

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



Environment and Community Panel

Agenda

Tuesday, 3rd October, 2023
at 4.30 pm

in the

**Council Chamber, Town Hall and 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

Friday 22 September 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, 3rd October, 2023 at 4.30 pm** in the **Town Hall, Saturday Market Place, King's Lynn** 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. Home Improvement Schemes Presentation (Pages 11 - 31)

8. Cabinet Report - Care Leavers Covenant (Page 32)

9. Cabinet Report - UKSPF 24/25 - Continuation and Expansion of Boost Project and West Norfolk Training Grants (Page 33)

10. Work Programme and Forward Decision List (Pages 34 - 41)

11. Date of the next meeting

To note that the next meeting of the Environment and Community Panel is scheduled to take place on 14th November 2023 at 4.30pm in the Town Hall.

12. Exclusion of Press and Public

To consider passing the following resolution:

“That under Section 100(A)(4) of the Local Government Act, 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Act”.

13. EXEMPT - Cabinet Report - 5 Year Mart Agreement (Page 42)

To:

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

Portfolio Holders:

Councillor Ring – Portfolio Holder for Tourism, Events and Marketing

Councillor Rust – Portfolio Holder for People and Communities

Councillor Parish – Leader of the Council

Officers:

Martin Chisholm – Assistant Director

Jacob Medlock – Housing Standards Officer

Becky Box – Assistant Director

Duncan Hall – Assistant Director

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, 29th August, 2023 at 4.30 pm in the Town Hall, Saturday Market
Place, King's Lynn**

PRESENT: Councillors S Collop (Chair), T Barclay, M Bartrum, P Bland, A Bubb
(substitute for H Humphrey), A Bullen, P Devulapalli, P Kunes, S Lintern
(substitute for J Bhondi), S Sandell and A Ware.

PORTFOLIO HOLDERS:

Councillor M de Whalley – Portfolio Holder for Climate Change and Biodiversity
Councillor J Moriarty – Portfolio Holder for Development and Regeneration.
Councillor J Rust – Portfolio Holder for People and Communities.

OFFICERS:

Mark Whitmore – Assistant Director
Ged Greaves – Corporate Performance Manager
Sean Quinn – Housing Standards Manager

EC26: APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Bhondi, Humphrey and Ratcliffe.

EC27: MINUTES

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

EC28: DECLARATIONS OF INTEREST

There were no declarations of interest.

EC29: URGENT BUSINESS

There was none.

EC30: MEMBERS PRESENT PURSUANT TO STANDING ORDER 34

Councillor Kemp for all items.

EC31: CHAIR'S CORRESPONDENCE

There was none.

EC32: **FAST FOLLOWERS CLIMATE CHANGE PROJECT - NORFOLK NET ZERO COMMUNITIES**

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

The Corporate Performance Manager presented the report providing an overview of the project and how it might benefit the Borough. It was explained that Norfolk Climate Change Partnership had been awarded funding to finance two-year projects across the County by working with particular communities to help meet net zero targets.

The Corporate Performance Manager explained that all Councillors would be informed of the project and invited to put forward any community projects.

The Chair thanked the Corporate Performance Manager for his report and invited questions and comments from the Panel, as summarised below.

The Portfolio Holder for Climate Change and Biodiversity, Councillor de Whalley thanked the team involved in working on this project, especially as timescales were tight and a community needed to be identified by September.

Councillor Kunes commented that he would like to see a 'myth busting' exercise carried out, especially in regard to Electric Vehicles and battery recycling.

Councillor Kemp addressed the Panel under Standing Order 34 and commented that green infrastructure was needed including greener transport and the promotion of electric buses along with promotion and helping people to choose greener transport options.

The Portfolio Holder for People and Communities, Councillor Rust informed Councillors that a place-based carbon calculator was available so that Councillors could search for areas, and it could help them on deciding on a community to help through this project.

The Vice Chair, Councillor Devulapalli asked if there was criteria for the project and the Portfolio Holder explained that a questionnaire and criteria would be produced.

In response to questions, the Corporate Performance Manager clarified that the size of the Community was approximately 5-7,500 people, so a larger Parish, Town or a collaboration of Parishes could be identified.

Councillor Bubb commented that work should be carried out with private landlords and incentives could be offered to those that reduced their carbon footprint. The Portfolio Holder for People and

Communities, Councillor Rust, explained that there were schemes available to retrofit energy efficiency equipment for rented and private homeowners and the Council's Energy Efficiency Officer could provide advice on request and also went out in the community to raise awareness.

Councillor Bullen commented that the provision of advice to local people was important and should be considered. The Portfolio Holder for Climate Change and Biodiversity, Councillor de Whalley commented that Norfolk Climate Change Partnership was looking at these challenges and commented that the West Norfolk Roadshows set up by the Energy Efficiency Officer had been very well received.

It was clarified that the Council did have an Energy Efficiency Officer who could be contacted for advice and assistance as necessary. Councillor Lintern commented that he had been very helpful within her Parish.

RESOLVED: The Environment and Community Panel noted the project and local climate change activities within their wards were identified and would be considered during the project as appropriate.

EC33: **CABINET REPORT - UPDATE TO VARIOUS HOUSING STANDARDS POLICIES TO REFLECT PROCEDURAL CHANGES, BEST PRACTICE, CASE LAW AND STATUTORY GUIDANCE**

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

The Assistant Director presented the Cabinet Report which presented revisions to various policies and procedures to bring them up to date and in line with operational requirements, best practice and relevant legislation and guidance.

The Chair thanked the Assistant Director for his report and invited questions and comments from the Panel, as summarised below.

Councillor Kunes referred to the standards for bedsits, shared accommodation and HMO's and commented that more environmentally friendly methods should be advised, rather than a gas hot water dispenser over the sink. It was explained that this was the minimum standard required as the policies had to ensure that basic standards were in place and there were no hazards, whilst confirming to the Law. Work was carried out with landlords to encourage efficient and environmentally friendly equipment.

Councillor Kunes asked for consideration to be given that gas should not be assumed to be the preferred method of providing heating and therefore, rather than use the work gas, the wording should be amended to encourage environmental friendly heating options.

Officers agreed to look at the wording within the Policy to see if 'gas' could be amended, so that more options were available to landlords.

RESOLVED: That the Environment and Community Panel supports the recommendations to Cabinet, as set out below.

To approve the adoption of the following changes as detailed within the relevant appendices and consideration be given to the wording within the policy relating to bedsits, shared accommodation and HMO's as raised by Councillor Kunes.

Appendix A

A1) To update the HMO amenity standards previously updated 10 years ago at Council on the 27th September 2012. This update is required in order to provide clarity with regards relevant requirements and to ensure that differing types of HMOs are fully referenced.

A2) To adopt and publish standards with regards single family dwellings in order to provide landlords with a convenient and understandable guidance as to what is expected in private rented properties.

Appendix B

To update the adopted statement of principles with regard civil penalties in accordance with the previously adopted policy (Council - 22nd February 2018) and to adopt the use of Rent Repayment Orders and Banning Orders.

Appendix C

C1) To update the Unauthorised Encampments Protocol to ensure that the protocol reflects the latest legislation applying to unauthorised encampments and to provide the relevant agencies and the wider public with clear guidance as to how the Borough Council and other agencies will respond to, and manage, unauthorised encampments within the local authority area.

Appendix D

D1) Adoption of amendments to the standard single family caravan site licence conditions for relevant protected sites.

D1) Adoption of amendments to the standard multi-site caravan site licence conditions for relevant protected sites.

EC34: PORTFOLIO HOLDER QUESTION AND ANSWER SESSION

No questions had been submitted in advance of the meeting.

EC35: WORK PROGRAMME AND FORWARD DECISION LIST

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

EC36: **DATE OF THE NEXT MEETING**

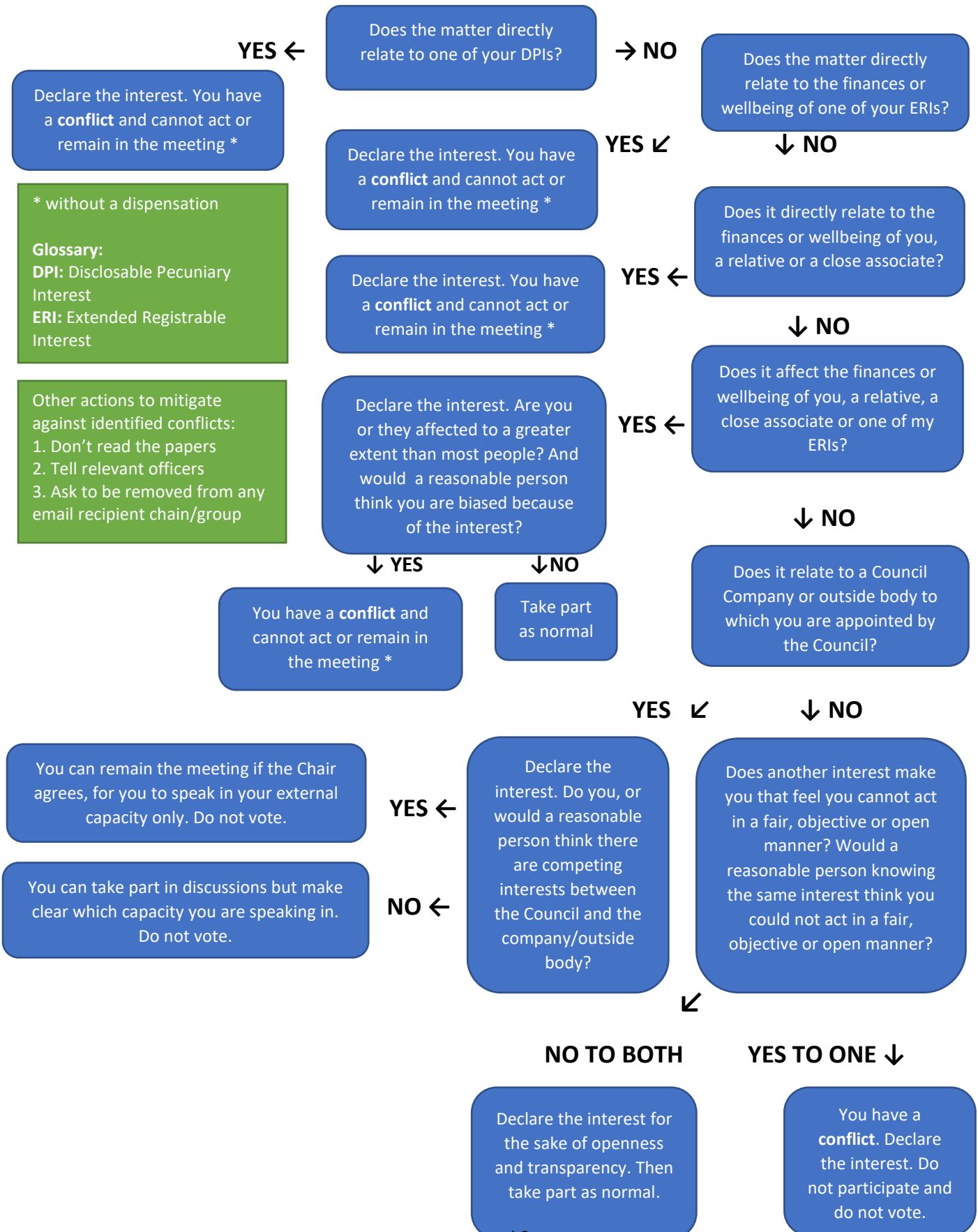
The next meeting of the Environment and Community Panel would be held on Tuesday 3rd October 2023 at 4.30pm in the Town Hall, King's Lynn.

The meeting closed at 5.00 pm

DECLARING AN INTEREST AND MANAGING ANY CONFLICTS FLOWCHART



START



Declare the interest. You have a **conflict** and cannot act or remain in the meeting *

* without a dispensation

Glossary:

DPI: Disclosable Pecuniary Interest

ERI: Extended Registrable Interest

Other actions to mitigate against identified conflicts:

1. Don't read the papers
2. Tell relevant officers
3. Ask to be removed from any email recipient chain/group

Home Improvement Schemes

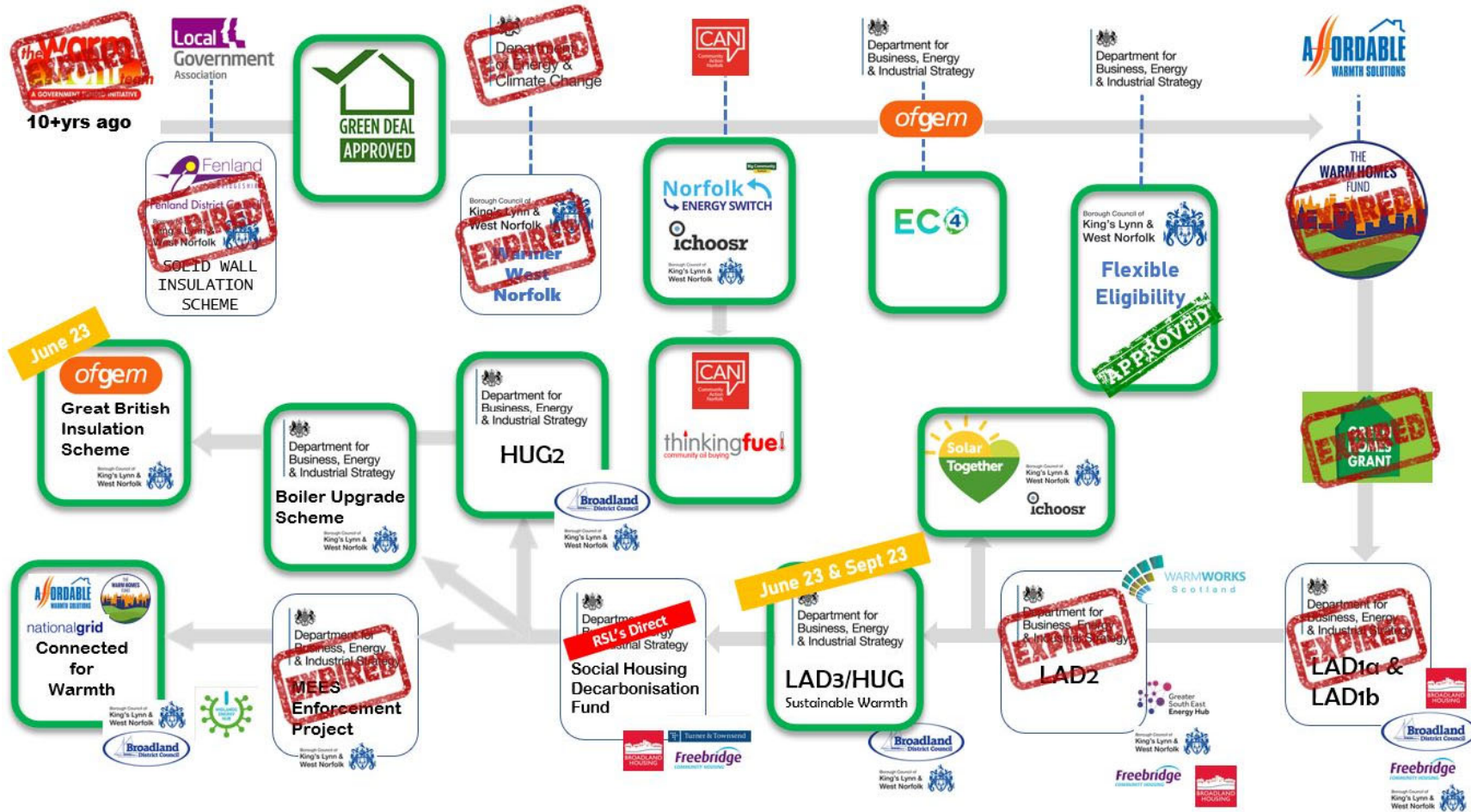
Jacob Medlock
Housing Standards Officer (Energy Efficiency)

Borough Council of
King's Lynn &
West Norfolk

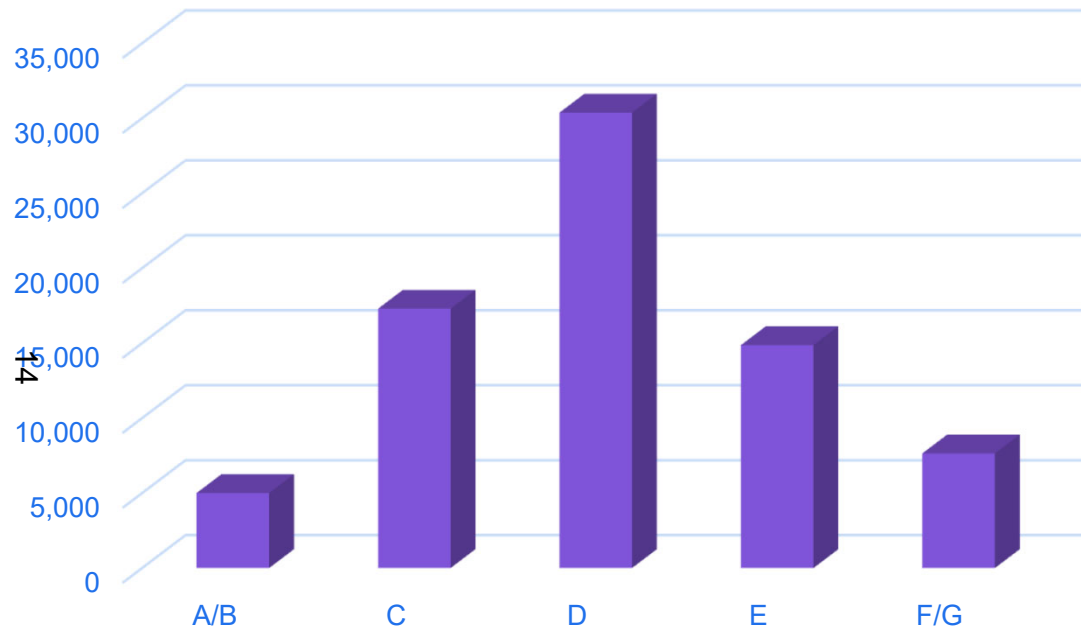


Agenda Item 7

Home Improvements – Schemes Available in King's Lynn & West Norfolk



EPC Ratings – King’s Lynn & West Norfolk



<u>EPC Rating</u>	<u>Number of Properties</u>
A/B	5,004
C	17,296
D	30,373
E	14,868
F/G	7,647



Energy Company Obligation (ECO) 4

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- ECO 4 is the fourth stage of the governments Energy Company Obligation scheme. As part of its Sustainable Warmth strategy, the government has extended the ECO grant for an extra four years, meaning it will run until March 2026.
- The scheme fully funds the implementation of wall insulation, loft insulation, lighting, heating and various other energy efficiency improvements.
- ECO 4 aims to support the least energy efficient homes in England & Wales, with a focus on low-income and vulnerable households.



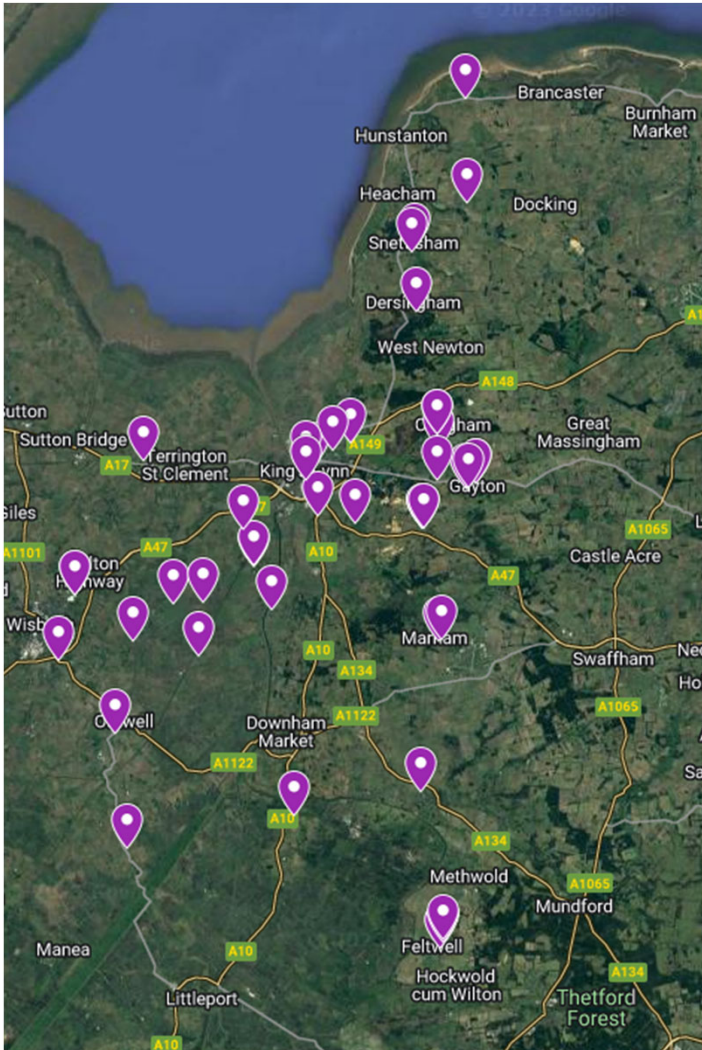
Energy Company Obligation (ECO) 4 – Flexible Eligibility

- ECO Flexible Eligibility falls under ECO 4 and enables local authorities to issue declarations of eligibility to applicants and installers alike.
- The Borough Council of King's Lynn & West Norfolk published its Statement of Intent (SOI) on 27/02/2023.
- 4 qualification routes are available through our Statement of Intent (SOI)
- These are as follows:
 1. Annual income below £31,000 per annum.
 2. Households in receipt of certain benefits/proxies.
 3. **NHS professional & GP referrals (following the council identifying a link between certain health conditions and cold homes).**
 4. Bespoke Targeting.
- Housing Standards is working with the following networks to ensure that we're identifying as many vulnerable households as possible:
 - Norfolk & Waveney Asthma Network
 - NHS Norfolk & Waveney Integrated Care Board (ICB)
 - Norfolk & Waveney Integrated Care System (ICS)
 - Respiratory & Oxygen Service (QE)
 - Cancer & Wellbeing Support Centre (QE)



*Our full SOI can be found through the following - [Statement of Intent \(SOI\).pdf](#)

Declarations of Eligibility

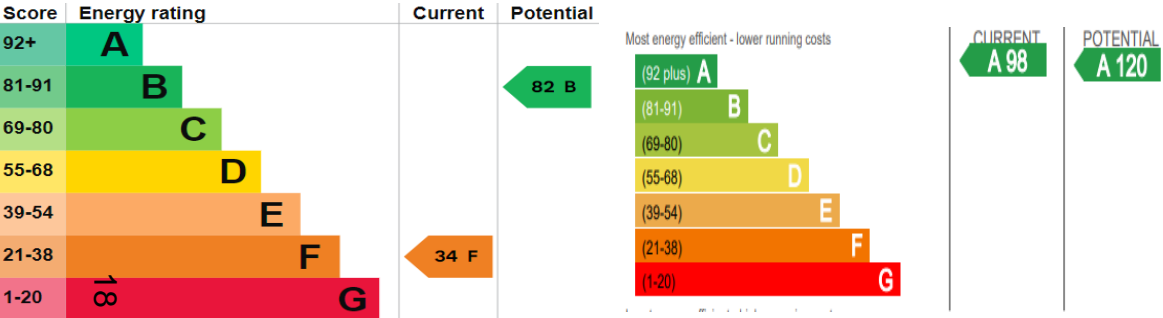


- 48 declarations have been issued across West Norfolk.
- Another 51 are pending.
- The scheme is running until 2026.

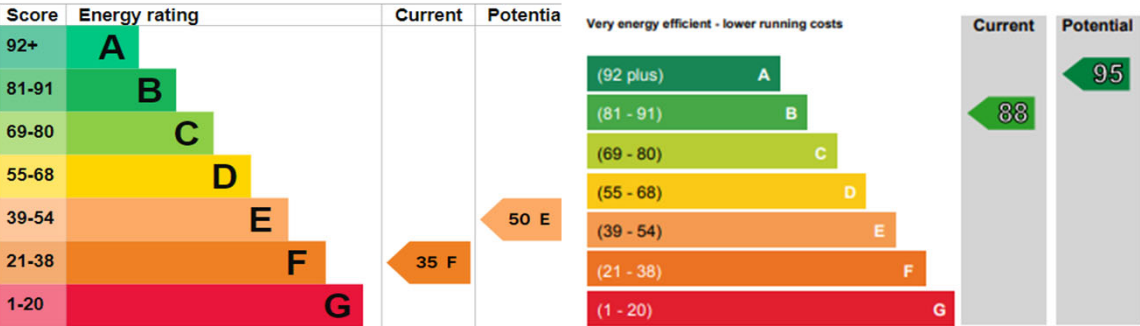
Early Results – EPC Improvements

Despite ECO only going live in late February, we're already starting to see various retrofit measures installed:

Before & After – Willow Lodge, Watlington:



Before & After – 1 S-Bend, Walsoken:



Early Results – Domestic Carbon Reductions

Property	Before (tonnes of CO2 per annum)	After (tonnes of CO2 per annum)
Gilmarcy, Hilgay	9	1.5
55 Lynn Road, Snettisham	10	1
23 Wilson Drive, East Winch	10	0.5
10 Leziate Drove, Gayton	4.7	0.6
Willow Lodge, Watlington	5.9	0
1 Cedar Way, Gayton	4.5	0
22 Springvale, Gayton	3.5	0.2
24 Lancaster Crescent, Downham Market	5.3	0.3



23 Wilson Drive used to have an old oil heating system in place, which has since been replaced with an air source heat pump. Solar Panels have also been installed at this dwelling which has improved the energy efficiency rating from an E to an A.

The occupants of this property qualified for ECO Flex following a GP referral and received a grant worth around £16,000 to accommodate these works. Works were then carried out by a TrustMark registered installer throughout August.

The average UK household will produce 6 tonnes of CO2 per annum

Home Upgrade Grant (HUG) 2

- Delivered through Norfolk Warm Homes, in conjunction with the other local authorities within the county.
- Funding is spent on full house retrofits, facilitating the installation of insulation, heating, PV and adequate ventilation.
- Households sitting within Income Deciles 1-3 in Indices of Multiple Deprivation are automatically eligible for this scheme, along with households that are in receipt of certain benefits and those that have a collective income of under £31,000.
- Although in it's infancy, the scheme is already yielding some impressive results.
- The first funding approval was confirmed last week.

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£33,990 has been obtained for a full house retrofit at 37 Caley Street, Heacham. This involves the installation of Internal Wall Insulation, Loft Insulation, Enabling Works, Air Source Heat Pump, Ventilation and Solar PV.



Great British Insulation Scheme (GBIS)

- The Borough Council responded to Ofgem's consultation for GBIS on 5th April 2023, expressing a desire to participate in in the scheme.
- GBIS, formally known as ECO + will draw money from the ECO 4 pot and provide singular retrofit improvements to households within Council Tax Bands A-D.
- Applications are now open for this scheme and the Borough Council published it's Statement of Intent for this scheme on 25/09/2023.
- All enquiries can be made through housing.standards@west-norfolk.gov.uk

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Connected for Warmth

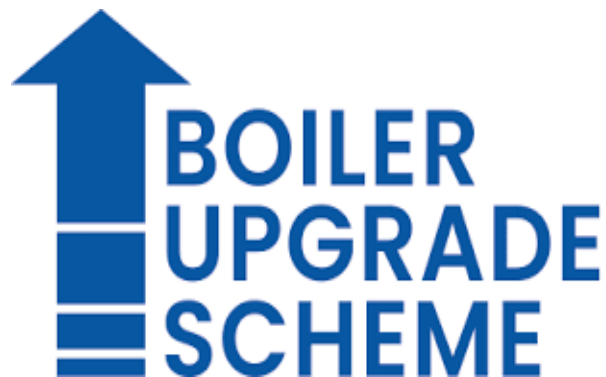
- The Connected for Warmth programme installs singular heating and insulation measures into homes across the United Kingdom.
- Measures installed through Connected for Warmth are installed by AgilityEco to households sitting within Council Tax Bands A-D.
- Connected for Warmth will be used as an alternative for the households that have been deemed as ineligible for improvements through ECO, HUG & GBIS.
- In accordance to correspondence received from the Policy & Partnerships Director at Agility Eco, there have been 28 applications from across the borough, proving that although we're not directly involved with this scheme, significant retrofit improvements are being made across King's Lynn & West Norfolk.

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Boiler Upgrade Scheme (BUS)

- Whilst encouraging the implementation of renewable heating through ECO, HUG & GBIS, support will also be provided to those households that are looking to replace fossil fuel heating systems with a heat pump or biomass boiler.
- Owner occupied properties are automatically eligible for the scheme if a plan is in place to replace the current gas, oil or LPG system is in place.
- The Boiler Upgrade Scheme provides eligible applicants with grants to cover the installation costs of renewable heating.
- ² All works undertaken through the scheme must be conducted by an installer that is a registered member of the Microgeneration Certification Scheme (MCS) whilst also being TrustMark registered, to ensure the competency of the installation. Housing Standards will be responsible for providing impartial advice with regards to selecting an installer through the council's website and word of mouth.



Social Housing Decarbonisation Fund (SHDF) 2.1

- Freebridge Community Housing, Flagship Homes & Broadland Housing Group are participating in SHDF 2.1, working amongst a consortium headed by EON.
- The consortium's target within West Norfolk is to replace the central heating systems of 100 properties containing inefficient electrical heating systems, such as ducassa, with energy efficient air source & ground source heat pumps.
- Due to the surging running costs of renewable heating in comparison to fossil fuels, it is important to ensure that every aspect of the delivery process is implemented in accordance with the PAS 2035 guidance.
- Whilst the Borough Council is not directly involved with this scheme, the Borough Council will meet regularly with ²⁴Freebridge and the consortium to ensure that the 'fabric first' approach outlined in PAS 2035 is being adhered to, whilst ensuring that tenants are being educated on how to make the most of renewable heating, in the absence of accumulating high energy bills.



Home Improvement Schemes - Summary

- Due to the various qualification routes available with regards to eligibility, very few households will miss out on home improvement opportunities.
- The Borough Council of King's Lynn is displaying a clear commitment to improve the energy efficiency of dwellings within the borough.
- Domestic Energy Updates are being issued to council staff & councillors alike. Please contact Jacob.Medlock@West-Norfolk.gov.uk if you would like to be included on the mailing list for further updates.

Data/Statistical Sources

- Energy Saving Trust Home Analytics - [Home Analytics housing stock data - Energy Saving Trust](#)
- Place Based Carbon Calculator - [Place-based carbon calculator](#)
- Energy Performance Certificate (EPC) Register - [What is the postcode? – Find an energy certificate – GOV.UK \(find-energy-certificate.service.gov.uk\)](#)
- Building Research Establishment (BRE) Excess Cold Calculator - [BREXCC Welcome page \(excesscold.com\)](#)
- Energy Hub Map - [NALEP GHGLAD2 \(carto.com\)](#)



The above sources are utilised by Housing Standards to identify dwellings in need of retrofit improvements.

Fuel Poverty Support

Beat the Bills



Careline
COMMUNITY SERVICE



Freebridge
COMMUNITY HOUSING

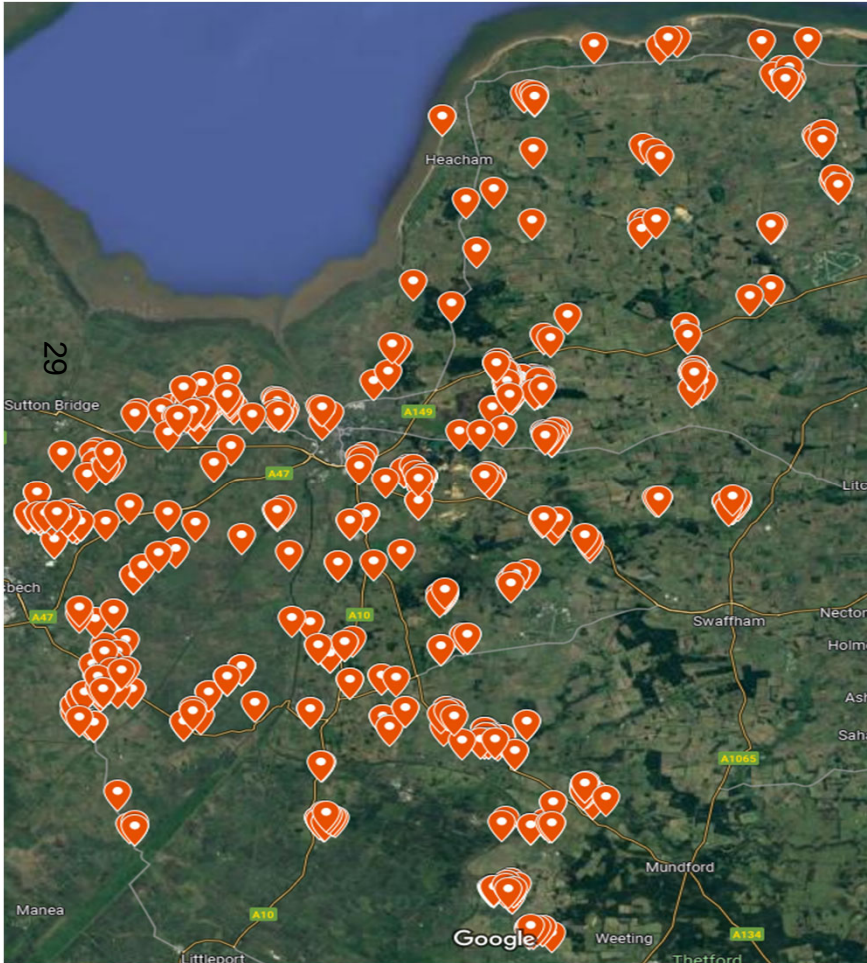
NHS
Norfolk and Waveney
Integrated Care Board



- Housing Standards have been working with the above organisations to deliver Beat the Bills throughout 2023.
- The roadshows have visited a number of locations across the borough providing cost of living support and energy efficiency advice.
- A majority of the events have been well attended and the number of local residents we've been able to assist has exceeded our expectations.

Further dates are set to be announced for the winter schedule.

Please let us know if your parish would be interested in hosting one of these events.



- Thinking Fuel is Community Action Norfolk's collective oil buying scheme, through which households access competitive and often cheaper oil rates.
- This scheme has become very popular following a drive in promotion by the council in late 2022.
- 612 households have signed up to the scheme across West Norfolk, making up over 50% of the entire county portfolio.
- Housing Standards will be once again promoting this scheme in the autumn months in conjunction with Community Action Norfolk & Freebridge Community Housing.

Money Saving Boiler Challenge

- Whilst Thinking Fuel has been implemented to assist those properties with oil heating in place, Nesta's Money Saving Boiler Challenge is being publicised to assist the plethora of properties within the borough that have a gas combi boiler in situ.
 - Lowering the flow temperature of combi boilers is the objective, to save on gas bills whilst reducing carbon emissions
 - Housing Standards are committed to publicising this scheme wherever possible. This will include targeted communications and publication through Freebridge Community Housing.
- 30 Freebridge have access to data confirming which properties within its stock have combi boilers in place, making them the ideal channel of communication to raise awareness around the Money Saving Boiler Challenge.



nesta

Borough Council of
King's Lynn &
West Norfolk



Freebridge
COMMUNITY HOUSING

Borough Council of
King's Lynn &
West Norfolk



Thank you!

Questions?

POLICY REVIEW AND DEVELOPMENT PANEL REPORT

REPORT TO:	Environment and Community Panel		
DATE:	3 rd October 2023		
TITLE:	Care Leavers Covenant		
TYPE OF REPORT:	Cabinet Report		
PORTFOLIO(S):	People and Communities		
REPORT AUTHOR:	Becky Box – Assistant Director		
OPEN/EXEMPT	Open	WILL BE SUBJECT TO A FUTURE CABINET REPORT:	Yes

REPORT SUMMARY/COVER PAGE

PURPOSE OF REPORT/SUMMARY:
Local Authorities have a legal obligation to support care leavers under the Children & Social Work Act 2017. The Care Leavers Covenant has been developed in response to the Government's 2016 policy document "Keep on Caring" to support young people from care to independence. Agreeing that the Council should undertake action to meet the requirements of the Care Leavers Covenant will provide a framework for developing the Council's offer to Care Leavers in west Norfolk and demonstrate our commitment to helping those leaving/having left care to live independently.
KEY ISSUES:
Members are directed to the Cabinet report for full details of the key issues which will follow.
OPTIONS CONSIDERED:
Members are directed to the Cabinet report for full details of the options which will follow.
RECOMMENDATIONS:
The Panel are requested to consider the report and make any appropriate recommendations to Cabinet. Cabinet recommendation is that the Council commits to taking action to meet the requirements of the Care Leavers Covenant.
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:	3 rd October 2023		
TITLE:	UKSPF 2024/25 Continuation and Expansion of Boost Project and West Norfolk Training Grants		
TYPE OF REPORT:	Cabinet Report		
PORTFOLIO(S):	Leader		
REPORT AUTHOR:	Duncan Hall – Assistant Director		
OPEN/EXEMPT	Open	WILL BE SUBJECT TO A FUTURE CABINET REPORT:	Yes

REPORT SUMMARY/COVER PAGE

PURPOSE OF REPORT/SUMMARY:
This report is being taken forward ahead of a full UKSPF 2024/25 programme report to Cabinet due in January 2024, for projects to be delivered in 2024/25 under the investment priorities Local Businesses and People and Skills to ensure smooth transition and continuation of existing projects which currently only have funding approved until March 2024.
KEY ISSUES:
Members are directed to the Cabinet report for full details of the key issues which will follow.
OPTIONS CONSIDERED:
Members are directed to the Cabinet report for full details of the options which will follow.
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.

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
	Fast Followers Fund	Policy Development	Ged Greaves	To seek the Panels views on the use of funding.
	Update to various Housing Standards Policies to reflect procedural changes, best practice, case law and statutory guidance	Policy Development	Mark Whitmore	To update the relevant Policies
3rd October 2023	EXEMPT - Cabinet Report - 5 Year Mart Agreement	Cabinet Report	Martin Chisholm	To consider the report and make any appropriate recommendations to Cabinet.
	Home Improvement Schemes	Presentation	Housing Standards	To note the information.
	Cabinet Report – Care Leavers Covenant	Cabinet Report	Becky Box	To consider the report and make any appropriate recommendations to Cabinet.
	Cabinet Report - UKSPF 24/25 - Continuation and Expansion of Boost Project and West Norfolk Training Grants	Cabinet Report	Duncan Hall	To consider the report and make any appropriate recommendations to Cabinet.
14th November 2023	Portfolio Holder Q&A Session			Questions to be submitted in advance of the meeting
	Cabinet Report - Care and Repair Contract	Cabinet Report	Mark Whitmore	To consider the report and make any appropriate recommendations to Cabinet.
3rd January 2024	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	Portfolio Holder Q&A Session			Questions to be submitted

2024				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
- Wash Barrier Proposal
- Anglian Water and Water Extraction
- Opportunities for Young People – Employment and Aspiration
- Policy Development – Review of Tree and Woodland Strategy and update from the Arboricultural Officers

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
31 October 2023						
	Corporate Strategy 2023-2027	Key	Cabinet	Leader Chief Executive		Public
	Norfolk County Deal response	Non	Council	Leader Chief Executive		Public
	UK Shared Prosperity Funding 24-25 Boost Project and West Norfolk Training Grants	Non	Cabinet	Business Assistant Director - D Hall		Public
37	Care Leavers Covenant	Non	Cabinet	People and Communities Asst Dir – B Box		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)

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
	Care and Repair Contract		Cabinet			Private Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	St George's Guildhall Project – Design Proposals	Key	Cabinet			
38	Assets of Community Value	Non	Council	Property and Corporate Services Monitoring Officer		Public
	Council Companies Funding	Key	Council	Business Assistant Dir D Ousby		Part public and part Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Appointment of Honorary Aldermen	Non	Council	Chief Executive		Public
	Cabinet Task Groups	Non	Cabinet	Leader 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
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)
39	Florence Fields – Tenure Mix	Non	Council	Deputy Leader Assistant Director – D Ousby		Part Public and part 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
	Overnight Campervan parking in Hunstanton	Non	Cabinet	Leader Asst Director – M Chisholm		Public
	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)
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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
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
	Empty Homes Strategy Review	Key	Council	People and Communities Asst Dir M Whitmore		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						
	Review of Outside Bodies	Non	Cabinet and Council	Leader		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
23 April 2024						

Items to be scheduled

	Notice of Motion 7-21 – Councillor Kemp –	Non	Council	People & Communities Asst Dir B Box		Public
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	Equalities					
	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
	Southend Road Hunstanton	Key	Cabinet	Regeneration & Development Asst Dir – D Ousby		Public

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