

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

**CABINET**

**Minutes from the Meeting of the Cabinet held on Tuesday, 4th March, 2025  
at 6.00 pm in the Council Chamber, Town Hall, Saturday Market Place,  
King's Lynn PE30 5DQ**

**PRESENT:** Councillor Beales (Chair), M de Whalley, Moriarty,  
Morley, Ring, Rust and Squire.

**PRESENT UNDER STANDING ORDER 34:** Councillors Bearshaw and Lintern.

**OFFICERS:**

James Arrandale – Deputy Monitoring Officer  
Stuart Ashworth – Assistant Director, Environment & Planning  
Alexa Baker – Monitoring Officer  
Nicola Cooper – Place Based Investment Programme Officer  
Jemma Curtis – Regeneration Programmes Manager  
Debbie Ess – Corporate Performance Officer  
Duncan Hall – Assistant Director, Regeneration, Environment & Place  
Hannah Wood Handy – Planning Control Manager

**CAB127 MINUTES**

**RESOLVED:** The minutes of the meeting held on 4<sup>th</sup> February 2025  
were approved as a correct record and signed by the Chair.

**CAB128 URGENT BUSINESS**

There was none.

**CAB129 DECLARATIONS OF INTEREST**

There was none.

**CAB130 CHAIR'S CORRESPONDENCE**

There was none.

**CAB131 MEMBERS PRESENT UNDER STANDING ORDER 34**

Councillors Bearshaw and Lintern.

**CAB132 CALLED IN MATTERS**

There was none.

CAB133 **FORWARD DECISIONS**

The Forward Decisions List was noted.

CAB134 **MATTERS REFERRED TO CABINET FROM OTHER BODIES**

Comments from the Panels were taken into consideration on the items below:

- Corporate Performance Panel 26<sup>th</sup> February 2025 – 2024-2025 Quarter 3 – Performance Management
- Corporate Performance Panel 26<sup>th</sup> February 2025 – Planning Code of Good Practice
- Corporate Performance Panel 26<sup>th</sup> February 2025 – Appointments Board/IDC Terms of Reference
- Environment and Community Panel – 25<sup>th</sup> February 2025 – King's Lynn Cultural and Heritage Strategy
- Environment and Community Panel – 25<sup>th</sup> February 2025 – West Norfolk Shared Prosperity Fund

CAB135 **2024-25 Q3 PERFORMANCE MANAGEMENT**

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Cabinet considered the Performance Management report which provided an update to Cabinet on progress against the Council's Corporate Strategy and key performance indicators. The report contained information on progress made against key actions and indicators up to 31 December 2024.

The Corporate Performance Panel had considered the report and supported the Cabinet recommendations. The Chair, Councillor Beales referred to the discussion of the Panel relating to updating the Climate Change Action Plan and Councillor de Whalley confirmed that he was meeting with officers to commence this work. The Cabinet noted that officers had attended the Corporate Performance Panel to provide updates indicators that had not met target.

Cabinet Members provided the following updates on Performance Indicators within their remits:

- Delay in number of homes delivered. Councillor Beales commented that this was due to the groundwork contractor going into administration. Performance against the target was likely to improve by the next quarter.
- Councillor Moriarty congratulated all those involved in production of the Local Plan.
- Councillor Moriarty referred to the indicator relating to Community Infrastructure Levy Governance, explaining that a review of Governance arrangements had now commenced.
- Councillor Moriarty provided an explanation on the wide range of work carried out by the Council's Enforcement Team and the

Chair, Councillor Beales suggested that an all Councillor Briefing session could be arranged to highlight the work in this area, if the Portfolio Holder agreed it would be useful.

- Councillor Rust referred to the indicator relating to housing adaptations and explained that the team were working to clear the backlog of adaptations which could not be completed during the Covid Pandemic.
- Councillor Rust provided information on how the Council worked with other organisations such as the Queen Elizabeth Hospital to facilitate discharges.
- Councillor Squire addressed the comments made by the Corporate Performance Panel regarding recycling and waste tonnages. She explained that upcoming Government changes relating to Deposit Return Schemes and Producer Responsibility might impact these figures, and targets could be reviewed at year end. The Chair, Councillor Beales added that an all Councillor Briefing session on the Deposit Return Scheme and Producer Responsibility would be beneficial.
- Councillor Squire provided information on national and local work being carried out with the Environment Agency and Anglian Water relating to Water Quality.
- Councillor Morley commented that work needed to start on the Asset Management Plan as it was key to the Capital Management Strategy. He also provided an update on Internal Drainage Boards.

**RESOLVED:** Cabinet reviewed the Performance Management Report and commented on delivery against the Corporate Strategy.

**Reason for Decision:** Cabinet should use the information within the management report to review progress on the agreed actions and indicators and satisfy themselves that performance is at acceptable level. Where progress is behind schedule members can seek additional information to explain variances.

#### CAB136 **PLANNING MEMBER CODE OF GOOD PRACTICE**

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The report presented a refreshed Planning Member Code of Conduct, which was based on other codes already in use including the latest standard model from the Lawyers in Local Government, which was provided in association with the Local Government Association. Councillor Moriarty highlighted changes relating to strengthening the need for Members to attend training sessions, how the document was more user friendly and potential Government changes relating to the role of Planning Committees.

The Corporate Performance Panel had considered the report and supported the recommendations to Cabinet. Councillor Moriarty highlighted that the Panel had discussed lobbying of Councillors,

accepted that it was part of the process, and felt that the guide was clear on how this should be dealt with.

Cabinet Members commended the Code of Conduct and hoped that it would support Planning Committee Members to act in an appropriate way.

Councillor de Whalley requested that regular training sessions continue, especially in response to any Government changes in policy and procedure.

**RECOMMENDED:** That the new planning member code of conduct, attached to the report be adopted.

**Reason for Decision:** To ensure that in their dealings with planning decisions, councillors act in accordance with the law, best practice and guidance.

#### CAB137 **CIL PANEL APPLICATIONS OVER £50,000 FOR DECISION BY CABINET**

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The Cabinet were presented with a report which invited consideration and approval of the funding for Community Infrastructure Levy (CIL) funding applications over £50,001. It was noted that all applications over £50,001 fell to Cabinet to decide, under the CIL Governance Framework. There were four applications for Cabinet to consider:

Stoke Ferry and District Village Hall - £149,129.27  
 Springwood High School - £100,000  
 Borough Council King's Lynn and West Norfolk - £58,758  
 West Norfolk Riding for the Disabled Assn - £57,109

Councillor Moriarty reminded the Cabinet that CIL Governance arrangements were being reviewed.

The Chair, Councillor Beales commented that the CIL Spending Panel had considered the applications in depth and he supported the applications presented to Cabinet.

Councillor de Whalley commented that he had been involved in the South Lynn Community Orchard and would not be voting on the recommendation.

**RESOLVED:** Cabinet considered and approved the funding for applications for CIL Infrastructure Funding.

**Reason for Decision:** To ensure that the CIL monies collected are being spent on appropriate infrastructure projects to reflect the growth of population occurring in West Norfolk.

CAB138 **APPOINTMENTS BOARD/IDC - TERMS OF REFERENCE**

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Cabinet considered a report setting out minor revisions to the procedures that were operated within the Investigations and Disciplinary Committee. The Deputy Monitoring Officer outlined the revisions which were proposed following a recent review of Council's adopted IDC complaints procedure, and also updates that had subsequently been made to national best-practice code and guidance.

The Corporate Performance Panel had considered the report and supported the recommendations to Cabinet.

**RECOMMENDED:**

1. That the IDC Terms of Reference should be amended as follows:
  - i. Paragraph A.5 should be deleted.
  - ii. Insert new A.12: *"The Monitoring Officer is nominated to assess the allegation to determine whether it falls within the remit of the procedure, or whether it is clearly unfounded or trivial or can best be dealt with under some other procedure (the Initial Filter Exercise). Either of the Deputy Monitoring Officer or the Head of Personnel is delegated authority to carry out this role if it is not possible or appropriate for the Monitoring Officer to do so. The Monitoring Officer (or substitute officer above) shall report to the Chair of the IDC if they determine that an allegation does not fall within the remit of this procedure."*
  - iii. Insert new A.13: *"For the purposes of the Initial Filter Exercise above, the Monitoring Officer is delegated authority to carry out any preliminary inquiries that are needed. Either of the Deputy Monitoring Officer or the Head of Personnel is delegated authority to carry out this role if it is not possible or appropriate for the Monitoring Officer to do so."*
2. That the Standards Committee Terms of Reference should be amended as follows:

Insert new E.17: *"Act as Grievance Committee where required in grievance matters concerning the Chief Executive, in accordance with*

*the JNC Model Code. For this purpose, five Standards Committee members shall be convened with political proportionality (or three members if this is not possible), none of whom shall be members of the IDC or the Appeal Committee.*

*For the purposes of fulfilling the Council's adopted grievance procedures in accordance with the JNC Model Code, Standards Committee nominates the Monitoring Officer to act as Receiving Officer. Where the Monitoring Officer cannot so act, qualifying members of the Standards Committee (i.e. non-members of the IDC and Appeals Committee) shall nominate a Monitoring Officer from a neighbouring authority to act as the Receiving Officer."*

**Reason for Decision:**

To clarify the relevant arrangements and to maintain consistency with national best practice.

**CAB139 KING'S LYNN CULTURAL AND HERITAGE STRATEGY**

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Cabinet received the Culture and Heritage Strategy for King's Lynn which included the vision, key priorities, funding and an action plan. Councillor Ring highlighted the importance of this Strategy in order to access funding. He thanked Art Reach, officers and those who had engaged in the consultation process on production of the Strategy.

The Environment and Community Panel had considered the report and supported the recommendations to Cabinet.

Cabinet Members commented that the Strategy would enrich the lives of residents, linked with the Marmot Place Programme and was important in order to unlock funding opportunities.

Councillor Morley asked if consideration could be given to rural communities and other town centres in the Borough and ways to bring schools into events in King's Lynn. He also commented it was important to attract visitors by promoting the cultural and heritage offer.

The Regeneration Programmes Manager clarified that discussions had been held with the Arts Council on if the strategy should be King's Lynn focussed or Borough Wide and due to limited funds and the importance of opening up investment it was agreed to focus on King's Lynn at this time with a wider West Norfolk strategy to follow in the future.

Councillor Moriarty provided an overview of the ongoing review of Service Level Agreements.

**RESOLVED:**

1. Endorse the King's Lynn Culture & Heritage Strategy as set out in appendix 1.
2. Establish the new governance structure and recruitment of steering group as set out in section 3.
3. Delegate authority to the Assistant Director for Housing, Regeneration & Place in consultation with the Deputy Leader & Portfolio Holder for Business to review existing Service Level Agreements with cultural organisations to align their activities and outputs in line with the priorities identified in the Strategy.
4. Delegate authority to the Assistant Director for Housing, Regeneration and Place in consultation with the Portfolio holder of Business to agree resourcing requirements to support and implement the strategy, subject to appropriate organisational processes.

**Reason for Decision:** The C&HS provides the strategy policy and framework for the Council and a wide range of partners including cultural organisations, communities, education institutes and the private sector. The strategy will guide use of resources and funding which will open up opportunities for investment in our cultural sector in line with the corporate priority to support growth and prosperity and the priorities from the West Norfolk Economic Strategy.

#### CAB140 **WEST NORFOLK SHARED PROSPERITY FUND**

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Cabinet received a report setting out the proposed spending priorities for an additional 'transitional' year of UKSPF funding for April 2025 to March 2026. Councillor Ring informed Cabinet that the REPF funding had been announced today and officers would be working on the allocation of funds to support rural businesses.

The Regeneration Programmes Manager highlighted how the transitional fund had been used, priorities and criteria, the importance of sustainability of projects and Government guidance on how the funds should be used.

The Environment and Community Panel had considered the report and supported the recommendations to Cabinet.

Cabinet Members commended the projects which had benefitted from funding and agreed that it was important for them to move to a sustainable position where possible so that they could continue after the funding period.

Cabinet Members agreed to consider recommendations 1, 3 and 4 below in open session before moving into exempt session to consider recommendation 2.

**RESOLVED:**

1. Approve alignment of 2025/26 UKSPF investment with the West Norfolk Economic Strategy.
3. Approve proposals in Section 4 for investment of REPF funding for 2025/26 should an additional allocation be awarded.
4. Delegate authority to the Assistant Director for Regeneration, Housing & Place in consultation with the Portfolio Holder for Business to approve budget allocation variations (including removal of any ongoing funding for at risk projects) of UKSPF funding for 25/26 to ensure fulfilment of spend.

**Reason for Decision:**

To ensure timely and impactful delivery of the additional year of UKSPF funding stream in line with government guidance, the West Norfolk Economic Strategy, the West Norfolk Investment Plan and Corporate Business Plan objectives. To also enable swift commencement of a REPF investment programme should additional funding be allocated. Delivery of prosperity funding will continue to support residents and business to; build pride in place, provide high quality skills training, support employment opportunities, growth in productivity and increase life chances.

**CAB141 EXCLUSION OF THE PRESS AND PUBLIC**

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**RESOLVED:** 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.

**CAB142 EXEMPT - WEST NORFOLK SHARED PROSPERITY FUND**

Officers provided an overview of the funding allocations as set out in Appendix 1 of the report and responded to questions and comments from Cabinet Members.

**RESOLVED:**



2. Approve the £600,773 UKSPF investment programme for 2025/26 as set out in Table 2, Section 3 in line with the indicative budget allocations in Appendix 1 (EXEMPT).

**Reason for Decision:**

To ensure timely and impactful delivery of the additional year of UKSPF funding stream in line with government guidance, the West Norfolk Economic Strategy, the West Norfolk Investment Plan and Corporate Business Plan objectives. To also enable swift commencement of a REPF investment programme should additional funding be allocated. Delivery of prosperity funding will continue to support residents and business to; build pride in place, provide high quality skills training, support employment opportunities, growth in productivity and increase life chances.

**The meeting closed at 7.15 pm**