

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



Environment and Community Panel

Agenda

Tuesday, 26th November, 2024
at 4.30 pm

in the

**Council Chamber, Town Hall and available
for the public to view on [WestNorfolkBC on
You Tube](#)**



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

Monday, 18 November 2024

Dear Member

Environment and Community Panel

You are invited to attend a meeting of the above-mentioned Panel which will be held on **Tuesday, 26th November, 2024 at 4.30 pm** in the **Council Chamber, Town Hall, Saturday Market Place, King's Lynn PE30 5DQ** to discuss the business shown below.

Yours sincerely

Chief Executive

AGENDA

1. Apologies for absence

To receive any apologies for absence.

2. Minutes (Pages 4 - 13)

To approve the minutes of the previous meeting held on the 8th October 2024.

3. Declarations of interest (Page 14)

Please indicate if there are any interests which should be declared. A declaration of an interest should indicate the nature of the interest (if not already declared on the Register of Interests) and the agenda item to which it relates. If a disclosable pecuniary interest is declared, the Member should withdraw from the room whilst the matter is discussed.

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

4. Urgent Business

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

5. Members Present Pursuant to Standing Order 34

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

6. Chair's Correspondence

If any.

7. Community Governance Review- Burnham Market (Pages 15 - 31)

8. Work Programme and Forward Decision List (Pages 32 - 40)

9. Date of the next meeting

To note that the next meeting of the Environment and Community Panel is scheduled to take place on **8th January 2025 at 4:30pm** in the **Council Chamber, Town Hall, Saturday Market Place, King's Lynn.**

To:

Environment and Community Panel: T Barclay, P Bland, A Bullen, S Collop (Chair), R Colwell, P Devulapalli, D Heneghan, P Hodson, A Kemp, J Kirk, P Kunes and S Sandell

Portfolio Holders:

Councillor A Beales, Leader

Officers

Martin Chisholm- Assistant Director, Operations and Commercial
Andrew Barrett- Electoral Services Manager
Anthony Drown- Electoral Services Officer

BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK**ENVIRONMENT AND COMMUNITY PANEL**

Minutes from the Meeting of the Environment and Community Panel held on Tuesday, 8th October, 2024 at 4.30 pm in the Council Chamber, Town Hall, Saturday Market Place, King's Lynn PE30 5DQ

PRESENT: S Collop (Chair)
Councillors T Barclay, P Bland, A Bullen, R Colwell, P Devulapalli (Vice-Chair),
D Heneghan, A Kemp, P Kunes, and S Sandell

Portfolio Holders:

Councillor Rust- Portfolio Holder for People and Communities
Councillor de Whalley- Portfolio Holder for Climate Change and Biodiversity.

Officers Present:

Martin Chisholm- Assistant Director, Operations and Commercial
Kate Blakemore- Chief Executive
Marie Malt- Licensing Service Manager
Stuart Ashworth- Environment and Planning
Jacob Medlock- Housing Standards Officer (Energy Efficiency)
Jo Russell- Care and Repair Service Manager
Mark Whitmore- Assistant Director, Health, Wellbeing and Public Protection.

EC35: APOLOGIES FOR ABSENCE

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

Apologies for absence were received from Councillor Hodson and Kirk.

EC36: MINUTES

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

RESOLVED: The Minutes from the previous meeting held on the 3rd September were agreed as a correct record and signed by the Chair.

EC37: DECLARATIONS OF INTEREST

There were no declarations of interest.

EC38: URGENT BUSINESS

There was none.

EC39: **MEMBERS PRESENT PURSUANT TO STANDING ORDER 34**

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

Councillor de Whalley, Rust, Barclay and Sandell were present under Standing Order 34.

EC40: **CHAIR'S CORRESPONDENCE**

There was none.

EC41: **CABINET REPORT- GAMBLING ACT- STATEMENT OF PRINCIPLES**

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

The Licensing Service Manager presented the report.

She outlined to the Panel the Gambling Act, Statement of Principles was a statutory requirement to be published every three years, in accordance with the Gambling Act 2005. She highlighted to the Committee the policy was drawn up in accordance with the guidelines issued by the Gambling Commission and would come into effect from 31st January 2025.

The Licensing Service Manager highlighted without the Statement of Principles being adopted the Borough Council would not be able to conduct any statutory functions such as issue licenses, permits and enforcements.

She brought to the Panel's attention appendix A which was the list of prescribed consultees and explained the consultation ended on the 16th of September 2024. She advised from the consultation; South Wootton Parish Council had given support to the Statement of Principles.

The Licensing Service Manager highlighted to the Panel the wording changes included in the report.

The Chair thanked the Licensing Service Manager for the report and invited questions and comments from the Panel.

Councillor Kemp thank the Licensing Service Manager for the report and sought clarification that the Gambling policy was working and protecting the vulnerable both online and in shops.

The Licensing Service Manager clarified the Statement of Principles regulated Gambling Premises and not Gambling online. She confirmed there had been no incidents reported which indicates the policy was effective.

Councillor Devulapalli referred to page 33, the Public Health and Gambling section and asked if there was an input from Public Health.

The Licensing Service Manager confirmed Public Health was on the prescribed list of consultees however there had been no response and therefore no direct input to the Statement of Principles.

RESOLVED: The Environment and Community Panel supports the recommendation to Cabinet as set out below:

That the Council be invited to adopt the Statement of Principles in accordance with the requirements of the Gambling Act 2005

EC42: **CABINET REPORT- RECOMMENDATIONS FROM BIODIVERSITY TASK GROUP**

[Click here to view the recording of the item on YouTube.](#)

The Assistant Director, Environment and Planning presented the report.

He provided the background to the Biodiversity Task Group which was created because of the notice of motion in 2020. He added the Task Group had met on 5 occasions and section 2 of the report outlined what was discussed during those meetings.

He added Biodiversity Net Gain (BNG) had come into force as part of Planning and advised of the responsibility the Council had as part of the Environment Act 2021. He brought to the Panel's attention as part of the Biodiversity Task Group the idea of a community competition came forward.

The Assistant Director, Environment and Planning outlined the recommendations to the Panel. He highlighted to the Panel the second recommendation specified the appointment of the Biodiversity Project Officer for a fixed period of two years with funding from the climate change budget. The Assistant Director, Environment and Planning explained to the Panel the requirement for resource was identified and current officers did not have the capacity to fulfil the Biodiversity Project Officer role.

The Chair thanked the Assistant Director, Environment and Planning for the report and invited questions and comments from the Panel.

Councillor Heneghan sought clarification that current Officers did not specialise in Biodiversity.

The Assistant Director, Environment and Planning highlighted the Borough Council had an Ecologist within planning however they did not

have capacity or resource to take on additional work therefore the Biodiversity Project Officer was required.

Councillor Heneghan commented further the Biodiversity Project Officer was an essential role and asked if the Officer would help plan more effectively on where plants and trees were planted.

The Assistant Director, Environment and Planning explained the role would include a wide range of responsibilities and could be described as a Ranger who would liaise with the Ecologist and the Public Open Space Team. He added the Officer would also implement the recommendations from the Urban Wildlife Group.

Councillor Kemp commented that promoting wildlife needed to be done as there had been loss of wildlife in previous years. She asked if there was potential for Councillors to go into Schools with a birdbox to educate and encourage children to engage and respect nature. She added was this something which could be done now or would the Biodiversity Project Officer be able to help when appointed.

The Assistant Director, Environment and Planning referred to 2.3 of the report and the recommendations from the Urban Wildlife which included promoting urban wildlife in wards and parishes. He added if Councillors wished to do this already then-, they could ahead of Biodiversity Project Officer being appointed.

Councillor Bullen commented further that Schools were already engaging and provided an example of Nelson Academy in Downham Market. He acknowledges the good work and enthusiasm which had been carried out by the Open Spaces Team.

Councillor Devulapalli commented she welcomed the role of the Biodiversity Project Officer and sought clarification on how this role would fit in with existing Officers role and asked if the Ecologist and the Biodiversity Project Officer role would liaise together.

The Assistant Director, Environment and Planning advised the Biodiversity Project Officer would work closely with the Public Open Spaces Team and liaise with the Ecologist.

Councillor Devulapalli suggested the responsibilities of these Officers would need to be clarified to Councillors.

Councillor Colwell refer to page 86, and highlighted the typo and should be A149. He referred to the 2.3 of the report which highlighted encouraging the use of bird boxes and bat boxes and referred to 2.6 of the report which stated engaged with local groups to participate in urban wildlife. He added his support for this and commented the concept was brilliant and hoped it was expanded to other communities' groups.

Councillor De Whalley, Portfolio Holder for Climate Change and Biodiversity thanked the Assistant Director, Environment and Planning for the report and the Officers for working with the Biodiversity Task Group.

Councillor Heneghan asked if private homeowners and other residents would be worked with as well as community groups and educated on what should be planted in their gardens and signified that green space is valuable habitat.

The Assistant Director, Environment and Planning commented there was lots of information available already, but it could be signposted to residents.

Councillor De Whalley, Portfolio Holder for Climate Change and Biodiversity added residents would be advised through the planning process and the new Biodiversity Project Officer would help educate residents.

Councillor Kunes agreed with Councillor Heneghan's comments and suggested communicating with residents, that having pots and plants in front gardens are ways of encouraging wildlife.

Councillor De Whalley, Portfolio Holder for Climate Change and Biodiversity advised this information would be communicated as part of the communication strategy review to educate residents.

In response to Councillor Devulapalli's question, the Assistant Director, Environment and Planning explained a policy on requirements for developers which was coming forward as part of the Local Plan which was due to be adopted by the end of March 2025.

RESOLVED: The Environment and Community Panel supports the recommendations to Cabinet as set out below;

1 To accept the recommendations of the Urban Wildlife Informal Working Group as set out in paragraph 2.3, although recommendation 8 requiring a budget for delivery of the proposals would be covered separately through the creation of the two-year fixed-term biodiversity project officer role.

2 To agree to the appointment of a Biodiversity project officer, for a fixed period of two years, with funding coming from the climate change budget.

3 That the council adopts the biodiversity policies and specific objectives set out in appendix 1. 65

4 To agree the creation of a Pollinator Action Plan, on the basis of the draft, with the final wording to be agreed with the Assistant Directors for Environment and Planning and Operations and Commercial, in

consultation with the portfolio holder for Climate Change and Biodiversity.

5 That the community biodiversity competition initiative, detailed in the report, is supported by the council.

EC43: **DOMESTIC ENERGY EFFICIENCY, PROJECTS AND COST OF LIVING SUPPORT UPDATE**

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

The Housing Standards Officer (Energy Efficiency) gave a presentation to the Panel on Domestic Energy Efficiency, Project, and Cost of Living Support.

The Housing Standards Officer advised the Panel of the Energy Company Obligation (ECO 4) which was the fourth stage of the governments Energy Company Obligation scheme which had been extended for an extract four years meaning it would run until March 2026. He advised the ECO 4 scheme fully funds the implementation of wall insulation, loft insulation, lighting and clean heating and focused on low- income and vulnerable households.

He brought to the Panel's attention the Borough Council's Statement of Intent (SOI) which was published on the 27th of February 2023 and this outline four qualification routes for applicants.

The Housing Standards Officer highlighted the significant increase from 8 to 252 declarations of eligibility to households issued within the Borough from the previous round of ECO. He added from the 252 declarations which were issued, 114 households had received a full retrofit.

He explained to the Panel the domestic carbon emission savings and signified King's Lynn and West Norfolk was currently the highest emitter of domestic CO2 across Norfolk.

The Housing Standard Officer explained to the Panel another available scheme which the Great British Insulation Scheme (GBIS) and this scheme was provided singular retrofit improvements to households within Council Tax Bands A-D that have an EPC between D-G. He added the Statement of Intend for this Scheme was published on 25th September 2023.

Included in the presentation given by the Housing Standards Officer was information about the Local Authority Delivery (LAD) 3 and the final reports highlighted the success of the scheme. The Housing Standards Officer explained the Home Upgrade Grant (HUG) 2 scheme to the Panel and advised this scheme accommodates full retrofits and would run until March 2025.

The Housing Standards Officer advised the Panel of the Social Housing Decarbonisation Fund (SHDF) 2.1 which was being implemented by Freebridge Community Housing.

He explained the working relationship with the Integrated Care Board (ICB)- Working Together to data share information on eligible residents. He advised of the project with the College of West Anglia on working together moving forward to address the green skills gap.

He highlighted upcoming projects such as Warm Homes: Local Fund, which was expected to be delivered between 2025-2028. He added another upcoming project was the Social Housing Fund (SHF) 3 which was expected to be delivered from 2025-2027 and would accommodate full house retrofits. He summarised the final upcoming project was ECO 5, which was expected to run until 2030 after ECO 4 concludes in March 2026.

The Housing Standards Officer provided an update to the Panel on the following projects; Beat Your Bills, Cost of Living Working Group, Food For Thought and Lily

The Chair thanked the Housing Standards Officer for the presentation and invited question and comments from the Panel.

Councillor Heneghan commented she was impressed with the work which had been carried out by the Council to help the communities. She asked if the difference in the property archetypes, such as older properties being different to new properties, were considered.

The Housing Standards Officer referred to the ECO and HUG schemes and explained the retrofit assessment determined the suitability and what the properties need. He provided an example, that an air source heat pump would not be installed in a solid brick property in the absence of internal wall insulation. He added the importance of changing the misconception after mistakes having been made with spray insulation and provided assurance.

Councillor Kunes thank the Housing Standards Officer for the report and advised the brilliant work which was being done. He asked if boiler replacement schemes where vouchers were being offered and if this had an impact on schemes being delivered by the Borough Council.

The Housing Standards Officer clarified at the moment in time, it was foreseen for this to not have an impact on the schemes the Borough Council was delivering.

Councillor Colwell echoed the comments made by the other members of the Panel on the work being carried out. He referred to an article recently published about Officers from South Norfolk and Broadland who had been tasked to contact residents entitled to Pension Credit

and commented the concern from people after the removal of the winter fuel payment. He asked if we had any plans like South Norfolk and Broadland to help residents in the Borough.

The Assistant Director, Health, Wellbeing and Public Protection confirmed a meeting was to be held surrounding Pension Credits and how we can do more as a Borough to ensure resident entitled are in receipt of Pension Credits.

Councillor Kemp endorsed the comments made and asked if the extent of the issue could be quantified and if we knew how many households needed to be reached. She added the importance of encouraging people to be trained as a green skilled person so work can be done locally.

The Housing Standards Officer advised data was being continuously monitored and were working on way to monitor the number of households that needed a retrofit improvement. He added the home analytical data provided by the energy saving trust was used to distinguish property types, EPC rating, solar suitability, and air source suitability. He referred to the project with the College of West Anglia in relation to trained green skilled persons and would continue to engage to identify the number of people going into this line of work.

Councillor Devulapalli sought clarification on how much households saved on bills and asked if this was highlighted it would capture the attention of residents on how much money could be saved.

The Housing Standards Officer commented he was liaising with Communications and advised the difficulty in residents disclosing the information however it was in encouraged and can then be included in the case studies.

Councillor Devulapalli sought further clarification on the target audience being reached and if this was being measured.

The Housing Standards Officer explained it was being measured on the declarations of eligibility and engaging with communities and households throughout the retrofit stage.

Councillor Rust, Portfolio Holder for People and Communities thanked the Housing Standards Officer for a comprehensive presentation. She added the hard work from Officers highlights the commitment from the Council to reduce carbon emissions and to improve the lives of the residents and support them from the cost-of-living crisis. She referred to the Food for Thought projects, Marmot, Freebridge, Beat your Bills and the engagement with the College of West Anglia. She explained the importance of the ICB data sharing with the Queen Elizabeth Hospital to identify eligibility for these schemes available. She added the work being done linked to the Corporate Strategy and the publicly

available information which was a response to a question received at the recent Council meeting.

Councillor Bullen thank the Housing Standards Officer for the presentation and asked if there was an issue with residents not believing or trusting that these schemes could help.

The Housing Standards Officer provided assurance to the Panel in response to Councillor Bullen question and stressed the importance of continuous engagement with residents.

Councillor de Whalley, Portfolio Holder for Climate Change and Biodiversity echoed the appreciation to the Housing Standards Officer and his knowledge and enthusiasm. He commented carbon reduction was energy and financial savings.

RESOLVED: The Environment and Community Panel noted the update.

EC44: **WORK PROGRAMME AND FORWARD DECISION LIST**

Members of the Panel were reminded that an eform was available on the Intranet which could be completed and submitted if Members had items which they would like to be considered for addition to the Work Programme.

RESOLVED: The Panel's Work Programme for 2024/25 was noted.

EC45: **DATE OF THE NEXT MEETING**

The next meeting of the Environment and Community Panel would be held on **26th November 2024** at **4:30pm** in the **Council Chamber, Town Hall.**

EC46: **EXCLUSION OF PRESS AND PUBLIC**

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

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.

EC47: **EXEMPT- CABINET REPORT- DISABLED FACILITIES GRANT FRAMEWORK**

The Care and Repair Service Manager presented the report to the Panel.

The Chair thanked Officers for the Report and invited questions and comments from the Panel.

Councillor Rust, Portfolio Holder for People and Communities commented on the report to the Panel.

The Care and Repair Service Manager answered questions from the Panel.

RESOLVED: The Environment and Community Panel supports the recommendations to Cabinet as set out below;

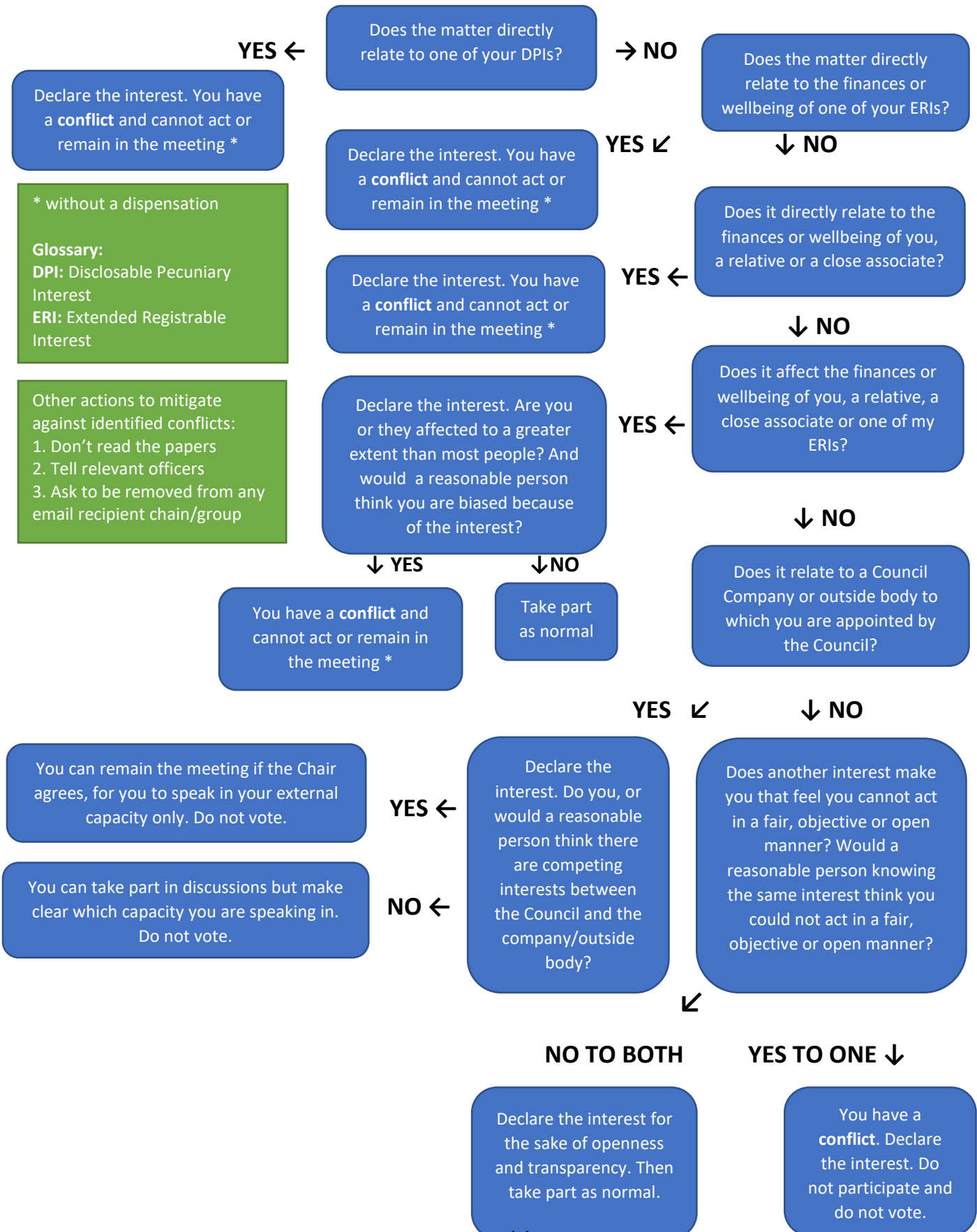
1. Cabinet approves the signing of the framework agreements with the contractors named in this report, subject to completion of due diligence checks on these businesses.
2. Cabinet approve authority for the Assistant Director Health, Wellbeing and Public Protection in consultation with the Portfolio Holder for People & Communities to substitute alternative contractors for any listed that ultimately fail the due diligence checks.

The meeting closed at 5.42 pm

DECLARING AN INTEREST AND MANAGING ANY CONFLICTS FLOWCHART



START



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

* without a dispensation

Glossary:

DPI: Disclosable Pecuniary Interest

ERI: Extended Registrable Interest

Other actions to mitigate against identified conflicts:

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

POLICY REVIEW AND DEVELOPMENT PANEL REPORT

REPORT TO:	Environment and Community Panel		
DATE:	26 th November 2024		
TITLE:	Community Governance Review (Burnham Market Parish Council)		
TYPE OF REPORT:	Cabinet Report		
PORTFOLIO(S):	Councillor A Beales		
REPORT AUTHOR:	Kate Blakemore		
OPEN/EXEMPT	Open	WILL BE SUBJECT TO A FUTURE CABINET REPORT:	Yes

REPORT SUMMARY/COVER PAGE

PURPOSE OF REPORT/SUMMARY:
This report presents to Council a request received from Burnham Market Parish Council to reduce councillor numbers from 11 to 8. To consider the request is it necessary to carry out a Community Governance Review of the Parish.
KEY ISSUES:
Members are directed to the attached report for full details of the key issues.
OPTIONS CONSIDERED:
Members are directed to the attached report for full details of the options.
RECOMMENDATIONS:
To consider the report and make any appropriate recommendations to Cabinet.
REASONS FOR RECOMMENDATIONS:
To scrutinise recommendations being made for an executive decision.

REPORT TO CABINET

Open		Would any decisions proposed :			
Any especially affected Wards	Discretionary	Be entirely within Cabinet's powers to decide		NO	
		Need to be recommendations to Council		YES	
		Is it a Key Decision		NO	
Lead Member: Cllr Alistair Beales E-mail: cllr.alistair.beales@west-norfolk.gov.uk		Other Cabinet Members consulted:			
		Other Members consulted:			
Lead Officer: Kate Blakemore E-mail: kate.blakemore@west-norfolk.gov.uk Direct Dial: 01553 616245		Other Officers consulted:			
Financial Implications	Policy/ Personnel Implications	Statutory Implications	Equal Impact Assessment	Risk Management Implications	Environmental Considerations
NO	NO	Yes	NO	NO	NO

Date of meeting: 6th December 2024

COMMUNITY GOVERNANCE REVIEW (BURNHAM MARKET PARISH COUNCIL)

Summary

This report presents to Council a request received from Burnham Market Parish Council to reduce councillor numbers from 11 to 8. To consider the request it is necessary to carry out a Community Governance Review of the Parish.

Recommendation

Recommendations to Full Council:

That Officers be requested to conduct a Community Governance Review in respect of Burnham Market Parish Council to potentially reduce parish councillor numbers.

Reason for Decision

The proposal to reduce councillor numbers appears to be well-reasoned, but can only be determined by a Community Governance Review rather than any other legal mechanism.

1 Background

Community Governance Reviews (CGRs) are the mechanism principal councils use to review and make changes to the community governance in their areas. The powers are bestowed under Part 4, Section 93 of the *Local Government and Public Involvement in Health Act 2007*.

CGRs provide the opportunity to address community governance where there have been changes to the number or makeup of a population, address boundary issues / anomalies following development and for local electors to address local issues of democracy.

Reviews may commence under four particular circumstances, including;

1. By decision of the principal council under statutory duty to review.
2. By decision of the principal in response to a 'reasonable request'.
i.e. from a parish council.
3. Under statutory duty in response to a valid Community Governance Application from a 'Neighbourhood Forum'.
4. Under statutory duty in response to a valid Community Governance Petition.

A decision in response to a reasonable request is discretionary. However, the request should only be refused if it is deemed to be unreasonable – where it would cause disruption to community cohesion, or the potential result would be detrimental to local governance.

Burnham Market Parish Council have requested a reduction in their numbers of parish councillors from 11 to 8 as they struggle to fill vacancies.

2 Options Considered

Proceed with CGR.

Do not proceed with CGR with justification.

3 Policy Implications

None

4 Financial Implications

None

5 Personnel Implications

None

6 Environmental Considerations

None

7 Statutory Considerations

BCKLWN must consider its discretionary decision on whether to conduct a CGR within the framework laid out in Part 4, Section 93 of the *Local Government and Public Involvement in Health Act 2007*.

8 Equality Impact Assessment (EIA)

(Pre screening report template attached)

None

9 Risk Management Implications

None

10 Declarations of Interest / Dispensations Granted

11 Background Papers

Letter from Burnham Market Parish Council.

Community Governance Reviews – Explanatory Notes, BCKLWN Electoral Services, October 2024.

Pre-Screening Equality Impact Assessment

Borough Council of
King's Lynn & West Norfolk



Name of policy/service/function	Community Governance Review – Burnham Market				
Is this a new or existing policy/service/function?	Existing (delete as appropriate)				
<p>Brief summary/description of the main aims of the policy/service/function being screened.</p> <p>Please state if this policy/service is rigidly constrained by statutory obligations</p>	Request to carry out CGR by Burnham Market Parish Council.				
Question	Answer				
<p>1. Is there any reason to believe that the policy/service/function could have a specific impact on people from one or more of the following groups according to their different protected characteristic, for example, because they have particular needs, experiences, issues or priorities or in terms of ability to access the service?</p> <p>Please tick the relevant box for each group.</p> <p>NB. Equality neutral means no negative impact on any group.</p>		Positive	Negative	Neutral	Unsure
	Age			x	
	Disability			x	
	Gender			x	
	Gender Re-assignment			x	
	Marriage/civil partnership			x	
	Pregnancy & maternity			x	
	Race			x	
	Religion or belief			x	
	Sexual orientation			x	
	Other (eg low income)			x	

Question	Answer	Comments
<p>2. Is the proposed policy/service likely to affect relations between certain equality communities or to damage relations between the equality communities and the Council, for example because it is seen as favouring a particular community or denying opportunities to another?</p>	No	
<p>3. Could this policy/service be perceived as impacting on communities differently?</p>	No	
<p>4. Is the policy/service specifically designed to tackle evidence of disadvantage or potential discrimination?</p>	No	
<p>5. Are any impacts identified above minor and if so, can these be eliminated or reduced by minor actions?</p> <p>If yes, please agree actions with a member of the Corporate Equalities Working Group and list agreed actions in the comments section</p>	No	<p>Actions:</p>
		<p>Actions agreed by EWG member:</p> <p>.....</p>
<p>If 'yes' to questions 2 - 4 a full impact assessment will be required unless comments are provided to explain why this is not felt necessary:</p> <p>Decision agreed by EWG member:</p>		
<p>Assessment completed by:</p> <p>Name</p>		<p>S Winter</p>
<p>Job title</p>		<p>DSM</p>
<p>Date</p>		<p>17.10.24</p>

Community Governance Reviews – Explanatory Notes

Community Governance Reviews (CGRs) are powers given to principal councils to review and make changes to the community governance in their areas – namely parish councils & areas.

The powers were bestowed under Part 4, Chapter 3 of the *Local Government and Public Involvement in Health Act 2007*. The Act was designed to streamline and speed up previous review arrangements.

Main Considerations

Section 93 LGPIHA 2007 contains the main considerations a principal council must be mindful of when making recommendations.

- Reflect the identities and interests of the community.
- Be effective and convenient.
- Consider any other arrangements for community representation or engagement.

Scope

Powers are far ranging and comprise a general or 'may undertake' a review at any time. A CGR must recommend whether a new parish should be created in the area under review. A new parish can be created by:

- Making a previously unparished area a parish.
- Combining unparished areas within existing parishes.
- Combining parts of parishes.
- Amalgamating two or more parishes (grouping).
- Separating part of a parish.

In instances where a new parish is created, the review must recommend;

- The name of the parish.
- Whether it has parish council (and its electoral arrangements).
- Whether it should have an alternative parish style.

A CGR can also make recommendations about existing parishes in the area under review. A CGR of an existing parish must recommend whether to:

- Keep the parish.
- Amend its area.
- Abolish it.
- Change its name.
- Recommend whether it should have a parish council (if it doesn't already have one) or not.
- Recommend the electoral arrangements if an existing parish council is to continue.

Electoral Arrangements

Where a CGR is required to recommend whether a new or existing parish has a parish council, the following must be recommended:

- 1,000+ local government electors = Has a parish council.
- 150 or less local government electors, no current council = No parish council.
- 150 or less local government electors, has current council or is part of a parish with a council = Whether or not to have a council.
- 151-999 local government electors = Whether or not to have a council.

A CGR's recommendations on electoral arrangements are defined as:

- The year in which ordinary elections are to be held.
- The number of councillors to be elected.
- Whether the parish council is warded (would a whole parish council be impractical or inconvenient? Does any part of parish require separate representation for identity, locality or community reasons?).
- The number and boundaries of such wards.
- The number of councillors to be elected for such wards.
- The name of such wards.

When?

A review can commence under any of the following conditions.

- A. By decision of the principal council under duty to review. Guidance states councils should keep their areas under continual review, and it is considered good practice to conduct a full review every 10-15 years.
- B. A principal council may review in response to a reasonable request. i.e. from a parish council.
- C. Must be done in response to a 'valid' Community Governance Application from a 'Neighbourhood Forum', commenced within 12 months. Such forums are defined by Section 61F of the Town and Country Planning Act 1990.
- D. Must be done in response to a 'valid' Community Governance Petition, commenced within 12 months. For a petition to be valid, it must be signed by the mandatory number of local electors. Further stipulations regarding the content of the petition also apply.

Petition Area	Registered Electors
<500 electors	At least 37.5% of electors
500 – 2,499	At least 187 electors
>2,500 electors	At least 7.5% of electors

Why?

CGRs provide the opportunity to address community governance where there has been changes to the number or makeup of a population, address boundary issues / anomalies following development, and for electors to address local issues of democracy.

When Not?

- A CGR is not required when a petition is received during such time as a CGR is underway which covers all or a significant part of relevant area.
- Not required to do so within 2 years of a completed CGR which covered all or a significant part of relevant area. But may do so.

- Where a request is deemed to be unreasonable (disruption to community cohesion, result would be detrimental to local governance). Such a decision must be justified as such to be valid grounds for refusal.

Initial Steps

The principal council decides whether or not to carry out a CGR – either by resolution or under delegated officer powers. See “When Not” heading above for instances where a CGR is optional or mandatory.

For CGR petitions, the petition must be validated. Council staff are permitted to check the local register to confirm signatories (hand written signatures) as soon as is practicable. Petitions must contain the prescribed information and recommendations.

When a principal council resolved to carry out a CGR, Terms of Reference should then be agreed, together or separately from the initial resolution, along with an agreed Timetable. The terms should clearly state the matters and the geographic area to be covered.

A project team from across principal council departments should be formed to perform the CGR, as Electoral departments are not solely responsible for the review.

Duty to inform

County councils may have valuable feedback that can inform the Terms of Reference.

Where there is both a district and county council, under section 79 of the 2007 Act the district council must notify the county council of their intention to carry out a CGR.

Under section 93 of the 2007 Act the principal council must notify other local authorities who have an interest of their intention to carry out a CGR, inclusive of county councils.

Terms of Reference – Section 81 2007 ACT.

The TOR forms the framework of the review. However, there is little statutory guidance in the legislation on what should be included and is for the principal council to decide.

Key areas should include: Context, purpose & scope, area, timetable, plans for consultation and decision making, electoral forecasts, structure of parishes, boundaries, parish names and styles parish councils, councillor numbers, electoral arrangements, consequential matters and implementation. Per guidance, any maps produced for the document should be no smaller than 1:10,000 scale.

The minimum requirement for the TOR is to specify and publish the area to be reviewed. Any amendments to the TOR also have to be published, so from a practical perspective it is best to publish a full rather than minimal TOR.

If the CGR is in response to a petition or application, the TOR must state the relevant proposals. This does not limit the scope of the CGR to include other matters / areas.

TOR allows the principal council to set out policy on councillor numbers – there must be 5 minimum in a parish council in law. There is no maximum figure.

The TOR must be adopted by the principal council.

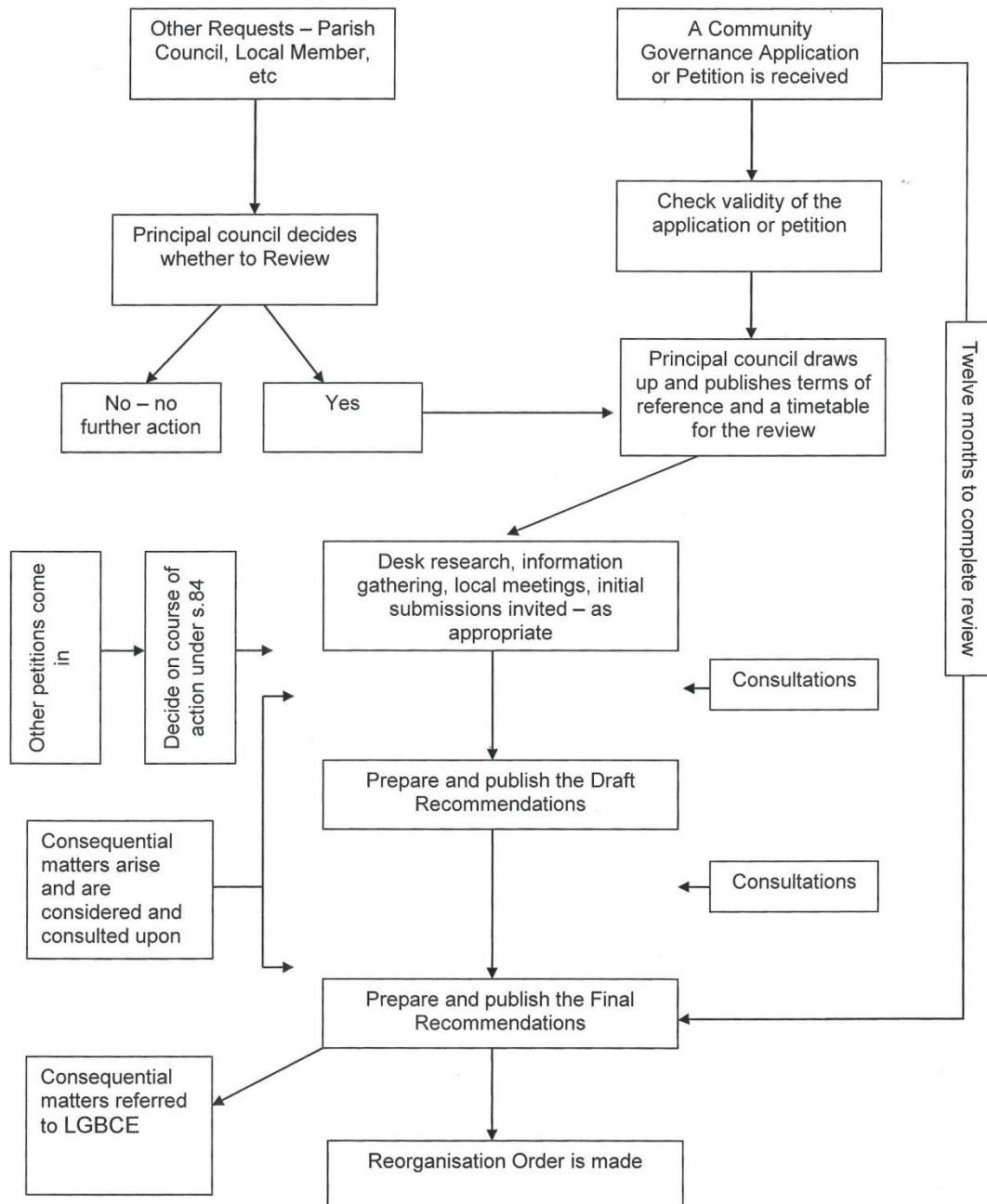
The TOR must be sent to the County Council in a 2-tier area.

Timetable & Process Flowchart

Timetables should conclude within 12 months.

For small scale reviews, principal authorities will want to conclude reviews in a timely manner taking into account the complexity / simplicity of the review.

Community Governance Reviews – flowchart



Consultation

“Reasonable periods” of consultation should be built into any CGR with stakeholders. However, legislation only specifies who should be consulted, not when or how.

A full review of all parish areas and electoral arrangements will require a longer consultation period with a wider range of consultees. A review in response to reducing councillor numbers in a specific parish may require a shorter timeframe and targeted consultation.

Under Section 93 (3) the principal council must consult;

- a. Local electors for the area under review.
- b. Any other party or body which appears to the principal council to have an interest in the review.

Other bodies may include local businesses, local public and voluntary organisations (charities, schools).

Any representations received should be taken into account by the principal authority. Representations should be made available via a variety of channels.

Under Section 93 (5) the principal council must consider the wider picture of community governance. This includes resident associations and community forums. The principal council must take these bodies into account.

Note: There is no requirement to write to every local government elector. Nor is there a requirement to conduct a poll. There is also no provision allowing the principal council to use the electoral register for consultation purposes.

A public awareness strategy for any review is recommended to ensure there is more public awareness generally.

Draft Recommendations

The following should be included in any draft recommendations.

- Vital statistics including precept, electoral, electoral forecasts (5 years)
- Present area arrangements (boundaries) an electoral arrangements.
- Publication of all representations received, including any explanatory notes required.
- Arguments and justifications for making any recommendations.

Arguments and recommendations should meet compliance with three legal tests;

1. Do recommendations reflect the identifies and interests of the area under review.
2. Do the recommendations provide / support effective convenient local government.
3. Account has been taken on other arrangements for community representation and engagements.

As soon as is practicable, the council must publish its recommendations and inform persons interested in them, per Section 93 (7) LG&PIHA 2007.

Further Consultation

Once draft recommendations are published, the principal council should undertake a further consultation.

It is good practice to ask the original respondents for comment on the specifics. To keep respondents focussed, questionnaires or specific response forms maybe helpful.

The county council should be consulted in two-tier areas.

The principal council will need to demonstrate they have considered the responses and any suggestions for alternative arrangements.

Final Recommendations

The principal council should confirm its revised recommendations and reasoning.

The principal council should confirm and publish it's extend to give effect to those recommendations with its reasons for doing so and inform persons interested in them, per Section 96 (2) LG&PIHA 2007.

Again, the following should be included in any recommendations.

- Vital statistics including precept, electoral, electoral forecasts (5 years)
- Present area arrangements (boundaries) an electoral arrangements.
- Publication of all representations received, including any explanatory notes required.
- Arguments and justifications for making any recommendations.
- Reasoning for rejection of alternatives.

Arguments and recommendations should meet compliance with three legal tests;

4. Do recommendations reflect the identifies and interests of the area under review.
5. Do the recommendations provide / support effective convenient local government.
6. Account has been taken on other arrangements for community representation and engagements.

A period of time for final comments should be allowed.

The principal council must publicise how they have given effect of the review.

Reorganisation Order

Where changes to existing arrangements have been made, a 'reorganisation order' must be issued if applicable. A map must be included with this. Further information on what should be included in such an order can be found in DCLG guidance. A copy of this order must be deposited at the council's principal office for public inspection. Its existence must be publicised (see note above).

The Commencement date of the new arrangements coming into force should be stated.

As soon as is practicable the following must be informed of the order being made:

- Secretary of State for DLUHC
- LGBCE
- ONS
- Director General of the Ordnance Survey
- Any other principal council to which the order area relates to.

The principal council must provide the following to each of the below.

- 2 copies order and maps: Secretary of State for DLUHC.
- 2 copies order and maps: LGBCE.
- Maps: Ordnance Survey, Registrar General, Land Registry, VOA, Boundary Commission for England, Electoral Commission.
- Info only: ONS, principal councils affected



BURNHAM MARKET PARISH COUNCIL

c/o 2 Abbeyfields, Abbey Road, Great Massingham. Norfolk PE32 2JE

26th June 2023

Mr. Andrew Barrett,
Electoral Services Manager
Borough Council of King's Lynn & West Norfolk,
King's Court,
Chapel Street,
King's Lynn,
PE30 1EX

Dear Andrew,

The Burnham Market Parish Council would like to reduce the numbers of parish councillors from 11 to 8. We have struggled to keep more than 8 regular parish councillors and have only managed 11 once in the past 3 years and this did not last long.

It appears that some residents join for a short space of time to get an issue they want raised and once it is completed, they leave. I am also advised that the current permanent residential population has reduced by 200 since the last published census.

I appreciate that this request will take sometime but hopefully later this year.

Yours sincerely,

Caroline Boyden

Caroline Boyden
Parish Clerk
Burnham Market Parish Council

ENVIRONMENT AND COMMUNITY PANEL WORK PROGRAMME 2024/2025

DATE OF MEETING	TITLE	TYPE OF REPORT	LEAD OFFICER/ ATTENDEE	OBJECTIVES AND DESIRED OUTCOMES
4th June 2024	Membership of Task Groups and Informal Working Groups 2024/2025	Operational	Democratic Services Officer	To appoint Members to Task Groups and Informal Working Groups established by the Panel
	Nominations to Outside Bodies and Partnerships	Operational	Democratic Services Officer	To nominate representatives to outside bodies and partnerships
	Appointment of Vice Chair for the Municipal Year	Operational		
	Councillor Community Grants		Debbie Ess/ Honor Howell	For information
	Any Cabinet Reports which fall within the remit of the Panel – to be confirmed.			
16th July 2024	Any Cabinet Reports which fall within the remit of the Panel – to be confirmed.			
	Cabinet Report – Alive West Norfolk Arrangements	Cabinet Report		After Joint Panel and prior to Cabinet on 30 th July 2024
	Homelessness and Rough Sleeping Strategy	Cabinet Report	Andy King	Update, recommendations before going to Cabinet on 17 th September 2024
3rd September 2024	Any Cabinet Reports which fall within the remit of the Panel – to be confirmed.			
	Wash East Coast Management Strategy – Unit C – Technical Report		Dave Robson	To address the Notice of Motion on Coastal Management referred to

				the Panel from Full Council in October 2023.
	Air Quality Action Plan	Cabinet Report	Dave Robson	Going to Cabinet on 17 th September 2024
	Food Waste Collection- Maximising Collection	Cabinet Report	Barry Branford	Going to Cabinet on 17 th September 2024
	LAHF Round 3	Cabinet Report	Nikki Patton/ Duncan Hall	Going to Cabinet on 17 th September 2024
8th October 2024	Any Cabinet Reports which fall within the remit of the Panel – to be confirmed.			
	Disabled Facilities Grant Framework	Cabinet Report	Jo Russell Ryan Wilson Mark Whitmore	Before going to Cabinet on 5 th November 2024
	Gambling Act Policy	Cabinet Report	Marie Malt	Policy Review, before going to cabinet on 5 th December 2024
	Domestic Energy Efficiency Improvement	Operational	Jacob Medlock	Update Report
	Recommendations from the Biodiversity Task Group	Cabinet Report	Stuart Ashworth	To consider the report and make any appropriate recommendations to Cabinet- 5 th November 2024
26th November 2024	Any Cabinet Reports which fall within the remit of the Panel – to be confirmed.			
	Community Governance Review- Burnham Market			To consider the report and make any appropriate recommendations to Cabinet- 10 th December 2024
8th January 2025	Any Cabinet Reports which fall within the remit of the Panel – to be confirmed.			

	Housing Support Service	Cabinet Report	Ross Hefford	
	Empty Homes Strategy Review	Cabinet Report	Mark Whitmore	To consider the report and make any appropriate recommendations to Cabinet
	King's Lynn Town Football Club	Cabinet Report	Matthew Henry	Before going to Cabinet on 14 th January 2025
	Taxi Fees and Condition	Cabinet Report	Craig Pease Marie Malt	Before going to Cabinet on 14 th January 2025
	Biodiversity Competition Presentation	Update	Cllr P Devulapalli Claire Wiggs	To receive an update on the Biodiversity Competition
25th February 2025	Any Cabinet Reports which fall within the remit of the Panel – to be confirmed.			
	Freebridge Community Housing Update on Diary Way	Update		A presentation to the Panel on an update of the plans on Diary Way.
8th April 2025	Any Cabinet Reports which fall within the remit of the Panel – to be confirmed.			
	Notice of Motion – Dentistry		Mark Whitmore	To address the Notice of Motion
	Local Nature Recovery Strategy (LNRS)	Cabinet Report	Michael Burton Stuart Ashworth	Before going to Cabinet on 4 th March 2025

To be scheduled

- Gayton Road Cemetery – to come back once alternative locations had been identified.
- Policy Development – Review of Tree and Woodland Strategy and update from the Arboricultural Officers

- Service Level Agreement for Council Approved testing Stations
- Informal Working Group – Wash Barrier
- Elder Abuse and the Right of Care Home Residents
- CO2 Audit & Refit Programme
- Housing Standards Update- current issues and quality of properties
- Fly Tipping- providing awareness
- Policy Development- EA Permit System- excessive smells from factory farms
- Policy Development- Solar Farms
- White Ribbon Campaign Accreditation- Yearly Progress Report

FORWARD DECISIONS LIST

Date of meeting	Report title	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
10 December 2024						
	Investment Options for Leisure Assets	Key	Cabinet	Deputy Leader Monitoring Officer		Part Public and part Private- Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	West Norfolk Economic Strategy	Non	Council	Business Asst Dir D Hall		Public
25	Notice of Motion 15/23- Wash East Coast Management Strategy- Unit C- Technical Report	Key	Council	Environment and Coastal Asst Dir- S Ashworth		Public
	Audit Committee Terms of Reference	Non	Council	Leader Asst Director – M Drewery		Public
	Community Governance Review – Burnham Market	Non	Council	Leader Chief Executive		Public
	Q2 2024-25 Performance Management	Non	Cabinet	Leader Chief Executive		Public
	White Ribbon Campaign	Non	Cabinet	People and Communities Asst Dir B Box		Public

Date of meeting	Report title	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
14 January 2025						
	King's Lynn Town Football Club	Non	Cabinet	Property Asst Dir – M Henry		Private- Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Review of Appointments to Outside Bodies	Non	Cabinet	Leader Chief Executive		Public
37	Housing Support Services Contract	Key	Cabinet	People and Communities Asst Dir - D Hall		Private Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Taxi Fees and Conditions		Council	Monitoring Officer		Public
	Social Value Policy	Non	Council	Leader Monitoring Officer		Public
	Procurement Policy and Contract Standing Orders	Non	Council	Finance Monitoring officer		Public
	Long-Term Plan for Towns	Key	Cabinet	Leader Asst Dir – D Hall		Public
	Change Management Policy and Redundancy Payments	Non	Council	Leader Asst Dir – B Box		Public

	Transformation Programme	Non	Cabinet	Leader Chief Executive		Public
	Conservation Areas Consultative Committee	Non	Cabinet	Planning & Licensing Asst Dir S Ashworth		Public
	Capital and Revenue Budget Monitoring Reports	Key	Cabinet	Finance Asst Dir M Drewery		Public
	Revenues & Benefits software extension	Key	Cabinet	Finance Asst Dir M Drewery		Exempt Private- Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Independent Review of Members Allowances	Non	Council	Leader		Public

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Date of meeting	Report title	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
4 February 2025 (non budget items)						
	Local Plan	Key	Council	Planning & Licensing Asst Dir – S Ashworth		Public
	Annual Plan 2025-26	Key	Council	Leader Chief Executive		Public
	King's Lynn Cultural & Heritage Strategy		Council	Business Asst Dir D Hall		Public

Date of meeting	Report title	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
5 February 2025 (Budget items)						
	Budget 2025-28	Key	Council	Finance Asst Dir – M Drewery		Public
	Treasury Management Strategy	Key	Council	Finance Asst Dir – M Drewery		Public
	Capital and Revenue Programme	Key	Council	Finance Asst Dir – M Drewery		Public

Date of meeting	Report title	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
4 th March 2025						
	2024-25 Q3 Performance Management	Non	Cabinet	Leader Chief Executive		Public
	Appointments Board/IDC Terms of Reference	Non	Council	Leader Asst Dir – A Baker		Public
	Planning Scheme of Delegation	Non	Council	Development and Licensing Asst Dir – S Ashworth		Public
	Planning Member Code of Good Practice	Non	Cabinet	Development and Licensing Asst Dir – S Ashworth		Public

Date of meeting	Report title	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
15 th April 2025						

	Local Nature Recovery Strategy	Key	Council	Ass Dir- S Ashworth		Public
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Items to be scheduled

	Notice of Motion 7-21 – Councillor Kemp – Equalities	Non	Council	People & Communities Asst Dir B Box		Public
	Custom and Self Build Site – Stoke Ferry	Non	Cabinet	Regeneration and Development Assistant Director - D Hall		Public
	Overnight Campervan parking in Hunstanton	Non	Cabinet	Leader Asst Director – M Chisholm		Public
40	Florence Fields – Tenure Mix	Non	Council	Deputy Leader Exec Director – O Judges		Part Public and part Private- Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Article 4 Direction	Non	Cabinet	Regeneration and Development Assistant Director – S Ashworth		Public
	Empty Homes Strategy Review	Key	Council	People and Communities Asst Dir M Whitmore		Public