

**BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK****CABINET**

**Minutes from the Meeting of the Cabinet held on Tuesday, 11th June, 2024  
at 6.00 pm in the Council Chamber, Town Hall, Saturday Market Place,  
King's Lynn PE30 5DQ**

**PRESENT:** Councillor S Ring (Vice-Chair in the Chair)  
Councillors B Anota, M de Whalley, J Moriarty, C Morley, S Ring and J Rust

Apologies for absence were received from Councillors A Beales and S Squire

**CAB8 MINUTES**

**RESOLVED:** The Minutes of the Meetings held on 23 April, 9 May and 3 June 2024 were approved as a correct record and signed by the Chair.

**CAB9 URGENT BUSINESS**

None

**CAB10 CHAIR'S CORRESPONDENCE**

None

**CAB11 MEMBERS PRESENT UNDER STANDING ORDER 34**

Councillor Kemp attended under standing order 34.

**CAB12 CALLED IN MATTERS**

There were no matters called in.

**CAB13 DECLARATIONS OF INTEREST**

None

**CAB14 FORWARD DECISIONS**

The Forward Decisions List was noted.

**CAB15 MATTERS REFERRED TO CABINET FROM OTHER BODIES**

The Corporate Performance Panel at its meeting on 29 May 2024 supported the recommendation on the Data Protection Policy review.

The Regeneration and Development Panel at its meeting held on 11 June 2024 supported the recommendation on the Local Plan Update.

**CAB16 DATA PROTECTION POLICY**

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

The Corporate Governance Manager presented a report which explained that the existing BCKLWN Data Protection policy was overdue for review. An internal Audit review conducted in August 2023 identified that the existing policy had not been reviewed since 2018.

A light touch review had been conducted by the Deputy SIRO in 2022 but the revised policy did not go through the formal Tier 1 policy approval process.

The Information Governance Officer had since reviewed and enhanced the policy. Most of the changes were non-material and were listed in the report at 2.2. The Policy had been benchmarked against other best practice policies and Information Commissioner's guidance.

If approved by Cabinet, the policy will be placed on the intranet and an all-staff email will inform officers and members of the updates and how to access the policy.

Under standing order 34, Councillor Kemp questioned what the Council's data security procedures were on IT data protection. The Governance Manager explained that the majority of it came under the Council's ICT and cyber security policies, but much of the Council's information was held in the Microsoft cloud with their associated security which was deemed acceptable. She also explained that there were no significant breaches, and only 1 reportable occurrence to the Information Commissioner.

In response to questions, the Corporate Governance Manager explained that the Information Asset Register was a record of the information held by each department by owner, controller, and processor categories.

It was noted that the Corporate Performance Panel had supported the amended policy.

**RECOMMENDED:** That the reviewed Data Protection policy as set out at Appendix 2 of the Cabinet report be endorsed.

## Reason for Decision

To ensure that the Council's Data Protection policy is up-to-date and formally approved.

### CAB17 **LOCAL PLAN UPDATE - PROCESS TO ADOPTION INCLUDING MAIN MODIFICATION CONSULTATION**

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Cabinet considered a report which explained that the Borough Council formally submitted its Local Plan in March 2022 for Examination. In doing so the Borough Council made a formal request to the Secretary of State for the Department for Levelling Up, Housing & Communities that the appointed Inspectors recommend any modifications required to make the Local Plan legally compliant and sound.

The report explained that the Local Plan Examination process involved a first round of hearings which took place in December 2022 and January 2023. These were then adjourned, with reconvened hearings taking place in March and April 2024. As part of this an accelerated timescale through to adoption was agreed and had been published. This would result in the Local Plan being adopted before the conclusion of this financial year (March 2025). The process going forward included consulting on Main Modifications required to ensure that the Local Plan was legally compliant and sound.

These Main Modifications would be subject to a six-week public consultation. Representations received would inform the Inspectors Local Plan Report. It was anticipated that this would recommend that the Local Plan could be adopted subject to the inclusion of a series of Main Modifications. Following this a report would be prepared and taken to Cabinet and Full Council recommending that the Local Plan be formally adopted (February / March 2025).

In response to questions, it was explained that the item was not a key decision as this was an update report, not seeking to adopt the Plan. It was also confirmed that once adopted, the emerging Plan superseded the old policies.

The Local Plan Manager drew attention to the Local Development Scheme (LDS) which set out the timetable for the Local Plan process on the website. Consultation stages were communicated formally to everyone on the Local Plan consultation database, this included parish and town councils. A member bulletin item would be added to a suitable edition to cover the Main Modifications consultation which was currently scheduled to commence later in June. This would provide some concise information to assist members in imparting information in their wards.

The Local Plan Manager drew attention to information on the Local Plan process on the website and undertook to provide councillors with some concise information to assist them in imparting information in their wards.

In discussing Parish Neighbourhood Plans, it was reported that the subject was to be discussed at the KLAC, so any members wishing to learn more could watch the item.

Under standing order 34 Councillor Kemp made the comment that the bulk of the Government funding for the West Winch road was still awaited.

The Chair reminded Councillors of the need to understand what was in the Local Plan and comply with it to ensure the Council didn't lose planning appeals.

**RESOLVED:** 1) That the agreed accelerated timescale for the Local Plan through to adoption, as agreed with the Inspectors at the recent Examination hearings, and as set out in the updated Local Development Scheme (LDS), April 2024 be agreed.

2) That the requirement to consult on the Main Modifications, which is legally required to ensure that the Local Plan can be made sound be endorsed.

**Reason for Decision**

To ensure that the Local Plan process, including the upcoming Main Modification consultation is noted and endorsed.

CAB18 **CABINET APPOINTMENTS TO SUB-COMMITTEES TASK GROUPS ETC 2024-25**

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Cabinet was invited to agree to arrange for the appointment of members to serve on the CIL Spending Panel, Members Major Projects Board, Local Plan Task Group; Biodiversity Task Group, Shareholder Committee and The King's Lynn Area Committee, the Joint Safety and Welfare Committee and Joint Employee Committee for 2024/25.

**RESOLVED:** 1) That officers be instructed to seek membership from Group Leaders for the Cabinet Committees and Task Groups for 2024/25.

2) That the Membership of the Joint Safety and Welfare Committee and Joint Employee Committee for 2024/25 be appointed.

3) That in accordance with Standing Order 29.4, if any of the Task Groups are not appointed having regard to Political Balance that the Leaders of each Political Group be asked to agree that this rule be disapplied.

**Reason for Decision**

To allow the business of the Council to continue into 2024/25.

CAB19 **CABINET APPOINTMENTS TO OUTSIDE BODIES 2024-25**

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Cabinet considered a report which sought nominations for Executive appointments to serve on outside bodies and partnerships for 2024/2025. The proposed nominations had been published as a supplement to the agenda.

**RESOLVED:** 1) That representatives be appointed to serve in an Executive capacity on the outside bodies and partnerships published as a supplement with the agenda and attached to the minutes.

2) That the reporting arrangements be noted, as shown in section 3 of the report and to note that a review of Outside Bodies will be carried out and brought back to Cabinet for consideration in due course.

3) To note that all other appointments to Outside Bodies will be made at the Council meeting on 27 June 2024.

**Reason for decision**

To ensure continued involvement in the community by the Council.

**The meeting closed at 6.31 pm**

**LIST NOMINATIONS FOR 2024/25 TO OUTSIDE BODIES REQUIRING CABINET APPROVAL**

<b>Outside Body</b>	<b>Number of Cabinet Representatives to be appointed</b>	<b>2024/2025 nomination</b>
Active Norfolk	1	Rust
Alive Management Board of Directors	3	Bhondi and Jones
Alive West Norfolk Board	5	Bhondi, Jones, L Gore, D Gates and 1 x vacancy
Borough Council/College of West Anglia Board	1	Ring.  For info E&C are also invited to nominate a representative to this Board – no nomination was made.
CNC Building Control Joint Committee	1	Moriarty
College of West Anglia Board	1	Osborne
Community Action Norfolk	1	Rust
Community Alcohol Partnership	1	Rust
Downham Market Leisure Centre Joint Management Committee	1	Bullen  For info Council are also invited to appoint 2 x representatives. Current reps are Osborne and Devulapalli
FCH and Borough Council Strategic Forum	3  Terms of reference state reps should be Leader, Portfolio Holder and Chief Exec	Beales, Rust and Chief Executive
Health and Wellbeing Board	2	Rust and Anota (substitute)
Hunstanton Advisory Group	3  Terms of reference state reps should be Ward Members and Portfolio Holder	Beal and Dickinson
King's Lynn and West Norfolk Area Museums Committee	1	De Whalley  For info E&C and Council are invited to appoint 4 reps which currently are Councillors Bland, Bubb, non-Councillor Bill Davison and Councillor Kemp
King's Lynn Business Improvement District Board	1	Ring
King's Lynn Festival Board	1	Ware
King's Lynn Health and Wellbeing Board	1	Rust

King's Lynn Town Deal Board	3	Beales, Ring and Heneghan
Local Government Association	1	Moriarty
Norfolk Arts Forum Executive	1	Ring
Norfolk Climate Change Partnership	1	de Whalley
Norfolk Coast Partnership Management Group	1 + sub	Squire and de Whalley (sub)
Norfolk Joint Museums and Archaeology Committee	1	Ring
Norfolk Parking Partnership Joint Committee	1 + sub	Anota and Ring (sub)
Norfolk Police and Crime Panel	2	Ware and Heneghan (Sub) (both members must be from the same Political Group)
Norfolk Rail Policy Group	1	Everett
Norfolk RAMS Strategy Board	1	Moriarty
Norfolk Records Committee	1	Ring
Norfolk Waste Partnership	1 + sub	Squire and Moriarty (sub)
North Lynn Discovery Centre Board	2	Rust and Jones
PATROL (Parking and Traffic Regulation Outside London)	1	Anota
The Wash and North Norfolk Coast Marine Partnership	1	Squire
West Norfolk Chamber of Commerce Council	1	Ring
West Norfolk Housing Company		Bhondi, Ratcliffe, Ware,
West Norfolk Property		Bhondi and Ware
West Norfolk Shared Prosperity Fund Partnership Board	2	Beales and Ring
West Norfolk Tourism Executive Forum	2	Ring and Beales