

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



COUNCIL MEETING

Agenda

Thursday, 24th March, 2016
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, 24th March, 2016** 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. MINUTES

To confirm as a correct record the Minutes of the Meeting of the Council held on 25 February 2016 (previously circulated).

3. 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.

4. MAYOR'S COMMUNICATIONS AND ANNOUNCEMENTS

To receive Mayor's communications and announcements.

5. URGENT BUSINESS

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

6. PETITIONS AND PUBLIC QUESTIONS

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

7. 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 6 - 8)
- 2) **Development - Councillor R Blunt** (Pages 9 - 11)
- 3) **Environment - Councillor B Long** (Pages 12 - 13)
- 4) **Housing and Community - Councillor A Lawrence** (Pages 14 - 15)
- 5) **ICT, Leisure and Public Space - Councillor D Pope** (Page 16)
- 6) **Special Projects - Councillor Lord Howard** (Pages 17 - 18)
- 7) **Deputy Leader and Regeneration and Industrial Assets - Councillor A Beales** (Pages 19 - 20)
- 8) **Leader and Resources - Councillor N Daubney** (Pages 21 - 22)

8. 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).

9. RECOMMENDATIONS FROM COUNCIL BODIES

To consider the following recommendations to Council:

- 1) **Cabinet: 1 March 2016** (Pages 23 - 24)

To consider the recommendations from the Cabinet Meeting on 1 March 2016 as follows:

CAB137: Treasury Management Strategy 2016/17

CAB 138: Risk Management Policy and Strategy Review

CAB 139: Site Allocations and Development Management Policies Plan

(SADMP) - Proposed Modifications

CAB140: Assessing King's Lynn and West Norfolk's Housing Requirement

CAB142: Appointment of Honorary Aldermen

Ray Harding
Chief Executive

CABINET MEMBERS REPORT TO COUNCIL

24 March 2016

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

For the period 24th February to March 18th 2016

1 Progress on Portfolio Matters.



The Town Hall project, "Stories of Lynn" will be completed ready for the doors to be opened on Good Friday at 10.00. It will be open 7days a week from 10am to 4.30pm. The Archive centre will open Tuesday to Friday and on the first Saturday of each month from 10am until 2pm. The Town Hall will act as a gateway to other heritage sites in King's Lynn. Lynn Museum will also be open for 4 hours on a Sunday.

West Norfolk holiday guides has been delivered ready for the Easter holidays to Tourist Information centres, attractions, motorway service stations and rail stations throughout Norfolk, Cambridgeshire, Lincolnshire and parts of Leicestershire and Northampshire. During 2015 45,000 of the Holiday Guide was sent direct to households who requested a copy as a result of advertising and promotions.

Other publications such as the "Discover King's Lynn" map or "Hunstanton and Downham Market" mini guide have also been updated and reprinted early in readiness for the Easter visitors and placed in TIC's, accommodation providers and restaurants.

Work on the new responsive website for www.visitwestnorfolk.com is complete. The content is responsive to whether people are viewing it on a desktop, tablet or phone. The website provides links to view or download PDF versions of our tourism publications.

The mobile phone APP is almost completed. All businesses and facilities which currently feature on the website will also appear on the new APP. The Apple version will be released first and the Android version released prior to the main summer season.

Our Council are working in partnership with Norfolk County Council in a pilot scheme to provide Community Clinics at Kings Court. The schemes aim is to provide adult social care support to older people and to inform them of their options for the future to stay healthy and maintain independence in their home. At the clinic the ASK LILY Co-ordinator will be on duty who will demonstrate to the attender/carer the options available on the ASK LILY web-site. A recent enhancement to the ASK LILY web-site is an icon for Dementia Services.

2 Forthcoming Activities and Developments.

At Alive Leisure a programme of activities is in place for the childrens Easter holiday, including a breakfast club at Lynnsport. The breakfast club will start at 8am which will be a supervised session with board games, computer games or films. The holiday clubs will start at 10am until 3pm. and will include football championships, multisports, extreme sports will include nerf guns and climbing. Swimming lessons will also be on offer.

The interpretation boards and artefacts in the 15th century Southgates are limited and outdated. After consulting with the volunteers who enable the opening of the building during the summer season it was agreed to apply to the HLF for funding to improve the visitor experience. The aim is to enhance the interpretation at each of the 3 floors, with new text and illustrations, improve the lighting and install replica furniture and fittings to help interpret the building and its story. An information pack and dedicated resources for school visits are also planned.

The Lynn Museum team has been working with Google on a project to photograph works of art at extremely high resolution with specialized equipment. This gigapixel project will be available online later this year through the Google Art project in partnership with Norfolk Museums Service

3 Meetings Attended and Meetings Scheduled

Portfolio meetings with;
Ray Harding Chief Executive
Chris Bamfield Exe Director Commercial Services
Honor Howell Assistant Director
John Greenhalgh Environmental Health Manager

Cabinet
KL & WN Area Museums Committee
Norfolk Arts Forum
N.Norfolk Coast & Countryside Tourism Board
KL Area Consultative Committee
Alive Leisure Governance Committee

Norfolk Cycling & Walking Working Group
Ely North – Rail Summit
Trues Yard
Fit4Work Games
Hunstanton Area SNAP
Red Mount & Southgates Volunteers
Question Time Fakenham College
W.Norfolk Tourism Press Launch
Stories of Lynn Town Hall Press Launch
Internal Drainage Board
KL Festival Board

CABINET MEMBERS REPORT TO COUNCIL

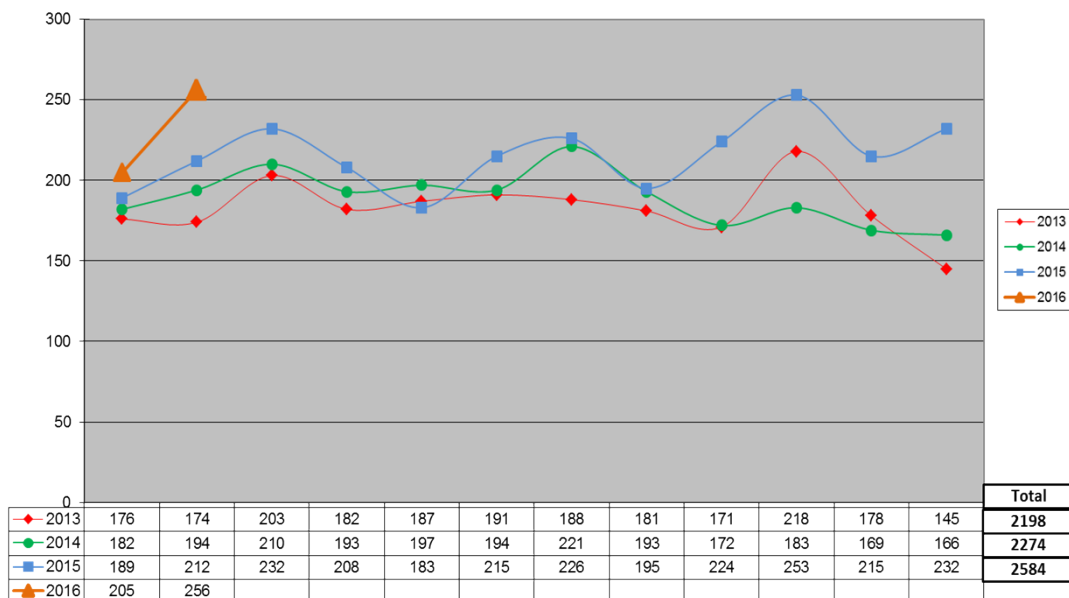
24 March 2016

COUNCILLOR RICHARD BLUNT - CABINET MEMBER FOR DEVELOPMENT

For the period 15 February 2016 to 11 March 2016

1 Progress on Portfolio Matters.

Planning and discharge of condition applications received



Planning Applications and Five Year Land Supply

Application numbers continue to be high, 256 the highest number received in any month over the past four years. Resources are being reallocated internally to help deal with these extra applications.

The 5 year land supply issue is expected be tested in detail at the Heacham Public Inquiry which starts on the 17 May.

Habitat Mitigation Levy

From the 1st April the habitat mitigation levy will come into force. There will be a charge of £50 per new house to cover small scale mitigation on designated

sites and general monitoring. The fee will be paid at the planning application submission stage or by entering into a Unilateral Undertaking. The aim is to provide a proportionate and precautionary approach to protecting the integrity of designated European Sites from potential recreational pressure arising from new development identified in the Site Allocations and Development Management Policies (SADMP) Plan.

E-consultation

From the 1st June all Parish Council's will be consulted on planning applications electronically. There is the option for Parish Councils to delay until the 1st January 2017 but Parishes will be charged for any planning applications printed / posted to them from the 1st June. Currently 22% of Parish Councils receive notification of planning applications electronically and moving the remainder to electronic notification will assist with easing the ongoing budget pressures. Additional training will be offered to Parish Clerks if needed.

Planning Update to Parish Councils

The annual Planning Update to Parish Councils sessions were held at South Lynn Community Centre on Monday 29th February. Just over 60 attended the afternoon session and approximately 30 for the evening session. Officers updated the Parishes on the following issues

- 5 year land supply
- Further Government proposals
- E-consultation
- Habitat Regulations
- Community Infrastructure Levy (CIL)
- Local Development Framework (LDF)
- Neighbourhood Plans

Community Infrastructure Levy

Following agreement to the draft charging schedule by Council on 25 February a six week consultation starts on Monday 14 March. There is a long list of consultees including parish and town councils and agents working in the Borough.

Local Development Framework

The Cabinet have agreed to recommend a set of modifications to Council. These reflect a series of Preliminary findings published by the Inspector. Once these have been agreed by Council, there will be a further consultation period before the inspector issues his report in the summer.

3 Meetings Attended and Meetings Scheduled
Council Cabinet Cabinet Sifting LDF Task Group Cabinet Scrutiny Media Training Various meetings with Officers Planning Updates to Parish Councils

CABINET MEMBERS REPORT TO COUNCIL

24 March 2016

COUNCILLOR BRIAN LONG - CABINET MEMBER FOR ENVIRONMENT

For the period February 2016 to 14th March 2016

1 Progress on Portfolio Matters.

Local Green Points

I had an initial meeting with representatives from Local Green Points who will be delivering a behaviour change programme in relation of our waste and recycling habits. This is to be funded from the £240k of funding announced last year from the DCLG. Further updates and press release will follow soon and I shall keep Council updated on how this scheme progresses.

Wash East Coast

Beach recycling is happening this and last week to move the sand and gravel back onto soft flood defences from South Hunstanton To Wolferton Creek. Environment Agency assessments indicate there should be 5 years of materials available to carry this work out going forward. This year's work is being funded from 3 equal £50,000 payments from us, Norfolk County Council and Regional Flood and Coastal Committee Local Levy.

From next year the Wash East Coast Community Interest Company (CIC) will be taking on the funding for this work together with 25% Flood Defence Grant in Aid (National Funding). Already so far the CIC has raised £134,000 from local businesses in the affected area. Whilst there is currently no mandate to pay their local contributions there seems a good understanding that money is needed to maintain this important work. In addition to local Caravan site owners who are directly funding the CIC at £50 per caravan, land owners are also paying with contributions collected by Kings Lynn Internal drainage board, Anglian Water has also committed for five years funding at £20,000 per annum and even beach hut owners are being asked to contribute via their rent.

2 Forthcoming Activities and Developments.

Earth Hour.

This year earth hour is on the 19th March and it is planned that Lynn Luminere will be shut down from 8.30pm to 9.30pm to demonstrate the Council's

commitment to reducing Carbon Emissions and so raise awareness of this global issue. Even the Houses Of Parliament in London will see lights turned off during this hour. Those who wish to join in are asked to turn off all electric lights at home and use candles or torches. Details can be found at http://earthhour.wwf.org.uk/?pc=EJG006001&ds_medium=cpc&gclid=CP2vne2OwMsCFUmeGwodQMYHYg&gclsrc=aw.ds

3 Meetings Attended and Meetings Scheduled

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

East Of Ouse Nar And Polver Internal Drainage Board
Planning Committee (S.O.34)

Meeting with Local Green Points

Freebridge Community Housing – Board Meeting

Wash East Coast Stakeholder Meeting

Local Government Association Coastal Special Interest Group

To be attended at time of writing:

Kings Lynn Internal Drainage Board

Kings Lynn Conservancy Board

Briefing on Devolution

Norfolk Coast Partnership Forum

Air Quality Action Plan Steering Group

CABINET MEMBERS REPORT TO COUNCIL

24 March 2016

COUNCILLOR ADRIAN LAWRENCE - CABINET MEMBER FOR HOUSING AND COMMUNITY

For the period 24 February to 16 March 2016

Progress on Portfolio Matters.

Health and Safety

The health and safety team are continuing an initiative focusing on gas safety in catering kitchens and are planning to increase awareness on the duty to manage asbestos through mailshots and visits to premises.

Food Hygiene

The food safety team have developed a free training programme for food businesses designed to assist them in improving the food safety hygiene rating. The training will be initially aimed at those with ratings on 0-2 but will be hopefully rolled out to all food businesses.

Work is being done on developing a training package in partnership with Norfolk Trading Standards for food businesses to advise of their responsibilities for allergens and labelling requirements.

Housing Options

A new web-based system for the housing register and the Council's choice based lettings scheme for social housing is being launched. From the 16th March applicants can complete an on-line application saving time and helping reduce the costs involved in administering the system. For those with no way of accessing the internet assistance will be offered at the Council's local offices.

The [Self-Build and Custom Housebuilding Act 2015](#) places a duty on local councils to keep and have regard to a register of people who are interested in self build or custom build projects in their area. This register will help inform the council of the level of demand for self-build and custom build plots in the borough. It will also enable the council to develop a strategy for meeting the demand identified and matching people to plots in the area. We are now working with our ICT team to develop a register that will be shared with several other authorities in Norfolk. This is still on course to be in place by 1st April.

Meetings attended

Cabinet – 1 March 2016

CABINET MEMBERS REPORT TO COUNCIL

24 March 2016

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

For the period 25 February 2016 to 16 March 2016

1 Progress on Portfolio Matters.

Jodie McGill has been appointed as the new Tennis Development Manager to manage the tennis facilities at Alive Lynnsport and co-ordinate and develop tennis programmes and commences on 4th April 2016. The aim of the post is to maximise usage, participation and income opportunities by providing an accessible coaching programme and by working with partners to develop tennis opportunities. Jodie has a degree in Sport Tourism and Development and previous roles includes Keep Active Project Co-ordinator, College Sports Maker and Marketing & Communications with Active Norfolk.

As part of our partnerships with Alive Leisure the Council is completing a cycle of capital investment to improve fitness facilities. New equipment will be available from early April at Lynnsport and Downham Market Leisure Centre. The Council is working with Alive Leisure on a joint press release for the improvements.

2 Meetings Attended and Meetings Scheduled

Cabinet Sifting
Cabinet
Full Council
Panel Meetings
Norfolk Policy Partnership
Downham Market Leisure Centre – Joint Management Committee

CABINET MEMBERS REPORT TO COUNCIL

24 March 2016

COUNCILLOR LORD HOWARD - CABINET MEMBER FOR SPECIAL PROJECTS

For the period 25 February to 2 March 2016

1 Progress on Portfolio Matters.

I am pleased that the model from which the mould will be made for the King John statue is nearing completion. I attach a photograph below.



2 Forthcoming Activities and Developments.

3 Meetings Attended and Meetings Scheduled

Cabinet
Council

CABINET MEMBERS REPORT TO COUNCIL**24 March 2016****COUNCILLOR ALISTAIR BEALES - CABINET MEMBER FOR REGENERATION**

For the period 24 February 2016 to 16 March 2016

1 Progress on Portfolio Matters.

The sale of land (near the existing Pierrepoint Pumping Station) to the King's Lynn Internal Drainage Board is making progress and I hope to be able to report completion in the coming weeks.

Progress continues to be made on key projects. On the Major Housing Scheme, initial site layouts for Lynnsport 4 and 5 (either side of Greenpark Avenue) are with the officer team and architects will be producing more detailed drawings in due course. A public consultation event was held on these proposals (well in advance of any planning application) on 10th March 2016 at Lynnsport which was well attended by the public and elected members including Cllr. Rochford and Cllr. Smith. At Nar Valley Park, phase 2 has seen the completion and handover to the Council of 8 completed houses of which 5 are sold with 2 very close to sale. The estate agents handling the sales (William H Brown) recently held an open day which was very well attended with a lot of interest shown and it is hoped this will lead to further sales.

2 Forthcoming Activities and Developments.

Work is ongoing with many of the smaller but nevertheless important aspects of the Portfolio such as working with Marriott's Trust, reviewing rents on sea front kiosks (always contentious!) and looking to develop smaller parcels of land across the Borough to produce revenue for the Council Tax payer.

3 Meetings Attended and Meetings Scheduled

4/3/16 – Mayors Business Awards
 7/3/16 – Meeting with trustees of Marriot's Trust
 14/3/16 – Meeting in Hunstanton

17/3/16 – Devolution briefing.
18/3/16 – Visit to Kings Lynn Innovation Centre
22/3/16 – Meeting with Leader & Chief Executive
22/3/16 – Portfolio budget review meeting
23/3/16 – Scrutiny panels
24/3/16 – Political debate at Springwood High School
24/3/16 – Full Council

CABINET MEMBERS REPORT TO COUNCIL**24 March 2016****COUNCILLOR N DAUBNEY - CABINET MEMBER FOR RESOURCES AND LEADER**

For the period 24 February – 16 March 2016

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

The Financial Plan 2015/2020 was approved at the last Council meeting and there is nothing new to report on the budget at this meeting.

The current year budget still remains on track with £235,510 of additional savings reported in the period to the end of January 2016. I anticipate that this position will continue through to the end of the year in March 2016. The report for February 2016, the final monitoring report for 2015/2016, is currently being prepared.

Our Financial Services team is now preparing for the closure of the 2015/2016 accounts and the external audit. Our Revenues team has recently dealt with the billing arrangements for the council tax and business rates for 2016/2017.

Devolution

All Members will have received a full briefing on 17th March 2016.

2 Meetings Attended and Meetings Scheduled**Attended:**

Various meetings regarding Devolution including:

- Treasury
- Norfolk, Suffolk, Cambs Leaders

Cabinet Sifting
Peer Review – Purbeck

Forthcoming meetings:

Baden Powell Exhibition
Joint Employee Committee

Resources & Performance Panel
College/Council Strategic Liaison Group
Devolution Briefing

RECOMMENDATIONS TO COUNCIL ON 24 MARCH 2016
FROM CABINET ON 1 MARCH 2016

CAB137: **TREASURY MANAGEMENT STRATEGY 2016/17**

- RECOMMENDED:**
- 1) The Treasury Management Strategy Statement 2016/2017, including treasury indicators for 2016/2020.
 - 2) The Investment Strategy 2016/2017 be approved with the following amendment: Diversification Policy - the limits be set at £7m for UK Government backed organisations, and £4m for other organisations.
 - 3) The Minimum Revenue Provision Policy 2016/2017.
 - 4) Adopt the revised Treasury Management Practices (TMPs).

CAB 138: **RISK MANAGEMENT POLICY AND STRATEGY REVIEW**

RECOMMENDED: That Council be invited to approve the Risk Management Policy and Strategy with the minor wording changes to the Impact table in section 2 of the report as follows:

4	Service not available for 2-7 days
5	Service not available for >7 days

CAB 139: **SITE ALLOCATIONS AND DEVELOPMENT MANAGEMENT POLICIES PLAN (SADMP) - PROPOSED MODIFICATIONS**

- RECOMMENDED:**
- 1) That the proposed modifications be agreed.
 - 2) That the modifications and supporting documents be made available for representations for a period of 6 weeks, and any comments received are passed to the Inspector.

CAB140: **ASSESSING KING'S LYNN AND WEST NORFOLK'S HOUSING REQUIREMENT**

RECOMMENDED: That the 'Assessing King's Lynn and West Norfolk's Housing Requirement' Report be endorsed.

CAB142: **APPOINTMENT OF HONORARY ALDERMEN**

RECOMMENDED: 1) That the Council places on record its deep appreciation of the eminent services to the Council rendered by former Councillors John Loveless, Anthony Lovett and Trevor Manley

2) That a Special Meeting of the Council to confer the title of Honorary Aldermen on those former be held at 6.30 pm, prior to the Annual Council meeting on Thursday, 12 May 2016 and the engrossment of recommendation (1) above and an aldermanic badge be presented to the Honorary Aldermen, at the Annual Council meeting on 12 May 2016.