subject to meetings and discussions. Some of these have resulted in owners working towards submission of grants and other owners have just started to show interest in the Initiative.

Critical projects

Wennis Hotel, Saturday Market Place - this important building has recently changed hands. Both the THI officer and Conservation Officer have spent considerable time with the new owners exploring uses and alterations along with grant aid. An application for planning permission, listed building consent and grant aid is expected shortly.

Greyfriars Chambers, St James Street and 9/11 St James Street - the owners and their professional advisors are currently preparing costs in order to submit their grant applications. Once these have been submitted any grant application can be considered.

Priority Projects - architects and surveyors are busy working on plans, schedules and costs on five Priority Projects, with planning consents issued for two properties already. Emphasis has been on the clustering of properties to ensure that the restored buildings will have as much impact as possible. Owners of a further 5 priority properties are also now actively considering grant aid for their buildings.

Reserve Projects – five applications have been received for reserve projects. More work is required on four of these applications, but one is complete and a decision due shortly. Liaison continues with several other owners, especially where they create a cluster of buildings in conjunction with others.

Complementary Activities - the project work of the College of West Anglia culminated in an exhibition held at the Fermoy Gallery and displayed the student's photographic, graphic and ceramic work along with historical analysis. Business Studies students undertook a market research survey, the results of which were provided both graphically and as a presentation.

Jointly with the "Stories of Lynn" project we have just completed an art and film project working with the Purfleet Trust. The exhibition of the work created will take place on 1st December.

On Heritage Open Days Weekend, the Saturday Market Place hosted the bustling and busy "Beer, Butchers and Barbers", an event designed to publicise the THI through celebrating the prevalent historic uses of the area.

With the Discovery Centre in North Lynn, we have been exploring how we can encourage young adults to train in historic building repair and construction.

Traders within the THI joined in the King John's Treasure Hunt. As part of the museum's exhibition "Trading Stories" we undertook a guided walk of the town centre looking at historic shops and shop fronts.

2 Forthcoming Activities and Developments.

Hunstanton Heritage Gardens Stage 2 HLF bid - residents and businesses have been consulted on the bid. A total of 3 events, attended by circa 100 residents, have been held which will inform the design for the HLF Hunstanton Heritage Gardens Project. In addition, a questionnaire was circulated to local businesses and residents with 175 responses received to date.

The next 2 key events are:

Tuesday 17th November - to discuss potential activities and interpretation which the residents would like to see as a result of the project, this will be held at the Golden Lion Hotel.

Sunday 29th November – consultation on the design of the gardens which will take into consideration all of the comments received to date.
The stage 2 application will be submitted at the end of February 2016.

Coastal Community Team (Hunstanton Prosperity) - the Economic Plan for Hunstanton continues to be developed by Hunstanton Prosperity.
A business survey was sent out to 220 businesses with 56 responses received by the closing date, which give a response rate of 25%. The responses are now being analysed and will feed into the plan.
The final Economic Plan, which will include short, medium and long terms priorities and actions, will be published by 31st January 2016.

Future development - I have been looking at strategic land acquisitions around the Boal Quay area and adjacent to the Bus Route towards Wisbech Road in King's Lynn. Securing these sites will complement our existing landholdings in the area and facilitate future development proposals.

3 Meetings Attended and Meetings Scheduled

2/11/15 – Planning Committee (ward matter).
3/11/15 – portfolio meeting with Chief Executive and others.
3/11/15 – Cabinet
5/11/15 – Hunstanton Coastal Community Team (apologies given).
9/11/15 – Cabinet sifting
9/11/15 – meeting with Gayton & Nar Valley Division County Councillor
9/11/15 – Gayton PC
11/11/15 – Leziate PC (apologies given).
25/11/15 – Regeneration & Development Panel
25/11/15 – Environment & Community Panel

CABINET MEMBERS REPORT TO COUNCIL**26 November 2015****COUNCILLOR NICK DAUBNEY – LEADER AND CABINET MEMBER FOR RESOURCES**

For the period October to November 2015

1 Progress on Portfolio Matters.**Budget 2015/2016**

The budget set in February 2015 for the current year still remains on track with an additional £173,440 of savings reported in the monitoring report for September. The budget monitoring report will be considered at Cabinet on 12 January 2016 and will form the base for the refresh of the Financial Plan 2015/2020.

The Financial Plan 2015/2020

The work that we have done in this financial year will provide a sound base from which we can prepare the new Financial Plan 2015/2020. Over the next few weeks Portfolio Holders and Service Managers will be firming up budget proposals that will come to Council in February 2016. Clearly there will remain a pressure to maintain a firm grip on our spending such that it can be met from reducing government funding and affordable levels of council tax. The Government will announce the Comprehensive Spending Review on 25 November 2015 and we expect to receive details of the Council's funding settlement for 2016/2017 before Christmas.

Devolution

As planned the “challenge meeting” (as explained in council pre brief) took place on November 2nd.

We still await formal feedback and a response. Initial verbal feedback is encouraging.

I will report to Council when more is known. A Norfolk Leaders meeting has been scheduled for early December.

King's Lynn University Centre

Construction has started. Finance from LEP following an initiative led by the

West Norfolk Partnership means that by the Autumn Term 2016 students will be able to study for Higher Education courses at this dedicated centre of the Anglia Ruskin University on the College of West Anglia Campus.

2 Meetings Attended and Meetings Scheduled

Meetings Attended since 30 October

College of West Anglia
Cabinet Sifting
Alive Leisure Liaison group
SPARSE (Rural Councils Grouping)

To attend to Month end

Downham Chamber of Trade
Telephone conferences with Norfolk/Suffolk Leaders
Growing Norfolk Seminar
Open Road Project
College of West Anglia Board

RECOMMENDATIONS TO COUNCIL FROM CABINET ON 3 NOVEMBER 2015

CAB78 CUSTOMER SERVICES AND CHANNEL SHIFT

The Assistant Director Central & Community Services explained that the Council had embarked on a channel shift programme which aimed to reduce the cost of delivery of council services by shifting the channel used by customers to contact the Council to the most efficient and appropriate method for that service. Significant progress had been made in relation to the council's corporate channel shift project, resulting in:

- The launch of an online housing benefit and council tax support claim form.
- Risk based verification for benefit applications.
- Implementation of an interactive voice response system (IVR).
- 85% of planning applications are now made online.
- Over 99% of council job applications are now made online.
- Online Support Officers helping with assisted self-service.
- 1,000's of online forms submitted.

More digital services would be launched over the next few months. The development and implementation of digital services, together with the need to make budget savings had resulted in a review of the existing model of service delivery with a view to managing demand for services. The CIC offices at Kings Court, Downham Market and Hunstanton operated a walk in enquiry desk facility. 7 members of staff were needed on the ground floor of Kings Court and one at each area office to respond to customer enquiries. Those staff were required to be trained in every service offered so that they were able respond to any enquiry which was presented. At busy times customers could have to wait up to 1.5 hours in order to be seen.

With new technology and processes available online, the need for customers to visit the offices in person would reduce. There would not be a need to retain all enquiry counters but equally a face-to-face service was required where this was the best option for that customer. It was therefore proposed to cease the drop in service for enquiries at Kings Court and to offer customers who were unable to resolve their enquiry by telephone, an appointment with a trained advisor who would be able to assist them with their enquiry at a pre-arranged time.

It was noted that the main reception at King's Court would continue to have two members of staff at all times, together with at least one Online Support Officer. They could resolve straightforward enquiries, signpost customers, help customers with self-service, receive deliveries, greet visitors, make appointments and continue to sell caddy liners as they currently did.

The opening hours for the offices at Hunstanton and Downham Market would reduce to 2 days per week to mirror the opening hours of the DWP office situation in the same buildings.

With regard to the savings to be made with the proposals, it was explained that this linked with previous undertakings relating to channel shift where reductions in staffing levels had been identified. The new arrangements would ensure a much more efficient use of staff time, targeting it to specific appointments instead of waiting on customers coming into the office. The Assistant Director Central & Community Services commented that following earlier changes made it was apparent that customers didn't react badly to change providing it was communicated well and a palatable alternative was given.

Councillor Long asked if it would be possible to look into selling caddy liners via a vending machine in the office in order to save on staff time. The Assistant Director Central & Community Services confirmed it would be something which could be investigated, but reminded Members that there would always be someone on reception at King's Court, and whilst the area offices would be opened less, the liners could be bought from the Oasis and Downham Market Leisure Centre.

Councillor Beales asked if the issue of caddy liners was a channel shift item or environment. Councillor Long reminded Members that the recycling of food was of benefit to the Council with the credits of £50 per tonne being awarded. The Assistant Director Central & Community Services informed Members that she was in the process of looking at a process of making the bags available so they could be accessed whilst ensuring it was cost neutral to the authority.

Councillor Mrs Nockolds asked what the situation would be for the Community Coffee Shop and its volunteers. The Assistant Director Central & Community Services responded that she believed the coffee shop had been brought back in house, still supported by the volunteers so their situation wouldn't be affected.

In response to a question from Councillor Blunt, it was confirmed that Duty staff would continue to be available in Housing to deal with homelessness cases and other emergency situations.

Councillor Beales commented that he felt it was more efficient to offer a specific time slot to customers rather than a walk in service, and asked if it was a core principle that would work for the Council. The Assistant Director Central & Community Services responded that as an advocate for the customer she felt it would be a better service for them, meeting the needs as required.

Councillor Beales asked whether the logistical and financial advantages to the Council would be quantified to which the Assistant Director Central & Community Services explained that a number of other proposals relating to Channel Shift which would introduce saving had yet to be in, but an early review of the impact of the changes would be carried out following 6-9 months of the proposal being implemented.

Councillor Beales drew attention to the point raised by the Resources and Performance Panel which sought confirmation that adequate consultation and

communication would take place prior to implementation and asked for confirmation of this which was confirmed.

RECOMMENDED: That the following be agreed:

- 1) The withdrawal of a drop in service for enquiries at King's Court and to offer pre-booked appointments to customers who are unable to resolve their enquiry by telephone or online.
- 2) The reduction of the opening days at the Downham Market Office to 2 days per week (Monday and Friday).
- 3) The reduction of the opening days at the Hunstanton Office to 2 days per week (Tuesday and Thursday).
- 4) That adequate consultation and communications arrangements be put in place prior to implementation in April 2016.

CAB80: LICENSING ACT 2003 - STATEMENT OF LICENSING POLICY

Councillor Lawrence invited the Environmental Health Manager (Commercial) to present the report which explained that the current 'Statement of Licensing Policy' was approved by Full Council on the 25th November 2010 with a minor amendment approved on the 28th January 2010. Regulations required that the policy be reviewed every five years and a replacement for our current policy must be in place by the 7th January 2016. The policy had been drawn up in accordance with guidance issued under section 182 of the Licensing Act 2003 and best practice issued by local government regulation (the new name for lacors).

Consultation had been carried out on the proposed changes to the policy, the amended version of which was now considered.

It was noted that the Joint Panels Meeting had supported the Recommendations.

RECOMMENDED: That the revised Statement of Licensing Policy be adopted in accordance with the requirements of the Licensing Act 2003.

CAB81 GAMBLING ACT - REVIEW OF POLICIES

Councillor Lawrence invited the Environmental Health Manager (Commercial) to present the report which explained that the Gambling Act 2005 required every local authority to agree a Statement of Principles (previously referred to as 'Statement of Licensing Policy) in accordance with the Statutory Guidance issued under the Act to be in place by January 2016. The policy had been drawn up in accordance with the guidelines issued by the Gambling Commission and had been subject to consultation.

It was noted that the Joint Panels Meeting had supported the Recommendations.

RECOMMENDED: That the Council be invited to adopt the Statement of Principles in accordance with the requirements of the Gambling Act 2005.

CAB82 REVIEW OF HACKNEY CARRIAGE AND PRIVATE HIRE LICENSING FEES

Cabinet considered a report which explained that the Deregulation Act 2015 introduced a few changes to hackney carriage and private hire legislation from the 1st October 2015.

These changes were:

- The duration of hackney carriage and private hire driver's licenses would be three years;
- The duration of private hire operator's licenses would be five years; and
- Private hire operators would be able to sub-contract bookings to a private hire operator licensed by another authority.

The introduction of the three year driver's and five year operator's licenses required a fee to be set. The last review of the fees was in 2011 so it was considered appropriate to review all hackney carriage and private hire fees at the same time.

The proposed fees looked to recover the actual processing costs and costs to the Council for providing this service. In the past fees had not been calculated in this way and therefore had resulted in the service being subsidised by other service areas, however it was not intended to recover the costs previously incurred and not re-charged.

Councillor Long drew attention to the fact that in the consultation responses some drivers had indicated that they felt the meter charge made by the vehicle should be increased as there had been no increase since 2012. He asked if this should be considered at this stage or if it was a separate matter. The Environmental Health Manager (Commercial) responded that it would form part of a separate paper, and had been consulted on directly.

Councillor Pope asked for clarification on how the figures for the costs of the service had been arrived at. It was explained that although a crude figure, it had been calculated on the amount of time spent on the process. She agreed to provide Cabinet Members with the information as to how the figures had been arrived at. Councillor Beales commented on the feedback received and that it would be reassuring if the methodology was available.

Councillor Beales also commented that the licensing of the service and properly charging for those licenses was protecting the drivers to make sure it was properly run and regulated.

Councillor Long complimented the Borough's drivers and trade should be proud of the service they provided, and supported not including the deficit into the increased fee levels. This was supported by Councillor Beales.

It was noted that the Joint Panels had considered the report and supported it, with an additional resolution that they would review the policy in 12 months time.

RECOMMENDED: 1) That the new fee structure for drivers of hackney carriages and private hire vehicles be approved;
2) That the new fee structure for private hire operators be approved.
3) That the new fee structure for vehicles and other sundry matters attached in the fee structure set out in the report be approved.

CAB83 RESIDENTIAL CARAVAN SITE LICENSING

The Housing Services Operations Manager presented a report which explained that there had been legislative changes in the last 2 years in relation to the regulation of residential caravans and park homes. These included the ability of the Council to charge fees for site licensing and taking action in the case of poor standards on sites. Importantly the Council now also had to consider the proposed arrangements for the management and maintenance of sites in respect of new site licence applications, or transfer applications. In relation to park homes, there were also changes in respect of pitch fees, sales and site rules.

A report to Cabinet in June 2014 identified the issues and approved public consultation in relation to the changes and including proposed revised residential caravan site licence conditions.

This report brings forward the results of the consultation, the proposed amended residential caravan site licence conditions and a proposed fees policy.

Councillor Long drew attention to the fact it had been a critical piece of work, particularly bearing in mind the tragic events in Ireland in recent weeks. He stressed that any work done would be for the residents' safety.

Councillor Beales sought confirmation that a key objective of the proposed schedule of charges was to provide income for the Council to monitor conditions on caravans sites with a view to maintaining and improving the quality of life of the residents. The Housing Services Manager – Operations confirmed that this was indeed the case but warned it was not possible to charge for enforcement as part of the fees and these circumstances would have to be dealt with under separate arrangements.

Councillor Pope asked why the Council was the second highest level of fees, and if the Borough had any 75 berth sites. The Housing Services Operations Manager explained that as the Government Guidance was new, each authority

was setting its fee levels. The proposed fees were in keeping with the Government Guidance, and they would be reviewed in the light of actual costs and the fees policy may be reviewed in 12 months. She undertook to provide information to Cabinet Members on the numbers of pitches on different sites. Councillor Blunt also asked if a comparison could be given of the numbers of sites at each charging level.

Councillor Lawrence congratulated officers on providing the policy which would hopefully make residents living conditions better and safer.

It was noted that at their previous meeting the Joint Panels had supported the report.

- RECOMMENDED:**
- 1) That the report be noted and the approach to dealing with, and enforcement associated with residential caravan sites be endorsed.
 - 2) That the amendments to the standard residential caravan site licence conditions be approved.
 - 3) That the adoption of the proposed Fees Policy to commence on the 1st April 2016 be agreed.
 - 4) That the Chief Executive, in consultation with the Portfolio Holder with responsibility for Housing and Community be given delegated authority to make minor amendments to the standard conditions to ensure it complies with legislative requirements, Government Guidance and caselaw.

CAB84 POLLING DISTRICT AND POLLING PLACE REVIEW

Cabinet considered a report which reminded Members of the Council's duty to undertake a review of the polling districts and polling places in respect of Parliamentary electoral areas that fell within the boundaries of the Borough. This review was last conducted in 2013, but it was the Returning Officer's responsibility to keep polling stations under review.

The following recommendations were being made for changes in order to improve accessibility and an improvement to the current polling stations, or where in the case of the Olive Branch Café it was no longer available:

Polling Place	Existing Polling Station	Proposed Polling Station
Spellowfields Terrington St Clement	First Terrington Scout and Guide HQ	The Pavilion, Churchgate Way, Terrington St Clement
Spellowfields Tilney All Saints	Eagles Golf Club	Tilney All Saints Village Hall, Church Road, Tilney All Saints
St Margaret's with	The Olive Branch	London Road Methodist Church, London Road,

St Nicholas	Café	King's Lynn
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Councillor Long drew attention to the fact that the Pavilion had planning restrictions around the use of the building after 10pm, to which the Democratic Services Manager explained it would not be open to the public after 10pm as that was the close of poll.

Councillor Long also drew attention to the poor condition that he had last seen Tilney All Saints Village Hall in, to which the Democratic Services Manager explained that the building had been refurbished and was now far more accessible than the current polling station.

In proposing the recommendations Councillor Beales drew attention to the fact that any ward member comments would be made on at Council

RECOMMENDED: That the Polling District and Polling Place Review Schedule attached to the agenda be adopted

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 : 26 November 2015

Amendment to the Membership on Environment and Community Panel and Licensing Committee

The report proposes amendment to the allocation of Memberships on the Environment and Community Panel and Licensing Committee with the agreement of both Group Leaders.

RECOMMENDED: That the Labour Group release a seat on the Environment and Community Panel to be filled by the Independent Group, and the Independent Group release a seat on the Licensing Committee to be filled by the Labour Group for the remainder of the Municipal Year.

Changes to Memberships

At the previous Council meeting the proposal was made by the Labour Group to swap with the Independent Group to take a Labour allocated seat on the Environment and Community Panel, whilst the Labour Group take a seat on the Licensing Committee currently allocated to the Independent Group, for the remainder of the Municipal Year. The proposal has also been supported by the Independent Group.

This was withdrawn following a debate on the issue of a nem con vote being required.

It is confirmed that there is no requirement for a nem con vote for this proposal as the overall proportionality for both of the Groups will remain the same.

The proposal is now recommended for approval.

REPORT TO COUNCIL

Lead Member: Councillor Nick Daubney E-mail: cllr.nick.daubney@west-norfolk.gov.uk		Other Cabinet Members consulted:		
		Other Members consulted: REC Panel		
Lead Officer: Samantha Winter E-mail: sam.winter@west-norfolk.gov.uk Direct Dial:01553 616327		Other Officers consulted:		
Financial Implications NO	Policy/Personnel Implications NO	Statutory Implications (incl S.17) NO	Equalities Impact Assessment NO	Risk Management Implications NO

Date of Meeting: 26 November 2015

APPOINTMENT OF REPRESENTATIVE TO SERVE ON HUNSTANTON SAILING CLUB DEVELOPMENT SUB-COMMITTEE

Purpose of Report

This report seeks the appointment of a representative to serve on Hunstanton Sailing Club Development Sub-Committee in an observatory capacity, following a request from Hunstanton Sailing Club. Nominations for a representative will be made at the Resources and Performance Panel on 24th November 2015 and will be submitted to the Council for approval.

Recommendation

That the Council appoints a representative to serve on Hunstanton Sailing Club Development Sub-Committee for the period to May 2016.

Reason for decision

To ensure continued involvement in the community by the Council

1. BACKGROUND

Outside Body appointments are made by Cabinet and Council on an annual basis. A request has been made by Hunstanton Sailing Club for a Borough Council representative on Hunstanton Sailing Club Development Sub-Committee.

2 INSURANCE COVER FOR BOROUGH COUNCILLORS

2.1 The Council’s insurance will indemnify any employee or member arising from their service on the board or participation in the capacity of governor, officer, trustee, director, committee member or other official of any not-for profit entity other than the insured.

Provided always that:

- a) The service or participation by the employee or member is specifically requested by or under the specific direction of the insured.

- b) The insured is legally entitled to approve the service or participation and to indemnify the employee of member in respect of it.
- c) Any payment will only be made by the insurer for an amount in excess of any indemnification or insurance coverage provided by the not-for-profit entity or afforded from any other source and to which the employee or member is entitled.

2.2 When a member is appointed to serve on an outside body, they should ensure that they complete the annual “Related Party Transactions form” with the details of those bodies on which they serve.

3. APPOINTMENT OF REPRESENTATIVES

3.1 Council is invited to appoint a representative to participate on Hunstanton Sailing Club Development Sub Committee to the period May 2016.

4. FINANCIAL IMPLICATIONS

Mileage and subsistence allowances for Councillors attending meetings.

5. ACCESS TO INFORMATION

Current lists of member representation
ACSeS report on liabilities of Outside Bodies