

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



COUNCIL MEETING

Agenda

Thursday, 2nd December, 2021
at 4.30 pm

Assembly Room
Town Hall
Saturday Market Place
King's Lynn

Available to view on Zoom [WestNorfolkBC on You Tube](#)



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 **4.30 pm** on **Thursday, 2nd December, 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 Meeting of the Council held on 14 October 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. DETERMINATION OF COUNCIL TAX DISCOUNTS RELATING TO SECOND HOMES AND EMPTY DWELLINGS FOR 2022/2023 (Pages 6 - 10)

8. PETITIONS AND PUBLIC QUESTIONS

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

9. 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: 16 November 2021 (Pages 11 - 12)

CAB67: Corporate Business Plan

CAB74: Gambling Act 2005 – Update

CAB75: Requests for Variation of Numbers of Parish Councillors

10. NOTICES OF MOTION

- i) To consider the following Notice of Motion (8-21), submitted by Councillor A Ryves:

“This Council recognises that the retail sector has been particularly badly hit by the pandemic.

This Council wishes to play its part in retaining an active local retail sector.

Therefore, this Council agrees that all car parks and on road parking spaces owned by this Council in Hunstanton and King's Lynn will operate a system of free parking from the hours of 9.00 AM to 5.00PM on each Sunday in the month of December and the first Sunday in January.”

- ii) To consider the following Notice of Motion (9-21), submitted by Councillor A Kemp

This Council is committed to making its services as accessible as possible. The trend for transferring applications for more and more services, like Homechoice, online, is a barrier for people who most need them, but who are digitally excluded, whether through cost or disability.

The Council used to supply computers for public access in King's Court, but these have been taken away. Residents come into King's Court regularly, who are Homechoice clients, and want to check their benefits online, but are unable to do so. Residents are not permitted to use the computers near the Council reception that belong to the DWP.

Council will consider the benefit of recommending the reintroduction of computers for public use for specified purposes in the Council reception at

King's Court, for inclusion within the forthcoming budget.

11. CABINET MEMBERS REPORTS (Pages 13 - 36)

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.)

Corporate Services - Councillor B Long

Environment - Councillor P Kunes

Development - Councillor R Blunt

Finance – Councillor A Dickinson (to follow)

Property – Councillor A Lawrence

People and Communities – Councillor Sam Sandell

Deputy Leader and Business, Culture & Heritage – Councillor G Middleton

Leader - Councillor Stuart Dark

12. MEMBERS QUESTION TIME

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

Lorraine Gore
Chief Executive

BOROUGH COUNCIL OF KING'S LYNN AND WEST NORFOLK

Council Meeting – 2 December 2021

DETERMINATION OF COUNCIL TAX DISCOUNTS RELATING TO SECOND HOMES AND EMPTY DWELLINGS FOR 2022/2023

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 Rating (Property in Common Occupation) and Council Tax (Empty Dwellings) Act 2018 allows billing authorities to further increase the amount of council tax for long term empty dwellings from 1 April 2019. The council has to approve its determination afresh for each class of dwelling for each financial year.

2. Current Position

- 2.1. 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:

- **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 reduction for Class A dwellings for 2021/2022 is 0% with an exemption for the period of the occupancy restriction.

- **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 reduction for Class B dwellings for 2021/2022 is 0%.

- **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 Dwellings**

The reduction for a Class C dwelling for 2021/2022 is 0%.

• **Class D** – a chargeable dwelling

- (a) which has satisfied the requirements of (b) for fewer 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 fewer 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’ refers to structural repair work
NB once the 12 month time limit has expired dwellings in Class D fall to be treated as dwellings in Class C

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

The reduction for a Class D dwelling for 2021/2022 is 25% for the 12 month maximum period. Once the 12 months expire a reduction of 0% applies.

2.2. Class A and Class B dwellings 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.

2.3. Long Term Empty Dwelling Levies

2.4. 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% up to 31 March 2019.

2.5. The Rating (Property in Common Occupation) and Council Tax (Empty Dwellings) Act 2018 allows billing authorities to increase this to 100% from 1 April 2019 for properties empty for more than two years. The Act further allows billing authorities to increase the amount of council tax payable by 200% for properties empty for longer than five years from 1 April 2020, and by 300% for properties empty longer than 10 years from 1 April 2021.

2.6. 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 fewer than six weeks is discounted when establishing the continuous two year period.

2.7. The Act also allows Central Government to prescribe classes of dwelling exempt from the Long Term Empty Dwelling 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:

- **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.
- **Class F** – a chargeable dwelling which is an annexe of a main dwelling but is being used as a part of that dwelling.

2.8. The additional levy for long term empty dwellings for 2021/2022 is:

- **100% for properties empty for more than two years,**
- **200% for properties empty for more than five years, and**
- **300% for properties empty for more than 10 years.**

Dwellings falling into Class E and Class F are exempt from the Long Term Empty Dwelling Levy.

3. Proposals

- 3.1. The levels of discount for 2021/2022 are shown above. Council agreed on 29 November 2018 that the increased long term empty levies as shown at paragraph 2.5 would be implemented for future years. The levy rates at section 6 paragraph 5 of the recommendations reflect these changes.
- 3.2. In accordance with statutory council tax reductions, any period of occupation of fewer 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 dwelling, but the clock will not be reset when they leave if they have been in occupation for fewer than six weeks.
- 3.3. A Discretionary Hardship fund of £10,000 has been provided for in the Financial Plan. The recommendation is that individual applications continue to be determined by the Revenues and Benefits Manager in consultation with the Council Leader and the relevant Ward Member.
- 3.4. The regulations stipulate these determinations must be published in at least one local newspaper within 21 days of Council agreement.

4. Policy Implications

- 4.1. The decision is a continuation of the council's policy on Council Tax discounts and enacts the Council's decision of 29 November 2018 regarding the empty property levies.

5. Financial Implications

- 5.1. These discounts form part of the taxbase calculations and can affect the council's income. The recommended discounts have been reflected in the taxbase calculation as they are shown below. The taxbase remains in line with the estimates in the Financial Plan.

6. Recommendations:

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, the Council Tax (Prescribed Classes of Dwellings) (England) (Amendment) Regulations 2012 and the Rating (Property in Common Occupation) and Council Tax (Empty Dwellings) Act 2018 the Council determines:

- 1. That the council tax discount for Second Homes defined as being within Class A of the Regulations is set at 0% for 2022/2023;**
- 2. That the council tax discount for Second Homes as defined by Class B of the Regulations is set at 0% for 2022/2023;**
- 3. That the council tax discount for Empty / Unfurnished dwellings defined as being within Class C of the Regulations is set at 0% for 2022/2023;**
- 4. That the council tax discount for Uninhabitable dwellings defined as being within Class D of the Regulations is set at the following for 2022/2023:**
 - a. 25% for 12 months starting on the day the dwelling becomes uninhabitable; then**
 - b. 0% once the 12 month period has expired;**
- 5. That the Levy rate for Long Term Empty Dwellings as defined in the Regulations is set as follows for 2022/2023:**
 - a. 100% for properties empty between two and five years,**
 - b. 200% for properties empty longer than five years, and**
 - c. 300% for properties empty longer than ten years;**
- 6. That any period of occupation of fewer than six weeks shall be disregarded when calculating the maximum period of a reduction or the start date of the Levy;**
- 7. That delegated authority be given for individual applications under s13a Local Government Finance Act 1992 be determined by the Revenues and Benefits Manager in consultation with the Council Leader and the relevant Ward Member/s.**

- 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.**

**RECOMMENDATIONS TO COUNCIL ON 2 DECEMBER 2021
FROM CABINET ON 16 NOVEMBER 2021**

CAB67 CORPORATE BUSINESS PLAN 2021-2023

Cabinet considered a report which appended the revised corporate business plan for the period to the next local elections in 2023.

In broad terms, the six priority areas that the council would continue to focus on were:

- Focusing on delivery.
- Delivering growth in the economy and with local housing
- Protecting and enhancing the environment including tackling climate change.
- Improving social mobility and inclusion.
- Creating and maintaining good quality places that make a positive difference to people's lives.
- Helping to improve the health and wellbeing of our communities.

The Corporate Performance Panel had considered the report and accepted the recommendations.

RECOMMENDED: That the corporate business plan attached to the agenda be approved.

Reason for Decision

To establish the council's policy framework for the term of the current administration and how the council will focus its resources over the next four years.

CAB74 GAMBLING ACT 2005 - UPDATE

Cabinet considered 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. The policy had been drawn up in accordance with the guidelines issued by the Gambling Commission and had been subject to consultation

The Environment and Community Panel had supported the proposals.

Under standing order 34 Councillor Joyce drew attention to the work carried out to bring about restrictions previously introduced around betting machines. He reminded members that breaches were not just a Borough Council issue but also the responsibility of the Police.

Cabinet supported the amended policy.

RECOMMENDED: That the Statement of Principles in accordance with the requirements of the Gambling Act 2005 be approved.

Reason for Decision

It is a Statutory requirement that the Council adopts a Statement of Principles

CAB75 **REQUESTS FOR VARIATION OF NUMBERS OF PARISH COUNCILLORS**

The Leader introduced a report submitted in order to address the requests made by Hillington, Hockwold and Walpole Cross Keys Parish Councils to increase their current number of Parish Councillors.

Hillington Parish had requested an increase from 5 to 6 Councillors, Hockwold Parish Council had requested an increase from 9 to 10 parish councillors. Walpole Cross Keys had requested an increase from 8 to 9 parish councillors.

- RECOMMENDED:** 1) That the variation for Hillington be approved.
2) That the variation for Hockwold be approved.
3) That the variation for Walpole Cross Keys be approved.

Reason for Decision

To enable Hillington Parish Council to be quorate with greater ease

For both Hockwold and Walpole Cross Keys, an additional Councillor would help to resolve an increasing number of local issues, due to a large influx of additional parishioners over the previous 15 years

CABINET MEMBERS REPORT TO COUNCIL**2 December 2021****COUNCILLOR BRIAN LONG - CABINET MEMBER FOR CORPORATE SERVICES**

For the period 14 October 2021 to 22 November 2021.

1 Progress on Portfolio Matters.**Customer Information Centre**

As previously reported CIC staff are continuing to facilitate test and trace calls, however with a greater number of people double vaccinated the numbers involved are diminishing at present. However regular workload is still high.

Car Parking Operations

As well as in West Norfolk we also provide parking enforcement (both on and offstreet) across the County (with the exception of Norwich City). During 2020-21 year numbers of Penalty Charge Notices (PCNs) reduced to 23400 across the County. This year to October 21300 have been issued with 5 months still to go until year end. Parking revenue again shows recovery from last year with Town Centre parking becoming busier as we head towards Christmas and our busiest period.

CCTV

At last Council Cllr Kempe asked about additional CCTV coverage paid for by the Police. I quite rightly suggested that the Police did not pay for CCTV, the Borough Council does. However there may have been confusion as the Police and Crime Commissioner has paid for some additional cameras under the Governments Streetsafe initiative. This funding has allowed additional areas to be covered by CCTV in the town centre to allow safer movement around the town. The ongoing revenue costs for the additional cameras will be met from existing budgets.

The CCTV suite is staffed 24 hours a day 7 days a week and monitors cameras for partner organisations and Councils across Norfolk.

Public Conveniences

As mentioned previously I have requested condition surveys on all of the Borough's facilities. This work has now commenced, and I will update further once detail is known. However my opinion is that all toilet facilities need investment to maintain standards going forward. If appropriate a bid to CIL funding may be considered to larger scale capital investments that may be

needed.

Open Spaces

New play equipment in King's Lynn is being installed as requested by KLACC. These are at South Lynn, West Lynn and Gaywood.

We are currently out to tender for painting contract for street furniture & bollards etc. this will see a freshening up of the RAL6007 green painted items seen across the area.

The nursery is carrying out trials for using peat free alternatives in growing all our bedding / hanging basket plants. It is essential that this works as peat free growing has to be the right option going forward.

2 Forthcoming Activities and Developments.

Car Parking Strategy

Work is ongoing to develop a car parking strategy for West Norfolk, my portfolio covers the operational issues surrounding parking so input at this early stage of discussions is important. Any strategy has to balance the long term ambition for the town with the need of our rural community to access the Town Centre and be able to "work" on the ground in terms of choice and flexibility within operational boundaries.

Upwell Cemetery

At the time of writing, I have a meeting arranged with Upwell Parish Council regarding the future operation of the Cemetery there. As time passes and plots are sold capacity is an issue going forward and additional space will be needed. The meeting is to look to best alternatives in the village.

3 Meetings Attended and Meetings Scheduled

I have attended my usual round of Portfolio and Cabinet Meetings

I have also attended the following:

King's Lynn jobs fair and King's Court

King's Lynn Internal Drainage Board

Corporate Performance Panel

To be attended:

Alive West Norfolk Board

West Norfolk Housing Company Board

Meeting with Upwell PC.

Norfolk Parking Partnership

CABINET MEMBERS REPORT TO COUNCIL

2 December 2021

COUNCILLOR PAUL KUNES - CABINET MEMBER FOR ENVIRONMENT

For the period October to 2nd December 2021

1 Progress on Portfolio Matters.

Re:fit 2 work installing low carbon energy measures continues, following the BCKLWN's successful Public Sector Decarbonisation Grant application.

- Solar Panels:
- At this stage, Oasis is fully operational and generating, as is South Lynn Community Centre.
- Both of the new arrays at Lynnsport are operational, but have been switched off until a 'G99 limiter' (export limiter, as required by UKPN) is installed (due 22nd November).
- Factory 1 installation is underway, although there is a delay on delivery of the final consignment of panels which will push back the expected completion of these works.

Our temporary climate change officer UEA intern has now started for 12 months.

We are still awaiting confirmation from national government on whether the Norfolk Climate Change Partnership (NCCP) Community Renewal Fund bid was successful.

The NCCP have discussed electric vehicle charging, in light of the NCC EV strategy and agreed to set up a task and finish group to review this work across the county.

An NCCP website has been developed and will go live in due course.

The carbon audit work is nearly complete and is expected to be released by early November.

The district emissions review work is almost complete.

The Informal Members Working Group has received an update from officers.

2 Community Safety & Neighbourhood Nuisance Team

Fly-tipping

I'm delighted that the Clean Neighbourhoods, Fly tipping and Environmental enforcement Policy has been accepted by cabinet. Recruitment will now begin and the new BEV's will be ordered.

3 Meetings Attended and Meetings Scheduled

Cabinet
Portfolio briefing: Climate Change, Recycling and Refuse collection and Licensing, Flood and Coastal erosion matters.
Cabinet Briefing
CPC
E&C
Conservancy Board.
LGA Coastal Special Interest Group (SIG)
Friends of the Earth
Klimate Concern
QEH Board of Governors
Most of the above meetings held on line.

CABINET MEMBERS REPORT TO COUNCIL

2nd December 2021

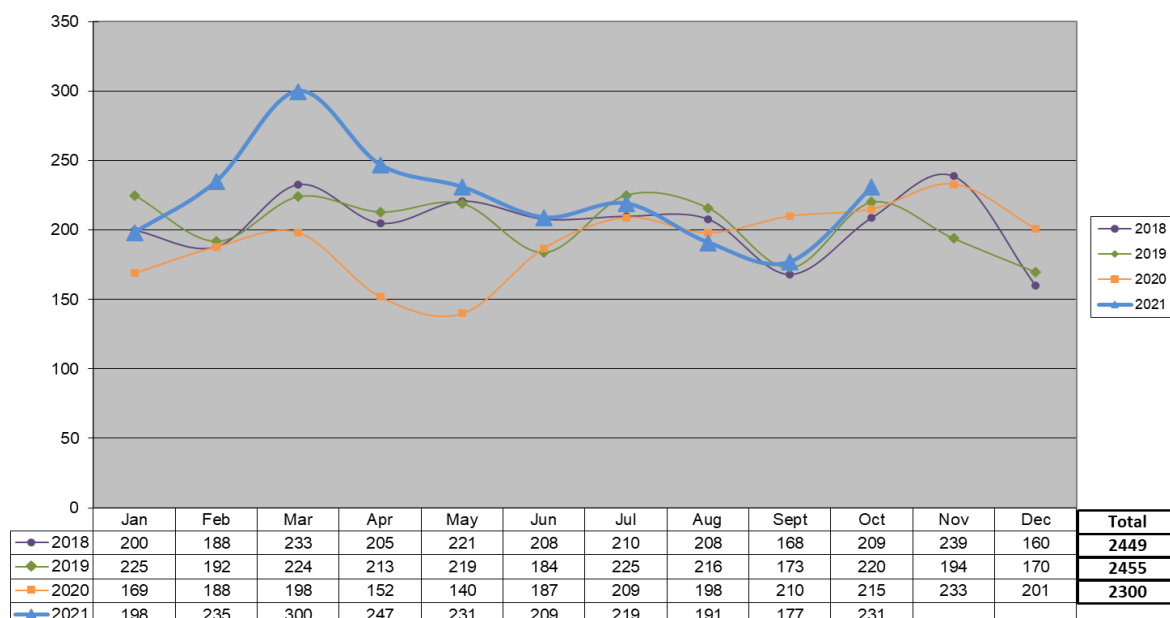
COUNCILLOR RICHARD BLUNT - CABINET MEMBER FOR DEVELOPMENT & REGENERATION

For the period from 4th October to 19th November

1 Progress on Portfolio Matters.

Planning and Discharge of Conditions applications received

Planning and discharge of condition applications received



Applications received in August and September dropped slightly but increased again in October. The planning officers continue to deal with high caseloads and recruitment to vacant posts is ongoing. From January – October 2021 2,238 applications have been received compared to 1,866 the previous year, an increase of 372 applications.

Agents meeting

On 5th November an agents meeting was held at the Town Hall, this was the first meeting with the agents since the pandemic. Prior to the pandemic there would be two formal agents meetings per year. 19 agents attended and the following topics were discussed:

- Community Infrastructure Levy
- Planning Policy update - Local Plan, Neighbourhood Plans, Habitat Mitigation
- Planning Control update - timescales for determining applications, Section 106 Agreements and Design Criteria

The meeting was very positive and a further meeting is scheduled for April 2022.

Major and Minor dwelling applications received comparison

The number of minor dwelling applications have decreased from 3 years ago, but there has been a significant increase in householder applications in the last 12 months.

	1/11/18 – 31/10/19	1/11/19 – 31/10/20	1/11/20 – 31/10/21
No. of Major dwelling applications rec'd	36	19	29
No. of Minor dwelling applications rec'd	451	327	337
No. of Householder applications rec'd	656	700	913

*Minor dwelling applications = up to 10 units

Major dwelling applications = over 10 units

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

	National target	Performance
Major	60%	95%
Non – Major	70%	91%

Appeal Performance – decisions made by The Planning Inspectorate 1/11/20 – 31/10/21

	Dismissed	Allowed
Planning appeals	36	11
	77%	23%
Enforcement appeals	4	0
	100%	0%

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

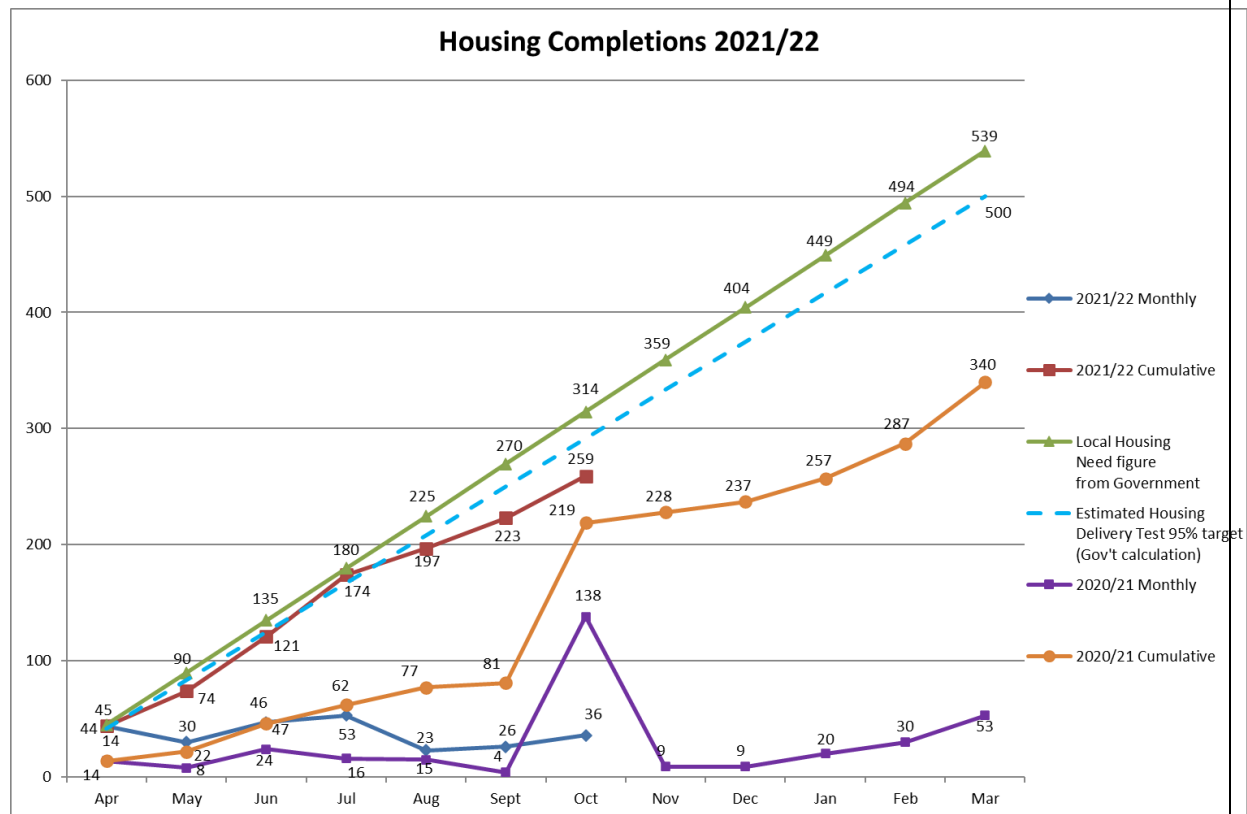
Revenue income 2021/22

Income is still holding up well with August income matching monthly projected.

Projected	Actual	Variance with projected
April 21 – October 21	April 21 – October 21	
£740,833	£1,088,306	+£347,473

Housing Completions

36 completions in October. Housing completions continue to be significantly higher than the previous year but still below projected requirement.



Neighbourhood Plans

Since October 2021, the following Neighbourhood Plans have reached significant milestones:

- **Burnham Market** – Neighbourhood Area approved by the Borough Council, 26th October 2021
- **Castle Acre** – Referendum documentation being finalised (statutory Information Statement and Notice of referendum), with a view to setting a referendum date for early 2022
- **Downham Market** – draft Neighbourhood Plan published on 1st October 2021 for Regulation 14 consultation (closing date, 12th November 2021) – Borough Council has submitted detailed comments in response to this consultation, which should help the Town Council to refine/ further develop the Plan prior to submission
- **Heacham** – Parish Council agreed to the majority of Examiner’s modifications, with the exception of a small number of departures from the Examiner’s recommendations (“Proposed Modifications to Examiner’s Recommendations, October 2021”); now subject to 6 weeks consultation (closing date, 10th December 2021):
 - Policy 11: Holiday accommodation – reinstate alternative policy wording, put forward for consideration during examination
 - Policy 15: Dark skies – include reference to LED lighting, in view of the Parish Council’s responsibilities for maintaining street lighting

- Policy 17: Settlement breaks – detailed policy wording amendments; e.g. use of bullet points
- **Hunstanton** – Examiner’s Report published 17th September 2021 (https://www.west-norfolk.gov.uk/info/20127/neighbourhood_plans/885/heacham_neighbourhood_plan); agreement of Parish Council (Qualifying Body) to Examiner’s modifications still outstanding, but representatives of the Town Council and Neighbourhood Planning Group have expressed concerns about certain Examiner’s modifications; e.g. deletion of “second homes” policy
- **Terrington St John** – passed at referendum, Thursday, 30th September 2021; plan “made” by the Borough Council on 12th October 2021

Other Neighbourhood Plans are at various stages of progression. The Gayton and Gayton Thorpe Neighbourhood Plan, which was subject to Regulation 14 consultation during August/ September 2021, is moving towards submission (spring/ summer 2022).

Other Neighbourhood Plans are progressing towards Regulation 14 stage; e.g. officers have had recent engagement with representatives of the Great Massingham; Grimston, Congham, Potts Row and Roydon; Pentney, and Stoke Ferry Neighbourhood Planning groups re preliminary draft texts, Strategic Environmental Assessment screening etc. Watlington Parish Council is imminently looking to run a “Call for Sites” consultation, scheduled to finish in January 2022.

The Parish Councils for Thornham, South Wootton and Walpole Cross Keys are all currently considering undertaking potential reviews for these “made” Neighbourhood Plans.

Local Plan Review

The 8-weeks Regulation 19 consultation finished on 27th September. Following the close of the consultation, officers processed and reviewed all representations received (around 120 separate responses, making approximately 500 separate comments/ representations):

- Summary Regulation 19 Consultation Feedback report presented to the Local Plan Task Group, 28th October 2021 (<https://democracy.west-norfolk.gov.uk/ieListDocuments.aspx?CId=409&MId=4780&Ver=4>);
- Programme officer appointed (late November 2021), to support the Local Plan through submission and Examination.

It is anticipated that the Local Plan can be submitted to the Secretary of State in late-2021/ early-2022. Examination of the Plan, including hearings, is anticipated to take place during summer 2022, with a view to adoption in the first quarter of 2023

Street Naming and Numbering Process.

Following concerns expressed by Fritcham Parish Council re the council’s process for house renumbering, there will be review of this process over the next few weeks.

Major Housing Project:

- First completions on Nora 4 - December 2021
- Parkway - Revised scheme submitted mid-September for 226 dwellings on former COWA land. Currently in consultation. Expected start on site July 2022
- Salters Road - on site – contract being drafted for sale to Freebridge
- Lynnsport1 – in planning, awaiting committee date.
- Hunstanton Southend Road – enabling works to coach park commenced. Main works due to start on site January 2022
- Hunstanton Bus Station delayed due to fire safety design issues. Due to start on site by March 2022. Bus stops will be relocated onto St Edmunds Terrace

Town Fund Update

- The first business case has been prepared for the Youth & Retraining Pledge. The business case will go to CPP on 8th Dec for consultation. In line with the Local Assurance Framework this will be appraised by an external party. The final version will be subject to Town Deal Board final approval on 15th December. One of the key objectives is to Level-Up skill levels in and across the town – establishing a legacy of higher resident skills, a system of local collaboration and increased opportunities for young people to reach their potentials. The project will start April 2022
- The Public Realm project progresses well with the business case on track for completion before Christmas. A preferred option has been agreed by the Public Realm working group (from a range of opportunities set out in the Public Realm Strategy completed last year) which focussed on the route from the Rail station to the River via Baxter's Plain and Purfleet Street. The investment will include measures like new finger posts, enhanced outdoor seating and planting (including trees), artwork trail and pop-ups.
- Guildhall and Creative Hub – Detailed work is being undertaken by our consultants FEI on planning the types of activity that will operate within the complex. A number of workstream meetings are underway/ planned to inform the development of the business case.
- Multi-user community hub – plans for consultation and engagement on the project (including future use of the existing library site) due to start before Christmas – details to be confirmed by the end of the month.
- Active & clean connectivity – lead design team have been appointed for proposed active travel hub at the Enterprise Zone
- Riverfront – marketing of Sommerfeld & Thomas & Grain Silo site went live from 11th November in conjunction with agents Gerald Eve . There has been a very positive response in respect of initial enquires.

Meetings Attended (and via Teams Zoom and YouTube)

Portfolio Meetings, Development and Regeneration
Planning Committee
Planning Committee Sifting
Regeneration and Development Panel
Cabinet
Cabinet Siting
Cabinet Briefings
Full Council
Various Meetings with Officers
Local Plan Task Group
Joint Employment Committee
Town Fund Project Board
Town Fund Board
West Winch Joint Members Briefing
Norfolk Strategic Planning Forum
Community Grant Scheme Training
Parish Council Planning Update
Members Major Project Board
Corporate Performance Panel

CABINET MEMBERS REPORT TO COUNCIL

2 December 2021

COUNCILLOR ADRIAN LAWRENCE - CABINET MEMBER FOR PROPERTY

For the period October to 2 December 2021

Progress on Portfolio Matters.

I am pleased to report that the commercial property portfolio continues to perform well. Councillors may recall that the Council has a diverse commercial property portfolio with a mix of light industrial, office, retail and leisure interests. The light industrial element of the portfolio is performing particularly well, and I can report that the King's Lynn Innovation Centre is 100% let. The retail investment properties owned by the Council (mainly in King's Lynn) are all occupied, except for one small unit near the bus station. Obviously the retail sector nationally has been hit quite hard over the past few years and I will be keeping a close eye on this element of the property portfolio, however we are not over-exposed in this sector.

With the commercial property portfolio being almost 100% let the Property team is turning its attention to rent reviews, lease renewals, rent arrears, and dealing with non-compliance issues by some of the tenants. This proactive approach will help to maintain the performance, and the revenue income streams, that contribute significantly to the Council's finances.

We have completed on the sale of a building plot at Tilney-cum-Islington with the benefit of planning permission for two semi-detached houses, and we are pushing to complete on some other land sales and property transfers. Interest continues for the development sites at the Nar Ouse Regeneration Area, with there being a new enquiry for a potential convenience store development, and Heads of Terms for a proposed sale of two acres (0.8Ha) have been issued to an interested party.

We continue to work with Norfolk County Council for the delivery of the road infrastructure on the Nar Ouse Regeneration Area and, at this stage, it is anticipated that tender documents will be issued in early December with a start-on-site in Spring next year. The speculative office and commercial units that we are constructing are now underway, and we have issued Heads of Terms for a leasing arrangement for one of the offices. The activity on site has generated enquiries for the other units that we will be building and we are opening dialogue with those interested parties.

I have instructed the team to also look at other sites that could be sold to provide capital receipts to help fund the Council's ambitious programme of projects. A number of sites have been identified and I will be bringing these to Cabinet in the near future. As mentioned in a previous Council Report – these disposals will not only provide capital receipts for the Council, they will also provide investment opportunities for private sector developers/builders which is important for the local economy.

Property matters cut across several of the Cabinet portfolios and Council initiatives and the team continues to provide professional property input to the Towns Deal programme of projects such as the Riverfront and the Guildhall projects, as well as other initiatives such as the South East King's Lynn Growth Area.

Meetings Attended

Cabinet Siftings
Cabinet
Cabinet Briefings
Portfolio Meetings

CABINET MEMBERS REPORT TO COUNCIL

2 December 2021

COUNCILLOR SAM SANDELL - CABINET MEMBER FOR PEOPLE AND COMMUNITIES

For the period 15th October 2021 to 2nd December 2021

1 Progress on Portfolio Matters.

Over the last 6 weeks I have been spending my time having briefings from officers within my portfolio. The officers from this Council all work very hard. You will see just from my Portfolio report the sort of workload officers are dealing with. As this is our last Full Council before Christmas, I would like to wish you all Merry Christmas and Happy New Year.

Housing advice and homelessness approaches by reporting (financial) years

Housing advice cases

2019/20 1553

2020/21 1361 – small reduction due to Covid measures eg moratorium on evictions in private sector

2021/22 834 to date (October)

All contacted to give housing advice on circumstances and to assess what further advice and assistance is required, and whether a legal homeless duty is owed.

Of these the following numbers moved to a full homeless declaration which means a minimum of 56 days of advice and assistance in accordance with the Homelessness Reduction Act 2017 effective April 2018– prior to this many cases could be closed within 14 days with no further input required

Homeless cases – minimum of 56 days assistance for each case

2019/20 538

2020/21 590 – cases increasing due to Covid measures, duties and impacts eg 'Everyone In' scheme accommodating all rough sleepers, increasing number of complex cases

2021/22 417 to date (October) – removal of moratorium on PRS evictions, Domestic Abuse Act 2021 in force (all applicants are now owed full housing duty under HRA)

2020/21 81 approaches due to Domestic Abuse

86 approaches due to eviction from PRS

2021/22 67 approaches due to Domestic abuse to date (October)
108 approaches due to eviction from PRS to date (October)

MHCLG advise case officers should average max 30 cases each

Current caseloads 43 per officer

For Homechoice

1126 live applications on register

3 Emergency
134 High
345 medium
644 low

199 new applications/ changes of circumstances received

30 lets

For Housing options

137 applicants given general advice

81 of these have also made a formal homeless declaration for investigation

CSNN

Launch of the Community Alcohol Partnership (CAP).

The CAP launched on the 22 October and held its first partnership meeting on the 25th October. The meeting was well attended and work has begun on creating an action plan for delivery of the CAP.

The council has consulted on the renewal of the Public Space Protection Order for Control of Dogs and is currently considering the responses. The proposal is to keep the PSPOs as originally made.

We have served the following CPN's and FPN's for ASB related incidents in the year to 5 November.

Breach of PSPO (*inconsiderate and inappropriate vehicle use*)

10x FPN's issued
9x FPN's paid
1x withdrawn

Community Protection Warnings

50 issued for various different asb related matters

Community Protection Notices

8x issued

Breaches of CPN

3FPN's issued

1x paid (*2020 CPN breached in 2021*)

2x pending

Housing Standards

The Minimum Energy Efficiency Project is underway and a radio advertising campaign is currently underway. Work has begun on identifying those properties most likely to be in breach of the standards and we will soon be writing to landlords and tenants over the coming months. We have served 11 compliance notices to date. Compliance notices require landlords to provide information to the council so that we can determine if the property is compliant or not. Failure to comply with a compliance notice is an offence with a maximum penalty of £2000.

The council's bid for funding for money through the LAD3 scheme was submitted via a Norfolk Consortium. The bid was successful securing £3.8m across the participating authorities to deliver more decarbonisation schemes for properties.

Careline – Ask Lily

Our website for Careline is very useful for familiarisation - <https://www.careline-cs.org.uk/products/careline-personal-alarm/>

A piece of work we have been looking at through Careline is how we link with the Almshouses. The Kings Lynn General Charities (KLGK) is made up of 5 sets of Alms Houses and they are:

Gaywood (next to KES)
Frammingham (London Road)
Elvesdone (Friars Street)
Smiths (Chequer Street)
Marion Seamans (Sir Lewis Street)

Many of these locations have Careline but we have been finding that the clients within them were advised to press their Careline for OOH support for other issues such as boiler maintenance etc. This is not generally what Careline is for but we are developing an arrangement with our monitoring provider (Lifeline24) to deal with these calls. We have met with KLGK and Lifeline24 separately and come to the arrangement which does not incur a charge. This is helpful to Alms Houses clients and they are able to continue using their alarms for OOH boiler support.

Digital Switchover

In 2017 BT announced plans to turn off their analogue telephone network and

switch over to a faster digital system. Work has already started and BT plans to switch the old network off permanently in 2025. This change will affect everyone who uses a landline telephone and therefore will affect our customers as our Careline alarms connect via the telephone line. The new system uses Voice over Internet Protocol technology or VoIP. It allows us to make telephone calls via the internet, which is much cheaper (especially if calling internationally) and the connections are much quicker as it isn't carried by physical wires. The data is transferred digitally via the internet which means when the client presses their pendant, their call will be received much more quickly saving valuable seconds of time.

From 2025 landline telephones will no longer plug in to a socket on the wall, they will plug into the wifi router and will work via an internet connection.

Clients will be contacted by their phone and internet provider when the switchover is due to take place in their area. The phone provider will supply clients with a Home Hub, complete with an Analogue Telephone Adaptor (ATA). This is designed so that they can plug their Careline Alarm into the hub and the ATA will convert analogue signals to digital, allowing clients to use their equipment in exactly the same way as before. However, they will no longer hear a dialling tone as the call will be placed digitally.

All calls will go through the Home Hub which is connected to the mains power, so in the event of a power cut, the home hub and therefore the Careline Alarm will not function. Even if the alarm unit has a battery back up this will not work as the Home Hub will not function without power and will not be able to send data through including the emergency call. The same applies if the broadband goes down, the alarm will not be able to send a call through to our monitoring centre.

This is a major concern for the telecare sector and at the present time some internet providers (not all) have promised to provide all 'vulnerable' residents with a battery back up lasting one hour, albeit with varying functionality.

The BCKLWN is working with the College of West Anglia to provide its students with valuable work experience in the public sector. Careline will be having a work experience placement and Lily will be having a volunteer to gain experience in Mental Health.

Lily has temporarily had to pause receiving referrals due to capacity. Funding for Social Isolation and Loneliness (SIL) is lower this year, which means there has been a reduction in Lily Advisors across the partner charities (West Norfolk Carers, West Norfolk Befrienders, Family Action and Norfolk and Waveney Mind) meaning they are at capacity much quicker.

Lily is also working on Hardship provisions for clients affected by Covid. As infections are rising again we have seen demand for food supplies rise in the last week, we also anticipate that winter pressures will impact on these demands.

Lily has been successful with its application for funding through Orsted (East Coast Community Fund) to run a 'Food for Thought' course, this is to be delivered alongside Freebridge and the College of West Anglia to provide two 12 week healthy eating initiatives at the Discovery Centre in North Lynn. The aim is to encourage local residents of all ages to come along and find out about healthy eating on a budget.

After many delays from Central Government the Community Renewal Fund bid for the project of providing Community Pop Ups has been unsuccessful. We did consider other funding routes but with the demand on resources, increasing covid cases in the community and the need for hardship support we have decided not to pursue it again until early 2022.

Lily is also managing and co-ordinating the Household Support Fund – this fund was awarded to each district based. We take internal referrals and referrals from NAS. NCC are working on a communications plan - but there are no communications at present. The purpose of the grant is to provide support to vulnerable households in most need of support, who would otherwise struggle to buy food or pay essential utility bills or meet other essential living costs or housing costs (in exceptional cases of genuine emergency) this winter as the economy recovers. This fund will be delivered until March 2022.

3 Meetings Attended and Meetings Scheduled

Cabinet Sifting
Cabinet Briefings
Cabinet Meetings
Councillor Community Grant Scheme Training
Local Plan Task Group
Briefing -Sports Facilities and Playing Field Strategy
Health and Wellbeing Board Development Session
Information and Advice Services, Money Hub advice
Meetings with Officers.
QEH Covid Briefing Session
Member Engagement Session Multi Community User Hub

CABINET MEMBERS REPORT TO COUNCIL

2 December 2021

COUNCILLOR GRAHAM MIDDLETON –

DEPUTY LEADER & CABINET MEMBER FOR BUSINESS, CULTURE AND HERITAGE DEVELOPMENT

For the period October – 2 December 2021

Progress on Portfolio Matters.

BID Kings Lynn

I'm delighted that the Bid have been successful with their vote to extend the period of term for another 4 years. The staff and board have done a fantastic job and we are delighted they are to continue.

Kings Lynn BID add a lot of value to our town centre, have completed some fantastic projects and have a solid business plan moving forward.

Recently we have worked closely with them to secure the Argos building for Xmas marketing event. Also a study is currently running for pop up shop concepts. In the new year we hope to see this built out further.

Report from Cllr Nockolds , Heritage and Culture Champion

The delivery of Norfolk Museum Services in KL&WN continues to operate under the terms of the Service Level Agreement with the Borough Council. Under the terms of the SLA the Lynn Museums free admission period run from October to the end of March. At the recent meeting, I chaired, a report from the Assistant Head of Norfolk Museums and the Curator of Lynn Museum was given informing the committee of a new exhibition which has been recently opened and will run until June. The displays tell the story of gardens and gardening in the Kings Lynn area. Exhibition themes covered by exhibition includes garden wildlife, which includes the taxidermy collection, 'Dig for Victory', materials relating to The Walks and other public gardens also placed in the permanent shop is a display of Taylor's seed merchants articles and film of the Taylor's family shop in Norfolk street.

For an exhibition during 2022 the British Museum, BM, has requested the loan of a number of ring palisade timbers of Sea Henge. The exhibition at BM will have highlights from Neolithic and Bronze Age of Britain, Ireland and NW Europe. This partnership with BM is a significant opportunity to have Sea Henge shown to an international audience. The full report of the Lynn Museum given to the committee comprising of the Iron Age coin acquisition and other partnerships the museum work with, is in Mod Gov.

The Tourism Department are working with the EXPERIENCE Norfolk team at the NCC, the aim is to enable independent tourism and hospitality businesses to link up and provide bookable unique visitor experiences together. The EXPERIENCE team attended the recent WN Tourism Forum AGM to meet with local local businesses.

I recently attended the Local Cultural Educational Partnership, 'PEACH', administered by Creative Arts East which is funded by the Council and the Arts Council via Festival Bridge. It was agreed to fund and support, with a small grant, 4-8 small projects with the aim of giving a positive cultural experience or to access and participate in extra-curriculum cultural offer, all of which must champion cultural education for young people.

As a Council we are participating in the Sculpture Norfolk Trail of Prehistoric species next summer. The event is organised by the Charity named 'Break'. With the Operations Manager we had the privilege of selecting the artwork for two mammoths we are sponsoring.

I have also attended

Norfolk Arts Forum

Norfolk Joint Museums Committee

Norfolk Records Committee

Trues Yard AGM

Visit E of England Board

WN Tourism Forum AGM

Guildhall Advisory Board

Mart Management meeting

Meetings Attended and Meetings Scheduled

Meetings August to November

Bid board

CPP

KL Bid follow up meeting

Portfolio holder briefing

Meeting with business

Cabinet meeting

Councillors briefing public health

R&D

Parkway scheme meeting

BC/HTC liaison

Leaders /deputy CEO briefing

Towns board

Guildhall meeting

Meeting with business

Meeting with business

Cabinet meeting

Norfolk chamber of commerce

Management team day

Portfolio catch up

Local authority owned companies
Housing strategy meeting
Meeting with Cllr Nockolds heritage champion
Leader deputy CEO meeting
Cabinet
Bid board
Guildhall advisory group
Meeting with business
Officer meeting re tourism
Finance update
Meeting with business
Corporate monitoring update
SGT programming and events
Bid meeting
Review towns fund
Cabinet meeting
Meeting with business
Town deal meeting
Portfolio meeting
Cabinet meeting
Energise pentney laugh meeting
Leader deputy CEO meeting
Meeting with business
Princess theatre
Guildhall advisory
Cabinet meeting
Towns fund
Leader deputy ceo meeting
CPP
Corporate business plan meeting
AWN planning meeting
Guildhall advisory meeting
Cabinet meeting
R&D
Meeting with business
Meeting with business
Portfolio holders meeting
Council
Vision meeting
Cabinet meeting
Meeting with business
Meeting with business
Active travel hub
Queens volunteer awards
Training IDC
Towns centre re purpose
Cabinet meeting
Unison meeting
Meeting with business
Portfolio meeting

Hunstanton bus station meeting
Guildhall project
Leader deputy ceo meeting
Cabinet
Management team
Member briefing new hospital
Chamber net walking event
Business rates meeting
Guildhall project meeting
Discovery centre
KLAC
Meeting with business
Intergalactic hanse launch
HAZ
Meeting with business
Town centre re purposing
Meeting with business
Leader deputy ceo meeting
HAZ
Cabinet meeting
Towns fund
Guildhall meeting
NHLF meeting
Bid meeting
Councillor community grant scheme
Leader deputy ceo briefing
Bid meeting
Meeting with business
Employment committee
Majestic cinema
Cabinet meeting
Meeting with business
Seafront traders
Portfolio meeting
Council
Muti user hub meeting
West winch stakeholder
Flytipping report
Cabinet meeting
Meeting with business
Portfolio meeting
Guildhall meeting
Leader deputy ceo briefing
R&D
Cabinet
Towns fund
AWN meeting
Bid meeting
Comms update
Leader deputy ceo meeting

Town centre re purpose meeting
Income generation meeting
Bid board
Unison meeting
Jill Bennett
Civic society
Leader deputy ceo meeting
Cabinet meeting
Townsfund
Meeting with business
Guildhall project
Portfolio meeting
Hanse strategy

In addition to the above, many officer meeting within the working day also I am often in the building for at least 3 days a week plus.

CABINET MEMBERS REPORT TO COUNCIL

2 December 2021

COUNCILLOR STUART DARK - LEADER

For the period October 2021 – 2 December 2021

1 Progress on Portfolio Matters.

Just after the UK's hosting of COP26, I am pleased to report to Council this period's Cabinet decision to support the new 'Fly-tipping and Litter-picking' policy that brings significant enhancements to co-ordinated service delivery around education, clearing and enforcement of litter across West Norfolk, made possible through a capital investment spend of over £110K for vehicles and equipment and an annual budget line increase of c.£190K. This additional resource, focus and budget compliments the additional £250K p.a already put in earlier this year into 'Climate Change' mitigation and our clear action plan under a defined Cabinet portfolio holder (making in real terms a 'new' spend on the environment of £440K between just these two lines).

The new Local Member Grant Scheme has now gone 'live' allowing Councillors to each give £1K of direct financial support to 'grass roots' community groups and initiatives doing so much good work across the Borough.

The slightly amended 'Terms Of Reference' for the Members Major Project Board (MMPB) has been approved this period, giving much needed clarity re its role and remit. The day after this Full Council the MMPB will have its first meeting since this decision and I look forward to working with all members of the board (including the 3 opposition groups members) to work up the underpinning dashboard, KPI's and reporting processes for reviewing projects progress – the next step forward.

It was good to see that the Kings Lynn BID was supported by local businesses (alongside this Council's votes) to continue its important work for the coming years in this period and Cabinet, I and officers look forward to working with them anew on areas of joint interest.

By the time of this Council Meeting members will have had the latest briefing session arranged with the Leadership of the QEH re the Covid-19 situation and the bid for a new hospital's progress.

Finally, I'd like to conclude this final Leader's update of 2021, written so quickly after major, successful and popular events such as 'Fawkes in the

Walks', Remembrance services and our annual Kings Lynn Christmas Lights' switch on (by the inspiring Daisy Mason) occurring to thank fellow Councillors and the officers of this council for their hard work on behalf of residents throughout another challenging and unpredictable year. Although admittedly slightly early I hope you all have a peaceful and happy holiday season.

2 Forthcoming Activities and Developments.

Public consultation scheduled to be launched at the beginning of December with regard to the new Multi-user Community Hub in Kings Lynn. This represents a significant potential investment in the Town from both the Towns Fund and NCC.

Next/new CIL round of applications scheduled to take place in January, supporting community projects.

3 Meetings Attended and Meetings Scheduled

In addition to my regular Council, Cabinet and liaison meetings with other group leaders and Town Councils in this period, I attended:

- Norfolk Leaders Board
- Norfolk Covid-19 Engagement Board
- Union representatives/Leader meeting
- Meeting with Kings Lynn Civic Society
- LEP Board meeting
- HM the Queen's Platinum Jubilee planning meeting
- Armistice and Remembrance Sunday services on the Borough
- Kings Lynn Christmas Lights 'switch on'