

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



COUNCIL MEETING

Agenda

Thursday, 29th August, 2024
at 5.00 pm

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

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



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

Dear Councillor

You are hereby summoned to attend a meeting of the **Borough Council of King's Lynn and West Norfolk** which will commence at **5.00 pm** on **Thursday, 29th August, 2024** in the Assembly Room, Town Hall, Saturday Market Place, King's Lynn to transact the business shown below.

Yours sincerely

Lorraine Gore
Chief Executive

BUSINESS TO BE TRANSACTED

1. PRAYERS

2. MINUTES

To confirm as a correct record the Minutes of the Meetings of the Council held on 27 June 2024 (previously circulated).

3. APOLOGIES FOR ABSENCE

4. DECLARATIONS OF INTEREST (Page 6)

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.

5. MAYOR'S COMMUNICATIONS AND ANNOUNCEMENTS

To receive Mayor's communications and announcements.

6. URGENT BUSINESS

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

7. PETITIONS AND PUBLIC QUESTIONS

To receive petitions and public questions in accordance with Standing Order 9.

8. REVIEW OF PROPORTIONALITY (Pages 7 - 9)

9. RECOMMENDATIONS FROM COUNCIL BODIES

(Members are reminded this is a debate, not a question and answer session)

To consider the following recommendations to Council:

1) **Cabinet: 30 July** (Page 10)

CAB28: Audit Committee Chair's report to Council

10. CABINET MEMBER'S REPORTS (Pages 11 - 56)

In accordance with Standing Order 11, to receive reports from Cabinet Members moved en bloc, under Standing Order 11.2 Members of the Council may ask questions of Cabinet Members on their reports and Portfolio areas. The order of putting questions shall commence with a Member from the largest opposition group, proceeding in descending order to the smallest opposition group, followed by a Member from the ruling group. This order shall repeat until the time for questions has elapsed or there are no more questions to be put.

The period of time for putting questions and receiving responses shall not exceed 50 minutes for all Cabinet Members, excluding the Leader

The period of time for putting questions and receiving responses to the Leader shall not exceed 15 minutes.

(Councillors are reminded that this is a question and answer session not a debate.)

Climate Change and Biodiversity – Councillor M de Whalley

Planning and Licensing – Councillor J Moriarty

Environment and Coastal - Councillor S Squire

Finance – Councillor C Morley

Events and Open Spaces– Councillor B Anota

People and Communities – Councillor J Rust

Deputy Leader Business and Culture – Cllr S Ring

Leader - Councillor A Beales

11. MEMBERS QUESTION TIME

In accordance with Standing Order 11.2 (b), Members of the Council may ask

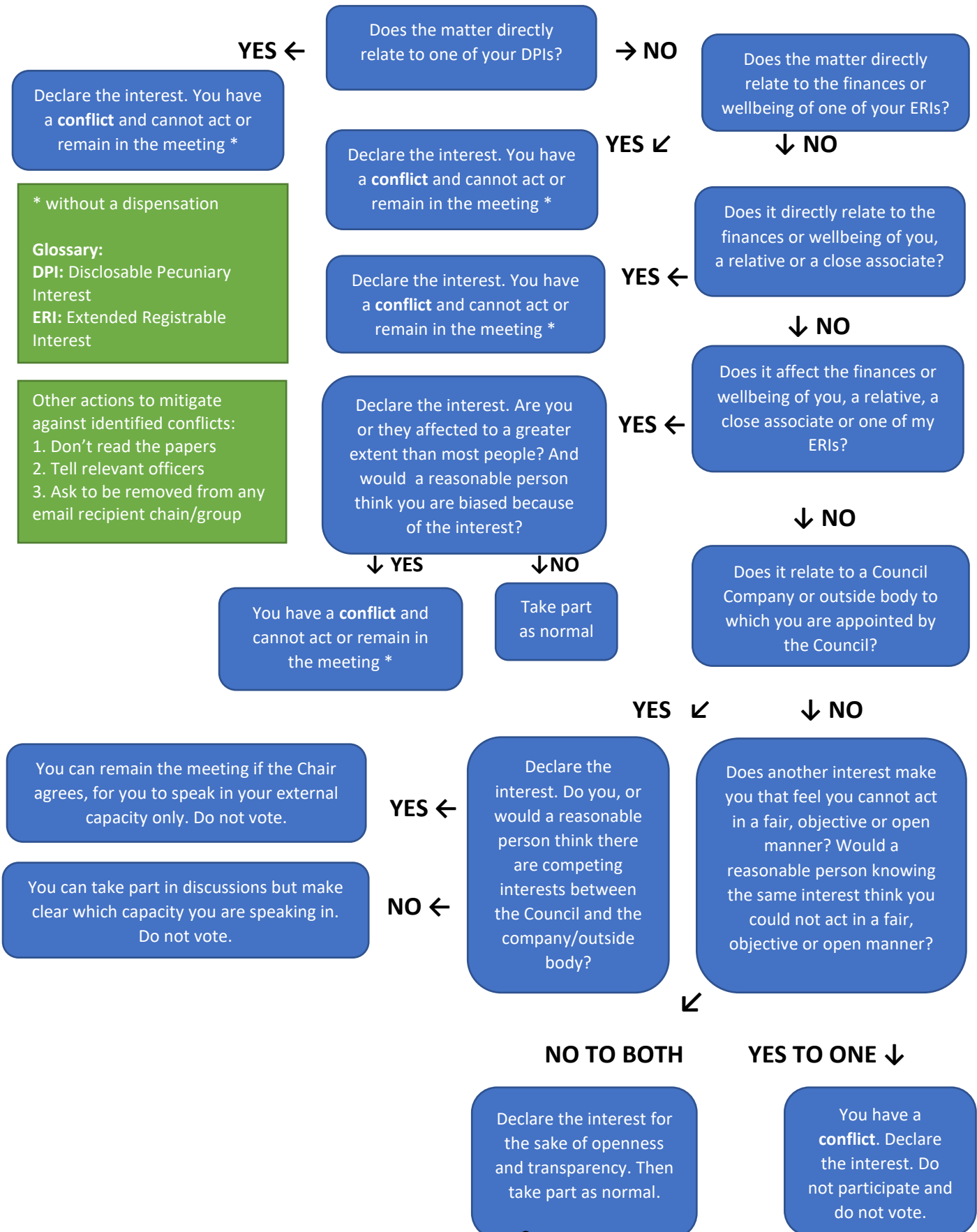
any questions of the Chair of any Council Body (except the Cabinet).

Lorraine Gore
Chief Executive

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

REPORT TO COUNCIL

Lead Officer: Sam Winter E-mail: sam.winter@west-norfolk.gov.uk Direct Dial: 01553 616327			Other Officers consulted: Chief Executive, Monitoring Officer		
Financial Implications NO	Policy/Personnel Implications NO	Statutory Implications YES	Equality Impact Assessment req'd NO	Risk Management Implications NO	Environmental Implications No

Date of Meeting : 29 August 2024

REVIEW OF PROPORTIONALITY

It is the duty of the Council to review annually the entitlement of political groups to seats on committees in line with the proportionality rules set out in the Local Government and Housing Act 1989. The rules allow adjustments to be made to make whole numbers of seats and, once the Council has determined how adjustments should be made, appointments are made to committees on that basis. When changes are made to Group memberships a further review can be undertaken on request.

As a result of Councillor Bartrum leaving the Labour Group, the following update to proportionality as per the attached table is suggested to Council.

RECOMMENDED: That proportionality be amended in accordance with the attached table.

1 Background

The rules around proportionality are as set out below:

- (1) No political group can have all the places on a committee (the exception is the Cabinet).
- (2) A group having an overall majority on the Council is entitled to a majority of seats on each committee.
- (3) The aggregate number of seats across all committees is allocated in accordance with each group's entitlement.
- (4) The number of seats on each committee is allocated in accordance with each group's entitlement.

2 Proportionality Change

Following a change in Group membership across the Council with Councillor Bartrum leaving the Labour Group and becoming a non aligned member, it has been requested that proportionality be reviewed.

This means that the group numbers are currently 21 Independent Partnership, 21 Conservative and 9 Labour, 2 Progressive Group and 2 non aligned.

3 Amended level of Seats Allocated

To take into account the amended proportionality, Council is invited to approve the amended proportionality as set out in the attached table.

It is proposed that a Labour seat on the Licensing and Appeals Board be given to the Independent Group.

POLITICAL PROPORTIONALITY - AUGUST 2024

	Total Membership	Conservative Group	Independent Partnership	Labour Group	Progressive Group	Check Total
Total No. of Members	53 + 2 non aligned	21	21	9	2	53
Appointments Board	9	3	4	2	0	9
Planning Committee	18	7	7	3	1	18
Licensing Committee	15	6	5	3	1	15
Licensing & Appeals Board	15	6	6	2	1	15
Standards Committee	7	3	3	1	0	7
Corporate Performance Panel	12	5	4	2	1	12
Environment & Community Panel	12	5	5	2	0	12
Regeneration & Development Panel	12	5	5	2	0	12
Audit Committee	9	3	4	2	0	9
Total Seats	109	43	43	19	4	109

RECOMMENDATIONS FROM THE CABINET TO COUNCIL ON 29 AUGUST 2024

CAB28 **AUDIT COMMITTEE CHAIRS REPORT TO COUNCIL 2023-24**

Cabinet considered the Chair of Audit Committee's Annual report to Audit Committee which was submitted on 24 June 2024. It was presented to Cabinet for onward recommendation to Council.

The Chair thanked the Audit Committee for its work.

RECOMMENDED: That the Annual report of the Chair of Audit Committee be noted and passed for consideration by Council

Reason for Decision

It is good practice for the Audit Committee to report on its work.

CABINET MEMBERS REPORT TO COUNCIL**29 August 2024****COUNCILLOR MICHAEL de WHALLEY - CABINET MEMBER FOR CLIMATE CHANGE AND BIODIVERSITY**

For the period 19 June 2024 to 20 August 2024

1 Progress on Portfolio Matters.**Vehicle Fleet Review**

The project seeks to decarbonise the Council's vehicle fleet. To inform this, a report, including options appraisal, is required. This went out to tender on 11 August with a deadline of 11 September. Bid selections will then take place from 17 September. The final report is expected late 2024 or early 2025.

School's Climate Competition Project

After last year's success, the competition has been renewed and the associated administration went out to tender on 31 July, with a deadline of 31 August.

Solar Together

The scheme is a group buying initiative for householders to purchase solar panels and battery systems. A first round of targeted invitation letters will be sent out on 26 August. The second round of letters will be sent out mid-September. Applications must be registered by 18 October 2024 with installation completed by June 2025.

Carbon Audit

Work on the 23/24 audit has commenced. The 22/23 audit is completed and will be published on the website shortly. District data has highlighted that the main cause of emissions are from land use, land use change and forestry (LULUCF), agriculture and transport.

Carbon Literacy Training

The E-learning provider is working on developing a set of interactive slides. Focus groups with staff members have been booked in and content is being finalised.

Air Quality Action Plan (AQAP)

The AQAP has completed public consultation and will go to the Environment and Community Panel on 3 September and Cabinet on 17 September. The Air Quality Annual Status Report has been circulated via the Members Bulletin, is online for public consumption and awaits Defra feedback.

Norfolk Climate Change Partnership (NCCP)

NCCP is currently reviewing its work plan and is developing a new long-term plan for the partnership focused on its three strategic priorities; Energy, Retrofit and Transport, alongside how it matures as a partnership. This plan will be discussed with the NCCP portfolio holder group in September for their input.

Norfolk Net Zero Communities

The NCCP partnership manager and the project lead for the Innovate UK funded Norfolk NetZero Communities project have recently showcased the project at the East of England Climate and Adaptation summit.

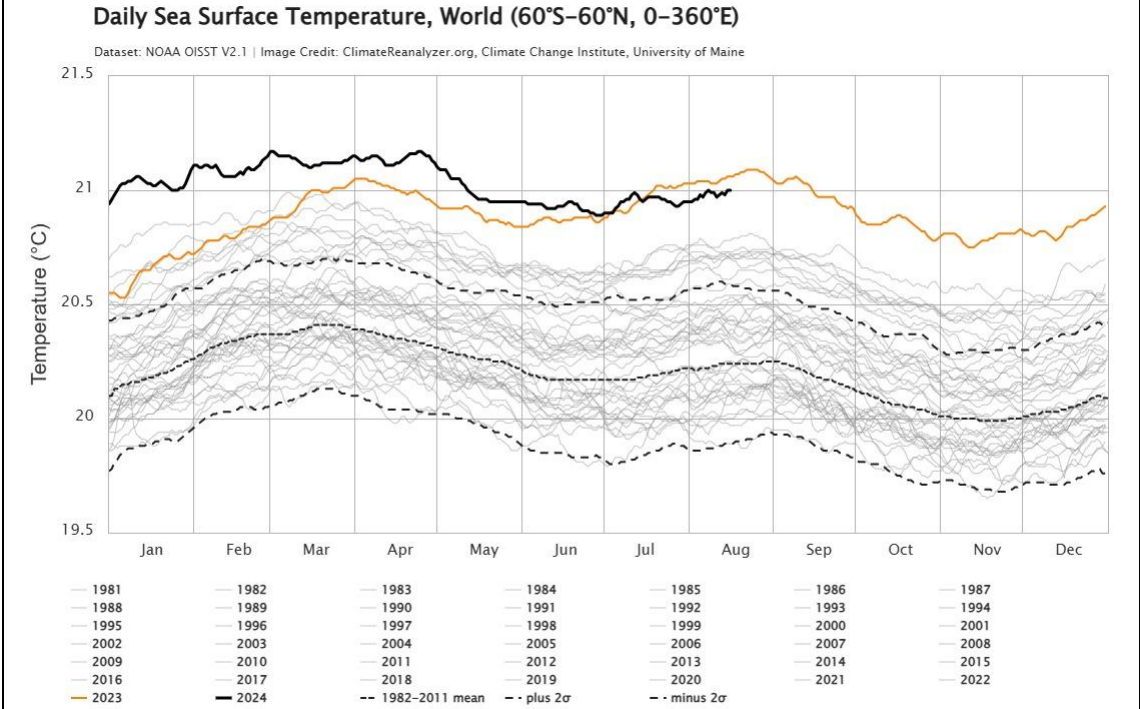
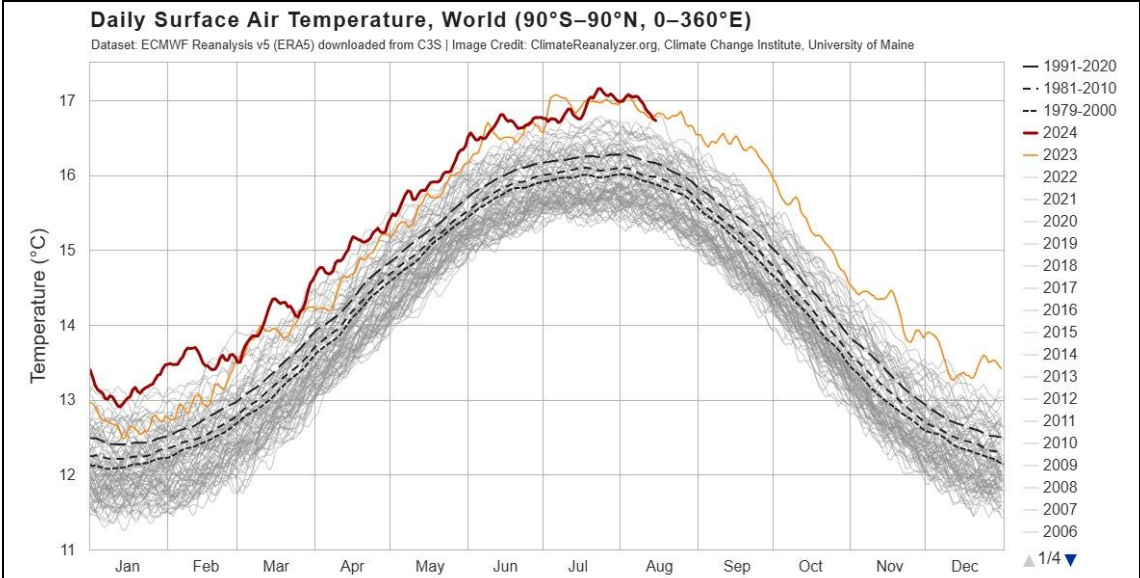
The Norfolk NetZero Communities project has appointed the environmental charity Hubbub to be its engagement partner and they have begun a series of engagement activities with Marshland St. James to really understand the non-technical barriers that are preventing more residents from taking climate positive action. Following on from this, in the autumn, they will start to design solutions with the community to address the identified barriers.

Climate

July 2024 was the second-warmest July on record globally, with an average surface air temperature of 16.91°C, only 0.04°C lower than the record set in July 2023. July was about 1.48°C warmer than an estimate of the July average for 1850-1900, the designated pre-industrial reference period. This marks the end of a series of twelve consecutive months above 1.5°C. July also saw the two hottest daily global-average temperatures, in the ERA5 dataset, of 17.16°C and 17.15°C on 22 and 23 July 2024 respectively.

The average global sea surface temperature (SST) for July 2024 over 60°S to 60°N was 20.88°C, the second-highest for any month in the dataset, only 0.01°C below the record set in July 2023. This marks the end of a series of fifteen consecutive months where the SST had been the warmest in the dataset for the respective month. Sea surface temperature is defined over the global extrapolar ocean, from 60°S to 60°N. This is used as a standard diagnostic for climate monitoring.

Data source: European Centre for Medium-Range Weather Forecasts - ERA5.



2 Forthcoming Activities and Developments.

Mayors Awards

We have renewed our sponsorship of the environmental category of the Mayor’s Awards, to be held on the 7 March 2025

3 Meetings Attended and Meetings Scheduled

Cabinet Briefings
Cabinet Sifting
Cabinet
Multi Agency Group 001 – Norfolk Ground Water Challenges
Peer Review Revisit
Tour of Council's Property Holdings (King's Lynn)
King's Lynn Foodbank
Potential Development of Railway Stations
Net Zero Communities – Marshland St. James
King's Lynn Ferry Briefing
Fenland and West Norfolk Friends of the Earth
Swift Bricks etc in Council's Development Projects
East of England Climate Conference
King's Lynn Conservancy Board
Tour of Guildhall
Regeneration and Development Panel
South Lynn Community Orchard/Beuys' Acorns Project
Sibelco Site Visit
Norfolk Climate Change Partnership Briefing

Portfolio Holder Briefings and updates:

Climate Change Weekly Updates
Air Quality Action Plan Briefing

Meetings Scheduled:

Lynnsport and AWN tour of facilities
Norfolk Climate Change Portfolio Holders meeting TBD September 2024.

CABINET MEMBERS REPORT TO COUNCIL

29 August 2024

COUNCILLOR JIM MORIARTY - CABINET MEMBER FOR PLANNING AND LICENSING

For the period 28th June 2024 to 15th August 2024

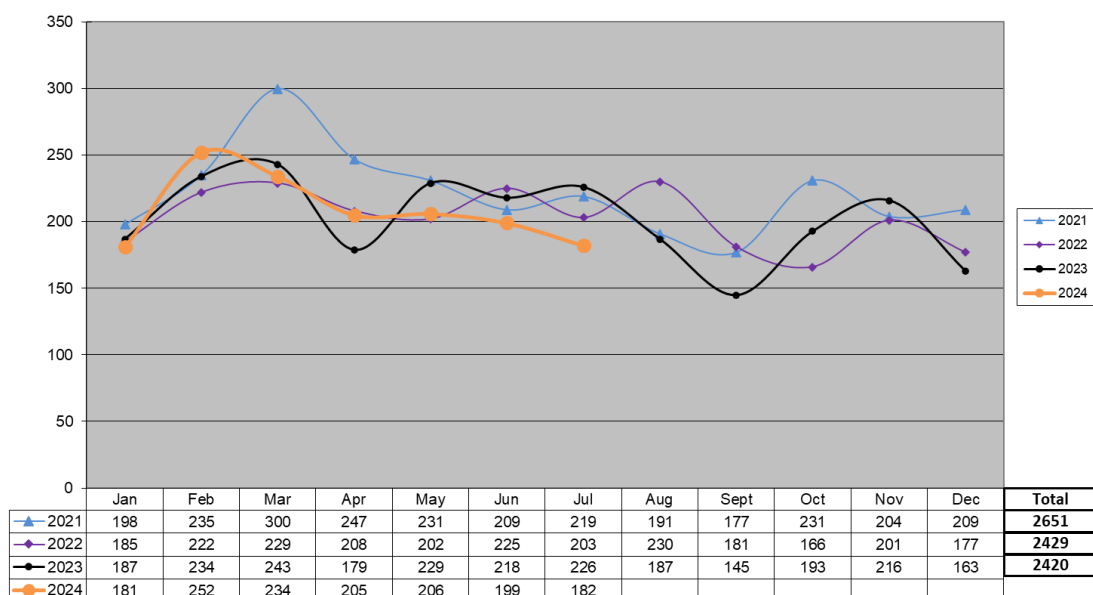
1 Progress on Portfolio Matters.

Firstly, my thanks to officers for their work during this period (a particularly challenging time for planning officers), and their help in compiling this report.

Planning and Discharge of Conditions applications received

Application numbers at the end of July 2024 are down slightly compared to the same period last year (-57 applications).

Planning and discharge of condition applications received



Major and Minor dwelling applications and householder applications received

comparison

	1/8/21 – 31/7/22	1/8/22 – 31/7/23	1/8/23 – 31/7/24
No. of Major dwelling applications rec'd	20	17	12
No. of Minor dwelling applications rec'd	309	312	208
No. of Householder applications rec'd	814	693	572
Total	1143	1022	792

*Minor dwelling applications = up to 10 units Major dwelling applications = over 10 units

2023/24 performance for determining planning applications 1/8/23 – 31/7/24

	National target	Performance
Major	60%	92%
Non – Major	70%	91%

Appeal Performance – decisions made by The Planning Inspectorate 1/8/23 – 31/7/24

	Dismissed	Allowed
Planning appeals	32	24
	57%	43%
Enforcement appeals	6	3
	67%	33%

QUALITY OF DECISIONS

This measure calculates the percentage of the total number of decisions made by the Authority on applications that are then overturned at Appeal.

The Assessment period for this measure is the two years up to and including the most recent quarter plus 9 months. Therefore, the performance for Q2 (end of June 2024) is calculated as follows:

Planning applications determined between 01/10/2021 to 30/09/2023 plus 9 months = 30/06/2024.

The threshold for designation for both Major and Non-Major is 10% - this is the figure

that should not be exceeded, otherwise there is a risk of the Authority being designated by Ministry of Housing, Communities and Local Government (MHCLG).

MAJOR		
No. of Decisions Issued	No. Allowed on Appeal	% Overturned
87	5	5.75%

NON-MAJOR		
No. of Decisions Issued	No. Allowed on Appeal	% Overturned
3012	24	0.80%

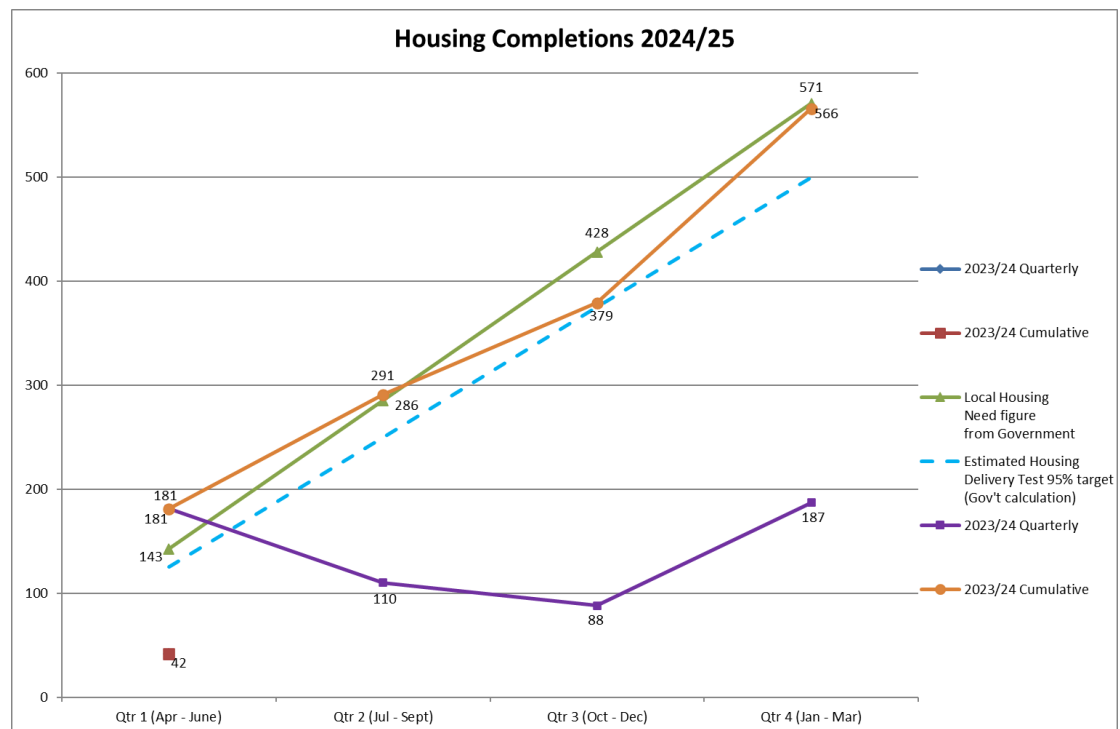
Revenue income 2024/25 (Planning and Discharge income)

Figures are based on a full year projected income budget of £1,100,000.

Projected	Actual	Variance with projected
April 24 – July 24	April 24 – July 24	
£366,667	£255,354	-£111,313

Housing Completions

Completions for quarter 1 (1 April 24 – 30 June 24) are low and considerably lower compared to the same time last year. We will continue to monitor completions very closely, particularly as our housing delivery need will increase under the new Government.



Development Management staff update

I mentioned in my previous report that the Local Government Association and Planning Advisory Service have sponsored a graduate planner scheme (Planning Cohort 2) and we would be interviewing 6 candidates on the 19th June. Interviews took place but unfortunately, we were unable to appoint any of the candidates.

We have however, appointed 3x Graduate Planners, and they will be commencing in the next few weeks. These appointments and some adjustments with the current structure within Development Management means we will be releasing all of our contractors by mid-September. The contractors have worked with officers to reduce the backlog of older applications, and while this has been successful the cost of contract staff is not sustainable based on current budgets.

We have also advertised for a Planner. The closing date was on 13th August and officers are going through the recruitment process.

Planning Policy staff update

An advert has gone out for a Planner / Graduate Planner. The closing date was on 12th August and officers are going through the recruitment process.

Local Plan Update

The Borough Council formally submitted its Local Plan in March 2022 for Examination. In doing so we made a formal request to the Secretary of State for the Department for Levelling Up, Housing & Communities (now the Ministry for Housing Communities and Local Government) that the appointed Inspectors recommend any modifications required to make the Local Plan legally compliant and sound.

The Local Plan Examination process involved a first round of hearings which took place in December 2022 and January 2023. These were adjourned, with reconvened hearings taking place in March and April 2024. As part of this an accelerated timescale through to adoption was agreed and has been published. This will result in the Local Plan being adopted before the conclusion of this financial year (March 2025).

As part of the examination process The consultation on the Main Modifications for the bulk of the Local Plan commenced on the 7 August and will run to the 2 October. This is an 8 week public consultation (which includes two additional weeks over the statutory 6 week period, to take account of the holiday period).

Representations received to the Main Modification consultation will be sent to the Inspectors, along with a summary schedule of the representations received. These will inform the Inspectors Local Plan Report. Please see the link below further details of the consultation:

[Local Plan review \(2016-2036\) examination | Local Plan review \(2016-2036\) examination | Borough Council of King's Lynn & West Norfolk \(west-norfolk.gov.uk\)](#)

Representations received as part of the “Gypsy and Travellers and Travelling Show People proposed site allocations and policies” consultation (10 May - 21 June 2024) have been collated and passed on to the Inspectors for their consideration. This will then be the subject of the forthcoming examination hearing sessions (3 and 4 September 2024), for which the Inspectors have recently published [Matters, Issues](#)

[and Questions](#) (MIQs). MIQ responses must be submitted to the Inspectors by 16 August 2024. Following the hearings there will be a further Main Modifications consultation on this matter only during the autumn.

It is anticipated that the Inspectors Local Plan Report will recommend that the Local Plan can be adopted subject to the inclusion of a series of Main Modifications. Following this a report will be prepared and taken to Cabinet and Full Council recommending that the Local Plan be formally adopted (February / March 2025).

Neighbourhood Plans

As of August 2024, there are 19 “made” (adopted) Plans in place. Details of recently made (during the 2023-24 financial year) and emerging Neighbourhood Plans are set out below:

Recently “made” Neighbourhood Plans (during 2023-24 financial year)

	Current position
Old Hunstanton Neighbourhood Plan 2021-2036	Passed at referendum, 8 February 2024; “made” 15 February 2024
Burnham Market Neighbourhood Plan 2022-2036	Passed at referendum, 21 September 2023; “made” 26 September 2023
Gayton and Gayton Thorpe Neighbourhood Plan 2019-2036	Passed at referendum, 9 November 2023; “made” 20 November 2023
Stoke Ferry Neighbourhood Plan 2022-2036	Passed at referendum, 24 August 2023; “made” 29 August 2023
Wattlington Neighbourhood Plan 2019-2036	Passed at referendum, 7 December 2023; “made” 13 December 2023

Post-submission Neighbourhood Plans (anticipated to be made during 2024-25 financial year)

	Current position
Grimston, Pott Row, Roydon and Congham Neighbourhood Plan 2017-2036	Examination concluded 20 May 2024. Referendum on 22 August 2024; anticipated that Plan will be made by September 2024.
North Wootton Neighbourhood Plan 2022-2036	Submitted 12 September 2023. Examiner’s Report published 23 July 2024; referendum anticipated autumn 2024
Ringstead Neighbourhood Plan 2021-2036	Submitted 22 April 2024. Pre-examination (Regulation 16) consultation 14 June – 26 July 2024 (inclusive). Examination to take place late-summer/ autumn 2024; referendum anticipated early-2025.

Other emerging Neighbourhood Plans

	Current position
Marshland St James	Preliminary draft Plan Strategic Environmental Assessment/ Habitat Regulations Assessment consultation with Environment Agency/ Historic England/ Natural England (June/ July 2024) 1 st draft Plan (Regulation 14) consultation anticipated autumn 2024
Pentney	1 st draft Plan (Regulation 14) consultation March-May 2023. Parish Council recently appointed Modicum Planning to get Neighbourhood Plan back on tract; submission anticipated late-2024/ early 2025
Syderstone	Preliminary draft Plan Strategic Environmental Assessment/ Habitat Regulations Assessment consultation with Environment Agency/ Historic England/ Natural England (August/ September 2024) 1 st draft Plan (Regulation 14) consultation anticipated early 2025
Walpoles	Preliminary draft Plan Strategic Environmental Assessment/ Habitat Regulations Assessment consultation with Environment Agency/ Historic England/ Natural England (summer 2024) 1 st draft Plan (Regulation 14) consultation anticipated autumn 2024
Walpole Cross Keys (review of 2017 Neighbourhood Plan)	Preliminary draft Plan Strategic Environmental Assessment/ Habitat Regulations Assessment consultation with Environment Agency/ Historic England/ Natural England (June/ July 2024) 1 st draft Plan (Regulation 14) consultation anticipated autumn 2024
In addition, several other Parishes are designated Neighbourhood Areas, but progress with plan-making is unknown or at an early stage	Burnham Overy (designated 5 December 2023); Dersingham; Downham Market; Docking (designated 22 December 2023); Great Massingham; Ingoldisthorpe; Outwell; Shouldham; Tilney St Lawrence; West Dereham
Expressions of interest	King's Lynn Area Committee; Little Massingham Parish Council; Titchwell Parish Meeting

Community Infrastructure Levy (CIL)

The latest round of CIL Infrastructure Project applications opened 1st July and closed 1st August, with 48 applications requesting a total of £1.9m, but £1.4m is available to be allocated. This means that unfortunately not all applications will be granted funding.

The Spending Panel meet on the 4th September, to allocate funding for applications up to £50k. The panel will also make recommendations to Cabinet for applications over £50k.

Health and Safety Enforcement

Funeral Director Visits

Following the distressing incidents in Hull and East Riding, Local Authority Environmental Health teams were tasked with visiting funeral directors within their areas to provide reassurance that loved ones were being treated with the care and dignity that they would expect. Having completed all visits it was found that the funeral directors that are operating in the borough provide a safe and caring service to the community and officers were reassured by what they saw.

Licensing

Officers are currently finalising taxi fee level calculations and changes to the Hackney Carriage & Private Hire licensing procedures and conditions booklet before going out to full consultation. Reports will be produced through E+C, Cabinet and then Full Council later this year/early next.

There are currently 2 prosecution cases pending hearings at Magistrates Court – unlicensed taxi/unlicensed dog breeder. Both due to be heard in September 2024.

The revised Gambling Act Statement of Principles is currently in the consultation period, ending 16th September 2024. Reports will be produced through E+C, Cabinet and then Full Council later this year.

CABINET MEMBERS REPORT TO COUNCIL

29 August 2024

COUNCILLOR SANDRA SQUIRE - CABINET MEMBER FOR ENVIRONMENT & COASTAL

For the period 27 June 2024 to 29 August 2024

1 Progress on Portfolio Matters.

Flying Rings:

Visitors to Hunstanton may have noticed an addition to the new car park signs that were installed recently:

South Promenade Car Park (HS0001)

Dial 999 in an emergency | Postcode: PE36 5BQ | GPS: 52.937820, 0.485516 | What3Words: blogging.huddle.motivations

24 Hour Charging in Operation Monday to Sunday
(Excludes Christmas Day Only)

Parking Charges apply to Blue Badge Holders & Motorcycles

Select Language | Enter Registration (AB12CDE) | Select Duration | Select Payment Method (CARD CASH) | Insert Coins or Present Card | Take Ticket & Display Clearly On Vehicle

Pay & Display Tariff

Arriving between 8:00am to 5:00pm	
Up to 1 Hour	£2.50
Up to 2 Hours	£4.70
Up to 3 Hours	£6.70
24 Hours	£10.00

(Multiply 24 Hour tariff up to maximum 7 days / 168 Hours)

Conditions of use

- In busy periods please find a space before purchasing a ticket.
- Pay at machine and display ticket clearly.
- Do not exceed time purchased.
- Vehicles should be parked wholly within a marked bay if the car park has marked bays.
- If more than 1 bay is used additional pay and display tickets should be purchased to cover the extra bays.
- Do not cause an obstruction with your vehicle.
- Only vehicles displaying a valid blue badge with a valid ticket may park in a marked bay.
- Overweight vehicles exceeding 3050kgs are not permitted on this car park.
- Overweight vehicles are prohibited.
- Any other contraventions may result in a Penalty Charge Notice.

Parking Operations
01553 616222

Council of **West Lynn & West Norfolk**

Sandl Starfish Scheme
Do you know what to do if your child gets lost?
www.norfolk.police.uk

Flying Rings Can Kill Seals
they are not permitted on our beaches

A reminder that this council banned the use of flying rings on the beach in 2022 due to the risks to seals if they get their heads stuck in the them. I'm sure we have all seen pictures of the horrific injuries the rings can inflict on seals, so I don't need to reproduce one here. We are aware that most retailers in Hunstanton no longer sell the rings, however it is always good to remind people not to bring them from home or use them on our beach.

You can read more about the campaign headed by the Friends of Horsey Seals across Norfolk here: [Save our Seals - Flying Rings Campaign - Norfolk Recycles](#)

Hunstanton Prom:

We have applied for the MMO licence required before the geotechnical study of the prom can be undertaken. This is currently out for public consultation. We are expecting work on the study to begin early autumn.

Shingle Ridge:

The long awaited report into the Shingle Ridge was discussed at the recent WECMS Stakeholder meeting. You can find more details on the WECMS (Wash East Coast Management Strategy) and the full report (with non technical summary) here: [Wash East Coastal Management Strategy | Wash East Coastal Management Strategy | Borough Council of King's Lynn & West Norfolk \(west-norfolk.gov.uk\)](#)

Our officers and some cabinet members attended to support the Environment Agency at the Shingle Ridge drop ins at Snettisham and Heacham earlier this month. Thank you to everyone that attended. It is vital everyone understands they have a part to play in protecting the shingle ridge. An update will be given to the Environment & Community Panel on 3rd September. Any interested councillor is welcome to attend.

We look forward to working jointly with the Environment Agency, the existing stakeholder group, other interested parties and community representatives over the next 12-18 months to update the Management Strategy for the future.

Fly Tipping:

Our fly tipping investigation team have had some notable successes lately:

A vigilant resident in Barton Bendish reported a fly tipping incident, providing details of the van involved. Which was traced to an address in West London, with a young man using his employers van for the clearing and dumping of waste. The young mans identity was confirmed by his employer, a fixed

penalty notice was issued and later paid.

A CCTV operator also assisted with another investigation, where a man from Cambridge fly tipped household waste next to a charity clothes collection bank in Hunstanton. Images of the vehicle and its occupants dumping the waste provided enough evidence to issue another fixed penalty notice which was subsequently paid.

Another fly tipping incident that was reported, investigated and traced back to a local business, who was unaware they needed a trade waste contract, resulted in a trade waste contract being entered into so they are now fully compliant with their business waste.

My thanks go to our team who go out investigating and clearing up fly tipping incidents. The message as ever, is to deal with your waste properly and ensure that anyone who offers to take your waste away has a licence to do so and is going to dispose of your waste properly. It doesn't matter where you live, our officers will investigate all fly tipping incidents and will be knocking on your door. Don't spoil our Borough by fly tipping, it is **never** acceptable.

Photos as provided by Investigating Officers:





2 Forthcoming Activities and Developments.

Food Waste:

After the success of Food Waste Action Week in March, plans for a new food waste promotion including a trial of the provision of free caddy liners will also go to the Environment & Community panel on 3rd September. While collections have increased, we would like levels to continue to increase. Any interested member is welcome to attend E&C to find out more.

Recycling:

Plans are also coming together for a campaign to increase recycling levels in the Borough to coincide with Recycling Week (16th to 22nd October). Further details will be released nearer the time.

We are conscious that although weight for weight, the tonnage of recycling collected across the borough is down and needs to be increased, this is only partly due to items not being recycled properly.

For example the tonnage of glass collected has been dropping all across Norfolk. This could be due to producers trying to reduce the amount of packaging and using different, more lightweight packaging to reduce the environment impacts and transport costs.

There is also an issue regarding how some recycling is presented, which will be mentioned in upcoming messages from the Norfolk Waste Partnership & Norfolk Recycles team: -

Even if items are put in the recycling bin, if they are in a bag, they will go into the residual waste. The MERF is mostly automated and staff do not have the time to empty bags to find out what is in them. It also presents a health and safety issue as they don't know what they will find.

So please DO NOT put your recycling in a bag - clean and loose in your green bin is just perfect! 😊

3 Meetings Attended and Meetings Scheduled

Various portfolio briefings
Cabinet sifting
Joint Waste Contract Review & Development Board meeting
EA briefing on Shingle Ridge Report
LGA Coastal SIG Quarterly meeting
LGA Coastal SIG water quality working group meeting
Cabinet briefings
Norfolk Waste Partnership Board meeting
LGA Coastal SIG water quality briefing
LGA Coastal SIG/Owfat meeting
Cabinet Away Day
Cabinet
Wash East Coast Management Strategy (WECMS) Stakeholders Forum
NEWS Board Meeting
Norfolk Coast Partnership Core Management Group Meeting

CABINET MEMBERS REPORT TO COUNCIL

29 August 2024

COUNCILLOR CHRIS MORLEY - CABINET MEMBER FOR FINANCE

For the period 27th June to 15th August

1 Progress on Portfolio Matters.

EXTERNAL STATEMENT OF ACCOUNTS

We have a clean bill of health from our external auditors EY for the 2019/20 Statement but we are still waiting to secure an Opinion for any later years. There is a backlog across the country and the external audit system is broken. The delayed target dates offered by the last Government could not be met and Jim McMahon, Minister of State for Local Government, made a Statement to the House citing the broken audit system for Local Government in England. He stated the system has to be rebuilt to provide the public with an effective warning process.

Where audits have not been completed, external auditors can issue a "disclaimed" or "modified" opinion and such for a number of years.

The new target dates for clearance are: 2020/21, 2021/22 and 2022/23 by 13th December 2024.

2023/24 by February 25, 2024/25 by February 26, 2025/26 by 31 January 27.

However, although audit opinions may include a disclaimer, reports on Value For Money (VFM) will remain a high priority.

Unfortunately, our Assistant S151 Officer, who managed this process, has moved on to work elsewhere and we had no successful applicants for the post. We have therefore turned to an experienced accountant in Local Government finance through an Agency but this cannot be a long term solution and we will be seeking a suitable replacement in due course.

For our part we are ensuring that we have the necessary data available for the audit process, including the Annual Governance Statements I mentioned in my previous report, and resource to meet the demands of our external auditors questions to meet the December '24 timescale but these delays overlapping the beginning of the 2024 Budget and Financial planning cycle are, to say the least, not helpful.

If we fail to comply with this timetable or our VFM arrangements are not found satisfactory, we may be subject to further scrutiny.

As our Auditors may not complete the expected degree of activity when offering disclaimed opinions, the Public Sector Appointments Ltd (PSAA) will set scale fees for the work the external auditors complete. We have set aside reserves for these fees, let's trust we are on the right side of the ledger.

2023/2024 EXPENDITURE AGAINST BUDGET

The revenue and capital year end reports went to cabinet on 30 July. Our revenue expenditure was slightly better than the plan set by the previous administration despite a late draw on our General Reserves for additional service activities and greater support to underpin Alive.

Despite the brouhaha over the '23 pay award and the last administration's decision, in an election year, not to increase fees and charges; through our cost control we have managed to deliver an even, balanced outturn, with a small favourable variance of £105K. You can see the full details on the published report.

The capital programme is undergoing a further review of the capital profile to ensure our budgets are in line with our expected spend and not over optimistic as it has been in previous years. A further report will be brought back on this in due course.

VALUE FOR MONEY (VFM)

I am not familiar with the criteria that the auditors use to assess VFM but I offer readers the following observations,

1. No services were discontinued through 23/24, neither any deterioration to previous service levels nor reduction in Borough grants and events support
2. Discretionary fees and charges remained constant.
3. Our cost based increased by 14% including unforeseen issues relating to an increase in homelessness.
4. Our settlement from the Government equated to less than +4%
5. The promised grant as a contribution to IDB costs never materialised.
6. We reduced our draw on Reserves slightly but the trend is going in a positive direction.
7. Taken together, I contend that our performance delivered a 10% benefit in the value for money offered to our residents, businesses and visitors and in accordance with our Corporate Strategy.

IDBs

There are now 33 District Councils in our Special Interest Group (SIG) a significant increase from the original 15; all chomping on the bit for the Government to alter the funding mechanism for IDBs so as to significantly reduce the unfair burden on residents in areas such as West Norfolk.

The current levy on our 24/25 budget from IDBs is expected to total £3.5m or 44% of our expected council tax take.

Despite Michael Gove, for the previous Government, on 24th January announcing in Parliament that they would work with interested parties to implement a long term solution, nothing has emerged for our 25/26 budget planning.

Neither, as I mention above, has our allocation of the £3m interim settlement been released, although all the necessary information to do this has been provided in good time by the Association of Drainage Authorities.

It must be on the Government's radar because Baroness Taylor of Stevenage (Parliamentary Under Secretary for Housing, Communities and Local Government) confirmed her commitment to this issue following a question in the Lords.

The Leader and I have jointly written to both of our MPs encouraging their support for this issue and regular meetings of the SIG are ongoing. I shall be regularly adding to the in-trays of our MPs with this unfair tax until it is resolved.

On 8th October, The Rt. Hon. Sir John Hayes MP is hosting a reception in the Churchill Room at Westminster, on behalf of the SIG, to explain to those who are unfamiliar, the significant impact of IDB levies on Council Finances.

We have 1 place for the event which will probably be taken by our S151 Officer.

2nd HOME ADDITIONAL COUNCIL TAX

Letters are being prepared to issue to these homeowners explaining their situation, follow up reminders will be issued in December and demands in March. The Leader is holding discussions with the County re return of a greater return of this extra tax take than directed by statute.

2 Forthcoming Activities and Developments.

DEVELOPMENT OF A NEW INTRANET

We will be reviewing the plans and commitments for this at the ICT Development Group on 21st August and details will be submitted for scrutiny in the appropriate manner.

PROCUREMENT

The new Procurement Act 2023 following Brexit comes into force in October '24. And we are preparing to change our processes both in the light of this and following the results of a recent diagnostic exercise run by a consultant from the East of England Local Government Association.

The agreed procedures that will come into force will entail a change to the Constitution and Contract Standing Orders.

A scrutiny date has been fixed in CPP's forward plan.

3 Meetings Attended and Meetings Scheduled

Regular finance meetings.

3/7 ICT

11/7 Council Tax Support System

17/7 ICT and CPP

18/7 IDB SIG. Review activities at Depot. Cabinet briefing.
24/7 Bircham PC
25/7 West Rudham PC
30/7 Cabinet
31/7 Procurement. Cabinet briefing.
12/8 MMPB Group Meeting.
13/8 Downham Market Town Clerk ICT Monitoring Officer

CABINET MEMBERS REPORT TO COUNCIL

29 August 2024

COUNCILLOR BAL ANOTA - CABINET MEMBER FOR OPEN SPACE AND EVENTS

For the period 14th June to 13th August 2024

1 Progress on Portfolio Matters.

Parking Matters

As you will see the sun is starting to do its job and there are good signs of recovery in the resort areas with strong trading to the end of July.

		April	May	June	July	
Burnham Market	2023	2631	2443	2571	3403	11048
	2024	1894	2478	2442	3178	9992
						-1056
Heacham	2023	3404	3647	4239	3836	15126
	2024	2338	3253	3506	4363	13460
						-1666
Hunstanton	2023	35143	34330	38475	37585	145533
	2024	25257	35179	32963	42429	135828
						-9705
Kings Lynn	2023	112900	115773	111492	122682	462847
	2024	111213	114776	112496	115177	453662
						-9185

Car Park Stays including Free Stays.

If the weather impact were ever doubted, yesterday (Mon 12th August) saw 2605 stays in Hunstanton, whereas the reciprocal Monday last year (14th August) saw just 1233 stays; so, I remain hopeful that if the warmer weather continues, we will go some way to recover the early-season impacts. Let's not forget the income raised from our car parks is a significant funding stream for the Council and this will continue to be factored in as a significant income when formulating our medium-term financial strategy. The income offsets the costs of providing and maintaining our car parks and machines in West Norfolk and funds things like our events programs within our Borough.

Pay and Display Machines

I can finally report that the new P&D machines have now been installed in the Hunstanton Resort Areas – this will make a great deal change to customer experience – it now gives the end user the ability to pay by card or apple pay etc. there have been some teething problems, but the team have worked very hard to minimise disruption – the next phase will be Kings Lynn and wider.

Grounds Maintenance and Public Open Space

Once again, this year five of our parks were awarded with the Green Flag of approval and are being recognised as some of the best examples in the country, the parks awarded are as follows,

- Boston Square Sensory Garden
- Heritage Gardens in Hunstanton
- Mintlyn Crematorium
- Tower Gardens
- The Walks

These sites provide vital green space for communities in West Norfolk to socialise, enjoy nature, for children to play safely and it provides important opportunities for park users to improve their physical and mental health.

This would not be possible if it was not for our hard-working teams and volunteers who ensure all public open spaces are not only well maintained but clean and safe, walking around, you can really see the level of dedication from the team to make West Norfolk look great. I would like to personally thank the whole team for all they do come rain or shine.



These pictures only highlight what it means to the team when their hard work is recognised. Well done all, they should be proud of themselves.

Mintlyn Crematorium

A new outdoor screen and speakers are due to be installed at the Mintlyn this so the service can be relayed outside in the undercover area for larger attendances, this a small part of the works to be carried out at the crematorium. Will keep the members posted on other developments, on other matters – the Leader and I visited the site

last month as a part of the Leaders meet and greet of all service areas, we both had a tour of the facility and spoke with staff and management at length about the great work they do and how we can assist more going forward.

Events – Kings Lynn

Kings Lynn has a jam-packed events programme most years and this year was no exception, as a new Cabinet Member for Events – to be honest my feet have not touched the ground – we must be the only Local Authority who put such a fantastic timetable of FREE events and entertainment focussed wholly on helping to drive and maintain footfall in our town centre.

Folk in the Town

For the seventh year running now the folk in the town did not disappoint with a wide range of music and dancers, Folk in the Town was a huge success over the weekend seeing the Tuesday Market Place filled with hundreds of people enjoying the music in the sunshine.

Hanse Festival

Once again Kings Lynn and West Norfolk celebrated its rich Hanseatic Heritage, King's Lynn was built on this ancient trading union and Hanse Day celebrates its businesses and its people with a day of fun on the historic riverfront. There was a Hanseatic historic walk lead by our town guilds, live music in king's Staithe Square including traditional Lithuanian dancing and Hanseatic themed events for all ages, my thanks goes out to all the event organizers who made this another success.



Tuesday Market Place – Olympics

On Saturday 27th and the Sunday 28th July and 3rd and 4th August - we had the Screen in TMP showing the Olympics opening weekend and alongside this the team erected a bespoke basketball court for all to enjoy – this was a new addition to our

inventory with a court feel floor and netting and proved to be one of our most popular participation activities, Basketball activities were delivered in partnership with the NCC youth workers and Alive West Norfolk also had some equipment for residents to use such as a bike and rowing machines followed by an afternoon of live entertainment.

Mods and Rockers

For the ninth year running we had our Mods and Rockers Motorbike and Scooter show on the Tuesday Market Place, live entertainment was provided by Scooted 'n' Booted, Dead Horse and The Soft Tone Needles and DJ sets from Sue Simper, this was a great backdrop for the fantastic bike, trikes and scooters on show.



Events - Hunstanton

Beat the Tide

Over 150 committed runners took part in the run doing either the 5 or 10K run along the coastline, thank goodness it was a sunny and calm day – Carolyn Flowerdrew from the Oasis conducted the warmup session before runners got ready to start. Crowds of people watched from the prom and were cheering on loved ones; this event was originally run by the Stroke Association many years ago – but its great to see it back and hopefully next year will be even bigger.



Battle of the Bands

The second annual Rock Festival returns to Hunstanton, with Free live music and entertainment, this competition was last won by Wicca a local band who featured on the Festival Too's lineup this year – this years winner will feature on the 40th Anniversary of Festival Too – Simon Rowe hosted the event and each band had 30 minutes on the stage to impress the judges to secure their place as the winner, this years winner was Dead Horse a four person band, they will now be performing at Festival Too's 40th Anniversary at the Tuesday Market Place. Thanks also goes out to all the team and Festival Too for their cooperation.

RNLI – Cheque – Beat The Tide

I was delighted to be asked to present a cheque with Roger Partridge for £750 on behalf of the Borough, the money raised come from the Beat the Tide event in Hunstanton and this was raised by the runners who to part in the event. The Hunstanton RNLI play such a vital role within our coastal communities – what can be a great day out and turn volatile very quickly, especially with the tide coming in. During our visit I was shown the Control Room, Ops room and other parts of the station by Mr Lenton and the team, who are all volunteers, and they take their own life in hand to save others – we were then shown around the lifeboat called Spirit of West Norfolk and hovercraft, named Hunstanton Flyer.



A full list of all our events can be found on the Borough Council Website or follow the links below for more details.

[Events | Borough Council of King's Lynn & West Norfolk \(west-norfolk.gov.uk\)](https://www.west-norfolk.gov.uk/Events)

[Hunstanton events and activities | Borough Council of King's Lynn & West Norfolk \(west-norfolk.gov.uk\)](https://www.west-norfolk.gov.uk/Hunstanton_events_and_activities)

I would like to thank all the officers, staff teams involved in these events, from the organisers to the clean-up teams – these events would not be possible without your hard work and dedication to promoting West Norfolk.

Below are some pictures from recent events and the way the teams work to ensure businesses, and the town have no disruptions during the event season.

Before.....



After.....



Tuesday Market Place – Ready for Business just a few hours after the event.

Other Portfolio Matters

Our public open space team have been busy again, creating some impressive displays for the Sandringham Flower Show this year. 🌻 🌹

Since 2013 staff from our grounds central team have designed displays, supplied plants and created floral beds at the Royal Marquee, around the bandstand, the stage area of the Horticultural Talks Marquee, entrances of the Royal Marquee and two main pedestrian visitor gates.

All the plants have been grown in the borough council nursery that grows 70,000 plants for our area every year.

The plants will be collected and taken back to the borough council nursery after the show, where they can be tended and reallocated across West Norfolk.





2 Forthcoming Activities and Developments.

Grimston Cricket Club – Visit
 MAG001 – WC
 Resort Services Visit – Leader
 Tour of AWN Facilities

3 Meetings Attended and Meetings Scheduled

June 2024
 13th – Portfolio Meeting – MC/DM
 17th – Special Council Meeting – TH
 18th – Norfolk Parking Partnership – County Hall
 19th – Guildhall Site Visit
 19th – Cabinet Briefing - GH
 20th - CPT Meeting – Teams
 20th – MAG001 – Teams
 26th – Cabinet Focus Group - CC
 26th – Members Briefings – Teams
 26th – Portfolio Meeting – MH
 27th - Peer Review Q/A – CC
 27th – Council – TH
 July 2024
 1st – Planning Committee – TH
 1st – Cabinet Sifting – LO
 2nd – Portfolio Matters – Leaders Office
 3rd – Mintlyn Site Visit – Leader
 7th – RNLI – Site Visit – Hunstanton
 8th – Cabinet Meeting – CC

10th – Hunstanton Events Meeting – Hunstanton – DM/RP

11th – Pride Event Meeting – MC/AB/JR

11th – Philip Eke – Visit West Norfolk Meeting – PL

12th – Portfolio Meeting – MC/DM

12th – Portfolio Meeting – MH

15th – Green Flag – The Walks

18th – Cabinet Briefings

18th – Tour of the Depot KL

23rd – Ward Issues – MD

26th – Sibelco Site Visit – ZO/MD

26th – Kings Lynn Festival - GH

29th – Planning Committee – TH

30th – Cabinet Away Day – CC

30th – Cabinet – CC

August 2024

4th – Battle of the Bands - Hunstanton

6th – CPT Meeting – MC/JR

6th – Portfolio Meeting – MC

11th – Mods and Rockers – TMP

12th – Group Meeting – KR

13th – Downham Market Meeting – TC

CABINET MEMBERS REPORT TO COUNCIL

29th August 2024

COUNCILLOR – JO RUST CABINET MEMBER FOR – PEOPLE AND COMMUNITIES

For the period June 27th - 12th August 2024

1 Progress on Portfolio Matters. –

Housing register

1527 live applications

1 Emergency
198 High
504 Medium
824 Low

210 new or change in circumstances forms received - the forms were unable for a week to allow for essential maintenance by our IT provider

Housing Options

133 applicants given housing advice, 80 new homeless declarations and/or are ongoing investigations.

Lets advised - 38

On June 13th I took part in a legal walk to raise funds for the Access to Justice Foundation who provide legal advice to the people and communities who need it most. Access to legal justice is harder to come by for these with limited financial means. Access to justice work to overcome this barrier. I took part in two days of Systems Leadership Training on 14th and 17th June. The training was put on by Sport England and we learnt more about how poverty and inactivity go hand in hand. We know that the significant health inequalities we experience in our communities lead to a lower life expectancy. We learnt about how looking at the whole system, rather than just pieces of it, could bring changes that see physical activity and healthy living as the default position, rather than individuals having to make a special effort. It sounds so easy, but we know if it were that simple, we would all be healthy and active. But the changes that we're making locally, whether it's becoming a Marmot Town, working with Sports England or the Clear, Hold, Build initiative, have provided us with the perfect opportunity to make some real differences. Alongside this is a strong need to help our local population to stop smoking. The cost of smoking health system in Norfolk is estimated to be £29 million a

year, but as a whole it costs Norfolk £872 million. This is also linked to health inequality as there is a trend which shows smoking rates vary by socioeconomic class. While we might not be able to stop 100% of people from smoking, in King's Lynn and West Norfolk we want to try to lower the rate from 21,300 to 14,900 – this is less than 55, which is the target. Here is a link to the report on smoking - [Director of Public Health Annual Report 2023 \(norfolkinsight.org.uk\)](#)

And here is a link to a way that we can all help to make this happen - [NCSCT e-learning](#)

I was pleased to attend the celebration to mark 50 years of sharing at St Faith's Church on Sunday 16th June. St Faith's is a shared church and the church hall with several faiths working together for the betterment of their parishioners.

On 17th June I judged a local art competition put on by Mencap which focused on what it meant to be healthy. It's so hard to judge competitions like this as all the entrants had worked really hard on their art. But there can only be one winner!

I was proud to be able to attend the MJ Awards in London on June 21st as the Purfleet Pantry had got through to the final of Transforming Lives Award in public services. This wonderful service, which has only been running for one year, was awarded a highly commended place. This is a testament to the hard work and dedication of Karen and her team. Well done to all.

Some of the team who conducted the Peer Review returned to speak to us. I've found the whole process very useful and informative. We were told that we were the most changed authority that they have known in a peer reviewed authority.

On 26th June we all had the chance to hear from Freebridge about their 30 year business plan and the £30 million they were putting in for tenant improvements and the plans to build 100 homes a year. The organisation is also looking at which properties work for them, and which don't. The plan is to dispose of those properties which don't work for them. There is a focus on working to turn around the void properties which will all know are an issue for our communities.

There have been several Health and Wellbeing meetings which I have chaired and at the most recent one we awarded Creative Arts East funding from the Better Care Fund as well as a collaborative piece of work with the QEH and CAB which will work on a social support formulary. Both projects will help our local residents, albeit in different ways. The Health and Wellbeing Partnership meetings bring a number of organisations together and we hear about the work that is being undertaken and how the organisations can work better together so avoid silo working.

On Friday 28th June I attended an Integrated Care System District Councils meeting where we were presented with the strategy to deal with Health

Inequalities. Health Inequalities are the unfair and avoidable differences in health across the population and between different groups within society. They arise because of the conditions in which we are born, grow, live work and age. They influence our opportunities for good health and how we think, feel act and this shapes our mental health, physical and social being. The work that we do in the health and wellbeing partnerships will have a significant role to play in the living and working conditions and lifestyle workstreams and we absolutely can't work in silos. We also had a presentation on smoking and as I set out earlier in this report, there is work that we can do around this. Helping our residents to stop smoking will not only improve their health but make a huge positive difference to their health too. Our authority will be making the smoke free pledge.

I chaired an Employment and Skills event in The Place on July 3rd. It was really well attended and we heard from some of our partners who provide services across the borough. It was good to share the information between the different organisations, each who had received funding from the Shared Prosperity Fund. We heard how our area has lower productivity, wages, growth and attainment in our area and we want to turn the dial on this situation. There were speakers from the guildhall, Lynnsport, Boost, Tech Skills for Life and others.

I had a very useful and informative meeting about the importance of good bus links, learning that 38% of all elderly people use their bus pass as a way to overcome loneliness.

On Thursday 4th I stayed up all night watching the votes come in for the general election. I am so pleased to welcome Terry Jermy as the new Labour MP for South West Norfolk. While there is concern that the rebuilding of the QEH could be delayed due to a change in government, there had been no funding released to progress the rebuild. We have been assured that the RAAC hospitals are a priority and the hospital themselves are welcoming the review and remain confident.

I attended a railway station development meeting along with other cabinet members and councillors. The meeting was led by James Palmer and the Eastern Powerhouse. We discussed the potential for a new railway station for the town. There was a definite appetite for it.

I attended an LGA Sports and Physical Activity course in Warwick university. I found the programme useful, and it will help support the work that we are doing across the borough with Sports England and Marmot. We heard how important physical activity is to our health and wellbeing and that physical activity is almost a magic pill. Understanding why there is a low take-up of physical activity in our area will help us improve outcomes.

I attended a meeting of Carer's Voice on 27th July and we were presented with an All Age Carer's Strategy which informed us that carers have to tell their story 14 times and are often passed back and forth between agencies. The strategy looks to change this.

We had a very informative meeting with the Environment Agency about the situation with the shingle ridge at Heacham. It was very reassuring to hear that the situation is not getting worse despite the problems with human reactions to the ridge, with some actually removing sections of it in order to get a better view.

I attended a meeting of West Norfolk Community Transport (WNCT) and can see that passenger numbers are gradually increasing although they're yet to reach the pre covid levels. WNCT have received Bus Service Improvement Programme funds which have enabled them to provide further journeys

2 Forthcoming Activities and Developments.

VJ Day Commemoration
Pride – 17th August
Freebridge meeting
Meeting with Terry Jermy MP
Ukrainian Independence Day
AWN tour

3 Meetings Attended and Meetings Scheduled

KLACC/KLAC/KLAC sifting
Portfolio Briefing – Housing
Portfolio briefings – Health and Wellbeing
Portfolio Briefings – CIC
Full Council
Health and wellbeing partnership meetings (monthly)
West Norfolk Community Transport
E&C
Freebridge briefing
Peer Review meetings
Joint Group Meetings
Cabinet/special cabinet/cabinet sifting/Cabinet Briefings
IDB meetings
Food for Thought
King's Lynn Community Football AGM
Homelessness and housing delivery briefing
Staff survey feedback
ICS at NCC
Southgates masterplan briefing
Guildhall Briefing
Greater Change – Jonathan Tann
Bus and public transport meeting
Employment and Skills event
Rural Services telephone line switchover
Minster service for Festival
Sports and Physical Activity training
Railway Station Development

SLA meeting
QEH AGM
Carers Voice
Shingle Ridge meeting - Heacham

CABINET MEMBERS REPORT TO COUNCIL

29TH AUGUST 2024

COUNCILLOR SIMON RING – DEPUTY LEADER AND CABINET MEMBER FOR BUSINESS AND CULTURE

27 June – 29 August 2024

Whilst much of this period has been holiday time, it has been a very busy period.

Business

I attended a very interesting and interactive Employment and Skills event at the Place. There was a really good, diverse range of contributors, both local and County based and good networking for everyone was evidenced. There seems to be a real desire to connect Council, with Volunteers, with Business, to create a direct flow of effort to produce the opportunities for people to develop and use their skills.

Wes Norfolk Shared Prosperity Fund

- Love Your Town 24-25 has launched with grants up to £2,000 available for projects in King's Lynn, Downham Market and Hunstanton which generate activity and improve footfall. The scheme has a total budget of £20,000 which is 50% funded by UKSPF and 50% from NCC. Applications are invited to be submitted by 5pm on 13 September 2024. It'd be wonderful if all Councillors could share the following links to residents.

[Love Your Town | Love Your Town | Borough Council of King's Lynn & West Norfolk \(west-norfolk.gov.uk\)](#)

We had some fantastic projects from round 1 earlier this year; I would urge businesses and organisations to be as creative as possible with projects and can't wait to see the response later in September.

- King's Lynn gutter clearance scheme is in early stages – premises around the King's Lynn town centre will be given the opportunity to access gutter cleaning, maintenance and repairs funded 100% via UKSPF. Information to be provided to premises over the coming months.
- Year 3 projects which received funding through the Year 3 project call have all commenced and are in delivery stages (VENI People & Place, Restoring West Norfolk's Peatlands for All, Active Communities, Volunteer it Yourself, Tech Skills for Life and On Track KL&WN). Here are links to the projects [West Norfolk Shared Prosperity Funded projects | West Norfolk Shared Prosperity Funded projects | Borough Council of King's Lynn & West Norfolk \(west-norfolk.gov.uk\)](#)
- The cycle hire scheme and associated community cycling events are in full delivery at Lynnsport. <https://www.alivewestnorfolk.co.uk/activities/cycle-hire/>
- Go Green Communities is pending imminent launch – to support community groups and organisations in improving the environmental efficiency and green credentials of community buildings across West Norfolk. This project is being delivered via Community Action Norfolk who will deliver information and training workshops on issues such as net zero improvements, how to

create a decarbonisation plan and how to apply for funding. This will be supported by a small grant scheme with grants available up to £8,000 to cover 75% of the costs in implementing subsequent decarbonisation improvements.

- Tourism Ambassador programme under development via Visit West Norfolk.
- Opportunities to access West Norfolk Training grants of up to £3,000 to fund up to 75% of employee training costs are still available to businesses across West Norfolk. This opportunity will be closing in the autumn of 2024 so applications should be submitted as soon as possible. [West Norfolk Training Grants | West Norfolk Training Grants | Borough Council of King's Lynn & West Norfolk \(west-norfolk.gov.uk\)](#)

REPF

- West Norfolk Rural Business Capital Grant Scheme still open. Grants of between £10,000 - £100,000 are available to fund up to 50% of costs for small and medium businesses across West Norfolk to develop new products and facilities that will be of wider benefit to the local economy and for the development and promotion of the visitor economy. Again applications should be submitted as soon as possible as works must be completed by 31 December 2024. [West Norfolk Rural Business Capital Grants | West Norfolk Rural Business Capital Grants | Borough Council of King's Lynn & West Norfolk \(west-norfolk.gov.uk\)](#)

King's Lynn Enterprise Park

- Site infrastructure works to the eastern part of the Enterprise Park are completing this month which will open up the access to the phase 1 units, and plots for businesses.
- New KL Enterprise Park branding and marketing strategy is being developed ready for formal launch in September which will mark the start of a more concerted effort to promote the opportunities at the park for growing businesses.

Asset Management

- As part of our drive and priority to balance the books and manage the projected deficit position of the Council in the next few years we need to both look at how we reduce costs but also where we can increase income to support services and a workstream is currently in place to support this. One area in my portfolio is property and I have asked for, and work is taking place on, an Asset Management Strategy to urgently give a clear outline and plan to support meeting the financial pressures we face. As part of this, and with my background career in the financial services sector, I have asked that the investment portfolio is reviewed to ensure this delivers returns in line with the market for the Council as part of Medium-Term Financial Strategy and supports the fundamental need to be a financially sustainable council. To be clear as an investment portfolio this means active asset management and achieving market rents and returns with potential investment in parts of the portfolio, disposals and acquisitions, and ensuring we deliver a good level of service to our tenants as you would expect from any reputable property investor.
- I am conscious that to achieve some of this the team will need to look at resource and skills to support this work along with our asset management capabilities and I have asked that this is taken forward and reported back to me in the next quarter (Q3) in readiness for the budget along with a plan for

the approval of the Asset Management Strategy.

Economic Strategy

- Following extensive consultation and engagement and analysis, a draft strategy is emerging which will be shared with members in September before going to cabinet for approval later in the year. This strategy is crucial to help us achieve our corporate objectives for future growth and prosperity in west Norfolk and to guide priorities for future investment and economic development activities in west Norfolk. Along with the Car Parking strategy and the Cultural and Heritage strategy, we will have some valuable tools to help us to inform the plans for future growth and prosperity.

Business Awards 2025

- We will be once again sponsoring the Mayor's Business Awards and I am working with Iliffe Media on the planning. We have lost to retirement our Business Officer, Paul Harrison this year, and whilst that post remains unfilled I would welcome the support of any and all Councillors in the hunt for appropriate nominations from businesses across our Borough. I will be emailing Councillors with more details soon.

Leisure

I am very grateful for staff at Alive to have compiled some activity details as follows:

Attendances continue to perform well with Q1 5% up on the same period last year at 380k attendances across all areas.

Town Hall up 60%,
Community up 18%,
Stories up 9%,
Theatre up 6%,
Leisure up 5%,
Sports Participation up 4%
Fitness up 11%,

Leisure Memberships are selling well. As of 17 July 2024 – 1,032 agreements have been sold vs 829 in the same period last year (+203) a 24% increase.

July saw the conclusion of the LTA Youth Start Tennis programme, which 17 children between the ages of 4yrs-11yrs took part in, receiving a six weeks of coaching from our team plus lots of goodies such as a tennis racket, branded t-shirt, tennis balls and sweat bands.

The Active Community Team have been busy with 116% increase in attendance at community sessions for Q1 compared to the same time last year.

Just Move Community Falls Prevention Initiative launched in March 2024, and has now serviced 91 referrals. 80 of which have been self-referrals through AWN own marketing campaigns. 8 sites now host weekly Chair Aerobic classes. Of the 23 who have completed the programme as far 96% have improved their TUG test scores, 87% increased their ability to repeatedly stand from sitting and 96% of participants have improved their balance after the 10 week programme. Working

with PHE and Active Norfolk via the Better Care Fund we are now introducing bridging classes for those who have completed their 10 weeks to enable them to progress into more mainstream activities.

Member retention remains a huge focus with increasing competition, we continue to diversify our leisure offering with the introduction of new and exciting engagement events outside of our extensive standard timetable. Using a variety of natural settings and technology, over 50 members have participated in a variety of events such as 'Powerwave in the park' (The Walks), Beach Bootcamp (Hunstanton promenade and beach front) and Tour De'Alive (Lynnsport group cycling studio). Member feedback in person and on social media has been fantastic.

Lynnsport introduced a new session in the Kaset skate park! Named 'The Drop In' to reflect; a DROP-IN price, a DROP-IN Activity type and making reference to skaters/riders using the 'DROP' ramp, it is hoped this session may go some way to tackling local anti-social behaviour problems. Local youths can obtain a greatly discounted entry fee, play pool for free, socialise with other like-minded youths and generally hang out in a safe, supervised space. We have high hopes for this exciting addition to our programme thanks to the suggestion of Cllr Ben Jones, and are engaging with other partners to grow the session and make it sustainable and beneficial to the local youth community. We have been in touch with the NCC Youth Justice Service to deliver 'Street First Aid' sessions. Street first Aid is aimed at 12-18rs (our key target demographic for this session) teaches life saving techniques using real life scenarios that youths are more likely to experience, such as unconscious casualties, intoxication (drink/drugs), blood loss through knife injuries, CPR, seizures and more. We're also engaging with TYSS (Targeted Youth Support Services), the Police and Youth Workers to deliver bike marking sessions and youth counselling services as part of this project.

Oasis Hunstanton are extremely excited to be working in partnership with the RNLI, and BCKLWN resorts team to deliver SWIM SAFE this summer holidays. Swim Safe is a fun and free water safety activity for children created by Swim England and the RNLI that takes place in the summer, teaching participants how to stay safe in open water. The project was part funded by the Hunstanton rotary club whom paid for Cathryn Hancock (Oasis Duty officer and swim teacher) to qualify as a Swim safe lead, and the remaining funding was through the Resorts team to backfill the Oasis delivery team to host the sessions. More information on Swim safe can be found here: [About Swim Safe](#).

As I am sure you are all aware, Cabinet, with the support of E & C and Joint Panels, agreed to bring back into direct management everything that is currently run by Alive West Norfolk.

Tourism and Marketing

West Norfolk Tourism Development Plan - Actions

The Tourism department is working on actions directly related to the six strategic aims highlighted within the West Norfolk Tourism Development Plan 2022-26. We are preparing a full summary of progress with all such actions for presentation to members and stakeholders at the forthcoming Tourism Informal Working Group Update Meeting (Aug 2024).

The East Anglia LVEP

Visit East of England was supported by the Tourism department and the rest of the

existing Norfolk DMOs (Destination Management Organisations) in their Summer 2024 application to become a nationally-recognised LVEP (the East Anglia Local Visitor Economy Partnership). In July 2024 this LVEP application to VisitEngland was successful. As well as a nationally recognised official status, LVEPs have access to resources and guidance from VisitBritain/VisitEngland in areas including expert advice, dedicated toolkits and training programmes in areas ranging from product distribution, accessibility and sustainability to business support and marketing. An important strand of support will be highlighting available Government funding streams as well as developing and providing a 'toolkit' to help LVEPs with bids to those streams.

The new Suffolk-Norfolk LVEP joins the likes of Cornwall and the Isles of Scilly, the Peak District, Kent, Cumbria, the Cotswolds and Yorkshire as well as cities including London, Birmingham, Manchester and Liverpool.

Other Partnership Working

West Norfolk VENI Steering Group - The Tourism department is now an active member of this steering group after it was recently granted SPF funding to roll out a programme of business support to the west Norfolk tourism industry. A business breakfast event is to be held by the VENI group at the College of West Anglia on 29th of August 2024, with the tourism department in attendance.

Downham Market Business and Tourism Group – The Tourism department has been invited to become a member of this newly-formed group and its aims to increase footfall within the Downham Market town centre and the wider area. The department will be attending its first meeting with the new group in late August 2024.

Shared Prosperity Fund Projects

The Tourism department is conducting ongoing work on a set of current SPF funded projects, which include the production and promotion of an online West Norfolk Ambassadors Course for the benefit of tourism and hospitality staff (the content of this e-learning course intermingling the importance of civic pride, local historical and cultural awareness, and customer care advice), regeneration of items at the West Lynn Pavilion, and enhancements to certain Downham Market Town Centre public realm assets.

The Council needs to create a Comms and Marketing department that creates a plan to promote West Norfolk and all we have to offer. I have asked for a report to come back to me on its creation and the beginnings of a marketing strategy.

Heritage

Cabinet have approved the Guildhall Project Board to advance to RIBA stage 4 with the option 1 Full Proposal. This is an exciting time for the Heritage in the Borough with Custom House also expected to receive significant maintenance and County Council have opened up the process for the future community use of the Carnegie Library. The response regarding the Carnegie has been very positive so far and I will update Council when there is news.

Meetings Attended and Meetings Scheduled

I have had numerous meetings with officers and outside bodies

Officers

Lorraine Gore
Debbie Gates
Oliver Judges
Duncan Hall
Martin Chisholm
Jemma Curtis
Tim Fitzhigham
Honor Howell
James Grant
James Arrandale
Alexa Baker
Tommy Goode
Lynne Fawkes

Outside bodies

Civic Society
Hunstanton Action Group
Conservancy Board
Town Deal Board
BID
The Garage
Museum Services

I have regular scheduled meetings with most of the above officers and will continue to meet and fact find with outside bodies including those already met with.

CABINET MEMBERS REPORT TO COUNCIL

29 August 2024

COUNCILLOR ALISTAIR BEALES – LEADER OF THE COUNCIL

For the period 27th June to 29th August

1 Progress on Portfolio Matters.

Florence Fields

Progress at Florence Fields has accelerated helped by improved weather conditions. Temporary water management issues have been resolved, and the construction of permanent pumping stations and attenuation systems is underway. While awaiting formal site discharge consent, ongoing discussions with Network Rail to expedite culvert repairs remain a priority. Despite these challenges, sales will commence shortly, with a temporary sales office opening on King's Street while the show home is finalized. The show home is scheduled to open on-site at the end of November.

The project team is trying to maximise the potential of the Local Authority Housing Fund (LAHF) to increase the proportion of affordable housing at Florence Fields. (Circa £1.7 million with the potential to deliver 11 – 12 homes). In parallel, collaborative efforts with portfolio holders, Lovell, and Cllr Bullen have resulted in ambitious plans for biodiversity enhancement, and one swift box per home will be installed, and approximately 100 bee bricks.

To showcase the project's progress, a site visit for members is planned later in the year to view the show home and wider development site.

Lynnsport 1

Construction has started at Lynnsport 1 (the old Pelicans hockey pitch site) with ground stabilisation work now underway. These works will continue throughout the summer and early autumn, with traditional groundworks, including piling, commencing in November. The recent dry weather prompted concerns from residents about dust on site and work was paused whilst the contractor put more effective mitigation measures in place. The project timeline remains unaffected, with the first homes scheduled for handover in 2025.

Piling works always raise concern among residents and comprehensive property surveys have been conducted on existing homes in the vicinity of the site to provide a base line condition against which any impact from work on site can be assessed. A newsletter was distributed to approximately 200 households, describing construction progress and addressing concerns raised. The project team remains committed to minimising disruption and working collaboratively with residents throughout the development process.

Salters Road

The Salters Road development of 78 affordable homes for Freebridge Community Housing (FCH) is progressing rapidly. A significant milestone has been reached with the completion of roofing on all properties. The next handover of 13 homes to FCH is scheduled for August 20th, bringing the total number of completed affordable units to 46. The project remains on track for the full delivery of these much-needed homes by the end of the year, with a target completion date of January 2025. This development is a crucial step in addressing the local housing crisis and providing affordable accommodation for the community.

Southend Road

The show home at Southend Road has officially opened its doors to the public as construction progresses on the development. With increasing sections of the building becoming watertight, the construction team can work simultaneously on multiple flats, accelerating the overall build rate. While there is a growing optimism surrounding the project, concerns persist about meeting the October completion target. The Borough team is working diligently with Lovell to implement measures to mitigate any potential delays. Marketing efforts for the properties have encountered challenges, as potential buyers express a preference for viewing their specific flat before committing to a purchase. This has led to a slowdown in sales interest, with customers opting to wait a few additional months for completion. Additionally, the proposed occupancy conditions for the development continue to be a source of concern.

Active Travel Hubs

Delivery of the Active Travel Hubs project is facing significant challenges due to unexpectedly difficult ground conditions at the proposed enterprise zone site. This has necessitated a comprehensive review of the scheme's feasibility. The project team, including our directly appointed consultants Pulse Consult (Project Managers) and AMA (Quantity Surveyors), is working closely with the Borough to assess the situation. It is proposed that the project team provide a full update, along with potential options for proceeding, at the next Town Deal Board meeting.

Guildhall

The King's Lynn Guildhall project is progressing steadily. Following approval from both Cabinet and Town Board in July, Haworth Tompkins initiated detailed design work (RIBA Stage 4) on 5th August. This crucial stage will inform the transformation of this historic building into a vibrant cultural hub for the community. Planning and listed building consent applications are underway, with decisions anticipated by 24th September and 20th August respectively. Concurrently, a procurement strategy is being developed to identify the most suitable approach for the project's construction phase. The appointment of a principal contractor is targeted for May/ June 2025, following final cabinet approval on the scheme in Feb/ March 2025.

Riverfront

The Riverfront project comprises two main elements: the Customs House and the Devil's Alley/Dryside facilities.

Progress on the Devil's Alley/Dryside facilities is steady, although there were initial delays related to Planning and Biodiversity Net Gain applications. Both applications have now been submitted, and an enabling works package is in preparation.

The Customs House element is currently facing significant challenges. The proposed RIBA 3 designs are unacceptable from a conservation perspective, necessitating a revised, less intrusive design focusing on internal works. The final design for planning submission has yet to be determined, and there is pressure to expedite this process to meet Town Deal Funding deadlines.

Rail to River

The Rail to River project has progressed satisfactorily and is drawing to a close. Outstanding elements are centred on Purfleet Street, specifically the completion of the pop-up units and the installation of the artistic arch. The arch is scheduled for installation in September, as anticipated in the original programme, as the availability of the artist was always a determining factor in this timeline. The finalisation of the pop-up units encountered delays due to complications with the sewer connections.

These issues have now been rectified, and the concluding stages involving the incorporation of lighting and Corten sheeting will commence once the necessary internal and external resources can be allocated.

The digital signage and wayfinding signs have been put in place, alongside the two commissioned artworks. It is worth noting that the Feather artwork at the train station has been temporarily removed for repair and will be reinstated during the week commencing 12th August.

Southgates

The Southgate regeneration project is progressing with the consultancy team, comprising NCC, BDP Architects, and Lambert Smith Hampton, actively developing concept designs for the proposed development plots and public realm areas. Simultaneously, NCC is finalising technical proposals for the Sustainable Transport and Regeneration Scheme (STARS). Close collaboration between these workstreams is essential to ensure a cohesive and integrated approach to the project. Preserving and enhancing the Grade 1 listed South Gate ancient monument is a core objective, with careful consideration being given to its protection and the strengthening of its setting throughout the design process.

This holistic approach will create a vibrant and sustainable regeneration of this important approach into the town, while respecting the area's heritage and character.

2 Forthcoming Activities and Developments.

Guildhall

The funding shortfall continues to be one of the projects main priorities and funding requests to the Norfolk Investment Fund (NIF) and Long Term Plan for Towns (LTPFT) will be made once details are confirmed. A proposal to hire a Fundraising Consultant is also being developed.

QEH

I have written to Wes Streeting, the Secretary of State for Health & Social Care expressing concern at the review of the New Hospital Programme and highlighting the urgent need for a rebuild of the Queen Elizabeth Hospital. I have raised the issues with both our MP's who I understand, will be working together to ensure delivery of a new hospital. I also spoke face to face with Tracey Bleakley CEO of NHS Norfolk & Waveney Integrated Care Board at County Hall on 31st July. She had a meeting with Wes Streeting the next day accompanied by Alice Webster CEO of the QEH Trust. I have a meeting with Alice Webster in the diary and will seek an update on funding and timetable of a new hospital and other questions. It is likely that funding questions will be answered in the Autumn Budget planned for Wednesday 30th October 2024.

3 Meetings Attended and Meetings Scheduled

27th June – CEO (Transformation Programme)
1st July – West Norfolk Property Ltd./Cabinet sifting
2nd July – portfolio meeting with Cllr. Anota/CEO briefing/Central Services
3rd July – visit to Mintlyn Crematorium/HAG update call
5th July – True’s Yard
8th July – HR/Monitoring Officer/Railways/Riverfront-Rail To River update
9th July – College of West Anglia/portfolio meeting with Cllr. Rust
10th July – Southgates & STARS/Guildhall project briefing
11th July meet Central Services staff team and HR team/Leader briefing
12th July – Teams with MO/Planning officer re NSIP
15th July – reservoir NSIP/meet with Revs & Bens team
16th July – visit to Welcome Centre/LTPT meeting
17th July – swift boxes/bricks & bee bricks/HR/MO/Leader briefing/portfolio meeting with Cllr. Morley
18th July – TDB chair update/Carnegie Library/Cabinet briefing
22nd July – tour of Major Housing Scheme sites with Cllr. Ring
23rd July – MO/Leader briefing/Guildhall
24th July – MMPB/West Norfolk Property Ltd./Constitution working group
25th July – Aikmans Yard/New CEO/MO via Teams
26th July – James Wild MP/Cllr. Kemp/Town Deal Board
29th July – West Winch funding/Southgates Masterplan
30th July – Cabinet Away Day/Leader briefing/Cabinet
31st July – Networking lunch at County Hall/Cabinet Briefing
1st Aug – Meet Careline then CCTV teams/Southgates and STARS scheme and South Gate (site meeting with Cllr. Ring & Conservation Officer)/Meet planning and licensing team
2nd Aug – meeting with Cllr. Jones
5th Aug – meet CIC team/MO/Cllr. Moriarty/Riverfront & Rail to River
6th Aug – meet Regen and EH teams/Leader briefing/Central Services
8th Aug – briefing on planning matters
9th Aug – meeting at Customs House with Dr. Simon Thurley and Cllr. Ring
12th Aug – MMPB (Members Major Project Board)
14th Aug – Active Travel Hubs/Terry Jermy MP/Leader briefing/officer meeting re statutory and discretionary services/Cabinet briefing
15th Aug – meeting re process of Investigating & Disciplinary Committee/Cllr. Sandra Collop
19th Aug – MO/Kings Lynn Police Station
20th – True’s Yard/Leader briefing/portfolio meeting with Cllr. Moriarty/Cabinet sifting
21st Aug – meet new Comms manager/Care & Repair/ICT Development Group
22nd Aug – meet Resort Services Team/ Constitution working group
23rd Aug – Unison meeting/Town Deal Board
27th Aug – Alice Webster (CEO of QEH)/Leader briefing/Southgates Masterplan

28th Aug – Major Housing/Mayor/S151/HAG/Cabinet briefing
29th Aug – Appointments Board
29th Aug – Full Council