

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



COUNCIL MEETING

Agenda

Thursday, 8th July, 2021
at 4.30 pm

ASSEMBLY ROOM
TOWN HALL
SATURDAY MARKET PLACE
KING'S LYNN

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, 8th July, 2021** in the Assembly Room, Town Hall, Saturday Market Place, King's Lynn 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 8 April and 20 May 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. 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. 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: 15 June 2021 (Pages 6 - 8)

CAB9: Portfolio responsibilities and Scheme of Delegation
CAB10: Local Plan review draft for pre submission consultation
CAB14: Anti fraud and anti corruption strategy

9. APPOINTMENT TO OUTSIDE BODIES AND PARTNERSHIPS (Pages 9 - 14)

10. NOTICE OF MOTION

To consider the following Notice of Motion (2/21), submitted by Councillor S Dark:

“This Council recognises that the QE Hospital building and infrastructure in Kings Lynn has major structural issues and must be rebuilt urgently.

Whilst all in this chamber readily acknowledge and applaud the amazing work done by the staff and contractors at ‘our’ hospital over many years, brought sharply in to focus during the last 18 months of the pandemic, it is a simple truth that this great work is now being done in spite of, rather than supported by, a building built 40 years ago and way beyond its intended operational life span.

Whilst welcoming the news that the QE Hospital has just received £20M in emergency funding to put remedial measures in place in the operational areas most affected, this is clearly just a short-term ‘sticking plaster’ that does not mitigate the need for a match-fit, 21st century hospital capable of supporting staff, patients and visitors needs and having a key role in the entire region’s Integrated Care System, both now and in the future.

This Council formally resolves to continue standing shoulder to shoulder with the QE Hospital’s Leadership Team in their current bid for a new hospital for West Norfolk and the surrounding area alongside The County Council, region’s MPs and community campaigns will do all it can to help with and magnify their message.

To be absolutely clear, this Council will continue to urge, on its own and with others, the Secretary of State for Health to urgently approve a new build hospital to replace the Queen Elizabeth and to fast track its build and design.”

11. CABINET MEMBERS REPORTS

In accordance with Standing Order 11, to receive reports from Cabinet Members moved en bloc, under Standing Order 11.2 Members of the Council may ask questions of Cabinet Members on their reports and Portfolio areas. The order of putting questions shall commence with a Member from the largest opposition group, proceeding in descending order to the smallest opposition group, followed by a non-aligned Member and finally a Member from the ruling group. This order shall repeat until the time for questions has elapsed or there are no more questions to be put.

The period of time for putting questions and receiving responses shall not exceed 50 minutes for all Cabinet Members, excluding the Leader

The period of time for putting questions and receiving responses to the Leader shall not exceed 15 minutes.

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

- 1) **Corporate Services - Councillor B Long** (Pages 15 - 17)
- 2) **Development and Regeneration - Councillor R Blunt** (Pages 18 - 22)
- 3) **Environment - Councillor P Kunes** (Pages 23 - 25)
- 4) **Finance - Councillor A Dickinson** (Pages 26 - 27)
- 5) **People and Communities - Councillor S Sandell** (Pages 28 - 30)
- 6) **Property - Councillor A Lawrence** (Pages 31 - 32)
- 7) **Deputy Leader and Business, Culture and Heritage - Councillor G Middleton** (Page 33)
- 8) **Leader - Councillor S Dark** (Pages 34 - 37)

12. MEMBERS QUESTION TIME

In accordance with Standing Order 11 Members of the Council may ask any questions of the Chair of any Council Body (except the Cabinet).

Lorraine Gore
Chief Executive

Recommendations to Council on 8 July 2021 from Cabinet on 15 June 2021.

CAB9 PORTFOLIO RESPONSIBILITIES AND SCHEME OF DELEGATION

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

Cabinet considered a report which explained that following the appointment of a new Leader and subsequently changes to the list of portfolio responsibilities, amendments were required to the Scheme of Delegation so the two documents aligned.

Under standing order 34 Councillor Moriarty addressed the Cabinet on this item expressing the hope that Cabinet Member with responsibility for Tourism and CPP can work together to consider the fact that the level of tourism in some of the Borough was affecting constituents lives.

RESOLVED: That Cabinet note the list of portfolio responsibilities.

RECOMMENDED: That the amended Scheme of Delegation be approved as a change to the Constitution by Council.

Reason for Decision

To ensure the scheme of delegation is in line with the portfolio areas of responsibility.

CAB10 LOCAL PLAN REVIEW DRAFT FOR PRE-SUBMISSION CONSULTATION

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

Councillor Blunt presented a report which explained that a draft Local Plan had been prepared by a review of the adopted Core Strategy and Site Allocations and Development Management Policies documents. It incorporated the latest housing requirements and other research. He thanked both officers and members of the Local Plan Task Group for their work in preparing the documents. He also explained that meetings had been held with parishes, a you tube video produced, and a further video may be produced to explain the interactive consultation process which had been extended to 8 weeks.

The Planning Policy Manager gave a detailed update on the process involved.

Under standing order 34 Councillor de Whalley addressed the Cabinet and expressed disappointment that the suggestion the Task Group had made on renewable energy would not be enforceable one new building regs were introduced. He expressed concerns about allocations in some high flood risk areas. It was confirmed that flood risk had been taken into account.

Under standing order 34 Councillor Rust address Cabinet and expressed concern about development in areas of flood risk and the different types of flooding. It was confirmed this had been taken into account.

Under standing order 34 Councillor Moriarty addressed Cabinet content with the consultation period proposed, he also referred to the mineral extraction plans for the Borough and the effect on residents.

The County Council's authority over mineral extraction was drawn attention to also the additional policy to protect the AONBs.

Under standing order 34 Councillor Parish referred to the well managed and enjoyable work of the Local Plan Task Group. He asked that 3rd party comment be accepted.

The Chair welcomed the additional work completed around climate change and AONBs, and acknowledged to volume of work undertaken to reach this point.

- RECOMMENDED:** 1) The Council approves the draft Local Plan Review for pre-submission consultation.
2) Following that consultation the Council agrees to submit the Local Plan Review.
3) That the final pre-submission version of the document and methods of public consultation be agreed by the Executive Director Planning and Environment in consultation with the Portfolio Holder for Planning and Development.
4) The Council notes the updated Local Development Scheme timetable.

Reason for Decision

To consult on a draft Local Plan Review, and ensure an efficient process is used to gauge public opinion.

CAB14 ANTI FRAUD AND ANTI CORRUPTION STRATEGY

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

Cabinet noted that the 'Anti-Fraud and Anti-Corruption Strategy', 'and 'Fraud Response Plan' were last reviewed in 2016/17 and were therefore due for the 3-year review. The documents had been reviewed and the results had been presented to the Audit Committee who agreed to approve the new Anti-Fraud and Anti-Corruption Policy at its meeting on 17 December 2020 and to recommend to Cabinet and Council for approval and adoption. It was now before Cabinet for approval.

In response to questions from Cabinet members it was confirmed that if new significant new threats emerged the document would be reviewed.

Cabinet was informed that recent work under the umbrella of this policy was the extensive review of grants to businesses where access to national tools for data matching enabled the detection of fraud.

- RECOMMENDED:** That the changes made to the anti-fraud and anticorruption strategy be agreed and recommended for adoption of the new Anti-Fraud and Anti-Corruption Policy documents.

Reason for Decision

To bring the documents up-to-date with the Council's current requirements and ensure they are fit for purpose.

REPORT TO COUNCIL

Lead Member: Councillor S Dark E-mail: cllr.stuart.dark@west-norfolk.gov.uk		Other Cabinet Members consulted:		
		Other Members consulted:		
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: 8th July 2021

APPOINTMENTS TO OUTSIDE BODIES, PARTNERSHIPS AND INTERNAL DRAINAGE BOARDS

Purpose of Report

The report seeks the appointment of representatives to serve on outside bodies and partnerships, which fall within the General, Parished and Unparished categories. Nominations for representatives to serve on outside bodies and partnerships which fall within the Scrutiny and Regulatory categories have been made by the Environment and Community Panel and Corporate Performance Panel are also submitted for approval by Council as set out in point 4.1 of the report. **NB: Cabinet nominees are shown for information purposes in the appendix.**

Recommendations

- 1) That the Council appoints representatives to serve on the outside bodies and partnerships listed in the Parish level and General categories as shown at Appendix 1.
- 2) That Council approves the appointment of representatives nominated by the Panels to serve on outside bodies and partnerships which fall within the Scrutiny and Regulatory categories as shown in point 4.1 of the report and Council nominates members to serve on the scrutiny outside bodies for which no nominations were made by the Panels.
- 3) That the reporting arrangements be noted, as shown in section 3 of the report.
- 4) That the Council appoint a replacement representative on the Stoke Ferry and Southery and District Internal Drainage Boards following the resignation of Councillor Ryves as set out in part 5 of the report.

Reason for decision

To ensure continued involvement in the community by the Council

1.0 BACKGROUND

- 1.1 The Cabinet at its meeting on 15th June 2021 confirmed a number of Executive appointments to outside bodies and partnerships. Further appointments are made by the Council in the following categories:
- Scrutiny and regulatory roles
 - Parish level representation, parished and unparished areas
 - General appointments

2.0 INSURANCE COVER FOR BOROUGH COUNCILLORS

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

Provided always that:

- a) The service or participation by the employee or member is specifically requested by or under the specific direction of the insured.
 - b) The insured is legally entitled to approve the service or participation and to indemnify the employee or member in respect of it.
 - c) Any payment will only be made by the insurer for an amount in excess of any indemnification or insurance coverage provided by the not-for-profit entity or afforded from any other source and to which the employee or member is entitled.
- 2.2 When a member is appointed to serve on an outside body, they should also ensure that as well as completing the Register of Financial and Other Interest form, they should complete the annual "Related Party Transactions form", with the details of those bodies on which they serve.

3.0 FEEDBACK FROM MEMBERS ON OUTSIDE BODIES

- 3.1 Arrangements for reporting back by Members serving on Outside Bodies are approved every year at Council as follows:
- 3.2 The Panels should be able to request reports from Councillors serving on outside bodies which fall within their remit. By programming the reports over the Panel's annual timetable of meetings, it would be possible for members both to assess the usefulness of making appointments to bodies and be informed of any relevant matters.
- 3.3 Cabinet Members serving on outside bodies will report via their Cabinet Members' reports to Council.
- 3.4 It is not intended that reports would be required from Councillors serving on bodies local to their wards. All would be encouraged, however to use the Members' Bulletin to report on the work of any such organisation.

4.0 APPOINTMENT OF REPRESENTATIVES

4.1 Scrutiny and Regulatory Roles

Nominations made by the Panels are listed below :

- Borough Council/College of West Anglia Liaison Board - **Councillor Lowe**
- King's Lynn and West Norfolk Area Museums Committee - **Councillors de Whalley, Kemp and Bubb**
- Norfolk County Council – Norfolk Countywide Community Safety Partnership Scrutiny Sub-Panel – **Councillor Kemp and Bubb (sub)**.
- Norfolk Health Overview and Scrutiny Committee – **Councillor Kemp and Bubb (sub)**
- West Norfolk Community Transport Project – **No appointment made by Panel – refer to Council**
- King's Lynn Football Club – **Paul Bland**
- Hunstanton Sailing Club – **Councillor Rose**

4.2 General Appointments, Parish Level Representation, Parished and Unparished Areas

Appendix 1 attached lists the bodies for which representatives are to be appointed and details the current representative.

5.0 APPOINTMENT TO INTERNAL DRAINAGE BOARDS

The Council usually appoints Councillors to Internal Drainage Boards for a four year term. Councillor Ryves has resigned from Southery and District Internal Drainage Board and Stoke Ferry Internal Drainage Board. The Council and invited to appoint a replacement representative.

For information a list of current representatives is set out below.

Southery and District IDB (8 reps) Councillors Bullen, Holmes, Peake, Storey, Whitby and 1 vacancy. A White and C Cock (non cllrs).

Stoke Ferry IDB (9 reps) Councillors Bullen, Crofts, Holmes, Sampson, D Tyler, D Whitby and 1 vacancy. A White and R Lankfer (non cllrs).

6.0 FINANCIAL IMPLICATIONS

Mileage and subsistence allowances for Councillors attending meetings.

7.0 ACCESS TO INFORMATION

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

APPENDIX 1**APPOINTMENTS TO BE MADE BY FULL COUNCIL ON 8TH JULY 2021**

Scrutiny nominations (to be confirmed by Council) are also shown below.

Name of Outside Body	Appointed/Nominated by	Number of representatives	Current representatives	Term of office
Backham Almshouses Trust	Council	1	Sally Twyman (non Cllr)	Annual
Bexwell Poors Land Charity	Council	1	Tony White (non Cllr)	Annual
Borough Council/College of West Anglia Liaison Board	1 Cabinet and 1 E&C	2	Long (Cabinet) Lowe (EC)	Annual
Brancaster Commons Committee	Council	1	Lawton	Annual
Burnham Overy Harbour Management Committee	Council	1	Sandell	Annual
Downham Market Leisure Centre Joint Management Committee	1 Cabinet and 2 Council	3	Nockolds (Cabinet), Ryves and Howland (Council)	Annual
Gaywood Allotment Trust	Council	4	S Collop, Lowe, Sheila Young, miss hayden and Mr Stewart (non Cllr)	Annual
Hunstanton and District Festival of Arts	Council	1	Bower	Annual
Hunstanton Prosperity Coastal Community Team	1 Cabinet and 2 Council	3	Middleton (Cabinet), Bower and Beal (Council)	Annual
Hunstanton Sailing Club Development Sub Committee	Scrutiny (CPP)	1	Rose	Annual
John Sugars Almshouses Charity	Council	4	Bambridge, Bone, Sally Twyman and Janice Minns (non Cllrs)	Annual
King's Lynn and West Norfolk Area Museums Committee	1 Cabinet, 3 Scrutiny (E&C), 1 Council	5	Nockolds (Cabinet), de Whalley, Kemp and Bubb (Scrutiny), A Tyler (Council)	Annual

King's Lynn and West Norfolk Borough Charity	Council	2	Bower, Bubb	Annual
King's Lynn Conservancy Board	Council	4	Ayres (to 31st Jan 22), Sampson (to 31st Jan 22), Kunes (to 31st Jan 2021), Howland (to 31st Jan 22)	
King's Lynn Emmerich Twinning Club	Council	2	Dickinson and Ryves	to May 23
King's Lynn Town Football Club	Scrutiny (EC)	1	Paul Bland (non cllr)	Annual
Marriotts Warehouse	Council	3	Bower, Gidney and Paul Richards (non cllr)	May-23
Norfolk Countywide Community Safety Partnership Scrutiny Sub Panel	Scrutiny (EC)	1 + 1 sub	Kemp and Bubb (Sub)	Annual
Norfolk Health Overview and Scrutiny Committee	Scrutiny (EC)	1 + 1 sub	Kemp and Bubb (Sub)	Annual
North End Trust	Council	1	Nockolds	Annual
Outwell Charities	Council	1	Crofts	Annual
Queen Elizabeth Hospital Governors Council	Council	1	Kunes	Annual
Safer Neighbourhood Action Panel - Downham Market	Council	2 (Chair and Vice Chair)	Vacant (Chair) Howland (VC)	Annual
Safer Neighbourhood Action Panel - Hunstanton	Council	2 (Chair and Vice Chair)	Beal (Chair), Bubb (VC)	Annual
Safer Neighbourhood Action Panel - King's Lynn	Council	2 (Chair and Vice Chair)	Bambridge (Chair) A Tyler (VC)	Annual
Sibelco - Leziate Quarry Committee	Council	2	Howland and Manning	Annual
West Norfolk and King's Lynn Girls School Trust	Council	1	Nockolds	Annual
West Norfolk Community Transport Project	1 Scrutiny (EC). Please note the Panel did not make a nomination – so it is referred to	1	Moriarty	Annual

	Council.			
West Norfolk Youth Advisory Group	Council	1	Low	Annual
West Walton Poors Charity	Council	1	Mrs B Porter (non Cllr)	Annual
William Cleave Educational Foundation	Council	2	Bambridge and 1 vacancy	Annual

CABINET MEMBERS REPORT TO COUNCIL

8 JULY 2021

COUNCILLOR BRIAN LONG - CABINET MEMBER FOR CORPORATE SERVICES

For the period May 2021 to 28 June 2021

1 Progress on Portfolio Matters.

Throughout my first month of holding this portfolio I have had initial conversations with Assistant Directors, Officers and Staff pertaining to my new role. Official regular meetings are due to commence from this month, with frequency varying depending on need / urgency.

Customer Information Centre.

Nothing specific to report, call volumes average for time of year and calls about Covid-19 matters reducing.

Car Parking

Numbers in the resort areas have been good so far this year, town centre parking still quiet compared to normal. I hope to report stats on this report each month.

Resort Management

I inspected the area from the Central Prom toilets down to the Boat Ramp to look at general condition of prom area / detritus etc. It is obvious to me that despite being a very busy sunny Friday the area was clean however weeds in the joints of the concrete could undermine the defence.

Recruiting staff this year has been difficult so I am exploring less seasonal and more permanent positions so such works can be undertaken in "closed" season.

Quay Inspection

As part of my portfolio duties for Pontoons I also inspected the area from the Pontoons to Boal Quay with Cllr Kunes.

It was obvious that Fishing Boats are now utilising the area, which is good to see. However one boat had deposited equipment onto the Quay and this had attracted other flytipping. I have asked that we undertake a clean up to remove this and take measures with the boats owners to prevent future problems.

Town Hall Complex

Socially distanced meetings have recommenced at the Town Hall. Credit must go to the staff for all their efforts in making this work for us in what is “the new normal”.

2 Forthcoming Activities and Developments.

King’s Court

As part of the REFIT scheme it is intended to fit “air source” heating to King’s Court offices, which will I am sure be reported by the Environment Portfolio Holder. My portfolio is responsible for the mechanics of getting this to work. The plant required is a larger footprint than existing boilers and so utilisation of more of the service yard is envisaged. This will probably see the removal and replacement of Cycle Racks and displacement of the Leader’s parking space. I will inform of further details as they come available.

Public Conveniences

It is my intention to resume a rolling programme of refurbishment of our toilet blocks across the Borough. While this involves a capital outlay it is important this work is ongoing. Details of which and what order are being formulated with officers.

3 Meetings Attended and Meetings Scheduled

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

Future of the Fens – Integrated Adaption Taskforce
Norfolk Strategic Flooding Alliance 4 & 5.
Briefing on Local Plan
Final Briefing as Leader on Budget Monitoring Report
East Of Ouse Polver & Nar Drainage Board
Portfolio Inspection – Hunstanton
Funeral of former Corporate Director Chris Bamfield
Inspection of Boal Quay Area
West Norfolk Housing Company
West Norfolk Property Board
Alive West Norfolk Board
Water Management Alliance Board Meeting

To be attended at time of writing:

Meeting with Management Team & Cabinet
Telephone Conference with Saffron Housing

Presentation of Cheque to QEH Macmillan Unit at Mintlyn
Kings Lynn Internal Drainage Board
Norfolk Parking Partnership

CABINET MEMBERS REPORT TO COUNCIL

8th July 2021

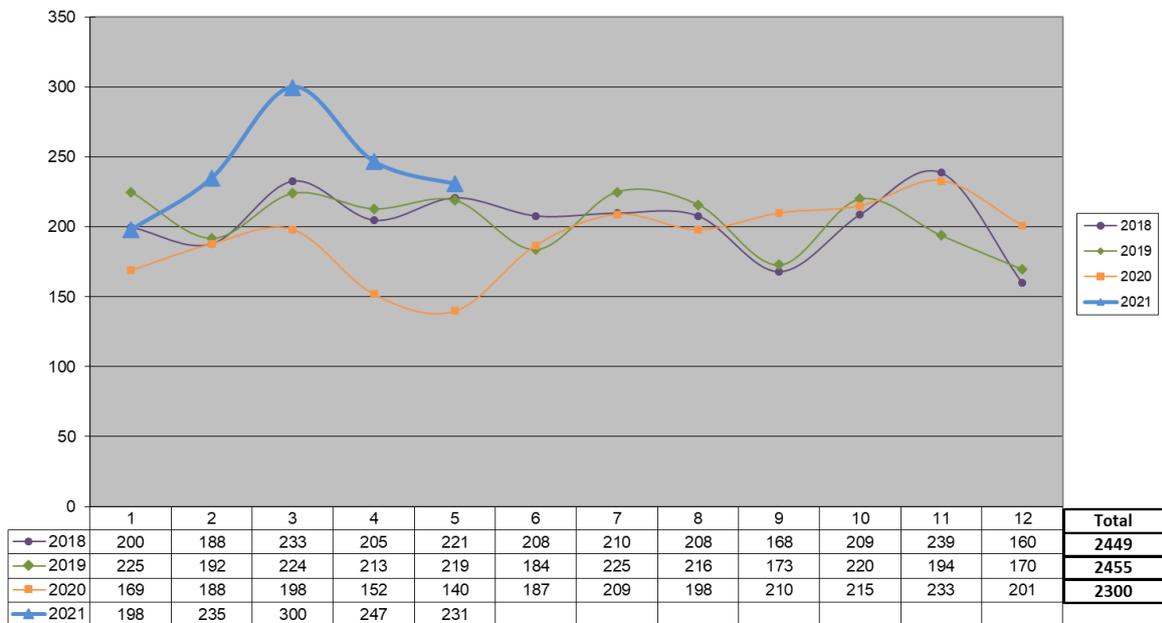
COUNCILLOR RICHARD BLUNT - CABINET MEMBER FOR DEVELOPMENT & REGENERATION

For the period from 21ST May 2021 to 25th June 2021

1 Progress on Portfolio Matters.

Planning and Discharge of Conditions applications received

Planning and discharge of condition applications received



2021 has seen a significant increase in the number of applications received. From January – May 1,216 applications have been received compared to 847 the previous year, an increase of 364 applications.

There is still a backlog of applications to validate because of the high number of applications received in the last 9 months. The backlog is reducing but it will take several months to clear the backlog and return to pre Covid 19 service standards.

Major and Minor dwelling applications received comparison

The number of minor dwelling applications have decreased over the last 3 years, but we have seen a significant increase in householder applications in the last 12 months.

	1/6/18 – 31/5/19	1/6/19 – 31/5/20	1/6/20 – 31/5/21
No. of Major dwelling applications	33	26	28
No. of Minor dwelling applications	442	377	337
No. of Householder applications	686	621	878

*Minor dwelling applications = up to 10 units

Major dwelling applications = over 10 units

2021 performance for determining planning applications (Jan – May 2021)

	National target	Performance
Major	60%	100%
Non – Major	70%	95%

Appeal Performance – decisions made by The Planning Inspectorate 17/6/20 – 18/6/21

	Dismissed	Allowed
Planning appeals	38	19
	67%	33%
Enforcement appeals	6	0
	100%	0%

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

Revenue income 2021/22

Despite an increase in applications income is slightly below projected.

Projected	Actual	Variance
Apr 21 – May 21	Apr 21 – May 21	
£211,667	£176,168	-£35,499

CIL Funding Applications received for the period from 25/01/2021 – 30/04/2021.

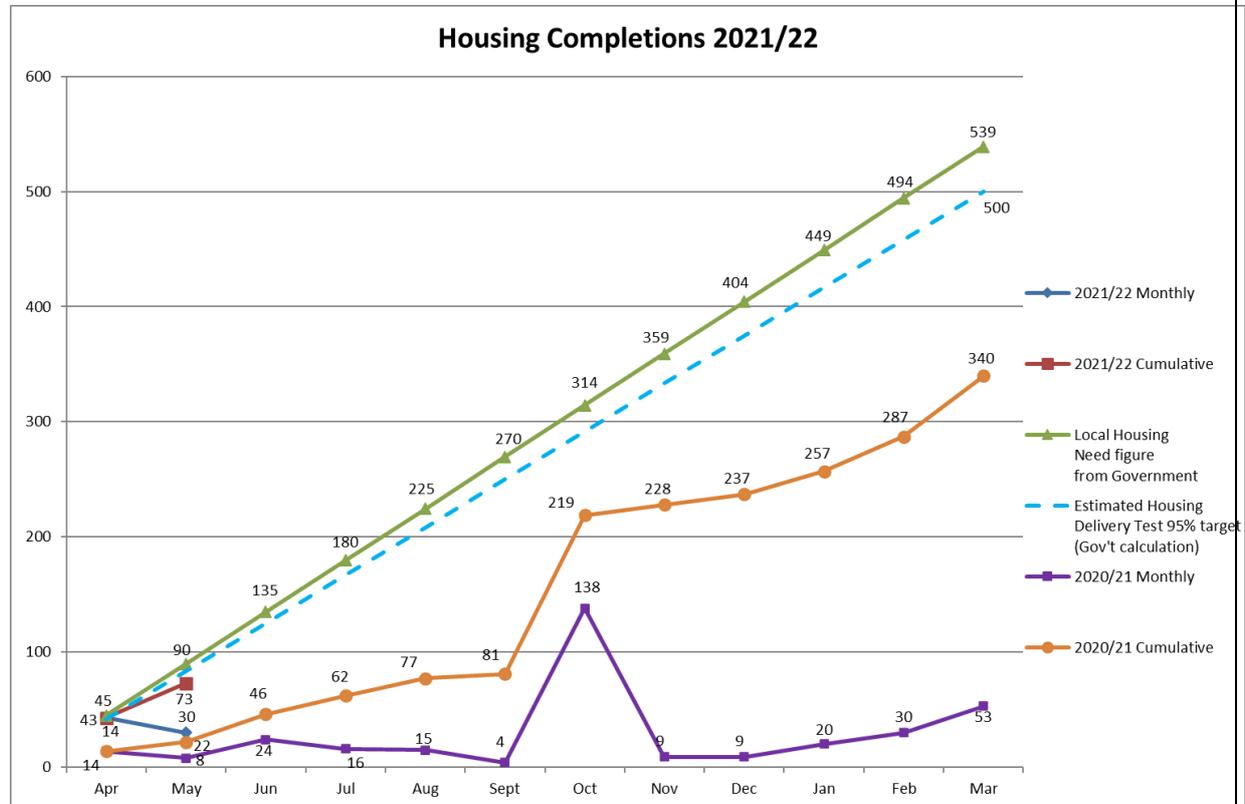
There were 72 records with 57 completed applications, which will be follow the funding allocation process, as details within the attached reports and also the CIL Governance Document FY20/21.

The application submissions are broken down as follows:

48	Local Project Applications
8	Community Project Applications
1	Strategic Project Application
14	Blank Submissions
1	Duplicate Submission

Housing Completions

Completions have started well, 43 in April and 30 in May, just 17 below the projected local housing need figure from Government and up 51 on the same period last year.



Neighbourhood Plans –

- Four NPs are going to Referendum later in July to (hopefully) gain community agreement to them (Thornham, Holme, Upwell and Tilney All Saints).
- Final Examiner reports have been received for Castle Acre and Terrington St John
- Hunstanton and Heacham are at Examination
- We are seeing a great deal of interest in new NPs and Officers have met with parishes to discuss the content or processes.

Local Plan Review –

- The Local Plan Review is being presented to Council (at this meeting) for their agreement to complete the Pre-Submission consultation and go on to submit it to the Planning Inspectorate for Examination.
- There has been a series of presentations to Members and parish and town councils to explain the process involved.
- The consultation is anticipated to start at the end of July, subject to the decision of Council.

Regeneration

Following the Town Deal announcement, the Council and Town Deal Board will be going through a prioritisation process to confirm which projects we will proceed with, using the maximum £25m Town deal offered to King's Lynn.

After a decision taken by Cabinet last week not to progress with the Parkway Bridge (which formed part of the Active & Clean connectivity programme of the Town Investment Plan), we are currently rescoping the active travel measures/schemes which would complement the revised Parkway scheme and improve key town centre routes for walking and cycling, as identified as priorities in the LCWIP.

Once this work is complete we will be able to complete the project prioritisation for our Town Deal with Council and the Town Deal Board and the Project Confirmations we are required to submit back to government by 31 August 2021.

It was agreed at Cabinet that the Council will commission masterplanning of the Southgates Regeneration Area to develop a vision and strategy for future development of the sites at this key town centre gateway. The work will be commissioned over the next few months and will include a thorough community and stakeholder consultation and engagement process to help us shape the future vision and plans for the area. This project is a key component of the Heritage Action Zone programme with Historic England.

Parkway

- Planning Committee resolved to grant planning permission for 379 houses at land off Parkway on 15th April 2021. Given that the overall scheme can no longer deliver the benefits originally envisaged (improved connectivity between Fairstead and Hardwick) it is appropriate that we reconsider our position.
- To this end, a new planning application will be submitted for the development in accordance with the 2016 Local Plan policy E1.6 Allocation (Kings Lynn south of Parkway) site only.
- The Council remains strongly committed to the delivery of homes for local people, incorporating construction methods which reduce carbon emissions, encourage active travel and supporting the environment.

Meetings Attended (via Teams Zoom and Youtube)

Portfolio Meetings,	Planning Committee
Planning Committee Sifting	Planning Site Visit
Cabinet	Cabinet Briefings
Full Council	Various Meetings with Officers
West Norfolk Property Company	West Norfolk Housing Company
Town Fund Board	CNC

CABINET MEMBERS REPORT TO COUNCIL

8 July 2021

COUNCILLOR PAUL KUNES - CABINET MEMBER FOR ENVIRONMENT

For the period 8 April to 8 July 2021

1 Progress on Portfolio Matters.

Recycling, refuse collection and disposal

I have attended the first of what I am sure will be a number of briefings on these subjects. I intend (when Covid restrictions allow) to have a day out on a bin lorry, and a visit to both the recycling centre at Costessey and the anaerobic digester unit.

I am pleased to say the new Waste collection contract has got off to an excellent start. We had hoped to re-start food waste collections on the 21st June, but because of Covid restrictions, we are now aiming for the 19th July.

Climate Change Work Update – June

1. Our first draft climate change strategy and action plan has been completed and presented to the Informal Climate Change Members Working Group and the Environment and Community panel for consultation. Comments are now being reviewed by officers.
2. Through the Norfolk Climate Change Partnership, we have submitted a bid to the Community Renewal Fund for two feasibility studies.
 - Sustainable Hydrogen Infrastructure for Transport (SHIFT): This study aims to identify local authority fleet demand and suitability to hydrogen, whilst also investigating stranded assets in Norfolk suitable for green hydrogen. Ultimately this study will establish potential demand for hydrogen in fleets (especially HGV) and options for generation in Norfolk.
 - Community Energy Kickstarter: This study will identify suitable assets for local community generation and understand current barriers to this model in Norfolk, that could ultimately help kickstart local work in this area, to aid emissions reductions.
3. Work has commenced on the council's 2020/2021 carbon audit.

Re:fit Phase 2 work has commenced with the drilling of bore holes at the Council Depot on Hardwick Industrial Estate for the installation of a ground source heat pump. This scheme is funded through the public sector decarbonisation grant scheme to help the council reduce emissions across its estate. Decarbonisation measures include the installation of renewable heating systems, further solar photovoltaic panel installations, improvements to insulation and installation of timeclock controls. The Council has provisionally received a grant of £3.84 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 aim to complete the project by September.”

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

Cremations and Burials.

On Thursday 1st July Cllr Long and myself were pleased to accompany the Mayor at the Crematorium in presenting a cheque for £10,000 to the QEH Macmillan Nursing unit.

2 Community Safety & Neighbourhood Nuisance Team

Fly-tipping

Numbers of fly tips reported has remained largely similar to previous years and the team continue to focus resources on those cases where available evidence suggests a reasonable chance of conviction.

The #SCRAP campaign is being re-started after a break during Covid. The campaign is being run across Norfolk (as well as many other local authority areas across the Country. The broad aim of the campaign is to educate and inform members of the public and businesses about their responsibilities when disposing of waste, as well as publicising successful cases.

SCRAP stands for:

Suspect all waste carriers. Don't let them take your rubbish until they provide proof of registration. Note their vehicle's registration plate.

Check that a waste carrier is registered on the [Environment Agency's website](#).

Refuse any unexpected offers to have your rubbish taken away.

Ask how your rubbish will be disposed of - seek evidence of this.

Paperwork must be obtained: a proper invoice, waste transfer note or receipt, including a description of the waste being removed and the waste carrier's contact details.

One case due in court on the 30th June

We continue to work with partners in the police and environment agency on fly tipping work and have issued two fixed penalties off the back of police reports.

We have seen a recent trend in fly tipping of tyres and cannabis products (not together). These are reported to the EA and Police respectively.

Dog Control

The Environmental Crime Officer is patrolling hot spot areas and also Hunstanton prom. Lots of high profile engagement with members of the public.

The Public Space Protection Order for dog control expires at the end of the year and will be subject to consultation prior to renewal.

Surface Water flooding

The responsibility for investigating these incidents does not sit within the CSNN team, however we continue to support colleagues across the council and at Norfolk County Council and Anglian Water where surface water flooding has led to sewer discharges.

Nuisance Complaints

We continue to receive a high number of calls regarding noise and other nuisances. These are triaged and investigated in line with our statutory duty. Covid restrictions have meant that investigation of such cases has become more difficult leading to longer times to determine cases than we would like. The team is also carrying a vacancy and at time of full council will be shortlisting candidates for the post.

3 Meetings Attended and Meetings Scheduled

Cabinet

Portfolio briefing: -Climate Change, Recycling and Refuse collection and Licensing

Cabinet Briefing

Conservancy Board.

IDB

LGA Coastal Special Interest Group (SIG)

Friends of the Earth

Klimate Concern

Climate Psychology Alliance and stop Ecocide.

QEH Board of Governors

Habitat Monitoring and Mitigation Fund

Most of the above meetings held on line.

CABINET MEMBERS REPORT TO COUNCIL

8 JULY 2021

COUNCILLOR ANGIE DICKINSON - CABINET MEMBER FOR FINANCE

For the period 21 May to 8 July 2021

1 Progress on Portfolio Matters.

Following on from the changes to the Administration at Annual Council on 20 May 2021 and the resulting changes to Cabinet Portfolios it has been necessary to spend some time assessing how those changes are going to pan out. My portfolio was created to demonstrate how highly we regard all matters pertaining to the Council's finances and to that end I have spent time evaluating how best to spend my time and establish a routine for monitoring basic issues, such as budget monitoring, whilst also getting to grips with some significant issues such as the Parkway project.

So far my activity has been mainly meeting with officers to get up to speed on the current situation.

The recent Cabinet meeting established the membership of the Major Projects Board, which is the cross party Council body that scrutinises all of the Council's activity on large value projects, mainly those in the capital programme but also some revenue or joint working projects. I'm currently undertaking a review of all projects that the Board will be presented with at its first meeting on 29 July.

2 Forthcoming Activities and Developments.

Progress the work of the Major Projects Board and review its Terms of Reference to ensure members are engaged with the process. I will have particular regard for Parkway and the Towns Fund projects.

Review all current schemes to ensure that there are phased costings for each one and that the revenue implication has been assessed

Agree a new Procurement Strategy to govern the Council's purchase of goods and services to achieve best value

Review the Risk Register so that recently identified risks are incorporated with an appropriate risk level

3 Meetings Attended and Meetings Scheduled

Cabinet 15 Jun

Cabinet/Management Team meeting 29 Jun

Cabinet briefings 23 Jun, 1 Jul, 7 Jul

Cabinet sifting 1 Jun

Meeting with the Leader to discuss portfolio priorities 24 Jun
Meeting with Assistant Director - Resources re budget monitoring 3 Jun and update on the finance team 24 Jun
Meeting with Assistant Director – Programme & Project Delivery re new Procurement Strategy and Parkway 24 Jun
Meeting with Assistant Director – Property & Projects re major projects and the Major Projects Board 25 Jun
Attendance at Corporate Performance Panel 2 Jun and Audit Committee 16 Jun
Planning training 10 Jun
Meeting with Leader 24 Jun

CABINET MEMBERS REPORT TO COUNCIL

8 July 2021

COUNCILLOR SAM SANDELL - CABINET MEMBER FOR PEOPLE AND COMMUNITIES

For the period 20 May to 29 June 2021

1 Progress on Portfolio Matters.

Since becoming a New Cabinet Member in May I have spent the last month getting to grips with the Portfolio and meeting with officers to help me get up to speed.

Home Choice

The monthly figures for the cabinet report on the Homechoice housing register are as follows

1101 live applicants on the register

2 emergency
138 high band
355 medium
606 low

178 new applications and changes of circumstances received during the month

35 properties let

Housing First

Five one bed self-contained flats in various locations in King's Lynn have been delivered by Broadland Housing Association. Clients have been moving in over the course of June and into early July. Support is in place and will remain with the client for as long as they require it. This is the first time this model has been delivered in the Borough. Housing First schemes focus on the most complex/entrenched rough sleepers and provides valuable resource in terms of intensive support, ending their rough sleeping and sustaining accommodation.

'Housing First is an internationally recognised based model of housing and support for those with chronic housing, health and social care needs. Housing First has been shown to be effective in supporting people with histories of street homelessness, or other types of homelessness where contact with services has been unsuccessful in breaking the cycle of instability'.

Winter Night Shelter

The Nightshelter is reopening in Oct 2021 until June 2022. The same model that was used last winter will continue to operate this year to provide covid secure accommodation that is available 24hours seven days per week. Nine rooms in total

will be available. We will continue to work closely with the Winter Night shelter to ensure there is an adequate supply of emergency accommodation for anyone needing assistance during the winter months and beyond.

New Move-On accommodation

Seven new 1 bed move-on flats in Kings Lynn are nearing completion and will be ready for occupation by the end of June 2021. The units are being delivered by Broadland Housing Association as part of Homes England Move-On fund.

First Homes

Changes to National Planning Policy in relation to First Homes will be implemented from 28th June 2021. These include a requirement for 25% of affordable housing contributions (via S.106 agreements) to be First Homes. First Homes are homes sold by developers to first time buyers with a 30% discount which is passed on to future purchasers in perpetuity. We are working closely with colleagues in Planning Policy to take account of these changes.

Community Safety & Neighbourhood Nuisance Team

Anti-social behaviour

There are a number of hot spot areas currently being addressed across King's Lynn. The behaviours are similar in all locations and principally revolve around littering, underage drinking, street drinking and dangerous inconsiderate use of vehicles and cycles. We are working with the Police, Norfolk County Council and YMC youth diversional workers to address these issues.

Where appropriate we are also serving fixed penalty notices for breaches of Public Space Protection Orders and will continue to take this and other formal action where the evidence allows.

General work

The team continues to support and participate in a number of multi-agency groups to tackle the causes of ASB some of which are listed below.

- County Lines Strategy Group
- Channel Panel and Prevent strategy group
- Domestic Violence and abuse group
- Youth Intervention and Safeguarding group (on hold due to workloads and lack of available provisions/agency support)
- Community Alcohol Partnership CAP (currently being developed and hopeful to be launched mid-September)
- Early Help Hub
- Local Safeguarding strategy group
- Hospital Frequent attendees

Housing Standards Team

Work is continuing on funding bids for a range of green homes initiatives. LAD2 (Local Authority Delivery – Phase 2) funding is being progressed with Freebridge and Broadland Housing to look at suitable areas for works to take place. The funding competition for LAD3 is also underway and this will be geared more towards low income households in the private rented and owner occupied sectors.

The new Fit & Proper Person Test for caravan site owners and managers comes into

force in July. This only covers specific residential sites and not holiday sites.

The team is also proactively enforcing the Minimum Energy Efficiency Regulations and Electrical Safety Regulations and have completed a review of all current exemptions and are following up on three that require further investigation. We are also undertaking a desktop review of all rented properties that appear to have a low EPC and following up those that appear to be in breach of the regulations.

2 Meetings Attended and Meetings Scheduled

Full Council
Cabinet Briefings
Cabinet Sifting
Cabinet Meeting
Local Plan Briefing
Portfolio Meetings with Various Officers
Environment and Community Meeting
Planning Meeting
Norfolk Community Safety Strategy Meeting
Management Team Cabinet Away Day
NHS CCG Kings Lynn Engagement Group
Local Plan Task Group

CABINET MEMBERS REPORT TO COUNCIL**8 JULY 2021****COUNCILLOR ADRIAN LAWRENCE - CABINET MEMBER FOR PROPERTY**

For the period May to July 2021

Progress on Portfolio Matters.

Having been given a new portfolio to oversee, I have now had the opportunity to familiarise myself with the council's commercial property portfolio, including a tour of some of our property interests in King's Lynn. The portfolio is quite diverse and includes light industrial units on the various industrial estates around King's Lynn and Downham Market and even some in Heacham. In addition we own and lease out offices (including the KLIC facility), some town centre retail, and a diverse array of properties in Hunstanton, including some caravan parks, the fun fair, and promenade kiosks.

The revenue generated from the commercial property portfolio contributes significantly to the cost of operating our services. Obviously the past 18 months or so have been challenging and Property Services (with the Finance Team) are working hard to manage some of the commercial rent arrears that have arisen. Most of the rent arrears are being managed via payment plans.

One new commercial letting I am pleased to inform colleagues about is that we have recently concluded terms for a new lease to the NHS midwifery team at the Priory Centre in Downham Market. We continue to work with our NHS colleagues and West Norfolk Clinical Commissioning Group (CCG) on a number of other proposals. I have also learned that the CCG has secured £25m of capital funding for primary care, of which £5m has been allocated to West Norfolk to fund a potential new surgery in Kings Lynn, I am pleased funding has been made available so this is one to watch for the future

I can also report that we are close to completing and have instructed solicitors on a number of land sales, these include just over 4 acres at Hardwick Industrial Estate for the development of light industrial units, land at Horsley's Field for a new office and depot, and some land at Reid Way to a housing association for the development of temporary housing for homeless people.

I am reviewing some of our other plots of land for potential sale for development, these sales will not only generate capital receipts for the council to help fund our various projects, also they will also encourage private sector investment and provide opportunity for small and medium enterprises.

Meetings Attended

Meetings with various officers by phone, Teams and face to face
Cabinet Meetings
Cabinet Siftings
Cabinet Briefings
Full Council
Mayor Making
Tour of some council properties
Meeting with Cabinet colleagues and senior Officers

CABINET MEMBERS REPORT TO COUNCIL**8 July 2021****COUNCILLOR GRAHAM MIDDLETON – DEPUTY LEADER & CABINET MEMBER FOR BUSINESS, CULTURE AND HERITAGE DEVELOPMENT**

For the period 20 May – 30 June 2021

1 Progress on Portfolio Matters.**Towns fund**

We were delighted to receive the confirmation from government that King's Lynn has been awarded a Town Deal offer for the full allocation of £25m. This reflects the robust case and proposals we submitted to government and the strength of partnership and support through the Town Deal Board. The Council and Town Deal Board have signed the Heads of Terms and now have [until 31st August](#) to confirm to government the final projects the Town Deal Board and Council would like to progress with. We will then have 1 year to complete detailed business cases for each project which will involve further project development, public consultation and engagement.

Following the change of roles and responsibilities I have been engaging with officers with regards my new responsibilities.

3 Meetings Attended and Meetings Scheduled

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

CABINET MEMBERS REPORT TO COUNCIL

8 JULY 2021

COUNCILLOR STUART DARK MBE – LEADER OF THE COUNCIL

For the period 20 May to 30 June 2021

1 Progress on Portfolio Matters.

Since having the honour of becoming Leader of the Council at the AGM on the 20th May I have been busy undertaking a number of briefings and meetings with members, officers, partners and stakeholders to familiarise myself with the role and ongoing, current and emerging issues, build effective relationships and establish actions, frameworks and priorities to move forward. Where these have been external facing, or beyond routine meetings with Cabinet colleagues, members and officers I have included them below under meetings attended...

Cabinet and Senior Officer roles and responsibilities

Cabinet Portfolio responsibilities and aligned officer roles had become less clear than we would like as people, understandably, stepped up and across to continue core service delivery, address additional demands and fill organisational gaps during the last fifteen months, the height of the pandemic. The current, welcome Covid situation and change in Leadership provided the opportunity to address this and Cabinet and senior officers have now taken the opportunity to realign into core, connected themes of work which the administration considers vital, supporting West Norfolk's:

People and Communities
Environment
Business, Tourism, Culture and Heritage
Regeneration and Development
Council Finances
Council Property
Council Services

Members will have access to the Cabinet paper on this realignment and will have been sent an updated list of relevant Cabinet and Officer contacts for each area. The Council's website will be updated to include this information with the intention of making us as visible, transparent and accountable as possible.

This is the first stage of an ongoing process of reviewing/refreshing the Council's Vision and Values, the Corporate Business Plan and associated Covid Recovery Plan, priorities, policies and delivery to make it the best it can

be. Member input will be invited and will take place through papers to relevant committees and members will have already noted the papers/policies being prepared to come forward on greater enforcement and assistance re Fly-tipping and anti-social behaviour, greater support to community litter-picking initiatives and a new devolved Local Member Fund for each member to support community initiatives on their patch (Cabinet Forward Decision list for August).

Towns Fund Funding

I am delighted to mention in this report, the widely reported grant of £25M to Kings Lynn from central government to support several major transformational projects. This was the largest award possible under the scheme and the biggest external investment in our Council's principal Town for some time. It bears testament to both the strength of the bid and the local multi-partner board behind it. Officers and Cabinet members are now actively engaged with the Towns Board to bring these projects forward.

On a connected theme of funding and joint working, officers have helped Downham Market Town Council to conduct their recent survey of businesses, stakeholders and residents re their aspirations for the Town and officers and Cabinet members will be assisting them progress the findings either with this Council or through wider funding or focusing opportunities. I have also met with several leading businesses and the Mayor of Hunstanton and agreed to reinvigorate their meetings, curtailed due the pandemic, chaired by the Deputy Leader and portfolio holder for Business, Tourism, Culture and Heritage to progress initiatives and issues there. I have also commenced dialogue with both MPs and officers re 'levelling up' funding bids (another major funding stream) with the intention of bringing these forward to support areas outside of Kings Lynn Town.

Summer of Play

I was most pleased to sign-off, with the Chief Executive and portfolio lead for People and Communities our Council's pledge to support the national 'summer of play' campaign to provide play opportunities for children throughout the Summer holidays and to consciously extend this period for longer and go above and beyond the recommended commitment in partnership with 'Alive West Norfolk' to offer significantly reduced activities for all children and young people across our region – with costs reduced to just £1 per participant for all activities (inc. swimming, tumble tots, skate park, roller skating etc) or 50p with a concession card – as one way of our recognising the immensely difficult time many of our young people have experienced over the last few months and actively doing something to help them and families get out, socialise and get active once more. We have behind the scenes promoted the initiative, via NCC, in all of the region's schools to help maximise take up, helped 'Alive West Norfolk' distribute more concessionary cards in targeted locations to maximise discounts to appropriate young people and worked with 'Alive West Norfolk' and 'Norfolk Young Carers' (One of The Mayor's chosen charities) to ensure West Norfolk's numerous Young Carers, particularly impacted upon by the pandemic and related restrictions, have a concessionary card to maximise

discounts.

As an aside, I am also very pleased to report to Council that the staff at 'Alive West Norfolk' have been short-listed for a national leisure industry award in relation to the work they have undertaken supporting the region's Covid-19 response throughout the pandemic, including notably supporting vulnerable residents through Lily and welfare visits and preparing and staffing the Mass Vaccination Centre at the Corn Exchange.

COVID-19

Whilst concern remains re the potential impact of new variants, the picture in Norfolk and West Norfolk remains positive. Infection rates, whilst showing an increase, remain low and vaccination rates are particularly high and continuing (with Norfolk and Waveney CCG remaining as one of the country's top performers – a position it has consistently held). Council continues to proactively play an active part in the multi-agency response, offering support to businesses (both in terms of grants and advice) and ensuring public spaces are as safe as possible. Members, Town and Parish Councils continue to receive regular updates on developments and key materials started several months ago.

QEH new Hospital bid

Whilst this bid is rightly being led by the QEH senior management team, it is nonetheless a major issue for our residents and those beyond, due to the Hospital's vital role in the region's Integrated Care System (ICS). It is therefore right and essential that we take a proactive role in supporting 'our' hospital in this.

I, as the local Council Leader, have built on the Council's previously given support and seconded the recent unanimously passed motion at Norfolk County Council, putting their weight behind the bid, speaking alongside Councillors Kemp and Long in the associated debate.

I instigated and attended the first of what will now be ongoing meetings between the QEH Leadership, The Leader of NCC, Our MPs and myself bringing all 3 levels of the region's administration together to help strengthen, coordinate and magnify support of the bid and was present and directly lobbied the Secretary of State for Health and his team in his recent fact finding visit to the Hospital.

I am pleased to be bringing the motion formalising our continuing support of the QEH to this coming Council meeting and will continue with others to be actively and practically engaged in supporting the bid.

Members have in their diaries a scheduled meeting with the QEH Leadership Team in July when a more detailed update will be provided.

Parkway Development

Members will be aware that I and Cabinet took the earliest opportunity to re-evaluate the proposed Parkway Development plan and amend this. A new

scheme, still delivering a significant number of high-standard 'green' homes and the intended benefits, whilst safeguarding the green space adjacent to them will now come forward through relevant committees.

Forthcoming Activities and Developments.

I, Cabinet colleagues and Officers will be continuing to imbed and develop the new/key portfolio areas and associated matters over the coming reporting period.

3 Meetings Attended and Meetings Scheduled

In no particular order:

Attended:

Norfolk Public Sector Leaders Board
Norfolk Council Leaders Meeting
Ongoing meetings with Leaders/Deputy Leaders of other Council Groups
Meeting with Mayor, Deputy Mayor and Clerk of Hunstanton Town Council
Meeting with Mayor and Clerk of Downham Market Town Council
Separate 1-2-1 meetings with both of West Norfolk's MPs
Meeting with Sam Chapman-Allen Leader Breckland Borough Council
Meeting between Leadership Team of the QEH, Leader of NCC, James Wild and myself to coordinate support of the new hospital bid
1-2-1 Meeting with Dr. Louise Smith, Norfolk Director of Public Health re the Covid response
Multi-partner Towns Fund Board meeting
Cabinet Meeting
Multi-partner Norfolk Covid 19 Engagement Board
Combined Cabinet and SLT 'away day'
1-2-1 Meeting with the Lord Lieutenant of Norfolk
Attendance at Mayors Civic Service
Attendance at Armed Forces Week flag raising service

Scheduled in July:

Several of the above meetings will reoccur. In addition I will be having 1-2-1 meetings with;
The Police and Crime Commissioner for Norfolk
The Leader of Norfolk County Council