

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



Environment and Community Panel

Agenda

Tuesday, 18th July, 2023
at 4.30 pm

in the

**Council Chamber
Town Hall
Saturday Market Place
King's Lynn**

Available to view on You Tube:

<https://www.youtube.com/user/WestNorfolkBC>



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

Monday, 10 July 2023

Dear Member

Environment and Community Panel

You are invited to attend a meeting of the above-mentioned Panel which will be held on **Tuesday, 18th July, 2023 at 4.30 pm** in the **Council Chamber, Town Hall, Saturday Market Place, King's Lynn PE30 5DQ** to discuss the business shown below.

Yours sincerely

Chief Executive

AGENDA

1. Apologies for absence

To receive any apologies for absence.

2. Minutes (Pages 5 - 9)

To approve the minutes of the previous meeting.

3. Declarations of interest (Page 10)

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.

Those declarations apply to all Members present, whether the Member is part of the meeting, attending to speak as a local Member on an item or simply observing the meeting from the public seating area.

4. Urgent Business

To consider any business which, by reason of special circumstances, the Chair proposed to accept as urgent under Section 100(b)(4)(b) of the Local Government Act, 1972.

5. Members Present Pursuant to Standing Order 34

Members wishing to speak pursuant to Standing Order 34 should inform the Chair of their intention to do so and what items they wish to be heard before a decision on that item is taken.

6. Chair's Correspondence

If any.

7. Councillors Community Grant Scheme (Pages 11 - 19)

8. Cabinet Report - Local Authority Housing Fund - Round 2 - CABINET REPORT TO FOLLOW (Page 20)

9. Panel Meeting Arrangements (Page 21)

10. Portfolio Holder Question and Answer Session

Please submit any questions to Democratic Services in advance of the meeting.

11. Work Programme and Forward Decision List (Pages 22 - 28)

12. Date of the next meeting

To note that the next meeting of the Environment and Community Panel is scheduled to take place on the 29th August 2023 in the Town Hall.

To:

Environment and Community Panel: Barclay, Bartrum, J Bhondi, Bland, A Bullen, S Collop (Chair), Devulapalli (Vice-Chair), H Humphrey, P Kunes, J Ratcliffe, S Sandell and Ware

Portfolio Holders:

Councillor A Kemp – People and Communities
Councillor T Parish - Leader

Officers

Karl Patterson, Housing Development Officer
Nikki Patton, Housing Strategy Officer

BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK

ENVIRONMENT AND COMMUNITY PANEL

Minutes from the Meeting of the Environment and Community Panel held on Tuesday, 20th June, 2023 at 4.30 pm in the Council Chamber, Town Hall, Saturday Market Place, King's Lynn PE30 5DQ

PRESENT: Councillors S Collop (Chair), J Bhondi, P Bland, A Bullen, P Devulapalli, A Dickinson (substitute for P Kunes), S Everett (substitute for M Bartrum), H Humphrey, J Ratcliffe, S Sandell and A Ware.

OBSERVING: Councillor S Bearshaw

PORTFOLIO HOLDERS:

Councillor J Moriarty – Portfolio Holder for Development and Regeneration

Councillor M de Whalley – Portfolio Holder for Climate Change and Biodiversity

OFFICERS:

Alexa Baker – Monitoring Officer

Martin Chisholm – Assistant Director

Lorraine Gore – Chief Executive

Andy King – Housing Strategy Officer

Nikki Patton – Housing Strategy Manager

Karl Patterson – Senior Housing Development Officer

EC1: APPOINTMENT OF VICE CHAIR FOR THE MUNICIPAL YEAR

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

RESOLVED: That Councillor Devulapalli be appointed Vice Chair of the Panel for the 2023/24 Municipal Year.

EC2: APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Barclay, Bartrum and Kunes.

EC3: MINUTES

RESOLVED: The Minutes from the previous meeting were agreed as a correct record and signed by the Chair.

EC4: DECLARATIONS OF INTEREST

There were no declarations of interest.

EC5: **URGENT BUSINESS**

There was none.

EC6: **MEMBERS PRESENT PURSUANT TO STANDING ORDER 34**

There was none.

EC7: **CHAIR'S CORRESPONDENCE**

There was none.

EC8: **CABINET REPORT - LOCAL AUTHORITY HOUSING FUND ALLOCATIONS POLICY**

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

Officers presented the report and provided information on the allocation of properties delivered via the Local Authority Housing Fund, a programme established by the Department for Levelling Up, Housing and Communities to support Local Authorities to acquire homes to accommodate households with housing needs who had arrived in the UK via Ukrainian and Afghan resettlement and relocation schemes. Information on how allocations would be made based on existing policies and in accordance with housing needs was provided to the Panel along with detail of the tenancy options available. The Panel was informed that the Government allocation had been received in January and Cabinet had agreed to accept the funding and deliver the homes via West Norfolk Housing Company.

The Panel was informed that Government had now announced a second round of funding allocations which would be considered by Cabinet at a future meeting.

The Chair thanked officers for the report and invited questions and comments as set out below.

In response to a question from Councillor Bullen it was explained that allocations would be focussed on the three towns as there would be access to services. Availability and price was also a factor in determining where the homes would be allocated.

In response to a further question from Councillor Bullen, it was explained that the funding was allocated based on the number of arrivals in the area and to meet their needs.

Councillor Ratcliffe asked what support was available for those needing to register for the scheme and it was explained that support and advice

would be provided on how to join the register. Lily had also been involved in working with individuals.

In response to a question from Councillor Ratcliffe, it was explained that the 16 homes to be provided through this scheme were only a small percentage of the housing stock available and it was important to note that it would result in an additional 16 affordable homes being provided in the Borough.

Councillor Bhondi asked for clarification on the types of homes to be provided. Officers provided detail on the match funding requirements and that there would be a mix of housing available, dependant on household needs, with a mix of bedrooms. For the Afghan Resettlement Scheme it was confirmed that four bedroom houses would be provided in accordance with Government criteria.

RESOLVED; That the Panel support the recommendation to Cabinet as set out below.

That Cabinet endorse the approach set out in this report on the allocation of the properties delivered via the Local Authority Housing Fund.

EC9: **APPOINTMENTS TO TASK GROUPS AND INFORMAL WORKING GROUPS**

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

The Panel considered the appointment of Members to serve on the Informal Working Groups and Task groups, which had previously been established by the Panel, for the municipal year 2023/24.

RESOLVED:

1. That the Homelessness and Housing Delivery Task Group continues to operate as a 7 Member Task Group and the Democratic Services Officer be instructed to seek Membership of the Task Group from Group Leaders for the 2023/2024 municipal year.

2. That the following Informal Working Groups remain established, with the below Members appointed to them. Additional Members who would like to serve on the Informal Working Groups were to email the Chair and Democratic Services Officer.

- Single Use Plastics Informal Working Group: Councillors Bubb and Devulapalli.
- Climate Change Informal Working Group: Councillor Bubb

3. That the Urban Wildlife Informal Working Group be disbanded as it had concluded its work.

4. That the Tourism Informal Working Group remain established and the Chair liaise with the Chair of the Regeneration and Development Panel to finalise Membership. The following Members from the Panel were interested in sitting on the group:

- Councillor Bullen

EC10: **NOMINATIONS TO OUTSIDE BODIES**

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

The Panel were invited to nominate representatives to participate in the outside bodies and partnerships which fall within the remit of the Panel.

The Panel noted that nominations would be presented to the full Council meeting on 13th July 2023 for consideration.

RESOLVED: That the Panel submit the following nominations to Council:

1. Borough Council/College of West Anglia Liaison Board – Councillor Osbourne
2. King's Lynn and West Norfolk Area Museums Committee – Councillor Bland and non Councillor representative Bill Davidson
3. King's Lynn Football Club – Councillor Bland
4. Norfolk County Council – Norfolk Countywide Community Safety Partnership Scrutiny Sub-Panel – non Councillor Christine Hudson and no nomination for substitute
5. Norfolk Health Overview and Scrutiny Committee – Councillor Devulapalli and Councillor Bhondi as substitute
6. West Norfolk Community Transport Project – Councillor Everett

EC11: **PORTFOLIO HOLDER QUESTION AND ANSWER SESSION**

There had been no questions submitted in advance of the Meeting.

EC12: **WORK PROGRAMME AND FORWARD DECISION LIST**

The Vice Chair informed the Panel that she would like consideration to be given to the use of pesticides on Council Land. The Assistant Director informed the Panel that he would produce statistics on the Council's use of certain pesticides so that the Panel could explore if this was an issue that needed consideration at a future Panel meeting.

RESOLVED: The Panel's Work Programme and Cabinet Forward Decisions List was noted.

EC13: **DATE OF THE NEXT MEETING**

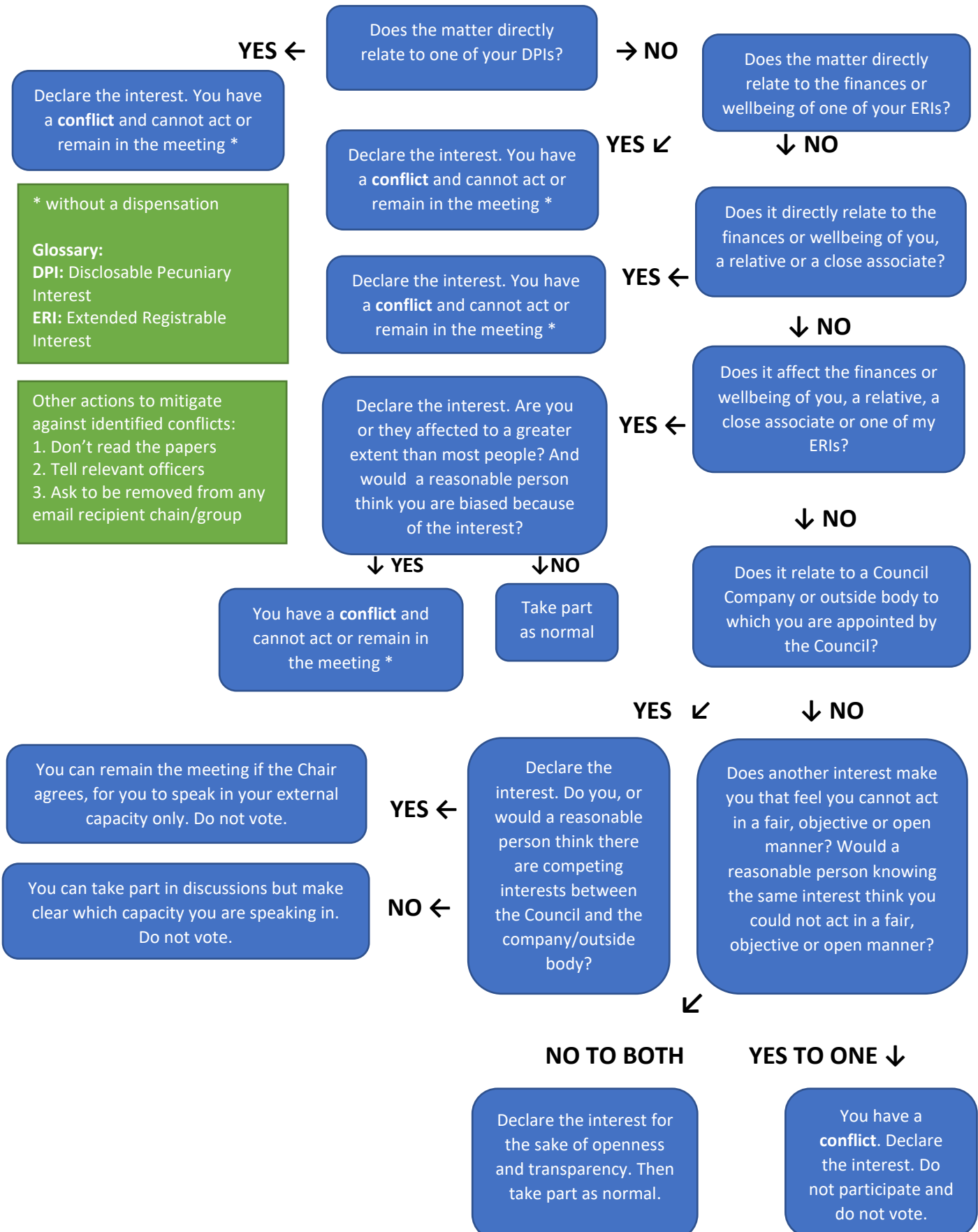
The next meeting of the Environment and Community Panel would be held on 18th July 2023, time to be confirmed.

The meeting closed at 5.08 pm

DECLARING AN INTEREST AND MANAGING ANY CONFLICTS FLOWCHART



START



POLICY REVIEW AND DEVELOPMENT PANEL REPORT

REPORT TO:	Environment and Community Panel		
DATE:	18 July 2023		
TITLE:	Councillor Community Grant Scheme		
TYPE OF REPORT:	Monitoring		
PORTFOLIO(S):	Leader of the Council, Cllr Alexandra Kemp		
REPORT AUTHOR:	Honor Howell Corporate Governance Manger/Assistant to the Chief Executive		
OPEN/EXEMPT	Open	WILL BE SUBJECT TO A FUTURE CABINET REPORT:	No

REPORT SUMMARY/COVER PAGE

PURPOSE OF REPORT/SUMMARY:
<p>On 9 September 2021, Council agreed to create a Councillor Community Grant Scheme to run consecutively during 2021-22 and 2022-23 to support local projects and activities that will have a positive impact throughout the borough.</p> <p>This report provides an overview of how the funding has supported projects, events and initiatives within the local community from 2021 to 2023. It has been operationally decided by the Chief Executive that this scheme will continue in 2023-24 under the current policy and conditions agreed at Cabinet on 3 August 2021.</p>
KEY ISSUES:
<p>To support members, give practical financial assistance to schemes in their constituencies which will benefit the community as well as contribute to the council’s overall vision and corporate business plan. The continued revenue budget for the Councillor Community Grant will be subject to future consideration by Cabinet.</p>
OPTIONS CONSIDERED:
<p>The Environment and Community Panel is asked to review the delivery of the scheme from 2021 to 2023 and consider improvements to be implemented during 2023-24.</p>
RECOMMENDATIONS:
<p>The Environment and Community Panel to provide feedback and recommendations to enhance the scheme for local groups within the borough, including raising awareness of the scheme. Consideration from Cabinet to enable the funding to be built into the revenue budget in the future.</p>
REASONS FOR RECOMMENDATIONS:
<p>To enhance the Councillor Community Grant Scheme for 2023-24.</p>

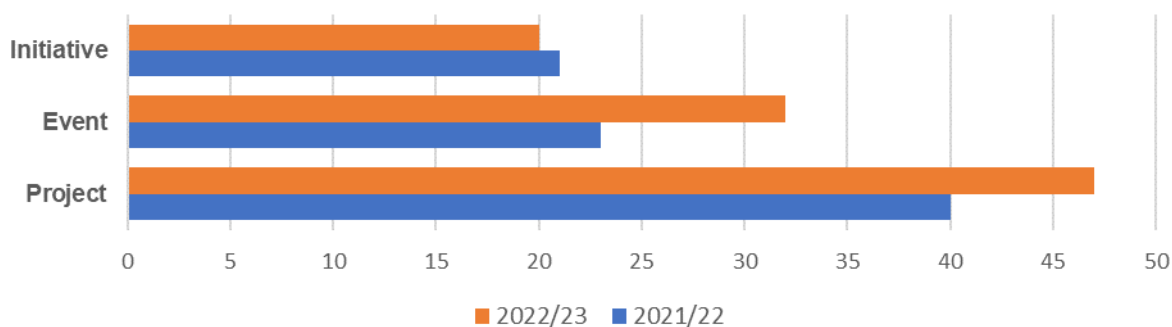
1. Introduction

- 1.1 The council introduced a Councillor Community Grant Scheme with the aim of funding community projects, events and initiatives to deliver better outcomes for residents in the borough as well as contributing to the achievement of the Council's Corporate Business Plan priorities.
- 1.2 A total of £55,000 grant funding for each year was made available from an underspend in the Financial Assistance Grants. Each ward councillor was given a budget of £1,000p.a. to assist their constituents with funding for projects which met the criteria of the scheme.
- 1.3 It has been operationally decided by the Chief Executive that this scheme will continue in 2023-24 under the current policy and conditions agreed at Cabinet on 3 August 2021. Training will be offered to newly elected members to set out their roles and responsibilities, including issues to consider when awarding funding, transparency, data protection and signposting to other funding support options.

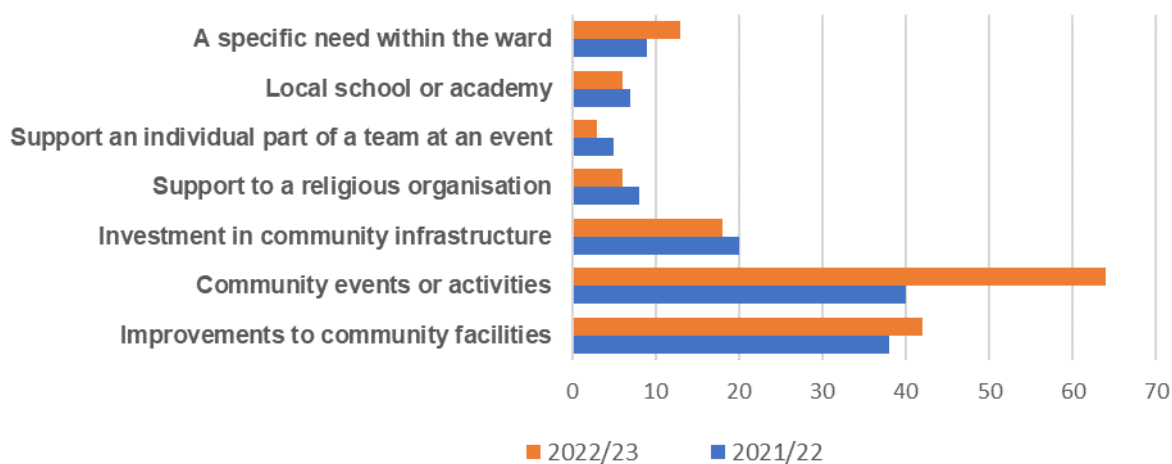
2. 2022-23 overview and achievements

- 2.1 In 2022-23 councillors awarded funding to local groups and organisations for projects, initiatives and events amounting to £38,111.99. The highest volume of requests was received for community groups/activities (31) Jubilee/Coronation events (21), village halls (16) and recreational groups/events (12).

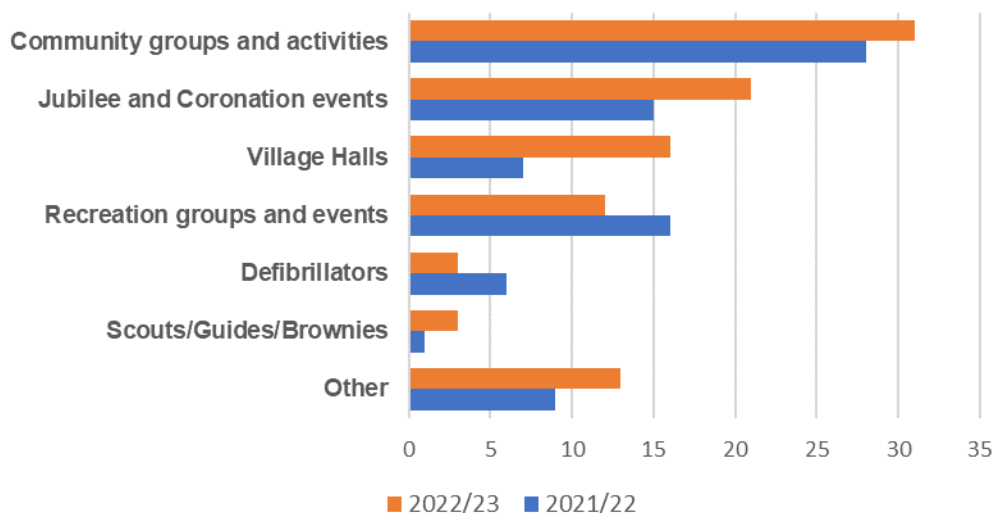
2.2 The number of Projects / Events / Initiatives awarded funding



2.3 The criteria met by each grant was decided by members with some grants meeting multiple criteria



2.4 A breakdown of the key community themes awarded grant funding



3. Issues for the panel to consider

- 3.1 The Environment and Community Panel is asked to review the delivery of the scheme from 2021 to 2023 and consider improvements to be implemented during 2023-24.

4. Corporate priorities

- 4.1 The Councillor Community Grant Scheme contributes to the following priorities within the Corporate Business Plan:
- Protecting and enhancing the environment including tackling climate change
 - Improving social mobility and inclusion
 - Helping to improve the health and wellbeing of our communities

5. Financial implications

- 5.1 Of the £55,000 2022-23 budget, £38,111.99 was allocated. From the £16,888.01 underspend £16,000 has been transferred to assist the Hanseatic Union for a further 6 months until 30th September 2023 to continue to support the Welcome Centre for refugees and the remaining £888.01 transferred back to the council's general reserves.
- 5.2 It is proposed that funding for 2023-24 can be met from revenue underspend from 2022-2023. This is reflected in the revenue outturn report separately reported to Cabinet on 1 August 2023. Future consideration from Cabinet will be required to enable the funding to be built into the revenue budget for future years.

6. Any other implications/risks

- 6.1 None.

7. Equal opportunity considerations

- 7.1 A pre-screening equality impact assessment was completed when the policy was agreed at Cabinet on 3 August 2021. This assessment was positive across all criteria.

8. Environmental considerations

8.1 None.

9. Consultation

9.1 Management Team and Council Leader

10. Conclusion

10.1 The Environment and Community Panel to review and note the report.

11. Background papers

- Cabinet report 3 August 2021

2022/23 Councillor Community Grant Spend

Applicant	Item requested	Ward	Funding provided
Fincham Memorial Hall and Playing Fields	Modernisation of toilets in the hall	Airfield	£500.00
Pentney Village Hall	Replacement chairs	Airfield	£500.00
Marham Bowls Sports and Social Club	New music system amplifier and microphones	Airfield	£500.00
Marham Bowls Club	Bench	Airfield	£500.00
Church of St Mary the Virgin Great Bircham	Free cream tea with prosecco for residents to celebrate the jubilee	Bircham with Rudhams	£300.00
Jane's Coffee Corner	Provide essential household items for vulnerable local residents	Bircham with Rudhams	£450.00
Bircham in Bloom	Planting for Bircham in Bloom	Bircham with Rudhams	£250.00
Great Ringstead History Group	Set up a website, print information leaflet, maps and self-guided walks	Brancaster	£500.00
Docking Rangers Football Club	Line paint for football pitches	Burnham Market and Docking	£250.00
Docking Rangers Football Club	Trophies for the end of season presentation	Burnham Market and Docking	£300.00
South Creake Tennis Club	Irrigation system for two tennis courts	Burnham Market and Docking	£250.00
Burnham Overy Coffee Club	Supplying hot drinks and cake to members of the community free of charge	Burnham Market and Docking	£200.00
Tilney All Saints Village Hall	Host an exhibition of residents memories, planting of a tree, bury a time capsule, art exhibition and a tea party for the Queen's Jubilee	Clenchwarton	£500.00
Tilney All Saints Village Hall	Repairs to the village hall roof	Clenchwarton	£250.00
Friends of the Village	Coronation event	Clenchwarton	£250.00
West Norfolk Rowing Club	Volunteer coach training courses	Denver	£200.00
Denver Cricket Club	Equipment for the girls hardball team	Denver	£150.00
RAFA Downham Market branch	Replacement of memorial	Denver	£100.00
West Dereham Village Hall Trust	Development of a community cafe	Denver	£300.00
Dersingham Village Centre Association	Outdoor furniture	Dersingham	£1,000.00
Dersingham Choral Society	Insurance for musical equipment	Dersingham	£239.00
Dersingham Day Centre	Easter lunch and transport for elderly residents	Dersingham	£250.00
Dersingham Sportsground CIC	Repairs and maintenance to the sportsground tractor	Dersingham	£500.00
Downham Market Wildlife Group	Installation of swift boxes in the roof of Downham Market Town Hall	East Downham	£250.00

Applicant	Item requested	Ward	Funding provided
Word Fest Committee	To promote and run the first literary festival in Downham Market	East Downham	£250.00
Downham Festival	A free week long festival for the residents of Downham Market, providing entertainment, coffee morning, parade, BMX display	East and North Downham	£1,000.00
Outwell Playing Field and Village Hall Committee	Christmas lights	Emneth with Outwell	£100.00
Outwell Playing Field and Village Hall Committee	Coronation celebrations	Emneth with Outwell	£900.00
Emneth Central Hall Committee	Coronation celebrations	Emneth with Outwell	£900.00
The Friends of St Peters Church Hockwold cum Wilton	Planting of wildflower area in churchyard and involvement with local school	Feltwell	£250.00
East Walton village bonfire committee	Platinum jubilee celebrations	Gayton and Grimston	£300.00
Grimston and District WI	Defibrillator	Gayton and Grimston	£500.00
Pott Row playing field	Maintenance of playing field	Gayton and Grimston	£400.00
Pott Row playing field	Replacement play equipment	Gayton and Grimston	£500.00
Jubilee Hall Gayton	Security system of full lock, ring camera and alarms	Gayton and Grimston	£300.00
Highgate Infant School	Jubilee celebrations	Gaywood Chase	£200.00
Gaywood Community Centre	Installation of rubbish bin	Gaywood Clock	£250.00
Gaywood Friendly Club	Electronic bingo machine, industrial drum heater, microphone	Gaywood Clock	£283.39
Gaywood Forget me not Luncheon Club	To provide hot lunch and social event for people in Gaywood	Gaywood Clock	£466.61
Kings Lynn Church of the Nazarene	Materials for community craft group	Gaywood North Bank	£100.00
Reffley Friends and Neighbour Club	Electronic bingo machine and microphone	Gaywood North Bank	£225.00
Reffley Friends and Neighbour Club	Coronation celebrations	Gaywood North Bank	£200.00
Sedgeford Village Hall Committee	Picnic bench	Heacham	£500.00
Heacham Heritage Community Project	Gathering photos and information on past events and businesses in Heacham to preserve for the future	Heacham	£300.00
Heacham Minors football club	Training equipment, replacement goal nets and balls, respect barriers	Heacham	£250.00
1st Heacham Rangers	Laptop, modem and sim card	Heacham	£347.99
West Norfolk Singers	Room hire and purchase of copyright music	Heacham	£125.00
Sedgeford Women's Group	Refreshments at Coronation gathering	Heacham	£100.00

Applicant	Item requested	Ward	Funding provided
St Marys Church Heacham	Coronation tea party	Heacham	£375.00
Northfields Allotment Club	Provide facilities for people of reduced mobility to access growing space by creating raised beds and paths	Hunstanton	£1,000.00
Harpley Community Events	Funding to cover hire charges for the Craft Club	Massingham with Castle Acre	£50.00
The Hillington Ladies	Coronation celebrations	Massingham with Castle Acre	£100.00
Harpley Village Hall Management Committee	Installation of infrared heating bar in meeting room	Massingham with Castle Acre	£150.00
Westacre Theatre	Provision of transport to help school children enjoy the theatre cultural experience	Massingham with Castle Acre	£100.00
Penny Black	Annual Christmas veg boxes for over 65s	Methwold	£100.00
The New Ladies Group	The New Ladies Group will reach out to new residents of Methwold to engage in village social activities and attend friendly meetings	Methwold	£500.00
The Community Heartbeat Trust	Defibrillator for Brookville, Methwold	Methwold	£200.00
Macular Society Local Support Group Downham Market	Providing information, activities and speakers for those with sight loss due to macular disease	North Downham	£500.00
Mr Bee's Family Centre	Repairs to roof and air conditioning units	North Lynn	£2,000.00
Snettisham Events Committee	Jubilee celebrations	Snettisham	£500.00
St Marys Church Snettisham	Illumination of the church for jubilee celebrations	Snettisham	£500.00
Stories of Lynn hosting on behalf of South Lynn community	Free Tudor event at South Lynn Community Centre	South and West Lynn	£1,300.00
Alive West Norfolk	Children's sport activities in October	South and West Lynn	£200.00
Alive West Norfolk	Children's sport activities in December	South and West Lynn	£200.00
South Lynn All Saints Parochial Church Council	Installation of kitchen and toilets	South and West Lynn	£300.00
Downham Market and District Heritage Society	Restoration work to new stands and repairs to items to form a new display to be available over the coming year	South Downham	£1,000.00
Gaywood Community Centre	Refurbishment of disabled toilets	Springwood	£1,000.00
Windsor Road Street Party	Defibrillator	St Margaret's with St Nicholas	£200.00
Windsor Road Street Party	Community street party to celebrate the coronation	St Margaret's with St Nicholas	£200.00
Kings Lynn and West Norfolk Pride	To provide the people of King's Lynn and West Norfolk a free festival event celebrating diversity and promoting equality. The council supports the individual Councillor's decision to use grant funds to support the event.	St Margaret's with St Nicholas	£800.00

Applicant	Item requested	Ward	Funding provided
King's Lynn Men's Shed	Installation of heating	St Margaret's with St Nicholas	£800.00
Terrington St Clement Cricket Club	Replacement of portacabin and fencing	Terrington	£500.00
1st Terrington St Clement Brownies	Girlguiding Anglia trip to Colchester Zoo for Brownies Go Explorer Badge	Terrington	£700.00
Castle Rising Platinum Jubilee Committee	Jubilee street party event to coincide with the national lighting of beacons	The Woottons	£1,250.00
Wootton Park Recreation Association	Repainting of the pavilion	The Woottons	£300.00
Wootton Park Recreation Association	New kick boards	The Woottons	£1,000.00
North Wootton Village Hall	To create outside storage	The Woottons	£300.00
North Wootton Village Hall	Refreshments for tree planting event	The Woottons	£75.00
South Wootton in Bloom	Provide ties and stakes for 10 trees on Wootton Park	The Woottons	£75.00
Welney Playing Field Charity	Village Jubilee picnic	Upwell and Delph	£150.00
Upwell Playing Field committee	Portable goals	Upwell and Delph	£300.00
Barroway Drove Village Hall	Wi-Fi connection	Upwell and Delph	£165.00
Barroway Drove Village Hall	Restoration of Coronation Gates (to restore to original condition 1953 Coronation Gates to be hung at the Village Hall)	Upwell and Delph	£250.00
Three Holes Village Hole and playing field	Film production insurance and replacement toilet roll dispensers	Upwell and Delph	£250.00
Three Holes Village Hall and Playing Field	Jubilee celebrations	Upwell and Delph	£85.00
Lakes End Village Hall	Update electrical and fire safety systems to meet current regulations	Upwell and Delph	£300.00
Wimbotsham Recreation Ground	Christmas Tree	Upwell and Delph	£250.00
Walpole Good Companions	Jubilee celebrations	Walsoken, West Walton and Walpole	£100.00
Walpole Good Companions	Coronation afternoon tea	Walsoken, West Walton and Walpole	£200.00
13th Walpole Scout Group	Setting up Squirrel Drey group (4-6 year olds)	Walsoken, West Walton and Walpole	£500.00
Walpole St Peter Church	Coronation celebrations	Walsoken, West Walton and Walpole	£250.00
Robert Foot Leukaemia	Provide a speaker and refreshments at the parish hall	Walsoken, West Walton and Walpole	£200.00
Walpole Gardeners Club	Annual flower and produce show	Walsoken, West Walton and Walpole	£200.00
West Walton Village Hall	LED upgrade works to gain compliance for the village hall	Walsoken, West Walton and Walpole	£200.00
Middleton Hall Golf Club Junior Section	Trophies and keepsakes for annual presentation award ceremony	West Winch	£200.00

Applicant	Item requested	Ward	Funding provided
Stoke Ferry Playing Field Trust	Sterilising unit and wall mounted baby changing unit	Wissey	£300.00
Wereham Village Hall	Hot water heater	Wissey	£400.00
Barton Bendish Village Hall Trust	Jubilee afternoon tea and BBQ	Wissey	£200.00
Boughton Parochial Church Council	Repairs to churchyard wall	Wissey	£100.00

POLICY REVIEW AND DEVELOPMENT PANEL REPORT

REPORT TO:	Environment and Community Panel		
DATE:	18 th July 2023		
TITLE:	Local Authority Housing Fund – Round 2		
TYPE OF REPORT:	Cabinet Report		
PORTFOLIO(S):	People and Communities – Councillor Kemp		
REPORT AUTHOR:	Nikki Patton		
OPEN/EXEMPT	Open	WILL BE SUBJECT TO A FUTURE CABINET REPORT:	Yes

REPORT SUMMARY/COVER PAGE

PURPOSE OF REPORT/SUMMARY:
Members are directed to the attached Cabinet report for full details of the purpose of the report.
KEY ISSUES:
Members are directed to the attached Cabinet report for full details of the key issues.
OPTIONS CONSIDERED:
Members are directed to the attached Cabinet report for full details of the options.
RECOMMENDATIONS:
The Panel are requested to consider the report and make any appropriate recommendations to Cabinet.
REASONS FOR RECOMMENDATIONS:
To scrutinise recommendations being made for an executive decision.

POLICY REVIEW AND DEVELOPMENT PANEL REPORT

REPORT TO:	Environment and Community Panel		
DATE:	18 th July 2023		
TITLE:	Panel Meeting Arrangements		
TYPE OF REPORT:	Operational		
PORTFOLIO(S):	Leader – Councillor Parish		
REPORT AUTHOR:	Rebecca Parker – Senior Democratic Services Officer		
OPEN/EXEMPT	Open	WILL BE SUBJECT TO A FUTURE CABINET REPORT:	No

REPORT SUMMARY/COVER PAGE

PURPOSE OF REPORT/SUMMARY:
<p>At the Council meeting on 13th July 2023, Council will be considering Council Meeting Arrangements and the start time for meetings.</p> <p>As the Agenda for this meeting is published prior to the Council meeting taking place the Panel will need to consider the outcomes of the Council meeting and any impact/decisions that the Panel may need to take with regard to start times for the meeting.</p> <p>The Council report can be accessed at Agenda for Council on Thursday, 13th July, 2023, 4.30 pm (west-norfolk.gov.uk)</p>
RECOMMENDATIONS:
To respond to the decisions taken by Council at its meeting on 13 th July 2023 (if required).
REASONS FOR RECOMMENDATIONS:
To respond to the Motion to Council on 23 February 2022 and arrangements for Council meetings.

ENVIRONMENT AND COMMUNITY PANEL WORK PROGRAMME 2023/2024

DATE OF MEETING	TITLE	TYPE OF REPORT	LEAD OFFICER/ ATTENDEE	OBJECTIVES AND DESIRED OUTCOMES
20th June 2023	Portfolio Holder Q&A Session			Questions to be submitted in advance of the meeting
	Appointments to Task Groups and Informal Working Groups	Operational	Democratic Services Officer	To appoint Members to Task Groups and Informal Working Groups established by the Panel
	Nominations to outside Bodies	Operational	Democratic Services Officer	To ensure continued representation on the Outside Bodies
	Appointment of Vice Chair for the Municipal Year	Operational		
	Cabinet Report – Local Authority Housing Fund Allocations Policy	Cabinet Report		To consider the report and make any appropriate recommendations to Cabinet
18th July 2023	Portfolio Holder Q&A Session			Questions to be submitted in advance of the meeting
	Cabinet Report – Local Authority Housing Fund Round 2	Cabinet Report	Nikki Patton	To consider the report and make any appropriate recommendations to Cabinet.
	Review of the Councillor Community Grant Scheme	Cabinet Report	Honor Howell	To consider the report and make any appropriate recommendations to Cabinet
	Panel Meeting Times	Operational		
29th August	Portfolio Holder Q&A Session			Questions to be submitted

2023				in advance of the meeting
	Cabinet Report – Alive West Norfolk Fees and Charges	Cabinet Report		To consider the report and make any appropriate recommendations to Cabinet
	Cabinet Report – Assets of Community Value	Cabinet Report		To consider the report and make any appropriate recommendations to Cabinet
	Cabinet Report – 5 Year Mart Agreement	Cabinet Report		To consider the report and make any appropriate recommendations to Cabinet
	Cabinet Report – King’s Lynn Town Football Club	Cabinet Report		To consider the report and make any appropriate recommendations to Cabinet
3rd October 2023	Portfolio Holder Q&A Session			Questions to be submitted in advance of the meeting
14th November 2023	Portfolio Holder Q&A Session			Questions to be submitted in advance of the meeting
3rd January 2023	Portfolio Holder Q&A Session			Questions to be submitted in advance of the meeting
	West Norfolk Shared Prosperity Funding Update	Update	Nicola Cooper	
27th February 2023	Portfolio Holder Q&A Session			Questions to be submitted in advance of the meeting
9th April 2024	Portfolio Holder Q&A Session			Questions to be submitted in advance of the meeting

To be scheduled

- Gayton Road Cemetery – to come back once alternative locations had been identified.
- Peat Bogs and CO2 emissions
- Together for Rivers Campaign
- Wild East Nature Recovery Programme
- Seals and Flying Rings – update from Friends of Horsey Seals
- Alive West Norfolk Full Year Update – June/July 2023
- Wash Barrier Proposal
- Anglian Water and Water Extraction
- Opportunities for Young People – Employment and Aspiration

FORWARD DECISIONS LIST

Date of meeting	Report title	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
1 August 2023	West Winch Collaboration Agreement	Non	Cabinet	Development and Regeneration Exec Dir – G Hall		Public
	Staff Pay Award 2023/24	Key	Council	Leader Asst Dir – B Box		Public
	Revenue Outturn 2022/23	Key	Council	Finance Asst Dir – Resources		Public
	Capital Outturn 2022/23	Key	Council	Finance Asst Dir – Resources		Public
	Council Tax Support – Draft Scheme for 2024/25	Key	Cabinet	Finance Asst Dir – Resources		Public
24	Asset Management Land and Property – Nar Ouse Regeneration Area – Land Sale	Key	Cabinet	Property Asst Dir – M Henry		Private- Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Continuation of the Borough Council as part of the CNC Building Control Partnership	Non	Cabinet	Regeneration and Development Asst Dir S Ashworth		Public
	Appointment of representatives to inquorate parishes	Non	Council	Leader Chief Executive		Public
	Local Authority Housing Fund - Round 2			People & Communities Asst Director – D Hall		Public
	Cabinet Task Groups	Non	Cabinet	Chief Executive		Public

Date of meeting	Report title	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
26 September 2023	Overnight Campervan parking in Hunstanton	Non	Cabinet	Leader Asst Director – M Chisholm		Public
	5 Year Mart Agreement	Non	Cabinet	Tourism Events & Marketing Exec Dir – G Hall		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
25	King's Lynn Town Football Club	Non	Cabinet	Property Asst Dir – M Henry		Private- Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Lynnsport One	Key	Council	Regeneration & Development Asst Dir Companies & Housing Delivery – D Ousby		Public
	Members Allowances	Key	Council	Leader Monitoring Officer		Public
	Southend Road Hunstanton	Key	Cabinet	Regeneration & Development Asst Dir – D Ousby		Public
	Alive West Norfolk Fees and Charges	Non	Cabinet	Tourism Events & Marketing Alive West Norfolk		Public
	Assets of Community Value	Non	Council	Property and Corporate Services Monitoring Officer		Public

Date of meeting	Report title	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
31 October 2023						
	Corporate Business Plan	Key	Cabinet	Leader Chief Executive		Public
	People and Skills	Non	Cabinet	Business Asst Director – D Hall		Public

Date of meeting	Report title	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
5 December 2023						
	Council Tax Support Scheme – Final Scheme 2024/25	Key	Council	Finance Asst Director – Resources		Public

Date of meeting	Report title	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
15 January 2024						
	West Norfolk Shared Prosperity Funding update	Key	Cabinet	Business Asst Director – D Hall		Part Public Part Private Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)

Date of meeting	Report title	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
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6 February 2024						
	St George's Guildhall RIBA Stage 3 and project scope	Key	Cabinet	Regeneration & Development Asst Dir		Public
	Capital Programme	Key	Council	Finance Asst Director – Resources		Public
	Budget 2024/25	Key	Council	Finance Asst Director – Resources		Public

Date of meeting	Report title	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
5 March 2024						

Date of meeting	Report title	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
23 April 2024						

Items to be scheduled

	Notice of Motion 7-21 – Councillor Kemp – Equalities	Non	Council	People & Communities Asst Dir B Box		Public
	Procurement Strategy	Non	Cabinet	Finance Asst Dir – D Ousby		Public
	Review of Planning Scheme of Delegation (summer 23)	Non	Council	Development and Regeneration Asst Dir – S Ashworth		Public
	Redundancy Policy	Non	Council	Leader Exec Dir – D Gates		Public
	Custom and Self Build Site – Stoke Ferry	Non	Cabinet	Regeneration and Development Assistant Director - D Hall		Public