

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



EXTRAORDINARY COUNCIL MEETING

Agenda

Thursday, 9th March 2023
at 4.30 pm

In the Assembly Room
Town Hall
Saturday Market Place
King's Lynn

Available for the public to view on [WestNorfolkBC on You Tube](#)



King's Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX
Telephone: 01553 616200
Fax: 01553 691663

Dear Councillor

You are hereby summoned to attend an extraordinary meeting of the **Borough Council of King's Lynn and West Norfolk** which will commence at **4.30 pm** on **Thursday, 9th March, 2023** 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. DECLARATION OF INTEREST

Please indicate if there are any interests which should be declared. A declaration of an interest should indicate the nature of the interest (if not already declared on the Register of Interests) and the agenda item to which it relates. If a disclosable pecuniary interest is declared, the member should withdraw from the room whilst the matter is discussed.

4. MAYOR'S COMMUNICATIONS AND ANNOUNCEMENTS

To receive Mayor's communications and announcements.

5. URGENT BUSINESS

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

6. MATTERS REMAINING FROM THE 26 JANUARY 2023 MEETING

1) Cabinet Members reports to 26 January 2023 (Pages 7 - 31)

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 H Humphrey

Environment - Councillor P Kunes

Development - Councillor R Blunt

Finance – Councillor A Dickinson

Property – Councillor A Lawrence

People and Communities – Councillor S Sandell

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

Leader - Councillor S Dark

2) Members Question Time - to 26 January 2023

In accordance with standing order 11.2 (b) Members of the Council may ask any questions of the Chair of and Council Body (except Cabinet).

7. MATTERS REMAINING FROM THE 23 FEBRUARY 2023 MEETING

1) Recommendations from Council Bodies - Cabinet 8 February 2023 (Pages 32 - 35)

CAB129: Hunstanton Multi User Hub and Transport Interchange

CAB130: Officer Delegated Decisions – Call In

CAB132: Council Meeting Arrangements

2) Notices of Motion

- i) To consider the following Notice of Motion (4/23), submitted by Councillor Dark

One year on from the Putin regime's illegal and immoral invasion of Ukraine that has caused intolerable death, destruction and misery this council thanks all those locally who have opened their homes and hearts to the 400 refugees who have settled in West Norfolk and the staff of our reception centre and partner agencies who have worked so hard to support them. We also recommit our condemnation of the war, call for its cessation and withdraw of the invading forces and our support to the Ukrainian people for as long as is needed.

- ii) To consider the following Notice of Motion (5/23), submitted by Councillor Dark

The Medworth Incinerator, Wisbech is currently at the 'interested party' submission hearing stage. This application is continuing to be brought forward causing concern to residents, despite in principle opposition from this council, Norfolk County Council and several other councils. It is now several months since our earlier widely supported motion stating our council's opposition to this scheme. At this important stage we clearly re-state our opposition to reassure residents of our consistency in this and instruct officers to continue this approach in their submissions and interactions on this issue.

3) Cabinet Members reports - to 23 February 2023 (Pages 36 - 60)

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.

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Environment - Councillor P Kunes

Development - Councillor R Blunt

Finance – Councillor A Dickinson
Property – Councillor A Lawrence
People and Communities – Councillor S Sandell
Deputy Leader and Business, Culture & Heritage – Councillor G Middleton

Leader - Councillor S Dark

4) Members Question Time - to 23 February 2023

In accordance with standing order 11.2 (b) Members of the Council may ask any questions of the Chair of and Council Body (except Cabinet).

Lorraine Gore
Chief Executive

CABINET MEMBERS REPORT TO COUNCIL**26 January 2023****COUNCILLOR HARRY HUMPHREY- CABINET MEMBER FOR CORPORATE SERVICES**

For the period 1 December 2022 to January 2023

1 Progress on Portfolio Matters.

In my last report, I outlined the effectiveness and working of the CIC. At the CPP Meeting on 4th January, there was, I thought, an impressive and informative presentation on the performance of the Centre by the CIC Manager. I asked for a summary which is below.

The Council Information Centre (CIC) consists of 24 members of staff who deal with telephone, face-to-face and digital enquires relating to 14 different borough council services.

The CIC has responded to over 75,000 telephone calls (69.4% within 90 seconds), over 5,000 web chats (86% preventing the need to call the CIC) and over 9,000 enquiries at Main Reception.

This year has been particularly busy for the CIC with the introduction of the £150 energy rebate scheme, a 54% increase in Council Tax enquiries and enquiries from residents struggling with the cost of living. In addition to responding to customer enquiries, the CIC has also supported colleagues in the Revenues and Lily teams to process energy rebate and DWP Household Support Fund applications.

The CIC works very closely with Communications and the Corporate Web team to ensure the information provided on the website is correct, assists with social media enquiries, builds online forms and keeps up to date on what's happening in the borough. The digital services provided enable residents to access borough council services 24/7 which helps to free time for the CIC to help residents who do not have online access or have more complex enquiries.

At the CPP meeting, there was also an impressive and informative presentation from the Web Team Manager. Again, I asked for a summary, and the main points are below.

- The Web Team manages a digital estate of 16 websites and supports services such as our citizen account platform (OneVu), Live Chat, online forms and a whole range of other systems, often developed in-

house to meet our own specific requirements.

- The demand for digital services is greater than ever. We had over 2 million visits to west-norfolk.gov.uk website for the 2021/22 period, an increase of over 13% on the previous year and a 108% increase on 2018/19 levels.
- Our digital services play an important role in delivering services, communicating with our residents and helping meet our corporate priorities. Our website allows us to serve our customers 24/7, 365 days a year in a cost-effective manner. A very recent example of this is the bin day collection webpage receiving over 50,000 page views for the period when the Council offices were closed over the Christmas.
- The Web Team consists of four members of staff but currently has two vacancies for developers due to staff moving onto new roles outside the organisation. One of those posts has been vacant since May 2022 and this has put the team under considerable pressure.
- Despite these pressures on the team, two new websites (Sail the Wash and Visit West Norfolk) have been delivered to promote West Norfolk as a tourist destination and three new websites (Alive West Norfolk, Care and Repair and King's Lynn Innovation Centre) will be launching soon. Also, a project to redesign the Council's intranet will be starting shortly to support our Internal Communications Review.
- It is hoped to fill the two vacant developer positions early in the new year and plans are being made to ensure the Council's digital services remain in a strong position even with the challenges faced.

There was also a very good presentation from the Communications Team (which falls outside my Portfolio).

I think it could be helpful for all members to view the YouTube recording of that CPP meeting to see these informative presentations.

2 Forthcoming Activities and Developments.

Further meetings with officers and visits to gain further insights into the portfolio, but the current focus will be budget considerations

3 Meetings Attended and Meetings Scheduled

Council
Portfolio review of reserves
Cabinet briefings
Cabinet Sifting

Portfolio briefings

CPP (YouTube)

Other meetings are expected to cover areas of the portfolio and budget considerations.

CABINET MEMBERS REPORT TO COUNCIL

26 January 2023

COUNCILLOR - PAUL KUNES - CABINET MEMBER FOR THE ENVIRONMENT.

For the period 1 December 2022 to 26th January 2023

1 Progress on Portfolio Matters.

Re:fit Work

Work on the re-fit program continues. Commercial solar power options are being considered and will be presented along with the Refit HLA work.

EV Charging

Five new electric car charging sites became operational just before Christmas; which are located at Gaywood Library, Lynnsport North car park, Chapel Street, Centre Point Fairstead in King's Lynn and also at Valentine Road, Hunstanton.

Two further sites are planned in the near future in King's Lynn and Burnham Market, which we hope will be operational by the second quarter of 2023.

In addition, once the contract has been finalised, the 4 Rapid Chargers at St James' car park, King's Lynn and Central car park, Hunstanton will be replaced with new units.

An additional EV charger point has been installed at South Beach car park, Heacham.

As well as the completed charging points, work is ongoing for a substation for the EV chargers planned for Austin Street East car park in King's Lynn. Once completed, the charging points will enable 52 cars to be charged.

2 Forthcoming Activities and Developments.

Following the provision of data, further meetings have taken place with the Energy Saving Trust, who are conducting a review of the Council's vehicle fleet, with a view to moving over to electrically powered vehicles where possible. This will take place over several years as older vehicles become due for renewal.

Solar Together

In terms of next steps, we have now completed the acceptance phase. All

registrants have been sent their personal recommendation with a deadline of 25th November to decide if they wished to accept their offer. I am pleased to report that nearly 270 have accepted the offer for PV panels and/or battery storage.

I am delighted to say that across the county, King's Lynn & West Norfolk recorded by far the largest number of registrations for the scheme.

Additional

Work is almost completed on the data analysis for the next BCKLWN Carbon Audit. This will be completed by early Spring 2023.

3 Meetings Attended and Meetings Scheduled

Cabinet

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

Flood and Coastal erosion matters.

Cabinet Briefings

Budget briefings

CPP

E&C

LGA Coastal Special Interest Group (SIG)

Friends of the Earth, Klimate Concern

QEH Board of Governors

Kings Lynn Conservancy Board.

CABINET MEMBERS REPORT TO COUNCIL

26th January 2023

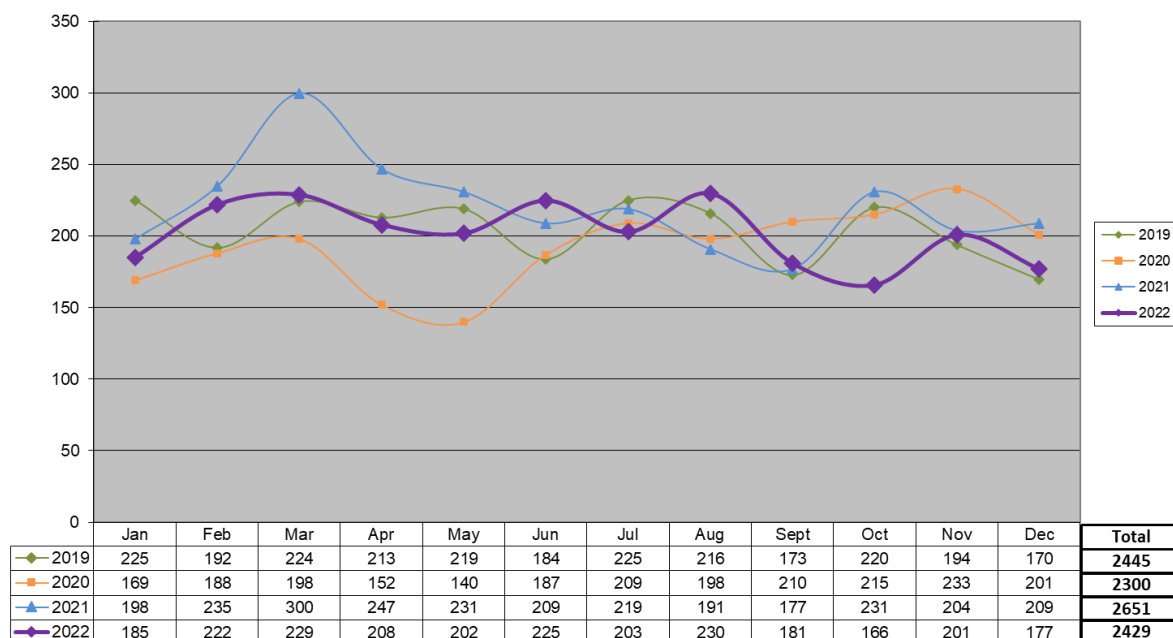
COUNCILLOR RICHARD BLUNT - CABINET MEMBER FOR DEVELOPMENT & REGENERATION

For the period from 1st December 2022 – 14th January 2023

1 Progress on Portfolio Matters.

Planning and Discharge of Conditions applications received

Planning and discharge of condition applications received



Applications received for last two months of the calendar year (2022) are similar to pre-Covid application numbers (Nov / Dec 2019). The overall applications received in 2022 are also at the same level as 2019, pre-Covid. Officers are still dealing with high caseloads, with many applications still in the system awaiting determination and officers are taking a proactive approach to clearing the older applications currently awaiting determination. Currently applications are being validated within 48 hours from receipt.

Progress with recruitment

The new Enforcement Support Officer has been appointed and they will commence on 16th January 2023.

The new Ecologist Officer has been appointed and they will commence in the near future.

Major and Minor dwelling householder applications received comparison

Major, Minor and Householder applications all dropped compared to the same period last year, in particular householder applications.

	1/1/20 – 31/12/20	1/1/21 – 31/12/21	1/1/22 – 31/12/22
No. of Major dwelling applications rec'd	22	27	18
No. of Minor dwelling applications rec'd	322	328	298
No. of Householder applications rec'd	737	902	757

*Minor dwelling applications = up to 10 units

Major dwelling applications = over 10 units

2022 performance for determining planning applications 1/12/22 – 31/12/22

	National target	Performance
Major	60%	89.5%
Non – Major	70%	88.0%

Appeal Performance – decisions made by The Planning Inspectorate 1/1/22 – 31/12/22

	Dismissed	Allowed
Planning appeals	23	9
	72%	28%
Enforcement appeals	4	1
	80%	20%

The higher the number of appeals allowed, the more The Planning Inspectorate (PINS) is going against the council's decisions, so a low figure of appeals allowed (upheld) is clearly preferable. For context the national average for planning appeals allowed annually has historically been around 34% post NPPF.

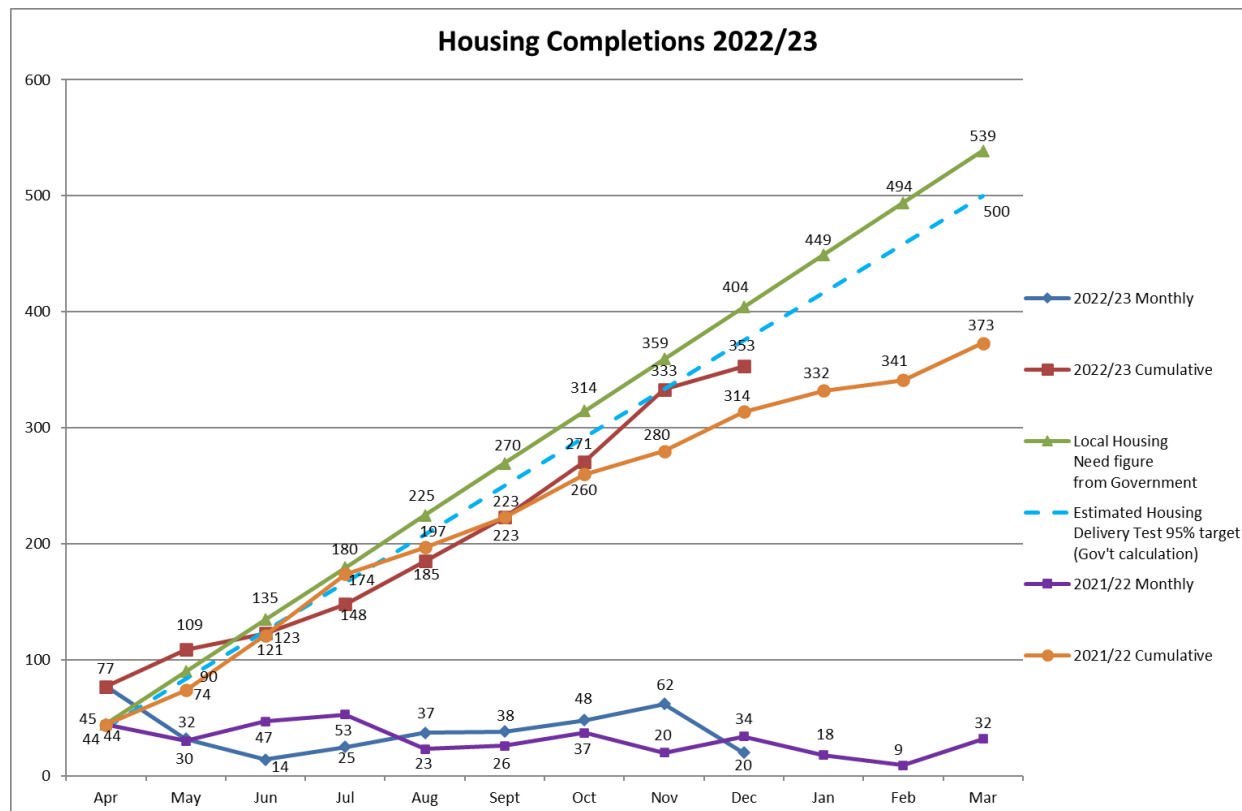
Revenue income 2022/23

Income continues to exceed projected for the financial year 2022/23.

Projected	Actual	Variance with projected
April 22 – Dec 22	April 22 – Dec 22	
£877,500	£1,427,432	+£549,932

Housing Completions

Housing completions are higher than the previous year but still below projected Local Housing Need Figure, 62 completions in November and 20 in December 2022.



Community Infrastructure Levy (CIL)

There is a rolling programme to allow CIL Funding applications twice a year and we are currently requesting applications, timetable below:

Start Date	Closing Date	Decisions Made	Funds Allocated
01 January	01 February	February/Early March	Mid/End March
01 July	01 August	August/Early September	Mid/End September

Our CIL infrastructure fund has been separated into two specific project types. This enables the funding to:

- meet wider borough infrastructure requirements
- support local community needs

South East King's Lynn Growth Area Framework Masterplan consultation

The consultation on the West Winch Growth Area SPD finished in September 2022 and the results of the consultation together with an updated SPD was considered by the LPTG on the 21st December 2022 and by the Regeneration and Development Panel on the 10th January 2023. The report will be considered by Cabinet on 17th January 2023 and Full Council 26th January 2023.

Local Plan

The Inspectors announced the adjournment of the Local Plan Examination Hearing on 11 January and have cancelled the remaining Hearing sessions planned for Thursday 12, Wednesday 25 and Thursday 26 January 2023. This is to allow us to undertake further work to justify the spatial strategy and distribution of housing in the Local Plan Review.

The Inspectors will write to the Council in the next few weeks setting out the way forward for the Examination following this adjournment and providing a timescale for the delivery of this work and the resumption of the Hearing. This letter will then be placed on the Examination website.

Neighbourhood Plans Update

- Burnham Market – submitted 22nd December 2022 (now at Regulation 15 legal check stage);
- Downham Market – Regulation 14 draft consulted upon autumn 2021 – submission of Plan awaited (coming weeks/ months)
- Gayton – Looking to submit Plan imminently (spring 2023)
- Great Massingham – Working towards publishing Neighbourhood Plan for Regulation 14 consultation (summer/ autumn 2023)
- Grimston, Congham, Roydon – Regulation 14 draft consulted upon August – October 2022 – submission of Plan awaited (coming weeks/ months)
- Marshland St James – Working towards publishing Neighbourhood Plan for Regulation 14 consultation (summer/ autumn 2023)
- North Wootton – Preliminary draft Plan received this week (w/c 9th January 2023) – HRA/ SEA screening to be sorted
- Old Hunstanton – Regulation 16 consultation finished November 2022 – appointment of Neighbourhood Plan Examiner currently being sorted
- Pentney – Looking to publish Neighbourhood Plan for Regulation 14 consultation (February/ March 2023?)
- Ringstead – Working towards publishing Neighbourhood Plan for Regulation 14 consultation (summer/ autumn 2023)
- South Wootton – Currently working to finalise Review/ updated Plan (February/ March 2023)
- Syderstone – Neighbourhood Area designated 23rd December 2022
- Walpole – Neighbourhood Area designated 29th July 2022
- Watlington – Draft (Regulation 14) Plan currently out for consultation (closing date 30th January 2023)

Regeneration

King's Lynn Town Deal Status Update

With all 6 project business cases completed and approved by government we are now entering the delivery phase (with all projects to be complete by March 2026 at the latest). The Town Deal Board is reviewing its governance arrangements having passed this milestone. Some improvements in reporting

are also being introduced to achieve consistency and avoid duplication.

As the delivery phase gets underway it is important to plan for the resources that need to be in place for the next steps. In the last week we have appointed a project specialist to support procurement activities for the Riverfront and Public Realm works. Their support will also be available to the Guildhall and Creative Hub project team. A key appointment process is underway to select a design team for the Guildhall, with an Invitation to Tender being published in the next few days. A Towns Fund update as at December 2022 is shown below.

South Quay, King's Lynn

In relation to the South Quay regeneration area of King's Lynn – Conservation work has continued into the new year on the historic Sommerfeld and Thomas warehouse building. The appearance of the site is changing as the removal of the 1960's portal frame building takes place at the rear of the site adjacent to the Hampton Court building. An interested party is developing proposals for the site up to the 'Devils Alley' right of way, following a marketing exercise undertaken last year.

BUSINESS CASE	BUSINESS CASE APPROVAL STATUS	PROGRESS UPDATE	KEY RISKS
PROJECT 1 Youth & Retraining Pledge	Approved – in delivery phase	<ul style="list-style-type: none"> Commissioning of activities has begun with providers on framework Initial recruitment of young people has commenced Continuing networking with organisations that work with young people that are NEET Additional Activity Coordinator to be recruited. 	<ul style="list-style-type: none"> Failure to recruit support organisations/volunteers Failure to recruit participants into the project Failure to recruit SME's
PROJECT 2 Public Realm	Approved – in delivery phase	<ul style="list-style-type: none"> Art work brief developed and project call to artists launched. Rail Station Street Furniture installation complete Revised design & build procurement approach underway for Pop up kiosks – planning application pending following engagement with Historic England. Purfleet Arch design progressing with suppliers to check cost & buildability. 	<ul style="list-style-type: none"> Price increases on proposed interventions Supplier/contractor supply issues Impact of procurement issues on programme and spend
PROJECT 3 Multi User Community Hub	Approved – first annual payment pending	<ul style="list-style-type: none"> Business Case Summary Document approved Nov 22. Site acquisition near completion Heads of Terms to be agreed for funding agreement with BCKLWN Procurement of D&B contractor underway Next phase of consultation to commence 	<ul style="list-style-type: none"> Uncertainties around inflation /unforeseen build challenges impacting build costs Delays to project: e.g property purchase, relocation of masts, planning permission Public Realm and MUCH design phases not aligning
PROJECT 4 Riverfront Regeneration	Approved – first annual payment pending	<ul style="list-style-type: none"> Discussions and due diligence continue with interested parties for Sommerfeld & Thomas site Business Case Summary Document approved Nov 22. Interim Project Manager appointed. Stakeholder engagement planned for early 2023 prior to next design stage. 	<ul style="list-style-type: none"> Securing investor/developer partner Planning permissions Timescales Revenue implications from agreed scheme
PROJECT 5 Active & Clean Connectivity	Approved – first annual payment pending	<ul style="list-style-type: none"> Active Travel Hub; Invuu commissioned to prepare RIBA stage 3 for Baker Lane site. Motability ways appointed Travel Plan engagement June/July/August 2022. Capacity for 2 further businesses to be recruited. Business Case Summary Document approved. Heads of Terms to be agreed for funding agreement with BCKLWN for LCWIP schemes Progressing scope of behaviour change programme 	<ul style="list-style-type: none"> Planning & permissions for schemes Member, stakeholder, and public support for Active Travel measures
PROJECT 6 St George's Guildhall and Creative Hub	Approved – in delivery phase	<ul style="list-style-type: none"> NLHF stage 1 application feedback received. Communications Plan updated for next phase DLUCH approval of Summary Document & first annual payment received. Progression of Meanwhile uses and activities of centre. CIO submission to Charity Commission. Founding directors appointed. Procurement of lead design team for RIBA stage 2 & 3 to commence Jan 2023. Discussions and development of relationship with Arts Council progressing. 	<ul style="list-style-type: none"> Continued engagement with site occupiers Securing further match funding Community & stakeholder engagement

Meetings Attended (including Teams Zoom and YouTube)

Portfolio Meetings, Development and Regeneration

Planning Committee

Planning Committee Sifting

Regeneration and Development Panel

Corporate Performance Panel

Cabinet Cabinet Sifting

Cabinet Briefings

Full Council

Various Meetings with Officers

Town Fund Project Board

Norfolk Strategic Planning Forum

South Gates Project meeting

West Winch Project Consultation

CABINET MEMBERS REPORT TO COUNCIL

26 JANUARY 2023

COUNCILLOR ANGIE DICKINSON - CABINET MEMBER FOR FINANCE

For the period 1 December 2022 to 26 January 2023

1 Progress on Portfolio Matters.

Progress has continued to be focused on two main topics namely the continued review of Earmarked Reserves, which has reached the end of its first stage, and the Budget Process, which will culminate in the Financial Plan report to Cabinet and Council in February.

The Grant Settlement was announced on 20 December and was slightly more beneficial than anticipated, with the continuation of some grant income that had been assumed to be discontinued and a new Funding Guarantee Grant which is designed to ensure all local authorities receive at least a 3% increase in their core spending power. Unfortunately, that good news represented just a drop in the ocean in terms of funds that need to be found to support the budget and therefore continuing service provision to residents and businesses.

Members continue to express a great amount of interest in the amount of money that the Council holds in its General Fund and Earmarked Reserves, both of which can be utilised to fund Revenue Expenditure, however, it has been important to establish just why we have so much set aside in Earmarked Reserves, balances that have accrued over a long period of time. Following the S151 Officer's review in conjunction with service managers and portfolio holders, and categorisation of each fund so we now have a clear picture of each fund's purpose, further work will be required to identify just which Reserves can be released to meet the budget shortfall over the four years of c.£8m as the General Fund balance will be wholly utilised during that period, except for the recommended minimum of 5% of budget requirement.

The budget process this year continues to be even more intense than previous years due to high levels of inflation, which impact on the Council's spending in the same way that each of us have had to face in our personal finances. At the beginning of the budget process we were showing a budget gap of c.£28m starting in year 2 of the financial plan, which is a totally unsustainable position. Budgets have been scrutinised in great detail to identify areas where savings can be made or additional income achieved and a number of areas have indeed provided additional resources, all without any significant impact on service provision. The detail will be evident in the Financial Plan but suffice to say we have progressed from having a budget shortfall in each year except year 1 (as stated in my previous report) to a budget shortfall in year 4 that will be met by drawing on Earmarked Reserves, a position which is a huge achievement by the Finance Team.

Capital projects continue to be reviewed as costs soar and funding streams are reviewed. Many capital projects will generate much needed additional

income to the Borough therefore the capital investment is crucial to our future financial viability.

Finally, the budget monitoring process continues to be reviewed and is an ever-improving tool to ensure that officers are aware of financial issues in their respective service area, something else that is even more important in the current financial climate. The most recent period has just been published and shows that many budgets have been reviewed at the most fundamental level, which has identified a range of budgets that have fallen out of kilter, and these have been reset to reflect the service being provided.

2 Forthcoming Activities and Developments.

Work will continue on the above issues, all of which will be over a prolonged period. Work on the budget process will escalate until it culminates in the budget proposal submitted to Cabinet and Council in February 2023. In the meantime work on a borough-wide car parking strategy has commenced, which will have significant financial implications.

3 Meetings Attended and Meetings Scheduled

2 Dec	Portfolio Holder Briefing
2 Dec	Earmarked Reserves review
5 Dec	Business Rates Pool review
6 Dec	Cabinet Briefing
7 Dec	KLACC Special Expenses
8 Dec	Earmarked Reserves review
8 Dec	Business Rates Pool review
9 Dec	Member Major Projects Board
9 Dec	Portfolio Holder Briefing
13 Dec	Cabinet Briefing
15 Dec	Parking Strategy review
16 Dec	Portfolio Holder Briefing
16 Dec	Portfolio Holder Briefing - budget
20 Dec	Members' Allowances Scheme review
20 Dec	Cabinet Briefing
22 Dec	Portfolio Holder Briefing
22 Dec	Budget Review
4 Jan	Corporate Performance Panel
9 Jan	Spend Analysis Briefing
9 Jan	Budget Monitoring Review
11 Jan	Portfolio Holder Briefing
11 Jan	Cabinet Briefing
11 Jan	Budget Setting Review
13 Jan	Portfolio Holder Briefing
16 Jan	Cabinet Sifting
17 Jan	Cabinet
18 Jan	Cabinet Briefing
20 Jan	Portfolio Holder Briefing

23 Jan	Cabinet Sifting
25 Jan	NCC Briefing on County Deal
25 Jan	Cabinet Briefing
26 Jan	Council

CABINET MEMBERS REPORT TO COUNCIL

26 January 2023

COUNCILLOR ADRIAN LAWRENCE - CABINET MEMBER FOR PROPERTY

For the period 1 December 2022 to January 2023

Progress on Portfolio Matters.

Land Sales :

We have managed to Exchange contracts on the lease surrender and the freehold sale of the former Argos building site to Norfolk County Council (NCC), this will help facilitate the new Multi User Community Hub project that is being delivered by NCC and part funded by Town Deal monies.

In addition to the above we have an expression of interest from a local community group that currently leases premises from the council, who may be keen to take on the freehold interest of their facility. I will be discussing this with Cabinet colleagues as this may be beneficial to both parties as the council will not be required to deal with future liabilities for the premises, and freehold ownership by the community group may well assist them with applications for grant funding opportunities that may arise in the future.

Commercial Property :

Obviously the Christmas period can be fairly slow with commercial property management with many of the light industrial/manufacturing businesses closing down for the holiday period. That said the overall portfolio is performing well, and as previously mentioned the team is progressing the rent arrears situation, and catching up with the outstanding rent reviews, lease renewals etc. Those business that have accrued arrears over the

past few years and that are on Payment Plans are, in the main, complying with the plans and making their payments. The team is working closely with the Finance Team and monitoring this regularly.

The team is currently looking at one of the terraces of light industrial units at North Lynn Industrial Estate as the roof is coming to the end of its economic life and may need replacing. The team has sought to extend the life of the roof with patch repairs however it may be that a better long-term solution will be to replace it, and costs are being sought.

Princess Theatre :

I am pleased to report that the re-roofing works to the Princess Theatre were completed in December – on time and within budget – and the important pantomime season was unaffected. There is some tidying up work yet to be done within the roof space owing to dust being created when the previous roof covering was stripped off, and the team is also looking at an historical issue with one of the main downpipes that seems to be causing water ingress into the ground floor toilets. Some electrical works are also being undertaken, some the responsibility of the tenant and some by the council as landlord. These issues have been budgeted for within the original cost estimate.

The operator of the theatre has stated that the new roof has made an immediate impact upon the ambient temperature within the building. The specification of the new roof obviously had to comply with current regulations and the roof now provides a significantly greater degree of thermal insulation. This will hopefully help to reduce the operator's fuel consumption in heating the building, and help with the council's approach to reducing carbon emissions.

Nar Ouse Regeneration Area :

The Tender Returns for the proposed Phase 2 of speculative development of commercial premises at the Nar Ouse Regeneration Area were received just prior to the Christmas close down. These are being reviewed, and some post Tender negotiations will be undertaken. It was anticipated that the tenders would come in quite high owing to the industry wide cost price inflation that has been experienced over the past couple of

years. Once the tender negotiations, and the viability assessments have been undertaken, I will present a report to Cabinet setting out the issues.

Riverfront Regeneration Area :

Hopefully if councillors have travelled down the south quay in King's Lynn they will have noticed some significant activity at the Sommerfeld & Thomas and former Grain Silo site. The appointed contractors are well underway with a mix of refurbishment works to the historic Sommerfeld & Thomas warehouse taking place on the roof, external fabric, and timber work, and demolition works on the large 1950's/1960's portal frame warehouse to the rear. I have been informed that the demolition works have been quite tricky as the contractor is having to unpick historical works, that have been undertaken by previous owners, that affect adjacent properties. However it is quite satisfying to see the site being opened up and revealing some important Listed Buildings such as Hampton Court.

Meetings Attended

Full Council
Cabinet
Cabinet Briefings
Portfolio Meeting
CPP (via You Tube)
R&D (via You Tube)

CABINET MEMBERS REPORT TO COUNCIL

26 January 2023

COUNCILLOR SAM SANDELL - CABINET MEMBER FOR PEOPLE AND COMMUNITIES

For the period 1 December 2022 to 16th January 2023

1 Progress on Portfolio Matters.

As this is the first Full Council back after the Christmas break, I hope you all had a good Christmas and a Happy New Year to you all.

2 Forthcoming Activities and Developments.

Housing register

1228 live applications

1 Emergency

165 High

427 Medium

635 Low

Numbers have reduced following a review of the register of those who have not logged into their account for 6 months or more

93 new or change in circumstances received

The register forms were unavailable over the Christmas period as usual hence the reduction in numbers for December

Housing Options

77 applicants given housing advice, of these 42 progressed into homeless declarations and/or are ongoing investigations

Lets advised - 41

Food Bank Update

Both October and November 2022 were busy in comparison to pre-pandemic levels - and increase of 28%. (the comparison is pre-pandemic levels because the foodbank figures have been very variable for a variety of reasons, and this makes general comparisons difficult.)

As expected December was the busiest one to date. During the previous four Decembers (2018-2021) we fed an average of 470 people. However, in December 2022 they provided food for 874 people which represents an 86% increase on those years and a 91% increase on 2021 alone.

Whilst anticipated that they would see an increase on previous years, the scale was unprecedented. The foodbank provided food for 121 people on Thursday 15th alone - normally a 'very busy day' would be 60-65 people.

The week commencing 12th Dec was the cold snap and this was reflected in the number of people the foodbank provided food parcels for - 366 in a week. This is as many as we'd feed in some months.

Those people were very grateful for the energy vouchers which they were able to provide, as supported by the £15,000 provided by us the BCKLWN. During December 2021 21 energy vouchers were provided to those in need. During December 2022 it was 97, a staggering 361% increase.

The energy vouchers are available to people once in 3 months only, and have a value of:

- £50 for those without children 16 and under in the household
- £100 for those with children 16 and under in the household

The vouchers can only be used for energy costs and nothing else and whilst we could provide them more frequently than once in three months, that decision was made to ensure that it wouldn't be taken advantage of. People are also directed towards NAS for further help.

From Nov 1st to December 31st 2022, we spent £11860.60 on energy vouchers for households requiring help from the Foodbank.

Looking forward over the coming months, they have renewed their contract with CAB and have a new CAB worker starting with them soon. The idea behind this is to ensure that those who come to the Foodbank have access to advice that will enable them to resolve the underlying reasons for needing to attend the Foodbank and therefore not need to return in the future.

3 Meetings Attended and Meetings Scheduled

6th December Cabinet Briefing
13th December Cabinet Sifting
15th December Active Clean and Connectivity Meeting
15th December Health and Wellbeing Partnership
20th December Cabinet Briefing
21st December Local Plan Task Group

Meetings Scheduled

- 4th January 2023 Portfolio Holder catch up
- 9th January Discovery Centre meeting
- 11th January Cabinet Briefing
- 12th January QEH Briefing
- 16th January Cabinet Sifting
- 17th January Cabinet
- 18th January Cabinet Briefing
- 25th January Cabinet Briefing
- 26th January Full Council

CABINET MEMBERS REPORT TO COUNCIL

26 January 2023

COUNCILLOR GRAHAM MIDDLETON - DEPUTY LEADER & CABINET MEMBER FOR BUSINESS, CULTURE AND HERITAGE.

For the period to January 2023

1 Progress on Portfolio Matters.

UK Shared Prosperity Fund (UKSPF) and Rural England prosperity Fund update.

A report to cabinet is being prepared for a meeting next month that sets out the next steps in relation to both programmes. Since my last update in November the Government has approved the interventions as set out in the West Norfolk Investment Plan submitted last summer. The agreed priorities were:

- Leading as a Centre of Excellence for the Visitor Economy
- Embedding approaches that are Active, Clean & Green
- Strengthening local enterprise and innovation systems
- Supporting people to access opportunities

From this a menu of types of interventions (projects both revenue and capital) were selected. A number of specific interventions have been selected that are required to be delivered in the current financial year. One of these interventions includes a project aimed at providing energy saving measures including draft proofing and insulation to vulnerable households. In the year 2023/2024 there will be some interventions funded that are currently being funded only to 2022/2023. In 2024/2025 a skills element of the fund will become available. Further consideration of this element of the programme will be undertaken and proposals will be brought to cabinet in early 2024. The Rural England prosperity Fund (REPF) capital only funding complements the UKSPF but specifically targets rural areas (thereby in our area excludes King's Lynn). As set out in my previous report the priorities determined for this fund are:

- Small scale investment in micro and small enterprises in rural areas.
- Grants for the development and promotion of the visitor economy.
- Active travel enhancements in the local rural area.
- Capacity building and infrastructure support for local civil society and community groups.
- Supporting impactful volunteering and social action projects.

It is proposed that both a grants scheme for businesses and for communities is administered by a third party (3rd parties). The active travel interventions identified will be delivered in conjunction with Norfolk County Council

Meetings Attended and Meetings Scheduled

Public meetings attended

Various meetings with officers and stakeholders

CABINET MEMBERS REPORT TO COUNCIL

COUNCILLOR STUART DARK – LEADER OF THE COUNCIL, CHAIR OF CABINET

For the period 2nd December 2022 – 26th January 2023

1 Progress on Portfolio Matters.

This is my first report to council since the Christmas and New Year holiday season. I hope that councillors had at least some time away from their duties and give my thanks to staff from this council and our associated companies who worked hard to support events and activities (such as the holiday reduced fee play scheme for children at our leisure centres) and keep essential help and services our community relied upon going during this period, alongside others in the public and private sector.

QEH

We remain committed to supporting and magnifying the Hospital's vital bid for a new, modern, safe QEH and remain in regular, close contact with them. Councillors had an update presentation during this period from the Hospital's leadership in which they thanked councillors and officers, our MPs, community and myself for our strong ongoing support. I have circulated to all councillors, earlier in this period, my formal letter to the Prime Minister (the latest of several letters and face to face briefings to Ministers) expressing the dire need for a new hospital and my concern at the ongoing delay to a positive announcement of funding and the community impact this was having and urging as early announcement as possible to end current uncertainty. I know from our earlier council's unanimous motion that this is an issue all councillors are behind and agreed upon.

County Deal for Norfolk

In my last report to council, I stated officers were arranging with their county counterparts a briefing for all councillors here upon the current situation. This has now been arranged and it is my understanding this will have taken place before our meeting. At the recent meeting of Norfolk County Council on which the 'deal' was a key item the underpinning paper submitted by officers (para. 3.5) reinforced the earlier letter sent to District Leaders including myself by the responsible Minister at DLUCH that nothing in the 'deal' proposed and now going out to consultation as a result of that Council meeting's subsequent vote impacts on the sovereignty or powers of Norfolk District Councils, including ours.

Levelling Up Funding bids

At the time of writing this report we have just received the short-notice, very welcome news that the £24m bid into Government's 'Levelling Up' funding stream re the Southgates has been successful. This will allow the once in a

generation transformational plan, to enhance and protect this vital route into and out of Kings Lynn for residents, walkers, cyclists and traffic which had a 77% approval rating in the recent public consultation, to come forward and link in to the wider projects of the already funded £25m 'Town Deal'. This successful bid, led by NCC (one of only two schemes submitted in the County) with considerable help from our officers in terms of local knowledge and local context, I believe effectively demonstrates the benefit of joined up, collaborative working and ambition.

Connected to the same round of announcements, we have just been informed that our other bid for £20m to support a new leisure centre in Hunstanton has not been successful. Councillors will have seen on the news that many councils across the UK were unsuccessful in their bids also, due in part to the level of submissions. Whilst disappointing, this is no way a reflection on the ambition shown locally to tackle the challenge and apply for funding and work by officers to create the bid. We remain heartened by the support of key stakeholders including Hunstanton Town Council, the Hunstanton Advisory Group and the local community and the fact that detailed feedback is to be given with at least one further round of this 'Levelling Up' funding to bid in to coming. We also have a clearer understanding of the issues and possibilities to build upon as we consider feedback, options and next steps.

2 Forthcoming Activities and Developments.

On the 22nd January I will be attending a Holocaust Memorial Event led by the Mayor, alongside many others.

On the 31st January it will be the 70th anniversary of the devastating 1953 floods. Several local communities are holding commemorative events over the days leading up to this, including a service at the Minster.

3 Meetings Attended and Meetings Scheduled

In addition to attending numerous usual formal council meetings, development and review meetings with officers and cabinet colleagues, meetings with opposition group leaders and members, I have during this period also attended (in no particular order) the following meetings of potential interest to members:

Meeting with the KL Civic Society

Kings Lynn Internal Drainage Board

Norfolk Public Sector Leaders Board

Visit to Trues Yard

Meeting with officers, the EA and Anglian Water

Visit to Shouldham Village for the grand-opening of their new playground (supported by great PC and community fund-raising and a CIL grant from this council)

RECOMMENDATIONS FROM CABINET ON 8 FEBRUARY 2023 TO COUNCIL ON 23 FEBRUARY 2023

CAB129 **HUNSTANTON MULTI USER HUB AND TRANSPORT INTERCHANGE**

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

R Eacott, Interim Project Delivery and Technical Advisor presented the report which explained that a planning application to build 47 apartments on land off Westgate, Hunstanton, with retail units, a new library and adult education facility, was approved in March 2021.

Work to develop this proposal, which would have provided a significant number of new homes for the town on a challenging site, was supported with a grant from Homes England. Around £800,000 was spent on this work, which was significantly less than the £1.5million that would be normal for a scheme of this size (figure based on 15% of a £10.4m scheme).

At the time that the planning application was submitted, Document B (Fire Safety) Volume 1, stipulated a height threshold of 30m before residential buildings required sprinklers. The proposed building would have been below this height. However, changes to Building Regulations (Approved Document B, Volume 11) were published in May 2020, taking effect from November 2020; the revised guidance stated that blocks of flats over 11m height should be provided with sprinklers. The top floor of the proposed unit was over 11m.

At the time, officers felt that it would be possible to proceed with the application and seek a way to resolve the sprinkler issue retrospectively.

However, a month after permission was granted, further regulatory changes – this time to fire standards – were announced.

This, combined with unforeseen rises in construction costs following the Covid-19 pandemic, and more recently forecast falling house prices, has had a material impact on the financial viability of this scheme, and to other Borough Council Major Housing Projects within the Capital Programme.

Officers had therefore been considering alternative options for the site. Matters of note have influenced that thinking:

1. A Neighbourhood Plan for Hunstanton was adopted in June 2022. This plan identified the designation of the site in the Neighbourhood Plan (Policy M3: Protection of Local Community Facilities).
2. The County Council had indicated funding was available that could be used to support a plan to invest in an improved library / adult education facility (with toilets and a changing place facility), along with investment in an improved bus station and creating an Active Travel Hub.
3. The impact of financial viability of the housing development on the overall Accelerated Construction Programme (ACP).

Having reached the conclusion that the site had become unviable for a variety of reasons as a location for housing, the availability of other government grant for

transport, and NCC prepared to fund their own library and to invest in the site as an Active Travel Hub, officers instead recommended that the Council pursues this option.

Under standing order 34, Councillor de Whalley confirmed that Hunstanton was in need of investment and this would help to redress the balance.

Under standing order 34, Councillor Parish confirmed he was not against this proposal but suggested that Heacham library be funded by the County Council.

Under standing order 34, Councillor Joyce made comments about west Norfolk not previously getting County Council funding.

Under standing order 34, Councillor Dickinson asked if it was being done with existing planning permission or new and the timescale proposed.

It was confirmed that a new planning application would be required on the same footprint, and with changes to the layout of the bus station. It was hoped to start in 2023.

Councillor Blunt expressed disappointment that the original plan was not viable, but embraced the amended proposals which were a sign of better working relationships with the County Council. He hoped it could be delivered swiftly.

Councillor Middleton expressed disappointment that the original proposal wasn't viable but confirmed that following the changes in legislation and viability it was right to move to another option. In response to comments made, he drew attention to the level of grant and spend in west Norfolk by the County Council in recent times. The proposal would bring much needed resources to Hunstanton.

In summing up Councillor Dark confirmed it was disappointing that the original proposal changed, but welcomed the new proposals. He explained that the bid was in the clean and active travel work which wasn't available in the original stage. He acknowledged that the investing West Norfolk was due to hard work and relationship building.

RECOMMENDED:

- 1) The Council will not proceed with housing on the bus station site in view of external factors affecting the viability of the scheme and the opportunity to pursue a viable alternative, and will remove the project from the Capital Programme;
- 2) NCC will continue to proceed with the improved library / adult education facility (including the library, toilets, and changing places toilet) on the site enabled with the addition of land owned by the Borough which will include the provision of an area for West Norfolk tourism information (subject to further negotiation);
- 3) NCC will proceed with the Bus Back Better Grant to improve coastal travel, cycle facilities and sustainability, invest to improve the bus station as a transport interchange and to agree terms with Borough Council for the land;

- 4) The Borough Council, supported by Norfolk County Council, to negotiate with Homes England in respect of the ACP funding originally allocated to development of this site.
- 5) The Borough Council will work with all parties on developing a joint strategic approach to regeneration and growth in the wider Hunstanton area through an agreed Masterplan;
- 6) That the Assistant Director for Property and Projects, in consultation with the Portfolio Holders for Property and Finance, S151 officer and Monitoring Officer be given delegated authority to finalise the legal arrangements for the land.

Reasons for Decision

To deliver on the Council's corporate objectives, in partnership with Norfolk County Council, to:

- Protect and enhance the environment, including tackling climate change; delivering on the Council's commitment to be carbon neutral by 2035; and
- Create and maintain good quality places that make a difference to people's lives.

CAB130 **OFFICER DELEGATED DECISIONS - CALL IN**

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

The Monitoring Officer presented a report which explained that the ability for Overview & Scrutiny Panels to call in decisions of the Executive was required by legislation, but the detail of the procedure for call-in was a locally determined matter for each Council. This Council's constitution did not list officer delegated decisions as decisions that could be called-in. It was recommended that they should be added to this list and Standing Orders duly amended.

Under standing order 34 Councillors Joyce and Parish commended the move.

Councillor Dark questioned the arrangements for urgent matters, to which it was confirmed that there was provision in legislation for urgent items to be dealt with.

RECOMMENDED: That Standing Orders 12 and 30 be amended as set out in this report to enable Officer's decisions to be subject to call in.

Reason for Decision

To ensure the Council's call-in procedure aligns with legislative requirements and best practice.

CAB132 **COUNCIL MEETING ARRANGEMENTS**

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

The Chief Executive presented a report on the Member input into the consideration of council meeting arrangements following the Notice of Motion to Council. It was agreed at Corporate Performance Panel on 13 April 2022 to establish an Informal

Working Group (IWG) for evidence gathering and preliminary analysis. The IWG met on 6 June 2022 and 4 July 2022 and the findings of the IWG were reported to CPP on 4 January 2023.

The recommendations from the CPP meeting were to maintain the status quo on meetings timings.

Councillor Dark suggested that for the remainder of the Municipal year the meetings remain the same, but then should members in the new administration wish to re-visit the timings they would be able to do so.

Under standing order 34 Councillor de Whalley supported the statement.

Under standing order 34 Councillor Parish confirmed that he supported the suggestion.

Under standing order 34 Councillor Joyce confirmed he had asked the Labour Group's opinion and they had all confirmed they preferred the 4.30pm start times rather than later start times. He referred to the 24hr work carried out by shift workers etc so 9-5 was not always the norm. He also drew attention to the fact that a good employer should give time off for Councillor work.

Councillor Middleton drew attention to the fact that councillors were allocated allowances which should compensate for a small amount of loss of earnings. He referred to the County Council and Breckland Councils whose meetings were at 10am. He supported no change prior to the elections.

Councillor Dark was heartened by the pragmatism shown for the status quo up to the elections, as he felt that with the important decisions having to be made it was not appropriate to spend time on this subject of start times.

RECOMMENDED: That the arrangements for council meetings as detailed in section 2 of the report continue and should members wish to change this after the election, Council reconsider the timings.

Reason for Decision

To respond to the Motion to Council on 23 February 2022 and the arrangements for council meetings as covid restrictions are removed

CABINET MEMBERS REPORT TO COUNCIL

23 February 2023

COUNCILLOR HARRY HUMPHREY- CABINET MEMBER FOR CORPORATE SERVICES

For the period January to February 2023

1 Progress on Portfolio Matters.

Various Portfolio discussions and meetings regarding budget and ICT arrangements following the May election.

2 Forthcoming Activities and Developments.

Meetings with officers relevant to Portfolio, Cabinet and Council matters.

3 Meetings Attended and Meetings Scheduled

Council
Cabinet briefings
Cabinet Sifting
Portfolio briefings
Other meetings are expected to cover areas of the portfolio and budget considerations.

CABINET MEMBERS REPORT TO COUNCIL

23rd February 2023

COUNCILLOR - PAUL KUNES - CABINET MEMBER FOR THE ENVIRONMENT

For the period 26th January to 23rd February 2023

1 Progress on Portfolio Matters.

Re:fit Work

Work on the re-fit program continues with the installation of air source heat pumps in council owned industrial units. Commercial solar power options are being considered and will be presented along with the Refit HLA work.

EV Charging

Five new electric car charging sites became operational just before Christmas; which are located at Gaywood Library, Lynnsport North car park, Chapel Street, Centre Point Fairstead in King's Lynn and also at Valentine Road, Hunstanton. I have asked for additional signage at Lynnsport to show location of chargepoints

Two further sites are planned in the near future in King's Lynn and Burnham Market, which we hope will be operational by the second quarter of 2023. In addition, once the contract has been finalised, the 4 Rapid Chargers at St James' car park, King's Lynn and Central car park, Hunstanton will be replaced with new units.

An additional EV charger point has also been installed at South Beach car park, Heacham.

As well as the completed charging points, work is ongoing for a substation for the EV chargers planned for Austin Street East car park in King's Lynn. Once completed, the charging points will enable 52 cars to be charged.

2 Forthcoming Activities and Developments.

Following the provision of data, further meetings have taken place with the Energy Saving Trust, who are conducting a review of the Council's vehicle fleet, with a view to moving over to electrically powered vehicles where possible. This will take place over several years as older vehicles become due for renewal.

Solar Together

In terms of next steps, we have now completed the acceptance phase. All registrants have been sent their personal recommendation with a deadline of 25th November to decide if they wished to accept their offer. I am pleased to report that nearly 270 have accepted the offer for PV panels and/or battery storage.

I am delighted to say that across the county, King's Lynn & West Norfolk recorded by far the largest number of registrations for the scheme.

Additional

Work is almost completed on the data analysis for the next BCKLWN Carbon Audit. This will be completed by early Spring 2023.

3 Meetings Attended and Meetings Scheduled

Cabinet

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

Flood and Coastal erosion matters.

Cabinet Briefings

Cabinet sifting

Budget briefings

CPP

E&C

LGA Coastal Special Interest Group (SIG)

Friends of the Earth, Klimate Concern

QEH Board of Governors

Kings Lynn Conservancy Board.

CABINET MEMBERS REPORT TO COUNCIL

23rd February 2023

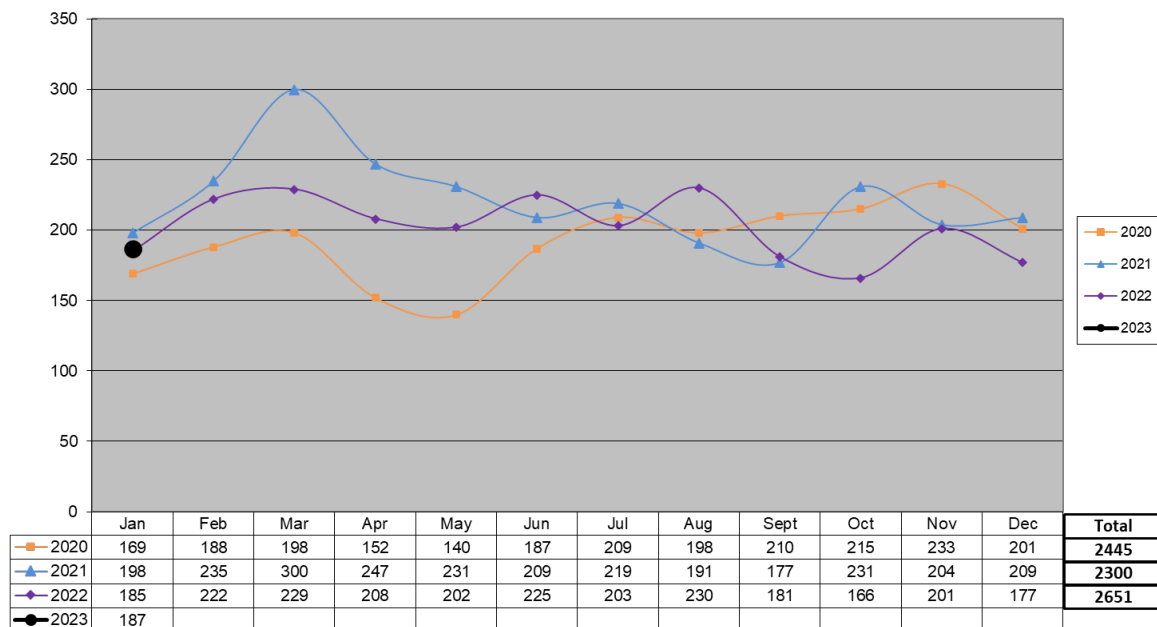
COUNCILLOR RICHARD BLUNT - CABINET MEMBER FOR DEVELOPMENT & REGENERATION

For the period from 16th January 2023 – 10th February 2023

1 Progress on Portfolio Matters.

Planning and Discharge of Conditions applications received

Planning and discharge of condition applications received



Applications received in January were consistent with the previous years, although overall application numbers are down, as set out below. Officers continue to deal with high caseloads, as well as taking a proactive approach to clearing the older applications currently awaiting determination.

Progress with recruitment

The new Ecologist Officer has been appointed and they will commence on 21st February 2023.

A Planning Officer has been recruited to the Planning Policy team and they will commence in the near future.

The vacant Arboricultural Officer post has been advertised again.

Adverts have also been placed again for Planning Officers within Development Management. Officers have been looking at how we better try to attract planners in what is a very competitive market.

Finally, an advert will be going out to recruit a Monitoring and Compliance Officer, who will monitor S106 Agreements, conditions attached to planning approvals and to assist with monitoring housing completions.

Major and Minor dwelling applications and householder applications received comparison

Major, Minor and Householder applications all dropped compared to the same period last year, in particular householder applications.

	1/2/20 – 31/1/21	1/2/21 – 31/1/22	1/2/22 – 31/1/23
No. of Major dwelling applications rec'd	23	24	20
No. of Minor dwelling applications rec'd	319	323	304
No. of Householder applications rec'd	752	902	742

*Minor dwelling applications = up to 10 units

Major dwelling applications = over 10 units

2022/23 performance for determining planning applications 1/2/22 – 31/1/23

	National target	Performance
Major	60%	90.2%
Non – Major	70%	87.6%

Appeal Performance – decisions made by The Planning Inspectorate 1/2/22 – 31/1/23

	Dismissed	Allowed
Planning appeals	22	10
	68.75%	31.25%
Enforcement appeals	4	0
	100%	0%

The higher the number of appeals allowed, the more The Planning Inspectorate (PINS) is going against the council's decisions, so a low figure of appeals allowed (upheld) is clearly preferable. For context the national average for planning appeals allowed annually has historically been around 34% post NPPF.

Revenue income 2022/23

Income for Planning and Discharge of Condition applications continues to exceed projected for the financial year 2022/23.

As part of the budget monitoring process the year end income figure has been adjusted from £1,100,000 to £1,500,000 and this has been reflected in the table below.

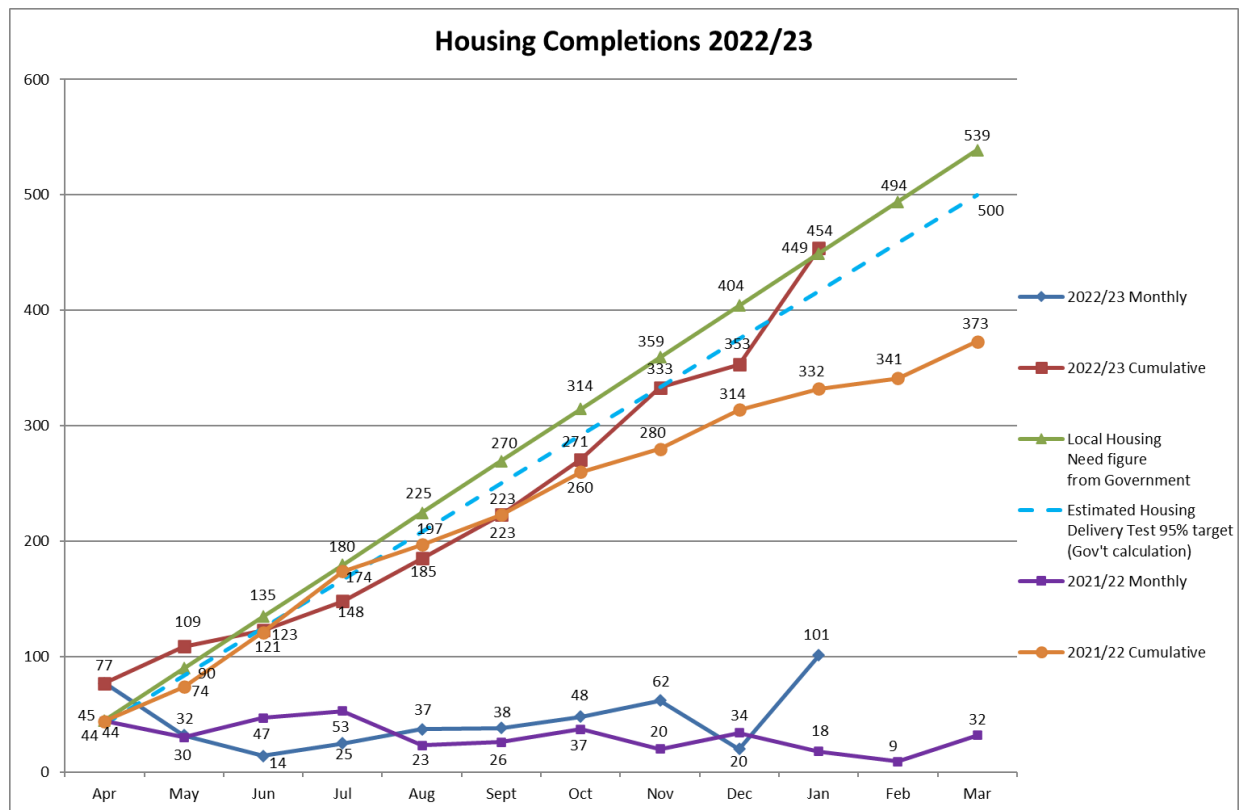
Projected	Actual	Variance with projected
April 22 – Jan 23	April 22 – Jan 23	
£1,250,000	£1,496,234	+£246,234

Housing Completions

Housing completions in January are higher than the previous year and we are currently higher than the Local Housing Need Figure, with 101 completions recorded in January 2023.

The increase is a result of additional information from the Council Tax team, detailed monitoring of the allocated development sites in the Local Plan and a mapping update from Ordnance Survey.

As reported above in the update on recruitment there will be additional resources allocated to assist with this important monitoring process.



Community Infrastructure Levy (CIL)

The first round of CIL Funding Applications opened on 1st January and closed on 1st February 2023.

In Summary:

- The Total CIL Funding to date, available to be allocated to projects is £1.6m
- 45 Project Applications have been received
 - 44 for £30k or less to be allocated by the Panel
 - 1 from Docking for £70k, for approval by cabinet
- Total Requested £718,086.45 with proposed match funding of 57%

The CIL Spending Panel will meet on 13th March 2023 to review the applications with decisions made and funding allocated by mid/end March 2023.

South East King's Lynn Growth Area Framework Masterplan consultation

The Masterplan has now been adopted as a Supplementary Planning Document (SPD).

Local Plan

The Inspectors' Letter and Note regarding the further work required has been received and is available on the Examination page of the website.

A local Plan Task Group meeting will be arranged to provide an update.

Medworth

The examination timetable has now been produced, and is available to view on the council's website. Councillors and parish councils have also been updated on the latest position.

Meetings Attended (including Teams Zoom and YouTube)

Portfolio Meetings, Development and Regeneration	
Planning Committee	Planning Committee Sifting
Regeneration and Development Panel	Corporate Performance Panel
Cabinet Cabinet Siting	Cabinet Briefings
Full Council	
Various Meetings with Officers	Town Fund Project Board

Major Housing Projects

Nora 4 (Nar Valley Park) - Project continues to progress well despite difficult market conditions. Completion due May 2023. Profit estimated at £2.5m

Southend Road Hunstanton - Project viability is being significantly changed by inflation in the labour and materials market. The project is experiencing delays because of technical approvals needed to proceed with some elements of the works. Delays mobilising and agreeing temporary works has resulted in around 3 months delay. Completion expected January 2024.

Salters Road - Risks largely relate to current construction market conditions and the potential for price inflation. Technical and legal issues remain regarding the delivery of the project that require resolution. However, issues are manageable. Completion expected September 2024

Parkway - Scheme costs have increased since scheme initiation and need managing carefully to ensure scheme viability. Timescales for the project remain tight but deliverable. Completion expected May 2026.

Regeneration

[King's Lynn Town Deal Status Update – February 2023](#)

BUSINESS CASE	BUSINESS CASE APPROVAL STATUS	PROGRESS UPDATE	KEY RISKS
PROJECT 1 Youth & Retraining Pledge	Approved – in delivery phase	<ul style="list-style-type: none"> Commissioning of activities has begun with providers on framework Recruitment of young people well underway Continuing networking with organisations that work with young people that are NEET 	<ul style="list-style-type: none"> Failure to recruit support organisations/volunteers Failure to recruit participants into the project Failure to recruit SME's
PROJECT 2 Public Realm	Approved – in delivery phase	<ul style="list-style-type: none"> Project call to Artists issued Dec 22; currently being evaluated. Rail Station Street Furniture installation complete Revised design & build procurement approach underway for Pop up kiosks – planning application pending Purfleet Arch design progressing – planning application pending 	<ul style="list-style-type: none"> Price increases on proposed interventions Supplier/contractor supply issues Impact of procurement issues on programme and
PROJECT 3 Multi User Community Hub	Approved – in next stage of development phase	<ul style="list-style-type: none"> Site acquisition near completion Heads of Terms to be agreed for funding agreement with BCKLWN Procurement of D&B contractor underway Next phase of consultation to commence 	<ul style="list-style-type: none"> Uncertainties around inflation /unforeseen build challenges impacting build costs Delays to project: e.g. property purchase, planning permission
PROJECT 4 Riverfront Regeneration	Approved – in next stage of development phase	<ul style="list-style-type: none"> Interim Project Manager appointed Stakeholder workshop planned for March 23 to commence next design phase 	<ul style="list-style-type: none"> Securing investor/developer partner Planning permissions Timescales Revenue implications from agreed scheme
PROJECT 5 Active & Clean Connectivity	Approved – in next stage of development phase	<ul style="list-style-type: none"> Active Travel Hub; Invuu commissioned to prepare RIBA stage 3 for Baker Lane site. Motability ways appointed Travel Plan engagement June/July/August 2022. Capacity for 2 further businesses to be recruited. Heads of Terms to be agreed for funding agreement with BCKLWN for LCWIP schemes Detailed feasibility of LCWIP schemes progressing Progressing preparation of behaviour change programme Engagement on the Active Hub Designs launched December 22 	<ul style="list-style-type: none"> Planning & permissions for schemes Member, stakeholder, and public support for Active Travel measures
PROJECT 6 St George's Guildhall and Creative Hub	Approved – in next stage of development phase	<ul style="list-style-type: none"> Updated Communications Plan prepared Progression of Meanwhile uses and activities at the centre. CIO submission to Charity Commission. Founding directors appointed. Procurement of lead design team for RIBA stage 2 & 3 commenced. Learning & Engagement Officer to be recruited 	<ul style="list-style-type: none"> Continued engagement with site occupiers Securing further match funding Community & stakeholder engagement

CABINET MEMBERS REPORT TO COUNCIL

23 FEBRUARY 2023

COUNCILLOR ANGIE DICKINSON - CABINET MEMBER FOR FINANCE

For the period 27 January 2023 to 23 February 2023

1 Progress on Portfolio Matters.

This will be a very short report because at this time of year the budget process has taken over, to the exclusion of almost everything else.

I presented the suite of budget reports, namely the four year Financial Plan, the four year Capital Programme, the Council's revised Capital Strategy and its revised Treasury Management Strategy, over 200 pages of documents setting those topics out in detail and in compliance with statutory requirements, to Cabinet at its meeting on 7 February. That in itself is enough for one Cabinet meeting to debate and decide on but there were other items on the agenda, however, there is so much happening at the moment another Cabinet meeting was required to consider all matters at hand and therefore another Cabinet meeting was called for the following day to discuss other important issues such as the Hunstanton Multi User Hub and Transport Interchange, to all intents and purposes the new library and bus station project, and a new item of funding that had become available for the Council to take advantage of.

The Grant Settlement that was announced on 20 December has now been confirmed, which gives certainty to that element of the budget. There are some minor amendments required to the Budget and Capital Programme before its presentation to Council on 23 Feb for formal debate and consideration of any amendments before culminating in the resolutions required to be made by law, i.e. the setting of the Council Tax for 2023/24 for the Borough's element and also bringing together the amounts that the Borough is required to collect on behalf of Norfolk County Council, the Police and Crime Commissioner and most of the 101 Parish Councils within the Borough's area. In theory, that is the final stage of the budget process, however work will continue to come up with proposals to fill the budget funding gap in future years.

2 Forthcoming Activities and Developments.

Work within the Finance Team will continue to focus on those issues that one might expect at this time of year, namely preparation for the closure of the accounts for the current financial year. Budget monitoring will continue, which will be my main involvement as regular and in depth hopefully prevents the possibility of any surprises presenting themselves at year end.

In the meantime work will continue to identify which of our reserves can be used to fund the shortfall in year 3 of the 4 year plan. Reserves will be further scrutinised to identify money to be released because any sums so released

will impact on the services the reserves were originally intended to cover, for example routine and periodic maintenance of assets or replacement of vehicles and equipment. None of these decisions will be taken lightly as it is important that there is no or minimal impact on the services the Council provides, and safety is not compromised.

3 Meetings Attended and Meetings Scheduled

27 Jan	Portfolio Holder Briefing
30 Jan	Brown bins review
30 Jan	King's Lynn Area Consultative Committee
31 Jan	Flood Memorial Service
31 Jan	Member briefing prior to Joint Panels' Meeting
1 Feb	Cabinet Briefing
2 Feb	Joint Panels' Meeting
3 Feb	Portfolio Holder Briefing
5 Feb	Budget Update with Cabinet Members
5 Feb	Budget Update with other Members
7 Feb	Cabinet
8 Feb	Cabinet
9 Feb	Alive West Norfolk review prior to Cabinet Sifting
9 Feb	Briefing re County Deal
10 Feb	Portfolio Holder Briefing
13 Feb	Shareholder Committee
13 Feb	Cabinet Sifting
14 Feb	Official Opening of the Mart
15 Feb	Cabinet Briefing
17 Feb	Portfolio Holder Briefing
22 Feb	Cabinet Briefing
23 Feb	Council

CABINET MEMBERS REPORT TO COUNCIL

23 February 2023

COUNCILLOR ADRIAN LAWRENCE - CABINET MEMBER FOR PROPERTY

For the period January to February 2023

1 Progress on Portfolio Matters.

Commercial Property

I am pleased to report that there are no major issues in respect of the commercial property portfolio. Obviously the performance of this portfolio may be affected by wider macro-economic issues, however the team is closely monitoring this.

In previous reports I have mentioned that the team is managing, and addressing, commercial rent arrears on the portfolio – mainly arising during the Covid-19 Pandemic, and the Assistant Director for Property & Projects will be going through this in detail with the Corporate Performance Panel on 27th February.

As previously mentioned we may need to look at some repair and renewal issues in order to comply with our duties as a commercial landlord and to ensure that certain commercial premises can continue to be occupied and generate revenue income for the council. The team needs to go through due process as set out within the Council's Contract Standing Orders and they are working on this at the moment.

Some improvement works are already underway with Air Source Heat Pumps being installed at Enterprise Works (managed workshop space) at North Lynn Industrial Estate under the Re-Fit Programme [led by my colleague Cllr Kunes], and this should help the Council with reducing its overall carbon footprint going forward.

KLIC

The KLIC continues to be fully occupied and the team has been looking at reconfiguring some of the rooms within the building to accommodate some of the occupier needs, improve business operations, and generate additional revenue, for example :

- Within KLIC there is some shared workspace areas where business

operators can flexibly hire desk spaces, and the team has been liaising with these small businesses to provide some private space for more confidential meetings and discussions.

- Feasibility, and costing, work is being undertaken to reconfigure the Reception facility. We are looking at a Reception Pod within the ground floor circulation space which will create a more visible presence whilst also freeing up the current Reception office for a potential letting.
- Meeting Room hire rates have also been reviewed and hire charges will change with effect from April. Pricing has been balanced so as not to make them unaffordable. From now on these room charges will be reviewed annually.

In addition, a '*KLIC & Connect*' drop-in event was held at the King's Lynn Innovation Centre (KLIC) on 31st January. Full details will no doubt be in Cllr Middleton's portfolio report but essentially the event was to offer informal networking, information, advice and guidance for businesses from the New Anglia Growth Hub and Innovate UK.

Nar Ouse Regeneration Area

The road and utility infrastructure project is well underway, and we benefitted from receiving a fairly sizeable financial contribution, of nearly £500,000, through the County Deal proposals, which is obviously very welcome.

The Phase 2 speculative commercial units tenders are still being challenged to see if we can reduce the construction costs, and we are exploring the possibility of seeking investment from the New Anglia Local Enterprise Partnership to see if this will help make this a viable proposal. As mentioned previously I will report my findings through to Cabinet colleagues in due course once we have explored all avenues.

Riverfront Regeneration Area

The works are progressing well. Please see below a couple of images relating to progress. The site is really opening up now that the main demolition work is almost complete – with the images showing the positive impact upon the adjacent Listed Building, Hampton Court.

Disposals

I am pleased to confirm that we have successfully completed the legal transfer of the Hunstanton Community Centre to Hunstanton Town Council.



Property & Projects Team

Over the past few years the team has struggled with staff retention and recruitment. A slightly different approach has been taken over the past couple of years in an attempt to stabilise the situation and we have moved to seeking to “grow our own” with the appointment of two Higher Level Apprentices. Our first Higher Level Apprentice has recently completed his Property Degree and has achieved a First which is very commendable.

Meetings Attended

Full Council
Portfolio meetings
Cabinet and Cabinet Sifting

CABINET MEMBERS REPORT TO COUNCIL

23 February 2023

COUNCILLOR SAM SANDELL - CABINET MEMBER FOR PEOPLE AND COMMUNITIES

For the period 26th January to 12th February

1 Progress on Portfolio Matters.

Housing still is an ongoing issue. Meetings have taken place with Freebridge.

Housing register

1302 live applications

1 Emergency

198 High

442 Medium

661 Low

263 new or change in circumstances received - increase likely due to forms being unavailable over Christmas

Housing Options

160 applicants given housing advice, of these 89 progressed into homeless declarations and/or are ongoing investigations

Lets advised - 12

Still significant issues with Freebridge turning round their voids and still causing issues with numbers in temporary accommodation and B&B. No properties from them for the last two weeks

2 Forthcoming Activities and Developments.

Members support group met on teams. A very useful discussion was had. We spoke about the cost of living crisis. We spoke about the new Councillor folders after the elections in May.

We also spoke about debate not hate policy. We all signed up to this.

The DWP Household Support Fund

This limited Fund is to be used to support vulnerable households in the most need; particularly those who may not be eligible for the other support that government has recently made available such as:-

- Energy Bills Support Scheme and the equivalence package confirmed on 29 July 2022
- Council Tax Rebate and the associated £144 million Discretionary Fund
- Cost of Living Payments for those on means tested benefits
- £150 Disability Cost of Living Payment
- One-off £300 Pensioner Cost of Living Payment (through the Winter Fuel Payment)
- This includes the Cost of Living Payments set out on 26 May 2022 and the energy support set out on 3 February (enhanced on 26 May 2022), and detailed on 29 July 2022 (details on eligibility for these schemes are at Annex A).

Other help clients can get

You can also:

- check if you're eligible for a cost of living payment
- check what benefits and financial support you can get
- get council tax support if you're on a low income or get certain benefits
- get a discretionary housing payment if you are struggling with your rent

Clients can apply to the Norfolk Assistance Scheme (NAS); The Norfolk Assistance Scheme (NAS) helps people who are in financial hardship and cannot pay their living costs. There are many reasons why this might happen.

- Redundancy
- Work hours have been cut
- On a low income or benefits
- Waiting for Universal Credit payments
- A home emergency such a fire or flood
- Have a special educational need or disability
- Have mental health issues or in ill health
- Have left an abusive relationship
- Have dependent children
- In a resettlement scheme

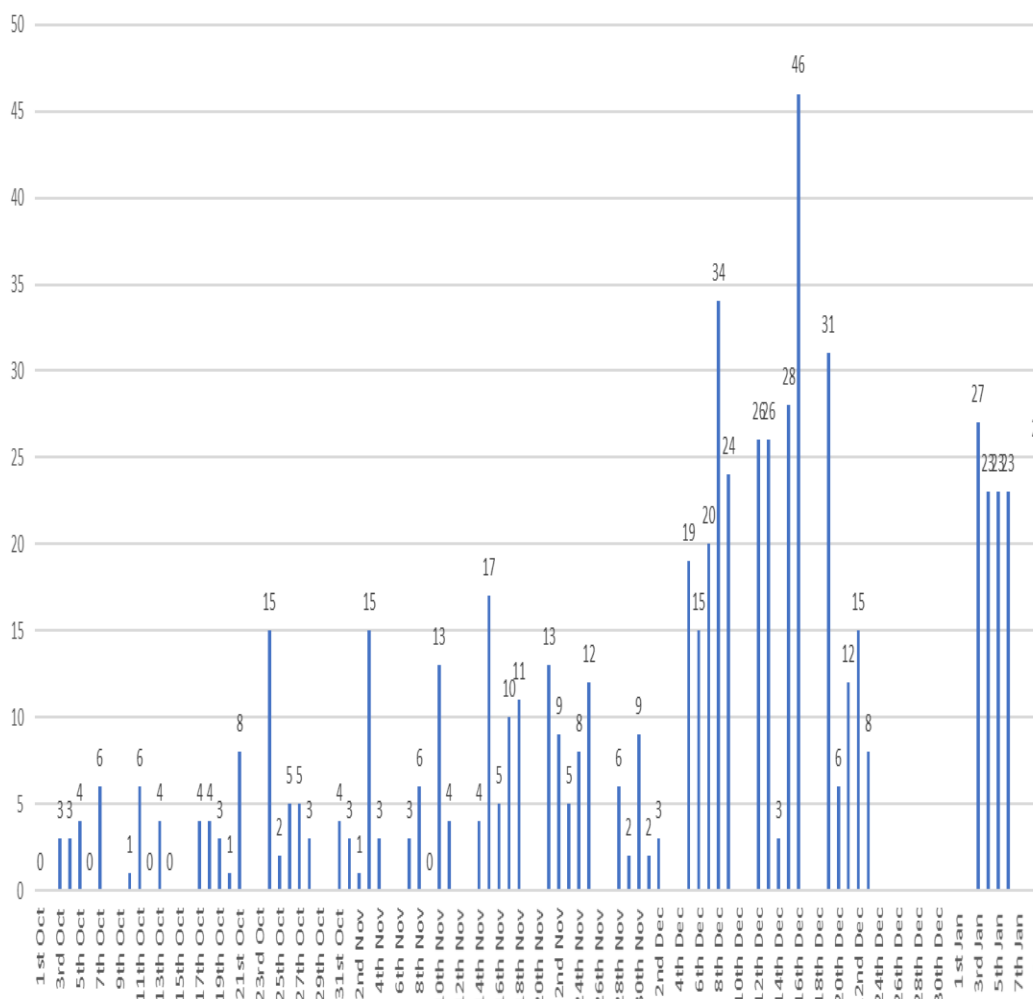
If you are eligible they can:

- Provide emergency financial help
- Supply essential household goods and furniture
- Give support, guidance and advice
- You will need to complete an application with evidence of your financial situation.

BCKLWN was allocated £148,000 for October 2022 – March 2023. As of 31st December 2023 £111,196.04 has been allocated 58% of this has gone to households with children, 2% to households with pensioners, 28% to households with disabilities and 12% to other households.

Please see below a graph of the level of demand that has fluctuated and peaked just before Christmas (due to cold weather and word of mouth), this placed huge unmanageable pressure on the team and Judith Berry as the member of staff solely employed to triage and deliver this fund was off sick and another member of staff was on leave. Members of the CIC team assisted with this demand and issued blanket payments to applicants based on their household situation. As you can see referrals are still high and we are now only accepting referrals from professional organisations.

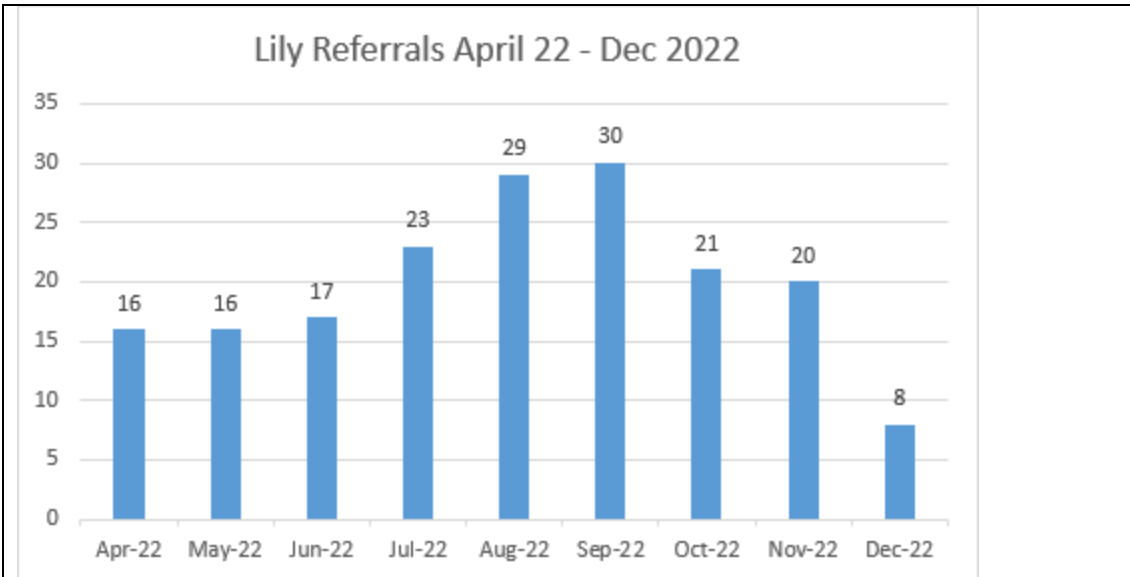
Referrals per day to HSF 3



The DWP Household Support Fund provided funds directly to the King's Lynn Foodbank / Baby Basics / Open Road / Hanseatic Union to help to capture all demographics of households in need.

Lily

The Lily service has been re-commissioned for another year from April 2023 – March 2024. Meetings are taking place with Norfolk County Council to determine what the service will look like going forwards.



Food For Thought is continuing for its third cohort, starting on 18th January 2023 at the London Road Methodist Church. Funding for this cohort was acquired from the Health and Wellbeing Partnership.

Careline

- Digital
 - All customers (apart from 1) have at least a VI which we know is digital compatible
 - When people move over to a digital line we have the support video on the website to guide them on how to re-fit into a digital line
 - Staff are all confident in explaining digital, how to plug in the VI and why a SIM based unit is better
 - Imminently waiting on a digital leaflet to explain to all
 - This is still a project that is moving and goal posts are changing but I feel we are doing our best to keep up to date with this

Downside would be the cost implications of:

- The new sim based units
- Ongoing sim charge costs
- Increasing administration duties to keep all digital things up to date
- Installer visits to support vulnerable clients without any help when the digital phone line companies have left them with an unplugged unit

Our sim based products (which we believe are the best products available to those with a digital line) is increasing every month. Last month was our highest amount of installs to date at 30 installs. Due to limitations with stock we are currently looking into having a second sim based product from another provider to support us going forward.

3 Meetings Attended and Meetings Scheduled

23rd January Food Bank Visit
24TH January Cabinet sifting
24th January Councillor Briefing on County Deal
24th January Health and Wellbeing Partnership Meeting
24th January Full Council
25th January Portfolio Catch up
6th February Members support Group
7th February Cabinet
8th February Cabinet
9TH February Active Clean Connectivity
9th February County Deal discussion

Meetings Scheduled

13th February Shareholder Meeting
13th February Cabinet Sifting
15th February Cabinet Briefing

CABINET MEMBERS REPORT TO COUNCIL

26 January 2023

COUNCILLOR GRAHAM MIDDLETON - DEPUTY LEADER & CABINET MEMBER FOR BUSINESS, CULTURE AND HERITAGE.

For the period to January 2023

1 Progress on Portfolio Matters.

UK Shared Prosperity Fund (UKSPF) and Rural England prosperity Fund update.

A report to cabinet is being prepared for a meeting next month that sets out the next steps in relation to both programmes. Since my last update in November the Government has approved the interventions as set out in the West Norfolk Investment Plan submitted last summer. The agreed priorities were:

- Leading as a Centre of Excellence for the Visitor Economy
- Embedding approaches that are Active, Clean & Green
- Strengthening local enterprise and innovation systems
- Supporting people to access opportunities

From this a menu of types of interventions (projects both revenue and capital) were selected. A number of specific interventions have been selected that are required to be delivered in the current financial year. One of these interventions includes a project aimed at providing energy saving measures including draft proofing and insulation to vulnerable households. In the year 2023/2024 there will be some interventions funded that are currently being funded only to 2022/2023. In 2024/2025 a skills element of the fund will become available. Further consideration of this element of the programme will be undertaken and proposals will be brought to cabinet in early 2024. The Rural England prosperity Fund (REPF) capital only funding complements the UKSPF but specifically targets rural areas (thereby in our area excludes King's Lynn). As set out in my previous report the priorities determined for this fund are:

- Small scale investment in micro and small enterprises in rural areas.
- Grants for the development and promotion of the visitor economy.
- Active travel enhancements in the local rural area.
- Capacity building and infrastructure support for local civil society and community groups.
- Supporting impactful volunteering and social action projects.

It is proposed that both a grants scheme for businesses and for communities is administered by a third party (3rd parties). The active travel interventions identified will be delivered in conjunction with Norfolk County Council

Meetings Attended and Meetings Scheduled

Public meetings attended

Various meetings with officers and stakeholders

CABINET MEMBERS REPORT TO COUNCIL

23 February 2023

COUNCILLOR STUART DARK – LEADER OF THE COUNCIL, CHAIR OF CABINET

For the period 26th January – 15th February 2023

1 Progress on Portfolio Matters.

New QEH bid

During this period I met with Steve Barclay MP, The Secretary of State for Health and Social Care in London along with James Wild MP, in furtherance of this Council's ongoing cross-party support to the bid for a new hospital and my earlier meetings with and letters to ministers, including the Prime Minister. I took the opportunity to reinforce the dire need for a new hospital and stressed that, whilst it is understood a new hospital is a significant government outlay of c.£800m which needs due consideration, there is genuine local concern and frustration re the ongoing delay in announcing whether or not this vital bid was successful or not and the earlier this could be done the better. I was heartened that the Secretary of State clearly understood the situation at the QEH and RAAC hospitals in general and acknowledged the issue of announcing the outcome as quickly as possible. I and officers remain in contact with the QEH's Leadership to support them wherever we can, as we have done throughout.

The Budget

During this period a significant piece of work was undertaken with regard to the budget and associated papers and meetings. This will be further discussed at the upcoming full council.

Nar Ouse development funding

I was pleased that the County Council's discussions with government around the 'County Deal' and types of scheme that might benefit, highlighted the existing Nar Ouse Enterprise zone, one of the largest brownfield development sites in the East of England, being developed in partnership by this council and the LEP and as a direct consequence £500k funding was expedited to it, irrespective of the final outcome of that deal. This money will be used to help build the infrastructure to open-up the site yet further, creating opportunities for business and jobs.

Long-service awards

I was honoured to attend the Long-service awards with the Chief Executive and Mayor during this period, the first post-Covid where we could have a large number of recipients. Staff came from a broad range of

council departments with many years cumulative experience, serving the residents of West-Norfolk.

Apprentices

We also played our part in National Apprenticeships week by showcasing the staff we have on the various levels of the scheme, from new joiners from local schools to Managers furthering their development and careers.

Recruitment

I was pleased to meet with our new Executive Director (Place) who is currently undergoing his induction to the council and meeting colleagues. I'm certain many of you will see him over the coming days.

70th Anniversary of the 1953 floods

Like many councillors I attended the well-attended, dignified commemorations of the devastating 1953 floods which went on around the borough. I'd like to thank here the Town and Parish councils, Clergy, staff and local people who helped organise these events.

2 Forthcoming Activities and Developments.

Wisbech Incinerator

On the 22nd and 23rd February there is the first public meeting with examiners for 'registered interested parties' re the Commercial Incinerator application at Wisbech. Councillor Blunt, myself and officers are due to attend and I am registered to speak. I will use this opportunity to reinforce this council's almost unanimously supported opposition to this proposal.

First Anniversary of the war in Ukraine

The 24th February marks the first anniversary of the illegal, unjustifiable and horrific invasion of Ukraine by the Putin regime. I am aware that there is to be a public service of reflection in the Minster and take this opportunity to thank all those West-Norfolk residents who have taken in or supported refugees and the great staff (NGO, Council and partners) and volunteers who worked so hard to support them via our 'welcome centre'.

3 Meetings Attended and Meetings Scheduled

In addition to attending numerous usual development and review meetings with officers and cabinet colleagues, meetings with opposition group leaders and members, I have during this period also attended (in no particular order);

Liaison meeting with Freebridge Housing's Senior Leadership
Joint member panel meeting re the budget
Opening of the historic Mart