



COUNCIL MEETING

Agenda

Thursday, 2nd October, 2025
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

24 September 2025

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, 2nd October, 2025** in the Assembly Room, Town Hall, Saturday Market Place, King's Lynn to transact the business shown below.

Yours sincerely

Kate Blakemore
Chief Executive

BUSINESS TO BE TRANSACTED

1. PRAYERS

2. APOLOGIES FOR ABSENCE

3. MINUTES (Pages 5 - 24)

To confirm as a correct record the Minutes of the Meeting of the Council held on 31st July 2025 and the Extraordinary meeting held on 18th September 2025.

4. DECLARATIONS OF INTEREST (Page 25)

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 Procedure Rule 20.

8. 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: 23 September 2025 (Pages 26 - 27)

CAB75: Playing Pitch and Sports Facilities Strategy Adoption

CAB76: Budget Monitoring Quarter 1 – 2025/2026

CAB79: Changes to the Constitution

9. AMENDMENT OF COMMUNITY GOVERNANCE REVIEWS TERMS OF REFERENCE - HILGAY AND BURNHAM MARKET (Pages 28 - 50)

10. APPOINTMENTS TO ELECTORAL ARRANGEMENTS COMMITTEE (Pages 51 - 52)

11. NOTICE OF MOTION

There are no Notices of Motion to consider.

12. CABINET MEMBERS REPORTS (Pages 53 - 96)

In accordance with Council procedure rule 8, to receive reports from Cabinet Members to be moved en bloc. Members of the Council may ask up to four 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, then non aligned members, 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 60 minutes for all Cabinet Members and the Leader

Climate Change and Biodiversity – Councillor M de Whalley

Culture and Events – Councillor S Lintern

Open Space and Parking – Councillor P Bland

Planning and Licensing – Councillor J Moriarty

Environment and Coastal - Councillor S Squire

Finance – Councillor C Morley

People and Communities – Councillor J Rust

Deputy Leader and Business – Cllr S Ring

Leader - Councillor A Beales

13. MEMBER'S QUESTION TIME

In accordance with Procedure rule 9, Members of the Council may ask any questions of the Chair of any Council Body (except the Cabinet).

Kate Blakemore
Chief Executive

BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK

COUNCIL

**Minutes from the Meeting of the Council held on Thursday, 31st July, 2025
at 5.00 pm in the Assembly Room, Town Hall, Saturday Market Place, King's
Lynn PE30 5DQ**

PRESENT: Councillor A Bullen (Chair)

Councillors B Anota, B Ayres, A Beales, S Bearshaw, J Bhondi, P Bland, R Blunt, F Bone, A Bubb, R Coates, R Colwell, C J Crofts, S Dark, M de Whalley, T de Winton, P Devulapalli, A Dickinson, S Everett, J Fry, D Heneghan, H Humphrey, B Jones, C Joyce, A Kemp, J Kirk, P Kunes, S Lintern, B Long, J Lowe, A Moore, J Moriarty, S Nash, J Osborne, T Parish, S Ring, C Rose, J Rust, A Ryves, D Sayers, Mrs V Spikings, S Squire, M Storey and A Ware

C:39 PRAYERS

Prayers were led by Rev Canon Ling.

C:40 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Beal, Collop, Hodson, Lawrence, Morley, Ratcliffe, Sandell and Tyler.

C:41 MINUTES

RESOLVED: The minutes from the meetings held on 26th June and two Extraordinary Meetings on 17th July were approved as a correct record and signed by the Chair.

C:42 DECLARATIONS OF INTEREST

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Council was reminded that a dispensation had been granted by the Standards Committee for CAB39: Council Tax Discounts and Premiums Resolution. Members with an interest were advised to declare their interest, but would not have to leave the room during consideration of the item and they could contribute to the debate and vote on the matter.

Councillors Bhondi, Colwell, Dark, Dickinson, Kemp, Kirk, Lintern, Moriarty, Sayers and Storey declared an interest in CAB39: Council Tax Discounts and Premiums Resolution.

C:43 MAYOR'S COMMUNICATIONS AND ANNOUNCEMENTS

There was none.

C:44 **URGENT BUSINESS**

There was no urgent business.

C:45 **PETITIONS AND PUBLIC QUESTIONS**

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Public Question from Karen Chapman:

“As an authority with responsibilities towards air quality, noise levels and waste collection is it time to consider holding more modern forms of celebration than the default to large, noisy, polluting firework displays of Chinese made fireworks?”

The celebrations of the Olympics has shown that there is a huge variety of inspirational ways of celebrating events with light shows, drone based displays and music.

Is it time to show that this authority has moved with the times and stopped spending our hard-earned money on this waste of natural resources?”

Councillor Lintern responded to the question as set out below.

Thank you for your message and for sharing your concerns on behalf of the West Lynn Action Group.

We appreciate your perspective on firework displays and the broader issues of environmental impact, noise, and the evolving expectations around public celebrations. As an authority, we continually strive to balance tradition, public enjoyment, and sustainability.

Our events are planned and budgeted many months in advance, and this year’s firework display has already been scheduled. These displays remain extremely popular, regularly attracting over 20,000 residents and visitors, many of whom see them as a cherished tradition within our community events calendar. Importantly, professionally organised displays are significantly safer than private, at-home fireworks and are offered free of charge—unlike many areas where admission fees apply—making them accessible to families of all income levels. The event also brings economic benefits to the town, as many attendees choose to spend the day locally, dining or shopping in the area.

That said, we have considered more modern and sustainable alternatives, including drone-based light shows. However, at present, the cost of delivering a drone display that offers a similar level of visual

impact is significantly higher than that of a traditional fireworks show - which we currently provide at a cost of less than £1 per head. We will continue to monitor developments in this area and remain open to incorporating such options as they become more accessible and cost-effective.

I also note your comments about West Lynn, and I understand the importance of ensuring all parts of the borough feel represented and included. As someone who also lives outside of King's Lynn, I share your view on the importance of inclusive community engagement. Should the West Lynn Action Group wish to organise a local event, we would be pleased to discuss potential opportunities for support and collaboration.

Public Question from Julie Irving:

"To be a resilient community we need to be informed engaged and proactive. The Borough Council is in a leadership position in the community and could, within the limitations of its powers, nurture that resilient community.

For example, food insecurity is a very predictable outcome of climate breakdown, as crops fail in conditions of drought, extreme heat and flooding, causing food shortages, price increase and severe food poverty, to speak of the very least of the problems. A proactive approach could include collective planning with residents, suppliers and distributors of food, encouraging residents to grow their own food, increasing allotments and community gardens.

As there is not a committee or planning body set up specifically to face and plan for the emergency's consequent upon climate change and ecological breakdown, should one be put in place?

A summary of Councillor Beales response to the question is set out below.

Planning and preparing for the impacts of climate change and the consequences such as flooding, drought and severe weather is an important role which we take seriously. Our planning work for all emergencies is done collaboratively with other agencies in the multi-agency Norfolk Resilience Forum (NRF) where we assess ongoing risk and how we prepare to respond and recover from them.

The NRF members include Police, Fire, Ambulance, Coastguard, Norfolk County Council, all Norfolk District Council, Environment Agency, APHA, HSE, Met Office, Health organisations, transport companies, utility suppliers and voluntary groups. A full list can be found here <https://www.norfolkprepared.gov.uk/article/64190/Our-partners>.

The group assesses many risks including the potential for climate change to change the likelihood and impact and we publish a community risk register [here](https://www.norfolkprepared.gov.uk/article/63531/Norfolk-Community-Risk-Register)
<https://www.norfolkprepared.gov.uk/article/63531/Norfolk-Community-Risk-Register>

We work with communities with specific concerns to develop their own emergency plans to supplement the plans that we write to assist with local response to incidents.

We would suggest residents visit the Norfolk Prepared website which lists how local residents can prepare their own household for emergencies:
<https://www.norfolkprepared.gov.uk/article/63527/Prepare-your-household-for-emergencies>

By way of supplementary Julie Irving raised concern that if one organisation wasn't co-ordinating responses, then things could fall through the cracks. She also mentioned the need to increase land available for people to grow their own food.

Councillor Beales responded that the Borough Council played a full role in the Norfolk Resilience Forum.

C:46 **REVIEW OF PROPORTIONALITY**

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Council was invited to review its proportionality following the resignation from Councillor Nash from the Independent Partnership.

Councillor Beales proposed the report and Councillor Ring seconded the report.

Councillor Long commented that there was still an issue with rounding up and the Constitution Informal Working Group should look at this issue in more detail.

Councillor Bone commented that he felt the proposals were fair and would be supporting them.

Councillor Joyce commented that he felt the proposals were fair.

RESOVLED: That the review of proportionality was agreed as set out in Appendix 1 of the report.

C:47 **APPOINTMENTS TO OUTSIDE BODIES**

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Council were invited to appoint representatives to serve on Outside Bodies as set out in the report.

Councillor Beales proposed the recommendations, seconded by Councillor Ring.

A list of nominations were provided to Councillors along with Ballot Papers for where there had been more nominations than positions. Council were advised that the results of the Ballot would be published to Councillors after the meeting. The results of the ballot are below.

West Norfolk Youth Advisory Group

Councillor Jones withdrew therefore Councillor Rust appointed.

Norfolk Health Overview Select Committee

Councillor Devulapalli – Chair

Councillor Kemp – 20 votes

Councillor Ware – 16 votes

Abstention – 1 vote

Councillor Kemp appointed as the Substitute for 2025/2026.

Queen Elizabeth Hospital Governors Council

Councillor Everett – 7 votes

Councillor Ryves – 14 votes

Councillor Kemp – 20 votes

Councillor Kemp appointed for 2025/2026.

RESOLVED: That the Council appoints representatives to serve on the outside bodies as attached.

C:48

RECOMMENDATIONS FROM COUNCIL BODIES

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

CAB36: Staff Cost of Living Pay Award

Councillor Beales proposed the recommendation, seconded by Councillor Ring. Councillor Beales spoke in support of the proposal to link in with the national pay settlement and felt it was a pragmatic way forward.

RESOLVED: The recommendations from the 21st July Cabinet Meeting were approved in relation to the Staff Cost of Living Pay Award.

CAB37: Changes to Social Housing Allocations Policy

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

Councillor Rust proposed the recommendations, seconded by Councillor Moriarty. Councillor Rust spoke in support of the proposal and provided an overview of the review of the Policy.

Councillor Long commented that he welcomed the necessary review and was pleased to see military connections retaining local connection status.

Councillor Kemp spoke in support of the proposals and raised concerns relating to families in first floor accommodation and asked that the Cabinet Member keep this Policy under review.

Councillor Bone welcomed the updated Policy and praised officers for their work and the consultation exercise carried out.

Councillor Joyce referred to the Choice Based Letting Policy which had been previously approved and commented that he could not support this Policy. He referred to the White Ribbon Campaign and stated that more needed to be done to tackle domestic violence and encourage those affected to speak out.

Councillor Rust summed up and referred to the local connection criteria relating to the military and children in care, which was important. She also referred to overcrowding, which took priority, although she acknowledged that children on the first floor was not ideal. Councillor Rust explained that good quality housing was important and explained that there was a legal requirement to appropriately house those that were fleeing domestic violence.

RESOLVED: The recommendations from the 21st July Cabinet Meeting were approved in relation to the Social Housing Allocations Policy.

CAB39: Council Tax Discounts and Premiums Resolution

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

Councillors Bhondi, Colwell, Dark, Kemp, Kirk, Kunes, Lintern, Long, Moriarty, Sayers and Storey all left the room during consideration of the above item.

Councillor Beales proposed the recommendations, seconded by Councillor Squire. Councillor Beales spoke in support of the recommendations, highlighting the taxation on second home owners, the income projections and the agreement with Norfolk County Council. Councillor de Winton commented that the Borough relied on second homes and tourism and the benefits they had on the economy. He commented that there was a need to evaluate the impact and the money raised through this scheme and suggested that the Audit

Committee or a Scrutiny Panel review this scheme in twelve months time.

Councillor Joyce commented that the Council would only get a small proportion of the income generated through the levies and negotiation with Norfolk County Council was important.

Councillor Dickinson commented that the 12 month discount for properties was not that long for a property to be on the market for.

Councillor Beales summed up and commented that he encouraged scrutiny to review the scheme if required. He also commented that the income generated through the scheme was worthwhile. Councillor Beales commented that there was an exceptions policy available and each case was considered on its own merits to account for exceptional circumstances.

RESOLVED: The recommendations from the 21st July Cabinet Meeting were approved in relation to the Council Tax Discounts and Premiums Resolution.

CAB41: Leisure Facilities Feasibility Study

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

Councillor Ring proposed the recommendations with Councillor Beales seconding. Councillor Ring spoke in support of the proposals to amend the Capital Programme to progress the project and the ambition to make Lynnsport an exemplar site for disabled sport.

Councillor Dark spoke in support of the proposals but sought reassurance that all age ranges were catered for at Lynnsport and the Oasis.

Councillor Devulapalli raised concerns relating to flood risk and mitigation.

Councillor Kemp spoke in support of the proposals and the need to go further to provide additional provision in other parts of the Borough.

Councillor Long hoped that a modern facility would be more economical and it was critical that a top class facility was available as it was important that people learned to swim.

Councillor Ring summed up stating that all ages and demographics would be considered. He also highlighted the importance of activity through play and the recent successful activities held at the Kasset facility. With regard to flood risk it was explained that surveys and flood risk assessments would be carried out and the proposals to be considered today would bring the project ready to planning application stage. Councillor Ring reminded Council of the statutory provision to

provide swimming facilities, as well as the wider benefits to health and wellbeing.

RESOLVED: The above recommendations from the 21st July Cabinet Meeting were approved in relation to the Leisure Facilities Feasibility Study.

C:49

NOTICE OF MOTION

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Councillor Heneghan, seconded by Councillor Bone, proposed the below Notice of Motion.

“This Council notes that gambling companies have been found to targeting the least well-off areas for new sites. Residents have expressed concerns about this in King’s Lynn and at present the borough council is effectively powerless to stop it. Section 153 of the Gambling Act 2005 enshrines the ‘Aim to Permit’ principle, which requires councils to approve gambling licences where minimum criteria are met, regardless of local community opposition.

This Council resolves to:

- Join a growing coalition of 40+ other local authorities and write to the Secretary of State for Culture, Media and Sport calling for urgent reforms to restore decision-making powers to local authorities.
- Support the Six Point Plan for Gambling Reform:
 - Reform the ‘Aim to Permit’ policy to allow councils to refuse gambling premises that pose risks to local welfare and safety.
 - Place all gambling premises (including adult gaming centres and bingo halls) in a single planning category to prevent loopholes.
 - Give councils the power to consider local social and health factors, such as debt and proximity to schools, when reviewing planning applications.
 - Direct the proceeds from the new statutory levy on gambling operators, to independent public bodies and local health authorities for harm prevention and treatment.
 - Introduce greater restrictions on gambling advertising, sponsorships, and promotions – especially those reaching children and vulnerable groups.
 - Halt any proposals that further liberalise adult gaming centres, including spin speeds and staking levels on B3 machines.

Councillor Sayers proposed an amendment to the Notice of Motion to add:

- Write to the Local Government Association (LGA) expressing this Council’s support for national lobbying efforts to strengthen local authority powers over gambling premises to protect residents from harm.

Councillors Heneghan and Bone accepted the amendment to the Notice of Motion.

Council debated the Notice of Motion, as amended.

Councillor Kemp spoke in support of the Notice of Motion and the harms of gambling, especially during a cost of living crisis.

Councillor Moriarty spoke on the Motion, reminding Council that there was legislation in place which the Council had to abide by and he noted that the broader issue would be presented to a future Environment and Community Panel meeting for consideration. Councillor Moriarty reminded Council that the Statement of Licensing Policy was presented to Council in 2024 and had been widely consulted on before adoption. Councillor Moriarty provided an overview of recent licences that had been granted and the consideration the Council had to have in regard to the Licensing Objectives.

Councillor Moriarty agreed to check and confirm to Members that the Council had already written to government to indicate their support for the six point plan for gambling reform.

Councillor Rust spoke in support of the Notice of Motion and the harms of online gambling, for which the Council had no control.

Councillor Sayers thanked Councillor Heneghan for highlighting this important issue and commented that the lack of local control over gambling was serious and he welcomed the chance to strengthen support.

Councillor Long spoke in support of the Notice of Motion and hoped that the government lobbying would be successful.

Councillor Dark spoke in support of the Notice of Motion but felt that it could have been brought to the attention of Council in a better way.

Councillor Joyce spoke in support of the Motion and commented that it was not just about the premises, but who was the designated premises supervisor.

Councillor Devulapalli spoke in support and referred to the cost and pressure that gambling had on the health sector.

Councillor Bone spoke in support and made reference to the impact gambling could have on people who were vulnerable.

Councillor Heneghan summed up and was pleased with the cross party support.

RESOLVED: The Notice of Motion, as amended, was approved, as set out below:

- Support the Six Point Plan for Gambling Reform:
 - Reform the 'Aim to Permit' policy to allow councils to refuse gambling premises that pose risks to local welfare and safety.
 - Place all gambling premises (including adult gaming centres and bingo halls) in a single planning category to prevent loopholes.
 - Give councils the power to consider local social and health factors, such as debt and proximity to schools, when reviewing planning applications.
 - Direct the proceeds from the new statutory levy on gambling operators, to independent public bodies and local health authorities for harm prevention and treatment.
 - Introduce greater restrictions on gambling advertising, sponsorships, and promotions – especially those reaching children and vulnerable groups.
 - Halt any proposals that further liberalise adult gaming centres, including spin speeds and staking levels on B3 machines.
 - Write to the Local Government Association (LGA) expressing this Council's support for national lobbying efforts to strengthen local authority powers over gambling premises to protect residents from harm.

C:50 **CABINET MEMBERS REPORTS**

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Councillor Beales moved the Cabinet Members report en bloc.

Councillor de Whalley provided a verbal updated to his report stating that a Biodiversity Project Officer had been appointed.

He also announced that the Ferry Service would reopen at 7am on 11th August. He thanked all those involved in the Ferry repairs and urged people to return to using the facility to ensure long term sustainability.

Councillor Rust provided a verbal update on the work of the Energy Efficiency Officer and the Housing Standards Team's Beat the Bills events.

Council adjourned for a comfort break from 6.49pm to 6.57pm

The Mayor invited questions to Cabinet Members.

In response to a question from Councillor Crofts, Councillor Lintern commented that coast parking facilities in the town centre would be looked at within the Car Parking Strategy and the King's Lynn Masterplan.

In response to a question from Councillor Everett, the Leader explained that the Norfolk County Council claims regarding the proposed three

Unitary model were unfounded and all financial assessments would be robust and would only be moved forward if sustainable.

Councillor Kemp was relieved that the Ferry service would reopen soon and referred to improvements to be made. Councillor de Whalley commented that they were in the early stages of reviewing designs and options.

In response to a question from Councillor Parish, Councillor Moriarty explained that officers were liaising with Anglian Water regarding sewage treatment works and water quality and if developers requested pre-application advice then the risk to the local environment was highlighted if appropriate.

Councillor Blunt referred to the New Homes Building challenge and the government housing targets and asked how the Local Plan Task Group would be involved and if consideration could be given to establishing a further Task Group to monitor housing targets. Councillor Moriarty felt that the Local Plan Task Group would be the correct forum for monitoring Housing Targets, and he agreed to keep Council updated on the government requirements as required.

Councillor Bone referred to Government funding for Social Housing and Councillor Beales confirmed that the Council would look at opportunities as they became available.

In response to a question from Councillor Kemp, Councillor Beales agreed to provide a written response on the use of Hardings Way by taxis.

Following the meeting the below response was received from Councillor Beales:

The possibility of taxi access to Hardings Way was raised by Cllr. Andrew Jameson in a meeting of the West Norfolk Transport & Infrastructure Steering Group. As you will all be aware, Norfolk County Council is the highways authority and Cllr. Jamieson raised this matter as an elected member, and Deputy Leader of NCC. Borough representatives pointed out the sensitivities of the area, particularly for residents and raised a number of questions about any forthcoming proposal. It was confirmed that the NCC local member (Cllr. Kemp) would be consulted should NCC move the process forward. I am not clear whether NCC do intend to move this matter forward and suggest that, at this point, the local NCC member is best placed to question NCC about that.

In response to a question from Councillor Sayers, Councillor Lintern commented that opportunities to publicise the new coastal pathway from Weybourne to Hunstanton would be looked at by the Tourism Department.

In response to a question from Councillor Kunes relating to loss of Car Parking following the sale of land in Hunstanton, it was confirmed that the car parking would have been considered as part of the proposal and was detailed in the Cabinet Report.

In response to a question from Councillor Heneghan, Councillor Lintern confirmed that the Tourism Officer did consider and promote the whole Borough. Councillor Ring commented that a Marketing Strategy was in the process of being produced and there would be extensive marketing of the Guildhall.

In response to a question from Councillor Kemp, Councillor Beales reminded Council that they would be considering the Local Government Reorganisation Business Case in September.

In response to a question from Councillor Sayers, Councillor Beales confirmed that the Council would be subject to restrictions as set out in the Public Involvement in Health Act relating to the protection of public assets, once a decision on Local Government Reorganisation had been made by Government and until that stage it was business as usual.

In response to a question from Councillor Blunt, Councillor Lintern explained the reasons for the cancellation of the Mini Meet event and she hoped that it would be reinstated the following year, however it needed support from the car clubs. Councillor Lintern confirmed that all of the car clubs had been written to, to ask for their support.

Councillor Kemp referred to the new Health Hub and Councillor Rust agreed to find out more information and report back on why there had been a quiet opening and if there were other services to be opened up within the facility.

Following the meeting, Councillor Rust provided a response to Councillors which set out the general practice services within the site, occupancy and that an opening even would be held once all services were within the building.

Councillor de Winton referred to Anglian Water and sought assurance that there would be no changes to the way that Planning Applications were determined until there had been direct instruction from Government. Councillor Moriarty outlined the stance of Anglian Water and reminded Council that they were not statutory consultees on planning applications. He explained that officers were in regular discussion with the MHCLG on this issue and would keep the Council updated as required.

Councillor Coates referred to fixed penalty notices for dog breeders and asked what further action council could take to find unlicensed breeders. Councillor Moriarty explained that unplanned visits did take

place if issues arose, and he outlined the work carried out in this area, highlighting successful prosecutions which had taken place.

In response to a question from Councillor Sayers, Councillor Beales confirmed that the Borough Council had engaged with Norfolk County Council and the other Norfolk Local Authorities with regard to Local Government Reorganisation.

Councillor Long thanked Councillor Lintern for following up with the Mini Meet arrangements and asked her to give consideration to liabilities if organisations were being asked to help with arrangements for the event.

In response to a question from Councillor Crofts, Councillor Ring provided Council with an overview of joint working with King's Lynn Football Club, confirming that they did pay for use of Alive facilities.

C:51 **MEMBER'S QUESTION TIME**

There were no questions.

The meeting closed at 7.57 pm

**APPOINTMENTS TO OUTSIDE BODIES AGREED BY FULL COUNCIL ON
31ST JULY 2025**

Part Cabinet/part Council appointments

Name of Organisation	Number of Representatives	2025-2026 Appointments
Borough Council/College of West Anglia Liaison Board	1 x Cabinet 1 x nominated by E&C	Beales (Cabinet) Osborne (Council agreed following E&C nomination)
King's Lynn and West Norfolk Area Museums Committee	1 x Cabinet 3 x E&C 1 x Council	Bland (Cabinet), Bubb, Lintern De Whalley, Kemp (Council agreed following E&C nomination)

Council Appointments

Name of Organisation	Number of Representatives	2025-2026 Appointments
Brancaster Commons Committee	1	de Winton
Burnham Overy Harbour Management Committee	1	Sandell
Gaywood Allotment Trust	4	Collop, Rust, Christine Hudson, (non-Council), Margaret Wilkinson (non – council)
Hunstanton and District Festival of Arts	1	Bubb
John Sugars and Backhams Almshouses Charity	2	Heneghan and vacancy
King's Lynn and West Norfolk Borough Charity	2	Bubb, Jones
King's Lynn Community Football	1	Rust
King's Lynn Conservancy Board	4	de Winton, de Whalley, Bearshaw, Jill Bennett
King's Lynn Town Football Club	1 E&C	Bland
Norfolk Police and Crime Panel and Norfolk Countywide Community safety	1 + Sub (the same Members need to be appointed to both bodies)	No nominations– Norfolk Police and Crime Panel state nominations should be Labour Members

Partnership Scrutiny Sub Panel		
North End Trust	1	Jones
Norfolk Health Overview Select Committee	1 + 1 sub	Devulapalli Kemp (substitute)
Outwell Charities	1	Crofts
QEH Governors Council	1	Kemp
SNAP Downham Market	2	Chair - Rose Vice Chair - Osborne
SNAP Hunstanton	2	Chair – Beal Vice Chair - Dickinson
SNAP King’s Lynn	2	Chair – Bone Vice Chair - Heneghan
Sibelco – Leziate Quarry	2	Devulapalli de Whalley
West Norfolk and King’s Lynn Girls School Trust	1	Sandell
West Norfolk Community Transport Project	1 x E&C	Everett
William Cleave Educational Foundation	2	Ware
Norfolk Health Overview and Scrutiny Committee	1 and 1 Substitute	Devulapalli and Kemp
Queen Elizabeth Hospital Governors Council	1	Kemp
West Norfolk Youth Advisory Group	1	Rust

BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK

EXTRAORDINARY COUNCIL

Minutes from the Meeting of Extraordinary Council held on Thursday, 18th September, 2025 at 5.00 pm in the Assembly Room, Town Hall, Saturday Market Place, King's Lynn PE30 5DQ

PRESENT: Councillor A Bullen (Chair)

Councillors B Ayres, A Beales, J Bhondi, P Bland, R Blunt, F Bone, A Bubb, R Coates, Mrs J Collingham, R Colwell, C J Crofts, S Dark, M de Whalley, P Devulapalli, D Heneghan, B Jones, C Joyce, A Kemp, J Kirk, S Lintern, B Long, J Moriarty, C Morley, S Nash, J Osborne, J Ratcliffe, S Ring, C Rose, J Rust, A Ryves, S Sandell, D Sayers, S Squire, M Storey and A Ware

OFFICERS:

Kate Blakemore – Chief Executive

Alexa Baker – Monitoring Officer

C:52 PRAYERS

Prayers were led by Father Ben.

C:53 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Beal, Bearshaw, Collop, Dickinson, Everett, Fry, Hodson, Humphrey, Jamieson, Kunes, Lawrence, Lowe, Moore, Parish, Spikings, Tyler and de Winton.

C:54 DECLARATIONS OF INTEREST

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

Councillors Colwell, Dark, Kemp, Kirk, Long, Moriarty, Sayers, Storey and Ring declared interests in C56: Final Proposal for Local Government Reorganisation in Norfolk as Norfolk County Councillors.

It was noted that the Standards Committee had granted a dispensation to 'twin hatter' on this matter.

C:55 URGENT BUSINESS

There was no Urgent Business.

C:56 RECOMMENDATION FROM CABINET 16 SEPTEMBER 2025 - FINAL PROPOSAL FOR LOCAL GOVERNMENT REORGANISATION IN NORFOLK

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

Councillor Beales, seconded by Councillor Ring, formally proposed the recommendation from the Cabinet Meeting held on 16 September 2025 regarding the Final Proposal for Local Government Reorganisation in Norfolk.

Councillor Beales, in his capacity as Leader, spoke in support of the proposal. He expressed gratitude to all involved in its development and outlined the anticipated social, economic, and financial benefits. He noted that Breckland District Council had confirmed its support for the submission earlier that day.

He further highlighted the opportunities presented by advancing technology, including the integration of artificial intelligence and the advantages of the Prevent Agenda.

Council noted that the proposal had been scrutinised by the Joint Panel and considered by Cabinet on its way through to Full Council. There had also been a range of briefing sessions arranged for Members.

Councillor Long stressed the importance of ensuring the proposal served the residents of West Norfolk. He noted that reorganisation had been imposed on Norfolk, necessitating a submission. He emphasised the significance of local delivery and accountability, particularly in rural areas

Councillor Bone commented that this proposal was the most democratic way forward and the Labour Group would be supporting it. He thanked all those involved and looked forward to the opportunities the new Unitary would bring.

Councillor Kirk confirmed support from the Reform UK Group, stating the proposal was the best option for West Norfolk. He extended thanks to all involved.

Councillor Kemp supported the West Norfolk proposal, commenting that Norfolk was too large to be served by a single Unitary authority. She referenced Norfolk County Council's debt and staffing challenges and called for Government funding to support the reorganisation.

Councillor Devulapalli supported the principle of Reorganisation as Councils should be less complex in order to serve residents. She felt that the three Unitary model was the best way forward and thanked all those involved. She commented that it was a shame that Norfolk County Council had not engaged in the process along with the six Districts.

Councillor Moriarty welcomed the comprehensive briefing sessions and opportunities for Member questions in the lead up to the submission.

He supported the proposal and voiced concern over the content of the Norfolk County Council proposal.

Councillor de Whalley stated that the three Unitary model met Government criteria, addressed local needs, and was robust. He commended the high level of engagement and consultation throughout the process.

Councillor Dark emphasised the importance of progressing with a submission in line with Government timescales. He supported the proposal and clarified that his role at County did not present a conflict of interest.

Councillor Joyce commented that service delivery was important and this proposal was the best for local service delivery. He indicated that he would propose a recorded vote on this item.

Councillor Osborne spoke in support of the proposal, commended the level of engagement and consultation and was confident that the three unitary proposal would work as set out in the submission.

Councillor Sayers thanked all those involved in the submission and commented that he would be supporting the proposal as it was good for local decision making and residents. He hoped that Government would consider the three unitary model as the optimum size to serve residents.

Councillor Ratcliffe spoke in support of the proposal and noted that the Borough Council was in a good position, currently undergoing a period of transformation and in a financially sustainable position. She hoped that Local Government Reorganisation would not interrupt this. She thanked all those involved and commented that all the data and information available in the proposal would serve those new Councillors elected to the Unitary well.

Councillor Jones praised the cross-party collaboration and the work undertaken. He believed the proposal was sustainable and would enhance services for residents.

Councillor Heneghan welcomed Local Government Reorganisation and hoped it would bring more opportunities to the West and prioritisation would be given to ensuring good services for residents.

Councillor Rust thanked all those involved in the process and felt that the three Unitary option was the best for residents as it would provide the opportunity to improve and transform the services currently provided by Norfolk County Council. She commended the level of resident engagement and highlighted that residents need local services to remain.

Councillor Coates congratulated the Leader and all those involved in bringing the proposals forward. He highlighted the importance of continuing to promote the benefits of the three Unitary model, even after the submission had been made.

Councillor Ring thanked all those involved, notably the Leader and Chief Executive and spoke in support of the proposal, describing it as sustainable and transformative. He criticised the County Council's submission for lacking consideration of local service needs and placing undue burden on Parish Councils. He also highlighted the importance of the Prevent Agenda.

In summing up, Councillor Beales reiterated thanks to the Chief Executive and affirmed the Borough's positive working relationship with Norfolk County Council, which he expected to continue. He confirmed his support for the three Unitary model.

Councillor Joyce proposed a recorded vote and this was supported by the requisite amount of Members.

The results of the recorded vote are set out below:

Councillor	For	Against	Abstain
Ayres	For		
Beales	For		
Bhondi	For		
Bland	For		
Blunt	For		
Bone	For		
Bubb	For		
Bullen	For		
Coates	For		
Collingham	For		
Colwell	For		
Crofts	For		
Dark	For		
Devulapalli	For		
Heneghan	For		
Jones	For		
Joyce	For		
Kemp	For		
Kirk	For		
Lintern	For		
Long	For		
Moriarty	For		
Morley	For		
Nash	For		
Osborne	For		
Ratcliffe	For		
Ring	For		

Rose	For		
Rust	For		
Ryves	For		
Sandell	For		
Sayers	For		
Squire	For		
Storey	For		
Ware	For		
de Whalley	For		
TOTAL	36	0	0

RESOLVED: The recommendation from the Cabinet Meeting held on 16th September 2025 was approved as set out below:

1. Notes the content of this report and the ‘Future Norfolk: People, Place, Progress – Final Proposal for a Three-Unitary Model for Local Government Reorganisation in Norfolk’ (**Final Proposal**) annexed to the report.
2. Endorses the Final Proposal for a three-unitary model for local government reorganisation in Norfolk.
3. Delegates to the Chief Executive, in consultation with the Leader, the authority to make any necessary non-material amendments to the Final Proposal and to submit the Final Proposal to the Secretary of State for Housing, Communities and Local Government.

REASON FOR DECISION:

To respond to the statutory invite from the Secretary of State to submit a final proposal for local government reorganisation in Norfolk.

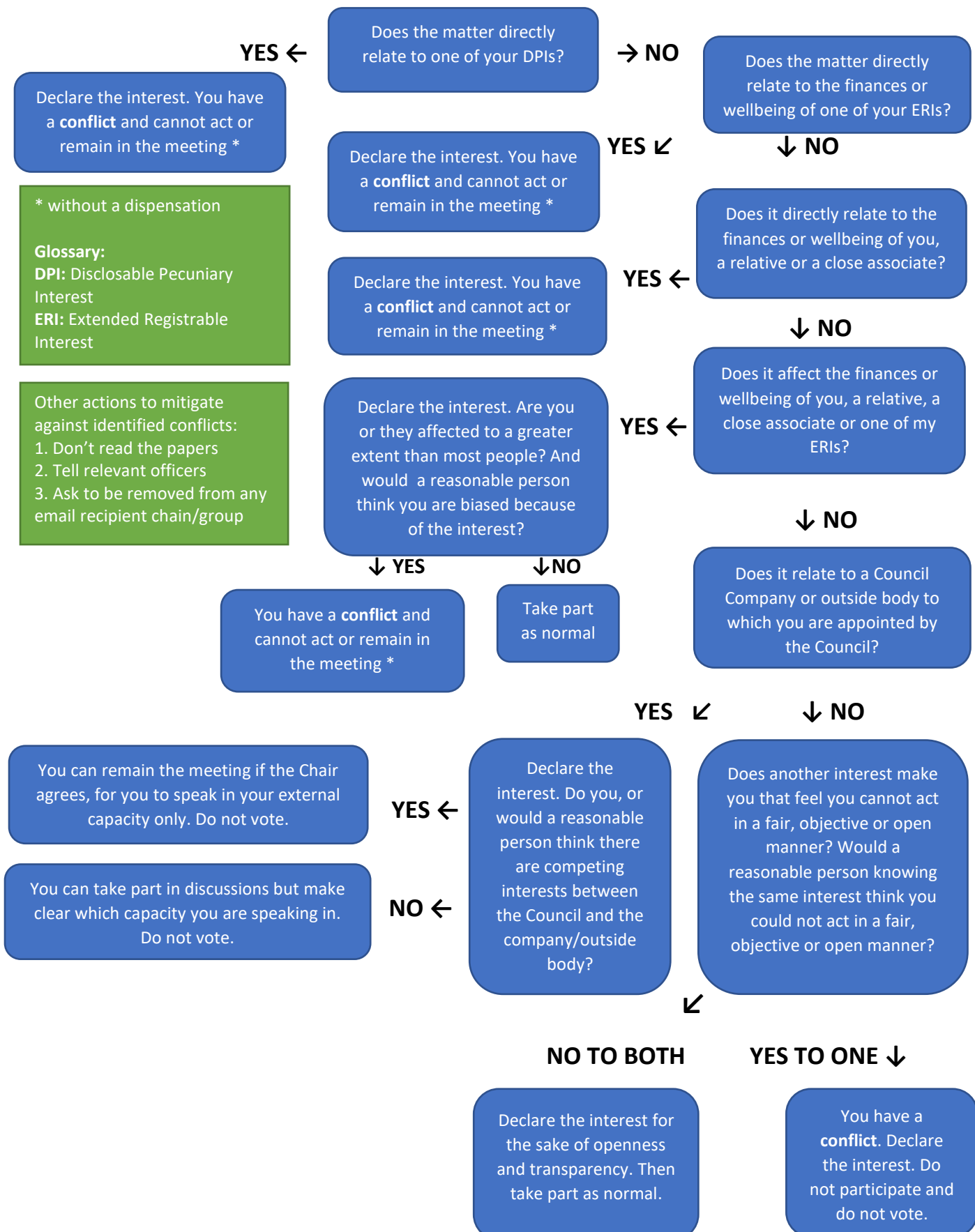
This proposal offers a compelling and credible pathway to reform that is financially sound, strategically aligned, and rooted in local identity. It positions Norfolk to deliver better outcomes for residents, strengthen democratic leadership, and contribute meaningfully to the Government’s wider devolution and public service transformation agenda. It is believed that this proposal has the potential to deliver lasting benefits for communities across Norfolk, and to support a model of governance that is fit for the future.

The meeting closed at 6.11 pm

DECLARING AN INTEREST AND MANAGING ANY CONFLICTS FLOWCHART



START



* 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

RECOMMENDATIONS TO FULL COUNCIL 2 OCTOBER 2025 FROM THE CABINET MEETING HELD ON 23 SEPTEMBER 2025

CAB75 **PLAYING PITCH AND SPORTS FACILITIES STRATEGY ADOPTION**

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

The Portfolio Holder presented the report and outlined how the Strategies would protect spaces and support future funding opportunities.

In response to Cabinet Members questions and comments, it was confirmed that Fields in Trust would remain subject to the current consultation process. It was also clarified that the strategy did not commit to anything, its purpose was to identify potential areas for future development and improvement and lever in funding.

Cabinet noted the importance of being a Marmot place and links to Health and Wellbeing, the variety of facilities available and the age ranges of users.

RECOMMENDED: That Council agree to adopt the playing pitch and sports facilities strategies.

REASON FOR DECISION: To ensure that any decisions around the provision of sport and leisure facilities within the borough are in line with the overall strategy.

CAB76 **BUDGET MONITORING QUARTER 1 - 2025/2026**

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

Cabinet noted that the Corporate Performance Panel had considered this report and supported the recommendations.

The Assistant Director presented the report and highlighted the recommendation to make amendments to the process to move projects between tiers to enable agile decision making.

The Portfolio Holder commended officers for their work to improve the budget position and noted that further work was being carried out on capital spend levels. He also highlighted the potential impact of Local Government Reorganisation, the Second Homes Premium and the Homelessness prevention grant, which strengthened the need to retain healthy reserves.

Officers confirmed that early engagement with Parishes would take place where there could be impacts on their precept levels and lobbying of Government in relation to the Internal Drainage Board levies was continuing.

RECOMMENDED: Revisions as set out in Appendix F to this report to the 'Capital Programme Process' within the approved Capital Strategy for 2025/2026 are adopted.

REASON FOR DECISION: To keep Cabinet informed of performance against budget for Capital and Revenue 2025/2026 based on Quarter 1 data.

CAB79 **CHANGES TO THE CONSTITUTION**

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

The Monitoring Officer presented the report and provided detail of the schedule of substantial changes, as included in the Agenda.

Councillor Morley was pleased to see proposals for an Independent Member on the Audit Committee progressing.

With regard to Outside Bodies it was confirmed that the purpose for appointing Members to Outside Bodies was sufficiently wide and that Members would need to navigate their roles depending on the capacity in which they were appointed and manage any conflicts of interest.

Cabinet noted the work of the Constitution Informal Working Group and noted the ongoing review of Scrutiny Arrangements which would come forward in due course for consideration.

RECOMMENDED: Cabinet recommends to Full Council that the Schedule of Substantive Changes to the Constitution at Annex 1 of the report are approved, to be effective immediately.

REASON FOR DECISION: To fulfil the Council's duty to review its Constitution and keep it up to date.

REPORT TO COUNCIL

Open/Exempt				
Lead Member: Cllr Alistair Beales Email: Cllr.alistair.beales@west-norfolk.gov.uk				
Lead Officer: James Arrandale E-mail: james.arrandale@west-norfolk.gov.uk			Other Officers consulted: Alexa Baker, Andrew Barrett, Rebecca Parker	
Financial Implications: NO	Policy/Personnel Implications: YES	Statutory Implications: NO	Equality Impact Assessment req'd NO	Risk Management Implications NO

Date of Meeting: 2nd October 2025

AMENDMENT OF CGR TERMS OF REFERENCE

RECOMMENDED:

1. To amend the Terms of Reference for the Community Governance Review relating to Hilgay Parish;
2. To amend the Terms of Reference for the Community Governance Review relating to Burnham Market Parish Council.

1 Background

The Council is currently conducting two Community Governance Reviews (**CGR's**):

- For Hilgay Parish, on the issue of whether to split the Parish and to form a separate Ten Mile Bank parish; and
- For Burnham Market Parish Council, on whether to reduce Councillor numbers.

On 27th February 2025, Full Council approved Terms of Reference for the two CGR's. Those Terms of Reference now require updating on two points:

- i. to reflect the involvement of the Electoral Arrangements Committee (**EAC**), and
- ii. revising the CGR timetable.

For completeness, the EAC's functions within its own terms of reference include "*making recommendations to Full Council on the Terms of Reference for each valid CGR*". In principle, therefore, the EAC could be asked to review these Terms of Reference for consideration by Full Council. It is recommended that EAC is not asked to do this here, as it would create unnecessary delay in respect of what are simple administrative updates. The EAC's terms of reference do not prevent Full Council from taking this decision without waiting to receive recommendations.

Appendices

Revised Terms of Reference for the Hilgay Parish Community Governance Review;

Revised Terms of Reference for the Burnham Market Parish Council Community Governance Review.



Terms of Reference

Amended 2nd October 2025

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1. What is a Community Governance Review?

Community Governance Reviews (**CGRs**) are the procedures in which governance arrangements for parish councils and areas are reviewed and changes can be proposed.

The powers to carry out CGRs are exercised by principal councils (in this case, the Borough Council of King's Lynn & West Norfolk, hereafter the Borough Council) under Part 4, Chapter 3 of the *Local Government and Public Involvement in Health Act 2007*.

CGRs enable citizens and community groups to address issues of democracy by providing the opportunity to address community governance, for example where there have been changes to the number or makeup of a population, or to address boundary issues / anomalies following development.

The outcomes to CGRs can include:

- Changes to parish or area boundaries
- Merging or splitting parishes/areas
- Changing the number of councillors

2. Why is the Borough Council undertaking a Community Governance Review?

Reviews may commence under four particular circumstances:

1. At the discretion of the Borough Council.
2. By decision of the Borough Council in response to a 'reasonable request'. i.e. from a parish council.
3. In response to a valid Community Governance Application from a 'Neighbourhood Forum' (in which case a CGR is mandatory per Section 83(2) of the 2007 Act) or
4. In response to a valid Community Governance Petition (in which case a CGR is mandatory per Section 83(2) of the 2007 Act).

The Borough Council have received a valid Community Governance Petition from the electors of Ten Mile Bank Ward of Hilgay Parish.

The change suggested in the petition requests that Hilgay Parish and its existing wards of Hilgay and Ten Mile Bank are reorganised into two separate parishes with respective councils, split along existing parish and ward boundaries.

The Borough Council have a statutory duty to conduct a review to assess and make a decision in response to this request.

3. Background

3.1 Petition Summary

Area petition received from: Ten Mile Bank Ward, Hilgay Parish.

Date Petition Received: 14th November 2024.

Electorate for Ten Mile Bank Ward as of 14th November 2024: 351.

Percentage of electorate required to trigger CGR: 37.5% of electorate = 132 signatories (rounded).

Signatures received: 154 valid / 9 invalid (7 unregistered, 2 wholly out of area).

Percentage of valid signatures against number of electorate: **43.78%**.

3.2 Area

Hilgay Parish lies at the southern part of the King's Lynn and West Norfolk Borough district. The parish is currently comprised of two villages in two wards:

- The village of Hilgay, in Hilgay Ward, is situated four miles south of Downham Market, east of the A10 carriageway.
- The village of Ten Mile Bank, in Ten Mile Bank Ward, is situated one mile further south of Hilgay, west of the A10 carriageway.

Each of Hilgay and Ten Mile Bank is designated a 'Rural Village' by the Borough Council's Core Strategy.

3.3 Area maps

Figure 1, below: Hilgay Parish (Hilgay Ward) area and polling district (XA6)

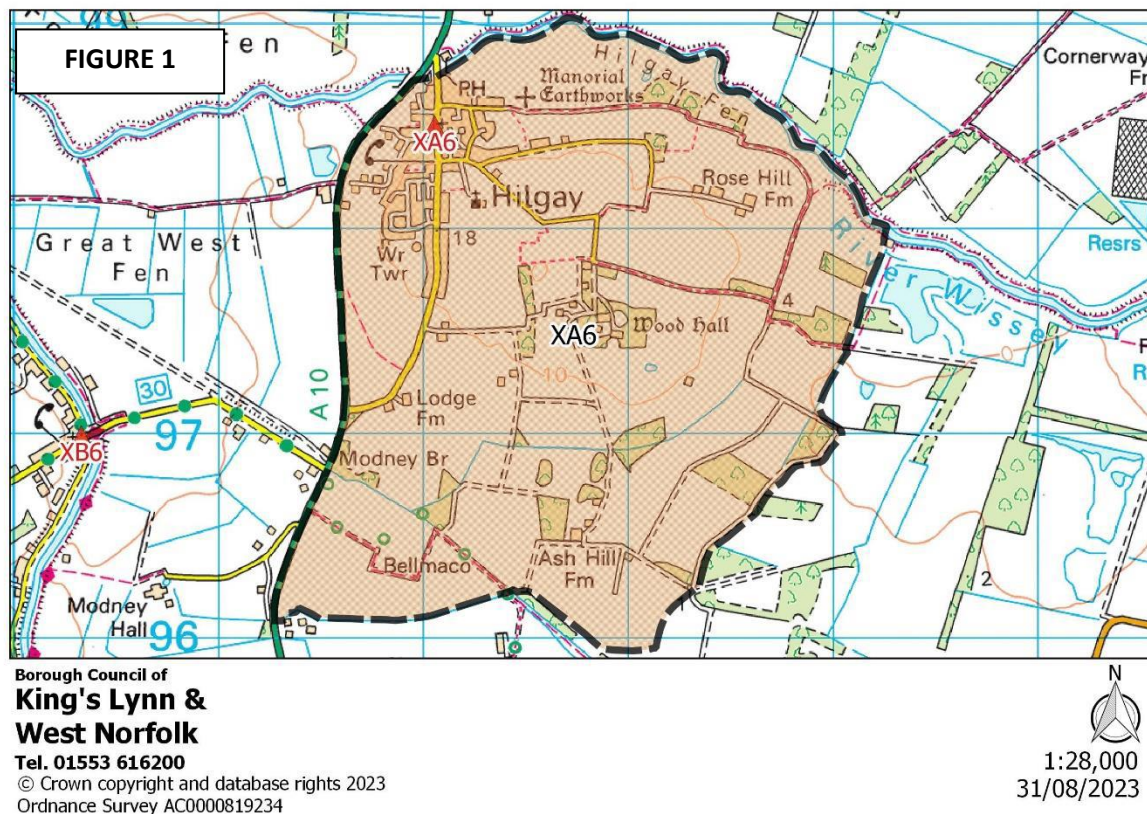
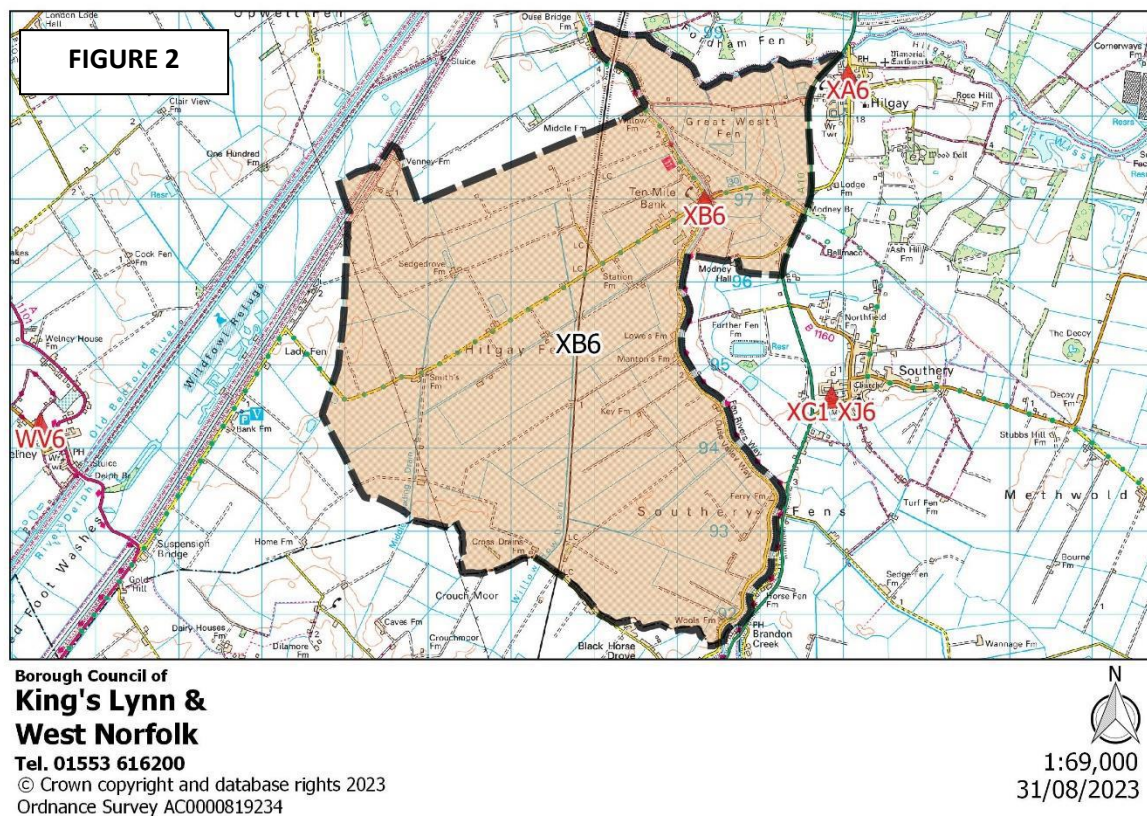


Figure 2, below: Hilgay Parish (Ten Mile Bank Ward) area and polling district (XB6).



Please also see 1:10,000 scale map of Hilgay Parish, supplied separately.

3.4 Democratic Structure

Hilgay Parish is part of the South West Norfolk parliamentary constituency.

Within the Norfolk County Council electoral structure, Hilgay Parish is part of the Feltwell Electoral Division.

Within the Borough electoral structure, Hilgay Ward is included in the Denver Borough Ward. Ten Mile Bank Ward is included in the Feltwell Borough Ward.

Hilgay and Ten Mile Bank parish and ward boundaries form individual polling districts, with one polling station designated in each. Please see section 3.3 for mapping.

Hilgay Parish Council has a total allocation of 13 councillors. 9 councillors are allocated to Hilgay Ward. 4 are allocated to Ten Mile Bank Ward.

Hilgay Parish Council have a parish precept charged within the council tax of £72.25 for a Band D property for 2024/5.

3.5 Population and Planning

The resident population of Hilgay Parish has decreased since the 2011 census. Census data does not provide population figures on a parish ward level.

Year	Population	Variance
2011	1,341	N/A
2021	1,300	-41

As of 5th December 2024 there are 16 proposed dwellings awaiting a decision by planning within Hilgay Parish.

A further 16 dwellings have permission granted for construction within Hilgay Parish, of which 13 have commenced. Of the commencements, 9 are situated within the Hilgay Ward and 4 in Ten Mile Bank Ward.

The above would not indicate a significant increase in population over the next 5 years in either ward.

4. Electoral Matters

4.1 Elections and councillors

At the May 2023 parish elections, Hilgay Parish Council results were declared uncontested. Candidate numbers were below or equal to the thresholds for an election to be held. 2 candidates were elected uncontested to Hilgay Ward, out of 9 vacancies. 4 candidates were elected uncontested to Ten Mile Bank Ward, out of 4 vacancies.

As of 10th December 2024, there are 10 sitting councillors on Hilgay Parish Council out of a potential 13. 9 are sitting on Hilgay Ward, at full capacity. There are 3 vacancies out of a total of 4 seats on Ten Mile Bank Ward following 4 resignations in September 2024.

4.2 Electorate

Elector numbers in Hilgay Parish (Hilgay Ward) have decreased over 10 years, while numbers in Hilgay Parish (Ten Mile Bank Ward) have increased.

Year*	Hilgay Ward Electorate	Ten Mile Bank Ward Electorate	Parish Total
2014	748	305	1053
2019	755	323	1078
2024	714	346	1060

*9th December of corresponding year

The Electoral Services department do not expect significant growth to these figures over the next 5 years.

The current ratio of 13 councillors to the number of total registered electors is **81.5**

The current ratio of 9 councillors to the number of registered voters in Hilgay Ward is **79.3**.

The current ratio of 4 councillors to the number of registered voters in Ten Mile Bank Ward **86.5**.

5. Scope and conduct of review

This review is restricted to the Hilgay Parish area.

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

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

The Borough Council intends to implement two consultation periods. Under Section 93 (3) Borough Council must consult;

- Local electors for the area under review.
- Any other party or body which appears to the Borough Council to have an interest in the review.

The Borough Council will consider the effect of new and forecast development activity on existing parish boundaries. Parish boundaries should be easily identifiable and reflect the separation of settlements recognised locally as having their own identity. These boundaries should generally reflect the areas between communities with low populations or physical barriers such as rivers or man-made features such as railways or motorways.

The review will be completed when the Borough Council resolves to accept final recommendations and authorises completion of a Reorganisation of Community Governance Order (**RCGO**).

If the Borough Council decides to take no action then it will not be necessary to make an Order.

Any RCGO should for administrative and financial reasons take effect on 1 April following the date on which it is made. Electoral arrangements will come into force at the first elections following the making of the Order.

Copies of the Order, supporting maps and documents setting out the reasons for the decisions taken will be published in accordance with the requirements of the 2007 Act. They shall be available at the Borough Council's offices and on its website, and copies will be sent to:

- the Secretary of State for Housing Communities and Local Government
- the Local Government Boundary Commission for England
- the Office of National Statistics
- the Director General of the Ordnance Survey
- Norfolk County Council
- the Audit Commission
- Norfolk Association of Local Councils

5.1A Borough Council Electoral Arrangements Committee

On 2nd October 2025 the Borough Council amended its internal arrangements for conducting this Community Governance Review. The work of reviewing consultation responses and making recommendations to Full Council will now be carried out by an Electoral Arrangements Committee of Borough Councillors ("**EA Committee**"), rather than by the Borough Council's Cabinet. This change is consistent with practice at other local authorities, and is made in the interests of improving governance.

As a result of this change, amendments have been made to the timetable for the CGR. These are set out in the revised timetable in section 6 of this document.

5.1 Consequential matters

If an Order is made it may be necessary to cover certain consequential matters in that Order. These may include:

- a) the transfer and management or custody of any property
- b) the setting of a precept (council tax levy) for the new parish council
- c) provision with respect to the transfer of any functions, property, rights and liabilities
- d) Provision for the transfer of staff, compensation for loss of office, pensions and other staffing matters.

The Borough Council will also take into account the requirements of the Local Government Finance (New Parishes) Regulations 2008 when calculating the budget requirement of any new parish councils when setting the council tax levy to be charged.

5.2 Responsibility for this CGR

The review will be conducted by officers from key departments.

Officers can be contacted regarding the review via elections@west-norfolk.gov.uk

6. Review timetable

Before making any recommendations or publishing final proposals, the Borough Council must consult local government electors for the area under review and any other person or body (including a local authority) which appears to the Borough Council to have an interest in the review.

The Borough Council will therefore:

- publish a Notice and these Terms of Reference on the Borough Council's website and arrange for copies to be available for public inspection
- send a copy of the Notice and these Terms of Reference to Hilgay Parish Clerk
- seek to arrange for the notice to be published on the parish council website and notice board(s); and
- send a copy of the Notice and these Terms of Reference to the local Member of Parliament.

Before making any recommendations, the Borough Council will take account of any representations received.

The Borough Council will publish its recommendations as soon as practicable and take such steps as it considers sufficient to ensure that persons who may be interested in the Community Governance Review are informed of the recommendations and the reasons behind them.

The Borough Council will notify each consultee and any other persons or bodies who have made written representations of the outcome of the Review.

Revised Timetable

Alterations to the timetable are indicated below.

Action	Date
Community Governance Petition Received	14 th November 2024
Terms of Reference and Cabinet Report drafted	24 th December 2024
Draft Terms of Reference – Agreed by Cabinet	4 th February 2025
Draft Terms of Reference – Agreed by Full Council	27 th February 2025
REVIEW COMMENCES	
Terms of Reference and Notice to be published on the Borough Council's website and made available for inspection Copies sent to Parish Clerk and local MP.	By 4 th March 2025
First consultation period commences	10 th March 2025

First consultation period closes	20 th April 2025
Analysis and potential proposals drafted	By 5 th June 2025
<i>Full Council to approve formation of EA Committee</i>	<i>2nd October 2025</i>
<i>Analysis and potential proposals presented to EA Committee</i>	<i>Date TBC prior to 10th November 2025</i>
<i>Analysis and potential proposals – To be considered and approved by EA Committee</i>	<i>Date TBC prior to 19th November 2025</i>
<i>Analysis and potential proposals - presented to Full Council and a vote will be taken.</i>	<i>27th November 2025</i>

At the above meeting, Full Council will either decide (1) to maintain the current Parish Council arrangements, or (2) to consider arrangements to dissolve the existing Hilgay Parish Council and create two new separate Parish Councils: 'Hilgay' and 'Ten Mile Bank'. The following table sections outline the timetable for each of these options.

<u>Option 1:</u> Keep current Parish Council arrangements and maintain the status quo	
No requirement for a 2 nd stage consultation period. CGR formally ends with immediate effect.	<i>27th November 2025</i>

OR

<u>Option 2:</u> Consider arrangements for dissolving existing Hilgay Parish Council and creating 2 new Parish Councils.	
Second consultation period commences	<i>8th December 2026</i>
Second consultation period closes	<i>18th January 2026</i>
Final proposals drafted	<i>By 9th February 2026</i>
Draft final proposals - considered by EA Committee	<i>By 17th February 2026</i>
Draft final proposals – considered by Full Council	<i>26th February 2026</i>
REVIEW CONCLUDES	
Final Recommendations published	<i>By 27th February 2026</i>
Review Orders made if required	<i>By 6th March 2026</i>
Review Order referred to LGBCE, Secretary of State for DHCLG, ONS, Ordnance Survey if required	<i>By 6th March 2026</i>
Potential governance changes take effect (not including electoral arrangements).	<i>Subject to contents of Review Order</i>

*Timetable will be republished should alteration be required.

7. Representations

The Borough Council welcomes representations during the specified consultation stages as set out in the timetable from any person or body who may wish to comment or make proposals on any aspect of the matters included in the Review.

Representations may be made in the following ways:

Online: Dedicated pages on the Borough Council's website.

By Email: elections@west-norfolk.gov.uk

By Post: Electoral Registration Officer, The Borough Council of King's Lynn and West Norfolk, Kings Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX



Terms of Reference

Amended 2nd October 2025

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The outcomes to CGRs can include:

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4. In response to a valid Community Governance Petition (in which case a CGR is mandatory per Section 83(2) of the 2007 Act).

Burnham Market Parish Council have requested a reduction to the number of their parish councillors.

The proposal is to reduce the number of councillors from 11 to 8. Burnham Market Parish Council have stated that they have "struggled to keep more than 8 regular parish councillors and have only managed 11 once in the last three years".

On 10th December 2024, the council Cabinet resolved to allow Borough Council officers to conduct a Community Governance Review in response to this request.

3. Background

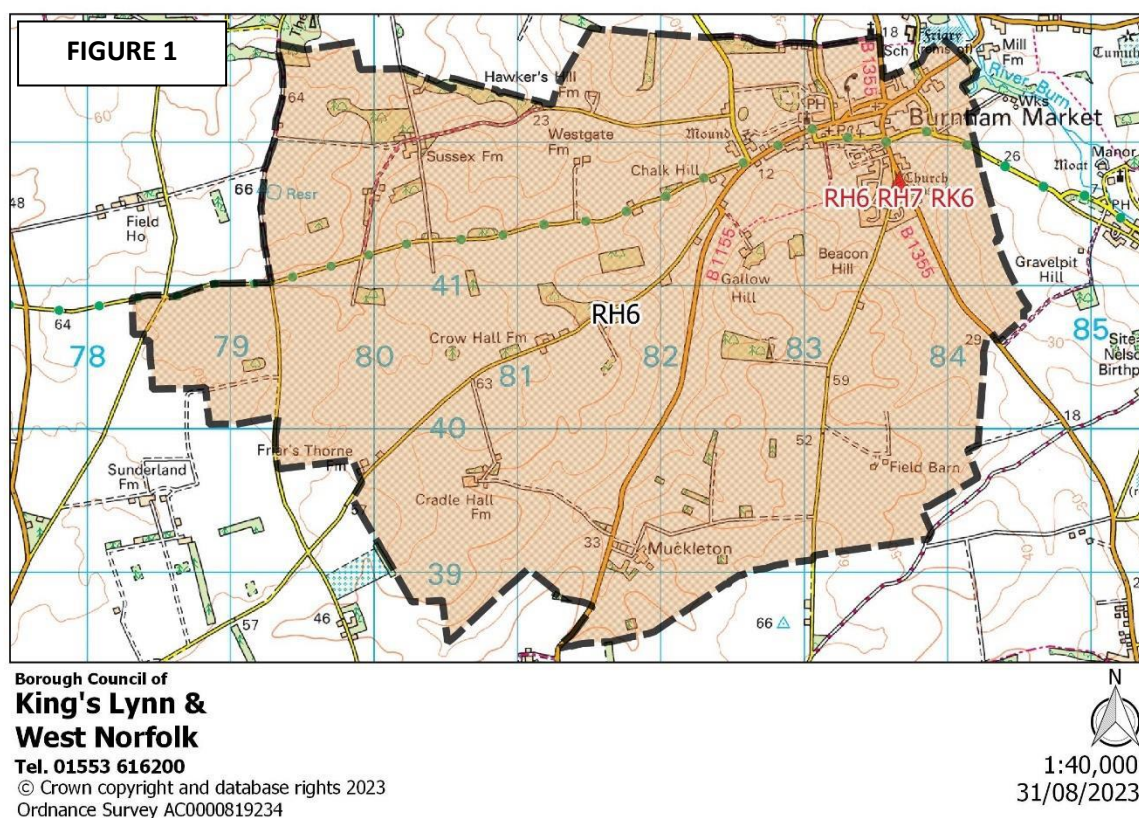
3.1 Area

Burnham Market lies at the north-eastern is part of the King's Lynn and West Norfolk Borough District.

The village of Burnham Market represents the parish's largest settlement. It is situated close to the coast within the Norfolk Coast Area of Outstanding Natural Beauty. It is designated a 'Key Rural Service Centre' by the Borough Council's Core Strategy.

3.2 Area maps

Figure 1, below: Burnham Market Parish area and polling district (RH6) boundary.



Please see 1:10,000 scale map of parish, supplied separately.

3.3 Democratic structure

Burnham Market Parish is part of the North-West Norfolk parliamentary constituency.

Within the Norfolk County Council electoral structure, Burnham Market Parish is part of the North Coast Electoral Division.

Within the Borough electoral structure, Burnham Market Parish is included in the Burnham Market & Docking Ward.

The Burnham Market Parish boundary also represents the polling district area, served by one polling station. See point 3.2.

Burnham Market Parish Council has a total allocation of 11 councillors.

Burnham Market Parish Council have a parish precept charged within the council tax of £71.00 for a Band D property for 2024/5.

3.4 Population and Planning

The resident population of Burnham Market parish has decreased since the 2011 census.

Year	Population	Variance
2011	877	N/A
2021	724	-153

The electoral register for the parish records 237 properties declared as second homes as of 5th December 2024.

As of 5th December 2024 there are 4 proposed dwellings awaiting a decision by planning. Of 33 granted dwellings, 13 have commenced.

4. Electoral Matters

4.1 Elections and councillors

At the May 2023 parish elections, 4 councillors were elected uncontested to Burnham Market Parish Council out of 11 vacancies.

As of 1st December 2024, there are 6 sitting councillors on the parish council.

3 of the councillors currently sitting have been co-opted to the parish council since the May 2023 elections.

1 person has resigned since being elected uncontested at the May 2023 elections.

1 person has been co-opted and resigned since the May 2023 elections.

4 councillors must remain sitting for the parish council to stay quorate. Should the number fall below 4, the parish council will be inquorate and unable to act.

Reducing the number of potential councillors from 11 to 8 would mean the parish council would need a minimum of 3 to remain quorate.

4.2 Electorate

Burnham Market parish has experienced a decrease in the number of registered electors;

Year	Electorate	Variance
2018 (2 nd January)	703	N/A
2024 (2 nd January)	617	-86
2024 (5 th December)	622	+5

The Electoral Services department do not expect significant growth to the electorate over the next 5 years, it is likely to continue to decrease.

The ratio of 11 councillors to number of registered electors has decreased from **63.9** to **56.55** within this time.

5. Scope and conduct of review

This review is restricted to the Burnham Market parish area.

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

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

The Borough Council intends to implement two consultation periods. Under Section 93 (3) Borough Council must consult;

- Local electors for the area under review.
- Any other party or body which appears to the Borough Council to have an interest in the review.

The Borough Council will consider the effect of new and forecast development activity on existing parish boundaries. Parish boundaries should be easily identifiable and reflect the separation of settlements recognised locally as having their own identity. These boundaries should generally reflect the areas between communities with low populations or physical barriers such as rivers or man-made features such as railways or motorways.

The review will be completed when the Borough Council resolves to accept final recommendations and authorises completion of a Reorganisation of Community Governance Order (**RCGO**).

If the Borough Council decides to take no action then it will not be necessary to make an Order.

Any RCGO should for administrative and financial reasons take effect on 1 April following the date on which it is made. Electoral arrangements will come into force at the first elections following the making of the Order.

Copies of the Order, supporting maps and documents setting out the reasons for the decisions taken will be published in accordance with the requirements of the 2007 Act. They shall be available at the Borough Council's offices and on its website, and copies will be sent to:

- the Secretary of State for Housing Communities and Local Government
- the Local Government Boundary Commission for England
- the Office of National Statistics
- the Director General of the Ordnance Survey
- Norfolk County Council
- the Audit Commission
- Norfolk Association of Local Councils

5.1A Borough Council Electoral Arrangements Committee

On 2nd October 2025 the Borough Council amended its internal arrangements for conducting this Community Governance Review. The work of reviewing consultation responses and making recommendations to Full Council will now be carried out by an Electoral Arrangements Committee of Borough Councillors (“EA Committee”), rather than by the Borough Council’s Cabinet. This change is consistent with practice at other local authorities, and is made in the interests of improving governance.

As a result of this change, amendments have been made to the timetable for the CGR. These are set out in the revised timetable in section 6 of this document.

5.1 Consequential matters

If an Order is made it may be necessary to cover certain consequential matters in that Order. These may include:

- a) the transfer and management or custody of any property
- b) the setting of a precept (council tax levy) for the new parish council
- c) provision with respect to the transfer of any functions, property, rights and liabilities
- d) Provision for the transfer of staff, compensation for loss of office, pensions and other staffing matters.

The Borough Council will also take into account the requirements of the Local Government Finance (New Parishes) Regulations 2008 when calculating the budget requirement of any new parish councils when setting the council tax levy to be charged.

5.2 Responsibility for this CGR

The review will be conducted by officers from key departments.

Officers can be contacted regarding the review via elections@west-norfolk.gov.uk

6. Review timetable

Before making any recommendations or publishing final proposals, the Borough Council must consult local government electors for the area under review and any other person or body (including a local authority) which appears to the Borough Council to have an interest in the review.

The Borough Council will therefore:

- publish a Notice and these Terms of Reference on the Borough Council's website and arrange for copies to be available for public inspection
- send a copy of the Notice and these Terms of Reference to Burnham Parish Clerk
- seek to arrange for the notice to be published on the parish council website and notice board(s); and
- send a copy of the Notice and these Terms of Reference to the local Member of Parliament.

Before making any recommendations, the Borough Council will take account of any representations received.

The Borough Council will publish its recommendations as soon as practicable and take such steps as it considers sufficient to ensure that persons who may be interested in the Community Governance Review are informed of the recommendations and the reasons behind them.

The Borough Council will notify each consultee and any other persons or bodies who have made written representations of the outcome of the Review.

Action	Date
Request to conduct Community Governance Review - Cabinet report drafted	24 th October 2024
Request to conduct Community Governance Review – Considered by Cabinet	10 th December 2024
Terms of Reference and Cabinet Report drafted	24 th December 2024
Request to conduct Community Governance Review – Considered by Full Council	30 th January 2025
Draft Terms of Reference – Agreed by Cabinet	4 th February 2025

Draft Terms of Reference – Agreed by Full Council	27 th February 2025
REVIEW COMMENCES	
Terms of Reference and Notice to be published on the Borough Council's website and made available for inspection. Copies sent to Parish Clerk and local MP.	By 4 th March 2025
Consultation period commences	10 th March 2025
Consultation period closes	20 th April 2025
Final proposals drafted	5 th June 2025 (Provisional)
Full Council to approve formation of EA Committee	2nd October 2025
Draft final proposals - Considered and approved by EA Committee	Date TBC prior to 19th November 2025
Draft final proposals – Considered by Full Council	27th November 2025
REVIEW CONCLUDES	
Final Recommendations published	By 28th November 2025
Review Orders made if required	By 5th December 2025
Review Order referred to LGBCE, Secretary of State for DHCLG, ONS, Ordnance Survey if required	By 5th December 2025
Potential changes take effect	Subject to contents of Review Order

*Timetable will be republished should alteration be required.

7. Representations

The Borough Council welcomes representations during the specified consultation stages as set out in the timetable from any person or body who may wish to comment or make proposals on any aspect of the matters included in the Review.

Representations may be made in the following ways:

Online: Dedicated pages on the Borough Council's website.

By Email: elections@west-norfolk.gov.uk

By Post: Electoral Registration Officer, The Borough Council of King's Lynn and West Norfolk, Kings Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX

REPORT TO COUNCIL

Open/Exempt				
Lead Member: Cllr Alistair Beales Email: Cllr.alistair.beales@west-norfolk.gov.uk				
Lead Officer: James Arrandale E-mail: james.arrandale@west-norfolk.gov.uk			Other Officers consulted: Alexa Baker, Andrew Barrett, Rebecca Parker	
Financial Implications NO	Policy/Personnel Implications YES	Statutory Implications NO	Equality Impact Assessment req'd NO	Risk Management Implications NO

Date of Meeting : 2nd October 2025

TITLE: APPOINTMENTS TO ELECTORAL ARRANGEMENTS COMMITTEE**RECOMMENDED:**

1. To appoint the Chair and Vice Chair of the Electoral Arrangements Committee

1 Background

On 23rd September 2025, Cabinet recommended the creation of an Electoral Arrangements Committee (**EAC**), whose functions include the oversight of reviews of boundaries and polling matters, and of Community Governance Reviews.

As at the date of this Report, it is anticipated that Council shall have approved the creation of the EAC prior to considering this recommendation.

The EAC's members have been nominated by Group Leaders as follows:

Independent Group:

- Cllr Terry Parish;
- Cllr Sue Lintern;
- Cllr Simon Ring;
- Cllr Alistair Beales;

Local Conservatives Group:

- TBC
- TBC
- TBC

Labour Group:

- Cllr Steve Everett (Chair of KLAC);

Reform Group

- Cllr Jacqueline Fry;

Progressive Group

- Cllr Alexandra Kemp

As with Full Council Committees generally, Group Leaders retain the discretion over membership of the Committee going forward.

As regards the appointment of the Chair position, the Constitution does not deal expressly with the current scenario, where a committee is created mid-year. It provides for appointment of Committee Chairs and Vice-Chairs at Annual Council, and Standing Order 29.2(a) provides that Full Council can appoint chairs outside Annual Council where the Chair resigns "*or is otherwise permanently vacated*".

It is recommended that this Standing Order is followed by analogy, and that Full Council appoint the Chair and Vice-Chair of the EAC in the current meeting.

CABINET MEMBERS REPORT TO COUNCIL

2 October 2025

COUNCILLOR MICHAEL de WHALLEY - CABINET MEMBER FOR CLIMATE CHANGE AND BIODIVERSITY

For the period 23 July 2025 to 23 September 2025

1 Progress on Portfolio Matters.

Vehicle Fleet Review

The project seeks to decarbonise the Council's vehicle fleet. To inform this, Mitie were commissioned to analyse the fleet and recommend a decarbonisation pathway. The final report has been received, considered by Corporate Leadership Team and discussions regarding capital programme planning for a project are ongoing.

EV charging infrastructure is being improved at the depot to support the 4 EV vans in the fleet.

Schools Climate Competition Project

Schools pre-recorded their entries and were judged by a panel on 2 July at an online celebration event.

Judging Panel:

Cllr Rust / Cllr de Whalley / Elena Almey-Parish / Laura Ferrier (from Groundwork East).

Winners were as follows:

1st place – Weather station from Weather Shop – West Winch

2nd place – Books from Bags of Books - Whitefriars

3rd place – Bug hunt kit from Amazon and bug hotel from CJ Wildlife – Ashwicken

The winners have been presented with their prize of a weather station, by the Mayor, at a school assembly.

Solar Together

The group buying scheme is now being promoted for a third year.

Last year's campaign resulted in:

- 65 solar Photo Voltaic (PV) installations
- 5 battery installations
- 7 EV charging point installations

Total householder investment in the 2024 solar PV scheme was £480,518 with an estimated saving of 57 tCO₂e.

Since the council has participated in Solar Together, householders have invested over £1.9 million in solar PV with an estimated annual carbon saving of 161 tCO₂e.

For installations in 2026, householders have registered as follows:

207 Solar PV
20 Battery storage
89 EV chargers
6 Businesses

Registrations for this scheme shut on the 7th November 2025.

Carbon Audit

The 2023/24 carbon audit is available on our website and work continues on the 2024/25 audit. We are looking at processes to speed up and automate this and any data collection it requires.

Carbon Literacy Training

Our e-learning provider is finalising the training material for use in the council's e-learning platform, which will be made available for all staff and members shortly.

Village Green, South Lynn

A service level agreement has been signed by Harding's Pits Community Association for the care of the area of South Lynn to be designated as a Village Green, which includes Harding's Pits Doorstep Green, the Community Orchard and the "Beuys' Acorns" site. The Village Green application has been signed-off for submission to Norfolk County Council.

Ferry

Cllr Andy Bullen, Mayor of King's Lynn & West Norfolk, officially reopened the ferry service and was one of its first passengers on its maiden voyage at 7am on Monday 11 August. Also, Revd Canon Adrian Ling, Rector of South and West Lynn, blessed the ferry before its first crossing of the river.

The Borough Council has appointed Greyfriars PM to support a study that will inform future infrastructure improvements to the ferry landings. Greyfriars PM is currently reviewing all existing information and has engaged stakeholders.

Norfolk Climate Change Partnership (NCCP)

The partnership has been approached by Innovate UK regarding a follow up bid to further the work of the Norfolk Net Zero Communities project. An application is being prepared and, if successful, will lead to the development of a one-stop online hub offering energy advice and retrofit guidance tailored to local communities and life stages. Information is likely to cover efficient heating and cooling, energy efficiency, and cost-of-living support and incorporate video content such as:

- Retrofit explainers
- Personal retrofit journeys
- Extended case studies
- Technology demonstrations
- Energy tariff guidance

Norfolk Net Zero Communities

The project concluded in July 2025 with research findings considered by several workshops that involved the 7 participating communities. Workshop attendees discussed the project's legacy and potential for future action.

A final report will be published on the NCCP website for the project's funders Innovate UK.

LED Lighting

Discussions are ongoing with the Pelican's club with regards to upgrading the remaining sports pitches at Lynnsport to LED.

Proposals have also been received for upgrading internal lighting at Oasis, Lynnsport, BCKLWN Depot and Regis Place. These works remain subject to budget allocation (circa £50k).

Streetlighting Phase II

Works to upgrade our remaining streetlighting to LED have been awarded to Amey, a very experienced contractor in this field. Amey has surveyed the lighting columns and is expected to start works shortly following an initial kick-off meeting, expected to take place early October.

Re:Fit

Works are continuing to improve the performance from our heat pumps. On Thursday 18th September, the manufacturer's (Panasonic) engineers attended site to undertake an assessment of the installation at King's Court. This is expected to provide clarity as to whether the installation is consistent with Panasonic's requirements and, if so, confirm whether the issues identified are due to installation, or with the heat pump equipment. The results from this exercise are expected to help resolve issues across a number other sites, where the installation mirrors that at King's Court.

A snagging list (i.e. defects, faults or incomplete tasks) has been prepared and is being worked through with our contractors, Ameresco.

We are looking at ways in which Domestic Hot Water (i.e. drawn from taps, showers etc.) is managed to provide efficiency improvements and deliver operational benefits.

Solar Panels

Proposals have been received for the installation of solar photovoltaics at KLIC and Downham Market Leisure Centre. A review of the Corn Exchanges'

electricity consumption patterns reveals that a solar installation could be viable, subject to an appropriate mounting system being found.

Again, these projects can be brought forward, subject to approval and budget.

Biodiversity Competition

The competition to celebrate wildlife in West Norfolk gardens concluded with a well-attended ceremony held at King's Lynn Town Hall on 19 September.

Awards were presented by Cllr Andy Bullen, Mayor of King's Lynn & West Norfolk.

King's Lynn Climate Change Business Expo

Took place on Tuesday, 23 September 2025 at The Corn Exchange, King's Lynn. Building on the success of the inaugural expo in June 2022, twenty-seven businesses showcased their work to reduce carbon emissions.

Climate

Since the 1980s the UK climate has been warming at a rate of approximately 0.25°C per decade. UK sea levels have risen 19.5cm since 1901.

Source: "State of the UK Climate in 2024," Met Office National Climate Information Centre, Exeter, UK.

August 2025 was the third-warmest August on record globally, with an average surface air temperature of 16.60°C, 0.22°C cooler than the joint record set in August 2023 and 2024. August was about 1.29°C warmer than an estimate of the August average for 1850-1900, the designated pre-industrial reference period. It was the fifth month in the last 26 months with a global temperature less than 1.5°C above the pre-industrial level.

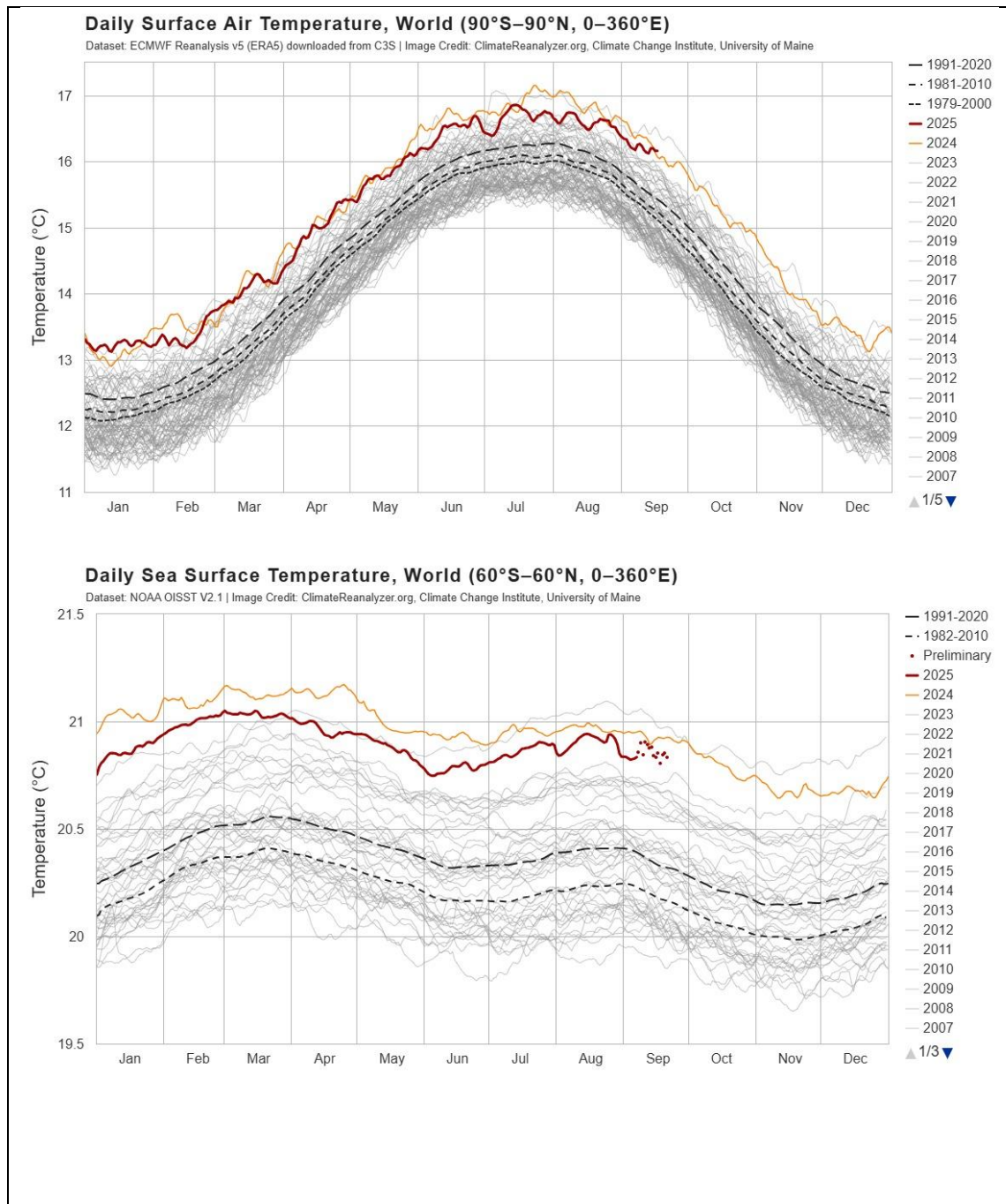
The average global sea surface temperature (SST) for August 2025 over 60°S to 60°N was 20.82°C, the third-highest for the month in the dataset, 0.16°C below the record set in August 2023. Sea surface temperature is defined over the global extrapolar ocean, from 60°S to 60°N. This is used as a standard diagnostic for climate monitoring.

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

Arctic sea ice extent for August 2025 was 5.9 million km², circa 12% (0.8 million km²) below the 1991–2020 average, the 8th-lowest monthly extent for August in the 47-year satellite record.

The average Antarctic sea ice extent for the month was 16.9 million km², about 7% (1.3 million km²) below the 1991–2020 average, ranking as the third-lowest August extent in the satellite record.

Data source: OSI SAF Sea Ice Index v2.3



2 Forthcoming Activities and Developments.

Beat Your Bills Roadshow

Docking (Indoor Market) – 15/10/2025 09:00-13:00

Hunstanton (Helping Hands Café) – 27/10/2025 10:00-12:00

King's Lynn Discovery Centre (Spooky Fun Day) – 30/10/2025 12:00-15:00

Downham Market (Downham Market) – 31/10/2025 09:00-14:00

Runciton Holme (Coffee Morning) – 05/11/2025 10:00-12:00

Marshland St James (Farmers Market) – 30/11/2025 10:00-14:00

Wimbotsham (Café Connect) – 06/12/2025 10:00-12:00

Hilgay (Christmas Coffee Morning) – 11/12/2025 10:00-12:00

Feltwell (Coffee Morning) – 07/01/2026 09:00-12:00

Hunstanton (Friday Group) – 09/01/2026 10:00-12:00

Dersingham (Coffee Morning) – 15/01/2026 10:00-12:30

Heacham (Chit, Chat & Coffee) – 17/02/2026 10:00-11:30

3 Meetings Attended and Meetings Scheduled

Cabinet Briefings

Cabinet Sifting

Cabinet

Norfolk Records Committee

Norfolk Joint Museums Committee

CIL Spending Panel

Pre-Council Briefing

Climate Change Informal Working Group

Ferry Re-opening

Norfolk Museums – Norwich Castle

VJ Day Memorial

LGR Roundtable Session

Leisure Facilities Members Working Group

Tapping House Visit

Tour of Major Housing Sites

NWN CaBA meeting

KGR Business Case with Inner Circle

Garden Competition Judging

Environment and Community Panel

Multi Agency Group – Groundwater Challenges

Schools Competition – West Winch Award

UEA Climate Conference – Tyndall Centre

LGR Submission Briefing (Lynnsport)

King's Lynn and West Norfolk Area Museums Committee

Joint Panel Meeting – LGR Business Case

Spatial Development Strategy Briefing

Mayor's Design Awards

King's Lynn Conservancy Board

Garden Wildlife Competition Awards Ceremony
King's Lynn Climate Change Business Expo

Portfolio Holder Briefings and updates:

Climate Change Weekly Updates
Garden Wildlife Competition
Air Quality Briefing
Ferry Updates

CABINET MEMBERS REPORT TO COUNCIL

2nd October 2025

COUNCILLOR SUE LINTERN - CABINET MEMBER FOR CULTURE AND EVENTS

For the period 21st July to September 20th 2025

1 Progress on Portfolio Matters.

Portfolio Update

Coastal Influencer

Good news – we now have an influencer on board to help shout about our coastline. The plan is for them to show off everything there is to do here, reaching new audiences and (hopefully!) drawing in more visitors.

Hunstanton Observatory

I've got to keep banging the drum about this one – the Observatory is such a brilliant space, and it's completely free for businesses to hire. Perched on the clifftop, it's perfect for creating experiences that go way beyond the usual golf and spa packages. Businesses could run stargazing, astrophotography, night walks, wellbeing sessions, even storytelling or little eco workshops – the list goes on.

In November, we're hosting a special event, *Sailors' Night Sky Storytelling*, delivered by Outsideology. Funded through this year's Hanse/Maritime campaign, the event is designed to showcase the Observatory in action and inspire businesses to make the most of this remarkable venue.

Tourism – the big picture

There's always that question – *"Why aren't we like Cornwall or Devon?"* Well, funny thing is – we actually get more day visitors than them and spend overall is higher too. The problem is, people don't stay over as much, so the per-visitor spend is lower. That's what we need to fix.

So the focus is on:

- More out-of-season projects to bring people here all year round.
- Promoting sustainable tourism, similar to the "Norfolk...Naturally" campaign (we'll mirror this for West Norfolk).
- Making sure we shine a spotlight on places like Downham Market, Hunstanton and our rural areas.

An important industry-wide trend worth noting: websites everywhere are getting much less traffic (AI scraping is part of the problem), so we need to be smart about how we keep people's attention online.

Norfolk Coast Myths & Legends

As part of our out-of-season campaign, I attended the fantastic launch of our *Myths and Legends* booklet in Hunstanton. Created by our senior tourism officer, Philip Eke, the booklet is a wonderful resource packed with fascinating stories from across the Norfolk coast. Each legend includes a short retelling of its origins, along with a QR code linking to the BeNorfolk website for further details. Every page also features a suggested itinerary, encouraging readers to explore more of the surrounding area.

The launch event brought these tales to life, with members of Culture Babylon performing the stories against a backdrop of music and photographs. The event will also be held in King's Lynn and Wells, and I'd highly recommend going along if you'd like to discover more about our ghosts, witches, and mystical creatures.

Hansa20 Projection Art

The artists are still running community workshops. The big finale – light projections on three buildings – goes live late November to mid-December. I'm looking forward to seeing the end result, I'm sure it will look amazing.

Film Production

We now have a dedicated page on the Visit West Norfolk site for film scouts – another way to put our area on the map.

Guildhall – all the learning projects

I caught up with Jane Hamilton (Learning & Engagement Officer) and honestly, the work she's been doing is incredible. From Shakespeare workshops and Play-in-a-Day drama sessions, to big family holiday programmes and taking activities out to rural villages – she's reached thousands of children and families.

Launched in Autumn 2023, the Guildhall's formal learning programme was developed in consultation with local schools and has already engaged a wide range of pupils from King's Lynn, Downham Market, and across West Norfolk. The programme offers creative opportunities to connect with the Guildhall's heritage in meaningful ways.

We are also working in partnership with the National Centre for Writing in Norwich to deliver free *World of Words* workshops. These give primary pupils the chance to explore Shakespeare's language in fun and accessible ways, while also working towards their Discover Arts Award. NCW has also supported the programme by funding Arts Award Advisor training.

- Since Sept 2023, **over 8,500 young people** have been involved.
- Shakespeare Week alone hit **650 kids in 2025**.
- Schools, home-ed families, and volunteers are all really engaged.

Jane is sadly leaving us soon, so we need to make sure her brilliant work

continues.

Dragon Festival – November 8th

This year's Dragon Festival will be bigger than ever – a **town-wide takeover** instead of just the Guildhall. Everything from theatre and trails to medieval music, archery, reptiles and crafts – and all of it **free**. It should be a huge day out.

Robert Armin Festival

New for September – our first ever festival celebrating King's Lynn's own Robert Armin, (local lad and Shakespeare's comic actor friend). On 25th September 2025, 440 Theatre Company will be performing two 'Shakespeare mash-ups' of A Midsummer Night's Dream and Macbeth for primary schools at King's Lynn Minster. There are already 414 children signed up for these free performances.

Guildhall Restoration

Work is progressing on moving items out of the Guildhall and into storage. An exciting feature of the project will be the installation of a live camera feed inside the Guildhall, allowing visitors to follow the work in real time from #29, the neighbouring building, which will remain open for the foreseeable future. Archaeological investigations are also continuing, with new discoveries still being made. The most recent finds include two Victorian benches and original signage.

The **King's Lynn Heritage Open Day**, which was held on Sunday 14th September, was a superbly attended event, despite the unpredictable weather. Venues have already mentioned really good attendance figures, and the King's Lynn Civic Society will issue a report of the event's successes in time.

We now look forward to the **Downham Market Heritage Open Day**, happening on Sunday 21st September, led by the Discover Downham Heritage Centre with a superb group of dedicated local volunteers, the Downham Market Town Council and BCKLWN officers also supporting this event programme.

Parish & Town Councils

- Hunstanton TC are planning the carnival and Christmas events – there is possible use of their town hall now the Guildhall is closed.
- Still supporting the mediation between Clenchwarton PC and the football club. It's ongoing, but everyone's working towards a fair outcome.
- LGR is a hot topic – I've been attending meetings and trying to make sure Town & Parish Councils aren't left out of the loop.

Norwich Castle

On 11 August, I had the opportunity to tour the newly refurbished Norwich Castle. This historic building has undergone a major seven-year restoration, and the results are truly inspiring. It's a remarkable space and well worth a visit.

Small Grants

Another key part of my portfolio is managing a small grants fund. Recently, my colleagues and I awarded over £35,000 to support local community projects, helping to bring ideas to life and make a real difference across the area.

Public Art

Good news – we secured **£5,000** towards conserving the King James I portrait. It'll go on display in the Guildhall once renovations are done. Several other paintings are being cleaned and prepped for public display too.

The Workshop

I met with Adam Taylor (CEO) – their team will hopefully be moving into the old library building soon. The new space offers great potential for small-scale performances, a central part of their programme. They do outstanding work, partnering with more than 400 organisations across Norfolk to engage young people, home-educated children, and those most at risk – reaching over 1,500 children and young adults through the performing arts.

Museums

Our museums have enjoyed a busy summer. At the Lynn Museum, two highly successful exhibitions drew large audiences: *Woof: A Celebration of Dogs* and *Star Wars: May the Toys Be with You*. These temporary exhibitions are designed to inspire collecting while also allowing the museum to showcase light-sensitive items that cannot remain on display for long periods. The next exhibition will highlight treasures from the Lynn Museum archives, featuring a selection of the thousands of objects acquired since the museum's founding in 1844.

From 1 October through 31 March, admission to the Lynn Museum will be free. October will also see the return of the Finds Identification and Recording Day, where members of the public can bring in their discoveries and engage directly with museum experts.

At the Stories of Lynn Museum, the powerful *Surviving the Railway* exhibition marks the 80th anniversary of VJ Day. Alongside this, the museum continues to deliver an excellent education programme for schools and community groups.

The *Kick the Dust* project also continues to thrive. Working with partners across the county, it supports vulnerable young people aged 13–25, helping them develop creative skills and prepare for the workplace. The project is guided by an active youth board and will soon launch an updated youth engagement strategy.

This year alone, over 3,000 children have visited our museums. We are seeing a growing number of home-educated children among these visitors, and our team has responded by developing tailored programmes to meet their needs. It is also worth remembering that all Norfolk schools receive free admission for self-guided tours of our museums.

I'm pleased to note that all museums in our group have received full accreditation. This review, conducted every four to five years, confirms that we are meeting national standards in all aspects of our operations.

Borough Council Events

It has been a busy few months for Borough Council events in King's Lynn and Hunstanton. All of our events are free, and our dedicated events team has worked tirelessly to ensure they run smoothly, safely, and in full compliance with health and safety standards.

Over the past months, King's Lynn hosted 26 BCKLWN-run events, with support provided for an additional 19 events in the town.

Hunstanton saw six major events, numerous smaller activities, and support for eight events organised by other groups.

I want to extend my sincere thanks to the events team for their hard work, dedication, and commitment. Their efforts bring enjoyment, community spirit, and memorable experiences to the borough — all free of charge.

2 Forthcoming Activities and Developments.

Soap box Derby – Hunstanton
Downham Market Heritage Day
Norfolk Coast Myths & Legends launch – Kings Lynn and Wells

3 Meetings Attended and Meetings Scheduled

21/7 – Cabinet meeting
21/7 - Kings Lynn Festival - McConnel & McCready
22/7 – Local Plan de-brief
23/7 – Purfleet event
23/7 – Hunstanton Town Council
24/7 – Cabinet meeting
25/7 – LGR roadshow
26/7 – Kings Lynn Festival – Philharmonic Orchestra
27/7 – Kings Lynn - food festival
27/7 – Downham Market – food festival
28/7 – Planning committee
29/7 – Guildhall meeting with SR and TFH
30/7 – Cabinet briefing
31/7 – NHS hospital briefing
31/7 – Full Council meeting
4/8 – LGR peer presentation
6/8 – Guildhall meeting with JH
6/8 – Portfolio meeting with PE
7/8 – Hunstanton briefing
7/8 – Hunstanton Town Council – events meeting
7/8 – Town & Parish Council LGR event
8/8 – Portfolio meeting – TFH
11/8 – Tour of Norwich Castle
13/8 – Cabinet briefing
15/8 – LGR briefing
18/8 – Portfolio meeting with SR
19/8 – Cabinet sifting
19/8 – meeting with Clenchwarton PC + football club
20/8 – Cabinet sifting
26/8 – small grant scheme application review
27/8 – Transformation Programme board meeting
1/9 – Planning committee
1/9 – LGR briefing
3/9 – Transformation Programme briefing
4/9 – Cabinet briefing
5/9 – LGR briefing from South Norfolk
5/9 – Dragon Festival update
10/9 – Guildhall project board update
10/9 – Cabinet briefing
11/9 – The Workshop meeting
11/9 – Town & Parish Council LGR event
12/9 – Portfolio meeting – JB
15/9 – Portfolio meeting – MC and DM
15/9 – KLWN Area Museum committee
16/9 – Portfolio meeting – Dh and PE
16/9 – Cabinet meeting

16/9 – Mayors Design Awards
18/9 - Full Council meeting
19/9 – Garden Wildlife Awards
19/9 – Norfolk Coast Myths & Legends launch

CABINET MEMBERS REPORT TO COUNCIL

2nd October 2025

COUNCILLOR BLAND - CABINET MEMBER FOR PARKING AND OPEN SPACES

For the period 21st July 2025 to 22nd September 2025

1 Progress on Portfolio Matters.

We were privileged to attend the recent Awards Ceremony held at St Ives Leisure Centre, where we hoped our dedicated and hardworking staff would receive the recognition they so richly deserve. The outcome was truly exceptional: a testament to their unwavering commitment and professionalism.

We are proud to announce that we were awarded Gold for Esplanade Gardens, Tower Gardens, The Walks, and the Crematorium. These accolades reflect the outstanding standards maintained across our sites and the dedication of all those involved.

In addition to our staff, I wish to extend sincere gratitude to the many volunteers who contribute their time and energy to enhancing the quality of life in West Norfolk. Your efforts play a vital role in making our community a pleasant and welcoming place to live and work. Congratulations to all.

2 Forthcoming Activities and Developments.

Car parking statistics are always an area of interest, and whilst the summer school holiday weather was not as kind as we might have hoped, the great start to the year has resulted in a 2.9% increase in stays within the Hunstanton's resort car parks, year to date as of 31st August.

The King's Lynn short-term stays, which are generally considered a good barometer of footfall in our main town centre, have remained within 1.7% of last year for the same period; which when considered against the above does suggest the town centre footfall continues to fair well, even when warmer weathers may draw more to the coastal areas.

3 Meetings Attended and Meetings Scheduled

Meetings attended

21/7 Cabinet briefing
24/7 Cabinet briefing
25/7 Hunstanton gardens Anglia in bloom judging
27/7 KL Festival Philharmonic Orchestra
30/7 Cabinet briefing
31/7 NHS Hospital briefing
31/7 Full council
7/8 Town and PC meeting LGR
13/8 Cabinet briefing
15/8 VJ Day Tower gardens and Town hall
15/8 LGR briefing
19/8 Cabinet sifting
18/8 Visit to Tapping house
21/8 Tour of building developments with Lovells
22/8 Meeting with MC
28/8 Visit to Crem to view improvement works
1/9 LGR briefing
3/9 Transformation briefing
4/9 Anglia in Bloom awards at ST Ines
4/ 9 Cabinet briefing
11/9 Workshop meeting
11/9 Town and PC LGR briefing
15/9 Museums meeting
16/9 Cabinet meeting
18/9 Full council

CABINET MEMBERS REPORT TO COUNCIL

2 October 2025

COUNCILLOR JIM MORIARTY - CABINET MEMBER FOR PLANNING & LICENSING

Aim to Permit

Council will recall a motion at the July meeting supporting a six point plan for gambling reform. To take that forward I attended a Peers for Gambling Reform Summit on 3rd September in London. At the meeting I met with the Deputy Leader of Brent Council and we have subsequently signed up officially to their campaign. That same morning in the House of Commons Dawn Butler MP asked a question of the Prime Minister on this very subject. He responded by saying "It is important that local authorities are given additional tools and powers to ensure vibrant high streets. We are looking, Mr Speaker, at introducing cumulative impact assessments.

"These are like those already in place for alcohol licensing. We will give councils stronger powers over the location and numbers of gambling outlets to help, safe, thriving, high streets."

However, the Minister for Gambling and Heritage, Baroness Twycross was, at the same time across London at the Summit expressing her belief that it was possible to significantly expand the gambling industry in this county whilst increasing public health protection.

Lord Foster of Bath, also an attendee and speaker, had put forward an amendment to the Planning and Infrastructure Bill as follows:

"(c)the use of health impact assessments when considering applications for new premises licensed under the Gambling Act 2005 or applications to convert premises to gambling premises under the Town and Country Planning (Use Classes) Order 1987 (1987/764), and

(d)the number of premises licensed under the Gambling Act 2005 to be limited on the grounds of the cumulative impact on the health and wellbeing of the public."

But on the 9th September he was persuaded to withdraw the amendment for the following reason: "This is unnecessary, as national planning policy is clear that planning policies and decisions should aim to achieve healthy places that enable and support healthy living. Local planning authorities are already able to put in place appropriate policies to support this; this includes policies that they can implement through their local plan. In relation to betting offices, they can introduce healthy impact assessments and SDSs."

So, the Government has said it will address this issue when 'parliamentary time allows'.

I spy long grass.

More on Peers for Gambling Reform and other attendees

Peers for Gambling Reform (PGR) was formed in 2020 to ensure the recommendations made in the House of Lords Social and Economic Impact of the Gambling Industry Select Committee Report 'Gambling Harm: Time for Action' were carried forward and implemented by Government, the Gambling Commission or other relevant bodies.

[Peers for Gambling Reform – Established by Peers to implement the recommendations of the House of Lords Select Committee on the Social and Economic Impact of the Gambling Industry's report into gambling harm.](#)

Clean Up Gambling

[Clean Up Gambling](#)

Coalition to End Gambling Ads

[CEGA – Coalition To End Gambling Ads](#)

Against the Odds

[We are Against the Odds: Is it time to end gambling sponsorship?](#)

Gambling with Lives

[Home - gamblingwithlives.org](#)

Gamlearn

[Home - GamLEARN](#)

Campaign for Fairer Gamblin

[The Campaign for Fairer Gambling](#)

I encourage those with an interest in this subject, and who wish to help to campaign for more local influence for elected councils over where and when gambling premises are permitted, to visit and support the organisations above by going to their websites through the links in the online version of this report.

West Winch Stakeholders Group

The meeting planned for 21st July had been postponed as it was intended to hold it after the Access Road had gone to County's Planning Committee, which it has still to do. We did however meet on 15th September so that stakeholders could be updated on the status of the access road in the planning application process.

At the July meeting County officers undertook to hold meetings with West Winch and North Runcion Parish Councils. The former of these has taken place, and West Winch Parish Council is looking to have its meeting once the Village Hall is confirmed as available. Another full engagement session, similar to the one held at West Winch school in January 2024, will be organised once the planning application has been determined. I intend for the stakeholders group to meet again in November.

Licensing

Legislation requires we review our Licensing Act Policy this year and have a new one in place by Jan 2026 – consultation ended on 31st August Going to

E+C on 7th October, Cabinet on 11th November and then for approval by Full Council. .

The Tobacco and Vapes Bill is still at committee stage in the House of Lords, and is said to require any premises selling tobacco, vapes and associated products to have a premises licence, and any person a personal licence. <https://bills.parliament.uk/bills/3879> To be administered by Local Authorities and enforced by Trading Standards (may change?!). Will have a big impact on workload if it is implemented as per the bill. Currently working on establishing the number of premises within our area.

We are now completing the first round of inspections at all Gambling premises licensed within the borough – we will inspect twice each year, once more before the end of March 2026. Premises includes - Adult Gaming Centres, Betting shops, Family Entertainment Centres, Bingo Premises and Gaming Machines in Pubs.

Licensing Committee – application for a new club premises certificate at Bircham Cricket Club was withdrawn in July.

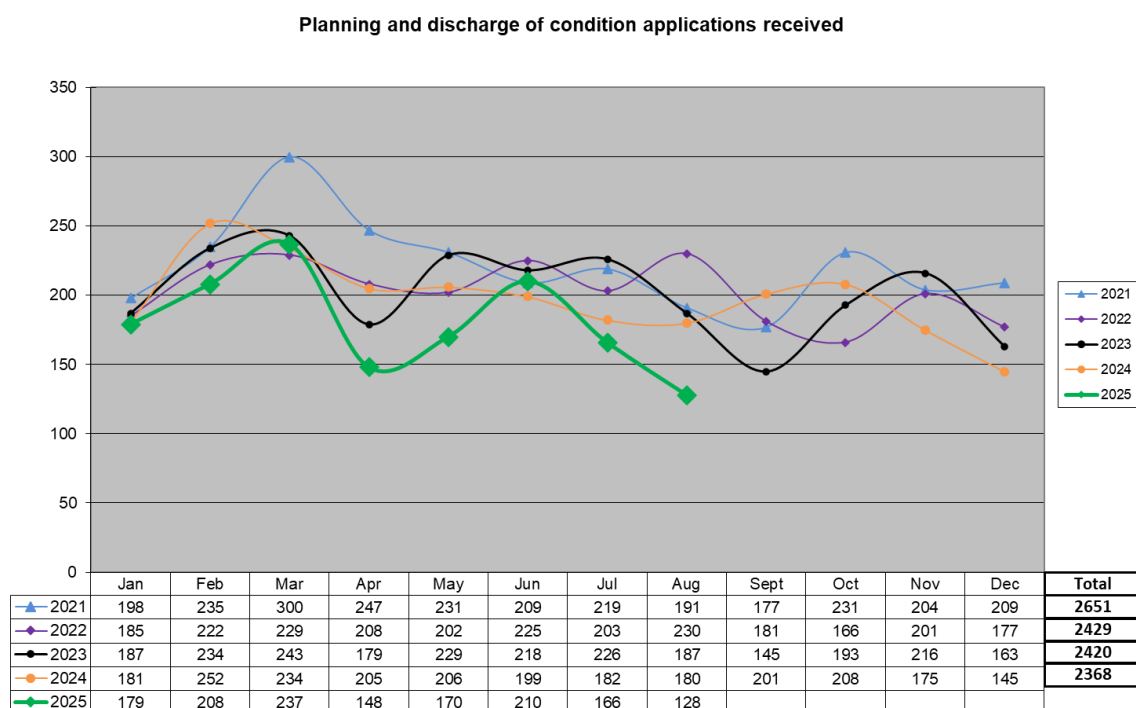
Licensing and Appeals Board heard an application in July for a licensed vehicle wishing to deviate from conditions re door signage, was refused. Another hearing is being arranged for October for a driver who has 9 penalty points on their DVLA Driving licence (exempt hearing).

Licensing officers were assisted by Norfolk Police on 18th September in a joint operation to stop check licensed private hire and hackney carriage vehicles. 15 vehicles were checked in total over 2 locations, Austin Fields and Gaywood Road. 2 fully compliant. 1 Unfit vehicle notice serviced (external plate in window, chip in windscreen and very dirty). 10 drivers not wearing their driver badges on their person. 4 internal licence plates incorrectly positioned. All had follow up letters where non-compliance was found.

Both large scale events within our Borough happened in August. Houghton 7-10th August and Sandringham 14-17th August. Licensing have received one complaint directly – re Houghton, distress from a horse in a nearby field. Sandringham de-brief through the SAG is on 28th October 2025. Still waiting advice from FOI team re data sharing (Brigid - horse).

Planning and Discharge of Conditions applications received

Application numbers at the end of August are down compared to same period last year, -193 applications.



Housing Numbers

- The [5 Year Housing Land Supply Position](#) is 7.9 years' worth (against a minimum of 5 years). This test assesses if there is enough housing land supply to meet the housing need over a future 5-year period.
- The current Housing Delivery Test (HDT) result is 87%. This means that a [HDT Action Plan](#) has been published. This test assesses if enough homes have been delivered over the past 3 years against the need.
- The Borough Council will be benchmarked against the Local Housing Need (LHN) of 554 new homes per year, as we adopted our Local Plan earlier this year. The LHN figure under the new standard method introduced by Government is indicatively 989 new homes per year. The next local plan will be working towards this.
- For Q1 (April-June) 2025/26 78 new homes were completed within the Borough.

Major and Minor dwelling applications and householder applications received comparison

	1/9/22 – 31/8/23	1/9/23 – 31/8/24	1/9/24 – 31/8/25
No. of Major dwelling applications rec'd	16	18	25
No. of Minor dwelling applications rec'd	302	217	266
No. of Householder applications rec'd	684	576	577
Total	1002	811	868

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

2025 performance for determining planning applications 1/1/25 – 31/8/25

	National target	Performance
Major	60%	86%
Non – Major	70%	93%

Appeal Performance – appeal decisions made by The Planning Inspectorate between 1/9/24 – 31/8/25. This measure is different to the 'quality of decision' measure.

	Officer delegated		Committee overturns		Total	
Appeals	Dismissed	Allowed	Dismissed	Allowed	Dismissed	Allowed
Planning	52	10	5	4	57	14
	84%	16%	56%	44%	80%	20%
Enforcement	2	0				
	100%	0%				

Quality of decisions

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

The Assessment period for this measure is two years up to and including the most recent quarter plus 9 months. Therefore, performance at the end of May 2025 is calculated as follows:

Planning applications determined by the Local Planning Authority between 01/12/2022 to 30/11/2024 (not the date the Local Planning Authority receives the appeal decision from the Inspectorate) plus 9 months to allow appeals to be determined by the Planning Inspectorate = 31/8/2025.

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 the Ministry of Housing, Communities and Local Government (MHCLG).

MAJOR		
No. of Decisions Issued	No. Allowed on Appeal	% Overturned
99	3	3.03%

NON-MAJOR		
No. of Decisions Issued	No. Allowed on Appeal	% Overturned
2890	27	0.93%

Revenue income for financial year 2025/26 (Planning and Discharge income)

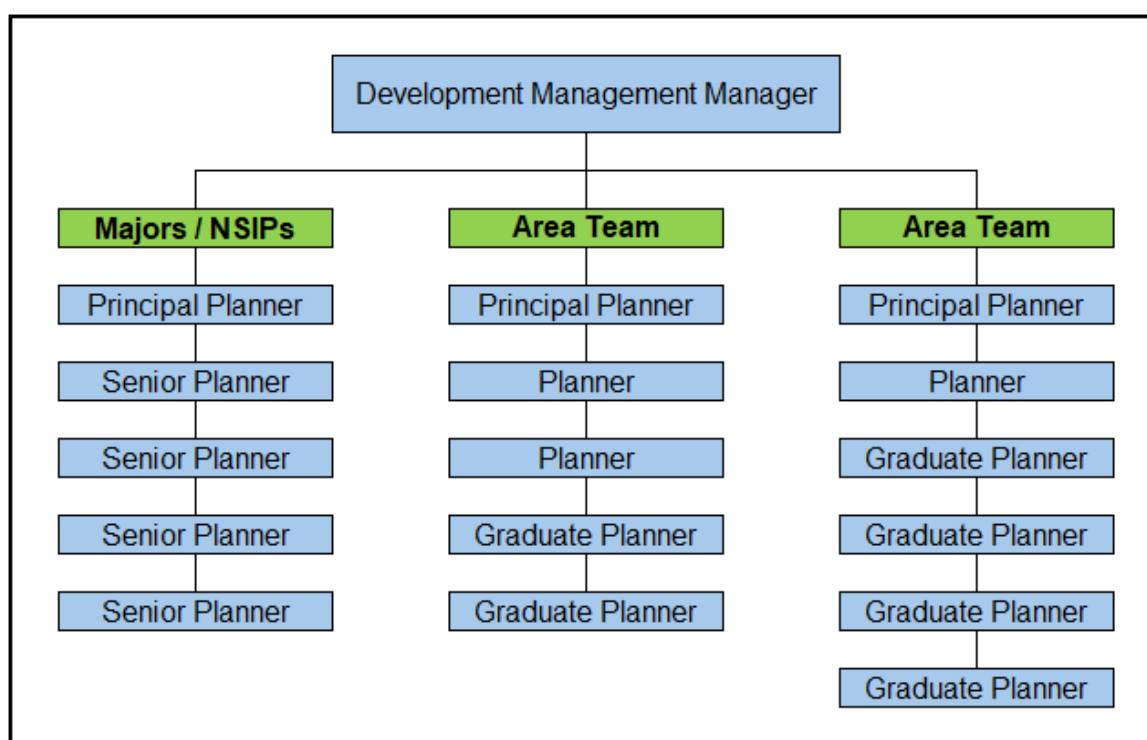
Figures are based on a full year projected income budget of £1,218,500.

Projected	Actual	Variance projected with
April 25 – August 25	April 25 – August 25	
£507,708	£609,734	+£102,026

Development Management (DM) staff update

A member of staff within the validation team has left to pursue a career at Broadland District Council and we are in the process of recruiting to this position.

In terms of DM, a Graduate Planner has left, and we are in the process of recruiting to this position. Also, Clare Malcomson has joined us as a Principal Planning Officer and will be responsible for managing one of the DM teams, structure below:



Community Infrastructure Levy

The CIL Spending Panel have been working with officers to produce a new CIL Spending Strategy and Policy Document which will replace the existing CIL Governance arrangements.

If the documents get Cabinet approval, the 1st round of funding applications will open on 1 March and close at 5pm on the 1 May 2026.

The CIL webpages have all been reviewed and will be updated to reflect the new CIL application details. Officers will provide guidance and training for Parish clerks and elected members in November, to enable them to prepare their applications. The new arrangements will be publicised on the Council's webpages and by the Corporate Comms team.

Local Plan / Planning Policy

Following adoption of the Local Plan and over the summer months we have been busy on implementation of the Plan and preparing for the next one. This has included the following:

Local Plan Implementation

- The Local Plan is already supported by an [Interactive Planning Policies Map](#), but this has been significantly expanded into a fully interactive online version of the Local Plan. The new [Interactive Local Plan 2021-2040](#) is now live.
- There is also now a set of explanatory notes on a number of policies to aid understanding and these can be viewed [here](#).

Monitoring Refresh

- [Custom and Self-Build Position Statement \(May 2025\)](#) – measuring numbers of Custom and Self-Build homes permitted since 2016, set against the legal Custom and Self-Build Register.
- [Housing Delivery Test Action Plan 2025](#) – including an indicative 2024 HDT result (93%), with the final 2024 result expected to be confirmed in late 2025.
- [2024-2025 housing trajectory](#) – for the monitoring period 1 April 2024 – 31 March 2025, showing latest 5-year housing land supply calculation (7.9 years) and an updated record of current planning permissions and Local Plan housing land allocations, and when these are anticipated to come forward (2025-2040).
- [Interactive Monitoring Map](#) – showing the location of new homes completed in the Borough during the 2024/25 financial year, as well as housing sites which have planning permission and have started. This can be explored by parish.

New Planning System

- We are awaiting confirmation of the new planning and plan-making system from Government, anticipated shortly. This will likely include further legislation, policy, and guidance, templates, and a further focus on digital.
- Prior to this we are considering the likely direction of travel and what will be needed to start the process of a new local plan given that the timescale is likely to be 30 months, that both devolution and local government re-organisation is gathering pace, and that the process for plan-making will be different with a focus on streaming, speed and standardisation. The latest [Chief Planners Newsletter](#) gives a flavour.

Neighbourhood Planning Update

As of September 2025, there are 22 “made” (adopted) neighbourhood plans in place, covering 25 parishes. This includes, most recently, the Ringstead Neighbourhood Plan 2021-2036, passed at referendum on 13th February 2025 and “made” on 20th February 2025.

A number of Neighbourhood Plans are expected to come forward to be “made”/ adopted during the 2025-2026 financial year. Details are set out below:

Neighbourhood Plans that have reached submission stage (Regulation 15) and are anticipated to be “made” (adopted) by March 2026

	Current position
Marshland St James Neighbourhood Development Plan 2022-2038	Due to go to referendum, 2 October 2025 ; anticipated to be “made” during October 2025
Syderstone Neighbourhood Plan 2022-2038	Examiner’s Report issued 22 August 2025 . Anticipated to go to referendum in November 2025 and be “made” November/ December 2025
The Walpoles Neighbourhood Plan 2022 – 2036	Examiner’s Report issued 28 August 2025 . Anticipated to go to referendum, late-November 2025 and be “made” November/ December 2025
Docking Neighbourhood Plan 2023-2039	Submitted by Docking Parish Council for independent examination, 14 August 2025 . “Regulation 16” consultation anticipated September/ October – November 2025; examination November 2025 – early-2026; referendum spring 2026
Walpole Cross Keys Neighbourhood Plan Review 2022-2038	Re-submitted by Walpole Cross Keys Parish Council for independent examination, 26 August 2025 .

	<p>“Regulation 16” consultation anticipated October – November 2025; examination November 2025 – early-2026; referendum spring 2026</p>
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Other Emerging Neighbourhood Plans

	Current position
Ingoldisthorpe	Various draft evidence documents under preparation (e.g. Design Codes, Housing Needs Assessment) prepared, 2024-2025; anticipated Regulation 14 consultation winter 2025/2026
Pentney	1 st draft Plan (Regulation 14) consultation March-May 2023; Plan submission anticipated by spring 2026
Shouldham	<p>Preliminary 1st draft Plan and draft Strategic Environmental Assessment/ Habitat Regulations Assessment Screening Report under consultation with Environment Agency/ Historic England/ Natural England, September – October 2025.</p> <p>Regulation 14 consultation anticipated to take place, October – November 2025; submission for independent examination, early-2026.</p>
In addition, several other Parishes are designated Neighbourhood Areas, but progress with plan-making is unknown, or at an early stage	Burnham Overy; Dersingham; Great Massingham; Outwell; Tilney St Lawrence; West Dereham

Overall, it is anticipated that 5 Neighbourhood Plans are expected to come forward to referendum during the current (2025-2026) financial year. Up to 3 Plans may then come forward during 2026-2027.

This is despite essential financial support for developing Neighbourhood Plans, previously provided by Locality, having now been withdrawn (reported to the previous Council meeting, 31 July 2025). This change may impact the ability of some communities to progress their planning work, and alternative support mechanisms may need to be considered moving forward. It is awaited to see the impact of the withdrawal of Locality funding upon future Neighbourhood Plan preparation and / or reviews.

CABINET MEMBERS REPORT TO COUNCIL
2ND OCTOBER 2025

COUNCILLOR CHRIS MORLEY - CABINET MEMBER FOR FINANCE

For the period 20th July to 22nd September 2025

1 Progress on Portfolio Matters.

External Audit of Accounts.

Our Auditors EY have deferred the start of their assessment of our draft 24/25 Statement of Accounts until the beginning of November. The Government back stop for completing this work is 2/26. In this timescale we will be receiving a qualified and disclaimed opinion, as we have in recent years.

The cost for completing this work has yet to be agreed by us but we are faced with a bill of £170K, agreed by the PSAA, for EY's work. This sum should represent the work to complete a full audit and the disclaimed one we expect should be much cheaper (closer to half). We are in discussion with the PSAA about the reasonableness of this sum.

Recent years have shown that there is insufficient capacity of auditors in the commercial market, who are familiar with Government Financial Regulations and wish to work on Council Audits. The Local Audit and Accountability Act 2014 disbanded the Audit Commission which had resource to help supplement or complete, audit activities around the country. The National Audit Office has asked CIPFA to work on simplifying the finance reporting process as the complexity of the system is not drawing out governance weaknesses and to separate Pension Fund Accounts for separate treatment. An improved system for valuing Local Authority Assets, such as roads and bridges, is also under consideration.

The Government are looking for changes by 28/29 before which the backlog of audits arising from the COVID period should be cleared.

BUDGET MATTERS

25/26

The Q1 results and assessment of performance after the first 3 months of the financial year are posted on Mod Gov. The figures have been presented to CPP and Cabinet.

There are encouraging signs that the plans we put in place are succeeding with the early expenditure showing a favourable position such that we may not need to draw down from our General Reserves, in fact the opposite, with an estimate of £660k being added to General Reserves giving a projected balance of £10.679K.

Baked into our plans is a savings and efficiency programme of £3.47m and which we also plan to beat by something of the order of £200K.

Not included in our budget was the actual grant figure received for IDB support. We estimated receipt of a somewhat conservative £150k, based largely on the increased numbers of Council's paying IDB levies joining our Special Interest Group. However, in the event, we were allotted £499K, giving an unplanned support grant of £349k.

Also, we have now made provision for the Borough's portion of the 2nd home council tax premium giving an extra £163K. However, we have not included the much larger sum, in excess of £1m, that we expect to receive by way of our agreement with the County. This money is earmarked for our 'Homelessness' strategy including a drive on reducing the number of empty homes and more houses in the affordable category. The downside is that this is a 1 year only deal and another and subsequent one has yet to be negotiated with the County.

The number of homes being retained as 2nd dwellings, notwithstanding the premium is higher than forecast, with around 85% being retained.

In other areas Planning are forecasting a volumetric increase in their chargeable services, however, their statutory work on the next Local Plan will need extra resource and we have supplemented our Ring Fenced Reserves by £500K to support this.

CAPITAL EXPENDITURE

Our Major Housing Programme has now built up a head of steam and is delivering fairly close to plan but our other Major Programme, mainly consisting of our Town Deal projects, has yet to get going as far as construction is concerned.

The Guildhall programme is now committed by contract and we will be able to monitor physical work in progress shortly. Other major schemes are coming to fruition as regards planning and market engagement with potential building companies. We should see further progress shortly.

Meanwhile, to keep our major housing programme on track we have had to take out a very short term loan to maintain our cash flow.

The latest Treasury report which shows that interest on our investments is higher than forecast, council tax and business rate collections are on plan and the current movement in borrowing are all shown in paragraph 7 of the report.

Taking the budget outturn progress as a whole, I contend that the figures demonstrate effective governance and control over our financial position. And, I report as such.

MEDIUM TERM FINANCIAL PLANNING

This month we have started our Medium Term planning in earnest. We are constructing this as if LGR was not going to happen but mindful of the need for a solid monetary and governance base for any future conjoining of plans and forecasts. We are not, for revenue, in a spend, spend, spend phase, but we are mindful of the need for continuing a major housing programme where we can and uplifting the community spirit, safety and wellbeing of our residents with significant asset enhancements and capital projects in our

towns. All of which will need funding from our revenues as well as capital receipts from our properties.

In this medium term planning task, being undertaken by our officers, I am comforted by the positive comments we received, about our financial stability, from the consultants employed by the Districts to analyse the current position across the County and produce recommendations for LGR,

In May 2023 the Independent Group was handed a Medium Term Forecast that funded annual budgets by using over £10m of General Reserves but this fund was depleted in 25/26 leaving a black hole in 26/27 of £5.2m to recover to reach a balanced budget and preserving our General Reserve Strategy of retaining at least 5% of net outgoings in the reserve.

In taking ownership of this plan, we knew that the next reiteration would require significant improvements to efficiency, cost control, and a fee increase to those services with no statutory price control. We discovered that some service budgets were still set at 2018/9 costs and that, although the early 2023 figures were computed at a time when CPI inflation was running at 11, then, 10.2%, discretionary fees and charges were not increased.

We immediately introduced and continued to improve efficiency targets, increased fees, where we could, to catch up with lost revenues from underfunded services. This meant unpalatable increases of 10% and 7.5% in subsequent years but now we have a Council agreed fees and charges policy which limits further increases to within CPI+1%.

Taken together we now expect to deliver a balanced budget for 26/27 with General Reserves of around £10m. This target would represent a £15m improvement over our period of 4 years whilst delivering all services with no diminution of quality.

For this I have to thank the Leadership team and all Officers for accepting the challenge we placed on them and in particular our CEO for sprinting off the blocks quickly and ensuring the ethos is maintained, together with her new team of direct reports.

Our timetable for this work includes advising Parish Councils of the relative elements of the draft plan to enable Parish Councils to set their Precepts effectively.

IDBs

A further presentation on the difficulties faced by Councils in paying IDB levies was made in the House of Commons to those MPs in attendance, on 2nd September, led by the SIG chair Cllr. Paul Redgate, This Council was represented by Michelle Drewery, who is also the 151 Officer for the Group. I, unfortunately, was unavailable.

James Wild attended, Terry Jermy was called away at the last minute but he has a copy of the Presentation.

I am led to believe that a long term solution is dependant on the DEFRA and MHCLG "IDB Funding and Cost Research Project" which is now underway and being led by consultants ICF supported by Logica. The project is, unfortunately, not due to conclude until July 26. Therefore our short term lobbying must continue to ensure, at the least, we continue to receive some interim funding, albeit nowhere near what we hope will be the ultimate long term solution.

Part of the financial review will be to analyse funding mechanisms and that is where, I hope, our input will gain traction.

PROCUREMENT

A Procurement and Contract Management Handbook is now available to complement and expand on our Constitution's Contract Standing Orders and describes the principles of the '23 Act together with the various processes that can be used for the financial threshold of the purchase.

The Act brings Contract Management into the scope of the legislation for the first time and means we have a statutory obligation to manage higher value contracts effectively with, amongst other aspects, mutually agreed KPIs, delivering best value and positive relationships.

Contract Managers have to be appointed at an early stage in the process and be involved with the preparation of the procurement documentation.

A programme of training is in place as part of the procurement transformation process.

WINS

Residents continue to help good causes through this scheme, in fact we have seen a small growth in tickets sold.

At time of writing 78 good causes are benefitting from ticket sales with the total sum received by these to date, this financial year, is £32K

Small sums but very welcome and I trust our residents continue to enjoy helping others through this scheme.

Nominating this Council as a good cause is still reasonably popular!

2 Forthcoming Activities and Developments.

IT

I look forward to hearing from the IT team and our consultants Entec SI of the next stages in the transformation programme.

3 Meetings Attended and Meetings Scheduled

I have been isolating for much of this period and working through Teams but I am now back in the saddle and have my traditional schedule of Portfolio, Audit, Cabinet and Council meetings.

Following the recess there is much to catch up with, including our Property Companies and the Shareholder Committee, Member Major Projects Board, And, naturally, Parish Council meetings in this Ward, the dates many of which, unfortunately, conflict with meetings of this Council.

CABINET MEMBERS REPORT TO COUNCIL

2nd October 2025

COUNCILLOR – JO RUST CABINET MEMBER FOR – PEOPLE AND COMMUNITIES

For the period 21th July 2025 – 22nd September

Progress on Portfolio Matters:

Creating Communities

There are a variety of differing ways that we can create sustainable and cohesive communities. One of them is building housing in the right location, like Florence fields and Lavender View in Hunstanton. I was one of several councillors who took part in a tour of our major housing projects and was impressed to see the high-quality properties that our partnership with Lovells has produced. I was a nay sayer of the South End Road development, but having seen the amazing properties I'm now a convert. I sincerely hope that we can ensure those properties are put into stock as soon as possible. Like others, I'd prefer that these were sold or rented to local people, those who either live or work in the area or who have close family here. That would contribute towards that community.

Partnerships with Health

Health Hub Update - Primary Care

King's Lynn Primary Care Network (PCN), which consists of the four Kings Lynn GP practices working together to deliver services, have been in occupation of the health hub since March 2025 and have been delivering a range of general practice services from the site. The PCN have a signed lease in place for the premises and occupy approx. 34% of the building which is as per the approved business casel. Some areas of the building have 100% PCN occupancy rights. The PCN also has access to shared spaces within the building.

A modern primary care service relies on a number of healthcare professionals not just GPs to deliver contractual obligations. The services offered from the PCN element of the health hub are for the PCN practices to decide not the ICB. The general practice services delivered by the PCN from the building are currently as follows:

- Clinical Pharmacists
- Pharmacy Technicians
- Social Prescribing

- First Contact Physiotherapists
- Mental Health Practitioners

The ICB would not object to GPs working from the building but they can not contractually insist that the GPs work from the building. This has been the case throughout the business case process.

NHS Trust

The remaining approx. 66% of the building is currently unoccupied; this includes the space earmarked for the multi-purpose gym. This space is due to be occupied by an NHS Trust and it is hopeful that they will be in a position to sign a lease and take occupation of the building by the end of this financial year. NHS Trust occupation has been delayed longer than all parties would like. Delay has been caused by a mixture of issues including finance and service delivery model.

From a service perspective the move is heavily linked to activity and developments at the NHS main site which means there are a few factors that need to align before services can move. The Trust have taken the opportunity of the delay to revisit what services will be delivered from the site and it is now very likely that there will be some changes from the services listed in the original business case. The intention is for the space to be fully utilised but at this point utilisation is not finalised and as such the details of this information is not able to be shared with the council.

From a finance perspective, revenue costs are fully agreed between the Trust and the ICB. The Trust have also requested some additional capital funding which was not part of the original business case that the ICB are supportive of.

Site Visit / Opening

The ICB have not arranged an official opening or follow up visit for stakeholders due to most of the building not yet being occupied. Once all services are in the building then the plan remains for some form of opening event.

Housing and Homelessness

Group by	Total number applicants
1-Emergency Card	1
2-High	140
3-Medium	407
4-Low	689
Total	1237

There were 36 lets

There were 223 New or change of circumstances completed in August

Housing Options

There were 121 cases 41 of which made a homeless application (August is normally quite slow).

We launched our housing allocations policy after considerable scrutiny and taking feedback from the Equality group. We're in a challenging but controlled situation with our housing. We spend less on temporary accommodation than some of our close local authorities, but we still can't provide all our residents with the housing that they'd ideally love. It is one of the reasons why we have two wholly owned housing companies – so we have better control over the situation. Some of the Florence Fields houses will be available for private rent through an organisation contracted by our wholly owned company and will provide security of tenure and homes of a high standard.

We have yet to complete our housing needs assessment for a variety of different reason that are out of our control. However, this is the mechanism which we will use to guide our future strategy decisions around the two housing companies.

Housing Standards

Income generated from civil penalties imposed through various regulations relating to housing standards is now almost universally designated as usable by the council for the purposes of housing enforcement only. For example, the Electrical Safety Regulations state:

Proceeds of financial penalties

7.—(1) Where a local housing authority imposes a financial penalty under these Regulations, it may apply the proceeds to meet the costs and expenses incurred in, or associated with, carrying out any of *its enforcement functions in relation to the private rented sector*.

(2) Any part of any financial penalty recovered which is not to be applied in accordance with sub-paragraph (1) must be paid into the Consolidated Fund.

Regulation 7(2) this basically says that if these funds aren't used, then they will go to central government.

There are limits to the amount of equipment that can be employed and purchased in these activities.

Currently our council is able to impose financial penalties in relation to the following:

- Most Housing Act 2004 offences (e.g. breach of notice, HMO management regulation or licensing).
- Failure to belong to a redress scheme (agents).
- Electrical safety standards
- Smoke alarm deficiencies
- Minimum Energy Efficiency Standards (MEES)

Additionally, Rent Repayment Orders apply to the following offences:

Having control of, or managing, an unlicensed HMO	s.72 Housing Act 2004
Having control of, or managing, an unlicensed property	s.95 Housing Act 2004
Using or threatening violence for securing entry into premises	s.6 Criminal Law Act 1977
Illegal eviction or harassment	s.1 Protection from Eviction Act 1977
Failure to comply with improvement notice	s.30 Housing Act 2004
Failure to comply with a prohibition order or an emergency prohibition order	s.32 Housing Act 2004
Breach of banning order	s.21 Housing and Planning Act 2016

At present a tenant or council can claim up to 12 months' rent (depending on the proportion of benefit paid). Again, successful in obtaining an order for the benefit element, this is ring fenced to Housing Standards enforcement work.

Applying for a rent repayment order has been problematic to date, however, our council have signed up with a national organisation - Justice for Tenants, to support our work here and we are in a pilot scheme with the DWP (which should enable us to obtain information about benefit payments for such proceedings).

Finally, it is hoped that the new Renter's Rights Act 2025 will bring in numerous additional offences/breaches for which financial penalties will be applicable - all having the same requirement for ring fencing of penalties raised for use with enforcement in the PRS. This reform will put additional burdens on our housing standards team.

CIC

Everyone in CIC is now answering calls via softphones through the MITEL omni-channel software. We now have eight CIC Advisors working from home

on a regular basis and hot desks have been introduced, so creating space for the Project Management Office on the second floor.

Laptops are being built by ICT for the rest of the CIC Advisors, just five CIC advisors left to go – these had to be paused due to some implications with a Civica upgrade.

In addition to the CIC Advisors, two of the CIC Supervisors, the CIC Operations and Training Lead are also working from home one or two days per week. Since the introduction of home working, morning meetings are taking place in MR2-4, so the team can still participate in the 'huddle' together at 8:45am. Phase two of the Customer Service Transformation (CST) programme is underway, with testing and training taking place on the 'Talkative' Virtual Agent (chatbot). The chatbot has been trained in NCC services, Waste, Planning, Benefits and Council Tax.

The plan is to initially 'Go Live' with these knowledge bases and the chatbot will continue to learn from the CIC Advisor responses – the plan is for a soft launch early October 25. A business case for 'Talkative' VOICE to replace the IVR and to assist the CIC Advisors on the telephones is being drafted and the existing knowledge base that has already been built will be utilised for this. Finally, the way customers make payments over the telephone has changed, CallSecure is now being used.

Social Inclusion

This summer we have seen an increased number of travellers choosing to spend longer durations in our area. We are used to relatively frequent visits, but of a short duration. This year there has been a change which the team have worked hard to deal with in a fair and equitable manner for both the travellers, and our permanent residents. We have a level of toleration when travellers stop locally as we have no transit sites that they can legitimately use. However, it has been recognised that attendance this year has been heavier. A meeting to discuss the strategy for future has been arranged for Monday 6th October.

Our council leisure staff and outside spaces staff supported the annual Pride parade and celebration this year. Alive Corn Exchange staff led by James Heron provided sound, speakers and music. And Claire Thompsett and her team provided all the support for the celebration in the Walks. Pride organising team were extremely appreciative.

Healthier Lives

Prevention of illness to negate the need for acute physical care is a focus at both national level and local level. We are being expected to provide more resources to cover this and the government's 10 year plan for health also states this. Disappointingly our local hospital has been judged to be the worst performing in the country but it does show the importance of good preventative health measures. We are close to having our first report from the Institute of Health Equity which will give us a clearer picture of where there are gaps in

services and how we can better tackle obesity, alcohol consumption and smoking rates which are the wider determinants of health. There is also a national plan to improve preventative support in early years with the roll out of best Start Family Services which will use learning from Sure Start, Family Hubs and start for life approaches.

The development of a Town Council has now been moved to democratic services and I have arranged a meeting with them to proceed further.

Support and grants are jointly held between myself and business and culture. We have recently met and agreed funding for a number of community groups which provide activities or services in their areas. It was very rewarding to be able to agree to support these groups financially.

Finally, I have regular meetings with Freebridge where I question their performance and how they manage their empty homes. If you have questions for them that you'd like me to raise, please let me know.

Forthcoming Activities and Developments.

- Chamber of Commerce Climate Change Expo
- Unison anti racism charter signing
- Creating Communities event
- Police Memorial Day Service
- Planning training
- Active Norfolk
- Leisure meeting
- Youth Advisory Board
- Health and Wellbeing Partnership

Meetings Attended and Meetings Scheduled

- Portfolio briefings – Health and Wellbeing
- Portfolio Briefings – CIC
- Portfolio Briefing - Housing
- Full Council
- Health and wellbeing partnership meetings (monthly)
- E&C
- Freebridge briefing
- Joint Group Meetings
- Cabinet/special cabinet/cabinet sifting/Cabinet Briefings
- Transformation meeting
- Beat Your Bills
- Homelessness and housing delivery briefing
- ICB at NCC
- KLAC

West Norfolk Community Transport meeting Creating Communities event Special council meeting Health and Wellbeing Board event Marmot stakeholder meeting Housing standards Leisure facilities meeting Plan for Neighbourhood conference LGR engagement events Tapping House visit Tour of major Housing Sites Lavender View topping out ceremony Ukrainian Independence day Open Road Award ceremony Safeguarding policy review Home Grown Network Launch Heritage Day Members special interest group – tackling extremism

MEMBERS REPORT TO COUNCIL

2nd October 2025

COUNCILLOR RING – BUSINESS, PROPERTY AND LEISURE

For the period July to September

Executive Summary

Despite the summer holiday period, activity across Business & Leisure has been intense. Full Council approved the Guildhall Complex Project (17 July), we mobilised the King's Lynn Masterplan, accelerated commercial portfolio management and income recovery, and delivered strong performance across leisure, culture and community programmes.

1) Strategic Decisions & Place Leadership

Guildhall Complex Project – Approval (17 July):

A transformative vote for the borough's cultural and visitor economy. The decision signals that West Norfolk is confident, open for business, and committed to being a place to live, work and play.

King's Lynn Masterplan – Commission Mobilised:

BDP (lead) with Urban Flow, Aspinall Verdi and Mikhail Riches appointed to shape a 20-year spatial and economic vision. Focus areas include: former Debenhams; St James Swimming Pool; Common Staithe Quay; Church Street car park; Port & Timber Yard; West Lynn (former Del Monte/dredging). The masterplan will integrate developed proposals at the Former Post Office site, Southgates and Baxter's Plain and set priority projects for phased riverfront regeneration (Devil's Alley to Southgates). Public consultation: December–January, with councillor and stakeholder sessions throughout development.

2) Business Engagement & Growth

National Manufacturing Day – 25 September 2025:

First borough-wide collaboration with major manufacturers. Doors opened for BOOST participants and students (schools, College of West Anglia, UEA) to showcase high-value career pathways in our most productive sector.

King's Lynn Enterprise Park – Market Activation:

Brown & Co appointed as agent. Early enquiries are encouraging, notably from manufacturing and engineering—aligning with sector strengths.

3) Programmes & Funds

Plan for Neighbourhoods – Engagement Wave (July–September):

Two Community Conferences (South Lynn Community Centre, North Lynn Discovery Centre) plus a September follow-up built consensus for the King's Lynn Regeneration Plan. Themes: local priorities, engagement methods, and capacity building (with Community Action Norfolk). A draft Regeneration Plan is progressing to the Neighbourhood Board & Cabinet (Oct–Nov) ahead of submission by end-November 2025.

UKSPF/REPF – Rural Community Capital Grants:

Panel in August considered 22 EOIs; 12 invited to full application; 10 submitted; 8 awards totalling £177,645. Examples: Grimston CC astro practice area; Downham Market Memorial Play Area; Solar PV at Brancaster Almshouses. Ineligible bids were signposted to alternative funds.

Rural Business Capital Grant Scheme – Open:

Grants £10k–£100k (up to 50% eligible capital), for projects completing by end-Dec 2025. Enquiries via New Anglia Growth Hub; promotion continues through our networks.

Rural Business Connect & KLIC & Connect:

Events delivered in Hunstanton, Downham Market and KLIC (17 Sept), with support from New Anglia Growth Hub, Chambers, FSB, DBT, VENI, and BCKLWN services. Focus: productivity, diversification, skills, apprenticeships and access to finance.

Volunteer It Yourself (VIY) – Two Projects Completed:

South Lynn Community Centre: accessible planters, inclusive kitchen upgrades, storage and decorations; Gaywood Community Centre: internal refresh and outdoor furniture. Both enhance community utility and inclusivity.

BOOST – Skills & Employability:

Courses delivered in bike maintenance; beauty; intro to office roles; work-readiness bite-size; retail masterclass—expanding pathways for young people.

4) Commercial Property & Asset Management

We have accelerated a comprehensive review of the commercial portfolio—valuations, lease renewals and income recovery—after inherited gaps in policy and data.

Portfolio Stabilisation:

Outsourced lease renewals to Brown & Co to unlock capacity. Interim resource deployed to complete the 'tidy-up' exercise. Early indicators are positive for income and clarity on asset values; further update to follow.

Policy Framework:

Asset Management Plan and Purchase/Disposal Policy under preparation (to Council in the new year). Framework balances commercial tests (yield, value, covenant) with social and wider economic value. Given long-term borrowing,

assets must deliver a return benchmarked to financing costs while recognising social outcomes.

Heacham Beach Huts – Decision Pathway:

Work continues to establish net income and capital value for informed decisions on future ownership. Following strong tenant feedback, we paused the auction approach; lease extensions or 12-month licences will be offered, with improved terms and clarified use (subject to EA/planning). This will align with the forthcoming policy framework.

5) Leisure Services – Performance & Innovation

Kaset – Turnaround & Social Value:

Year-to-date income +36% versus budget, driven by events and alternative hires. Attendance rising (e.g., April 2022: 325 vs April 2025: 693). Programme pivots: discounted drop-ins; holiday coaching; Revamp clothes-recycling workshops (CREA); Play Up Music (CREA); robotics/programming; skate jams; and Yellow Tape Promotions' indoor/outdoor gig (charity proceeds c. £1.2–£1.4k). Parent feedback highlights community impact and youth engagement. Next: lean review to optimise staffing and net position; explore partnership with Push with Purpose CIC; assess temporary relocation of climbing during Lynnsport works.

Membership & Recognition:

Membership yield and DD income at record levels despite market competition. Alive shortlisted as UK Active Regional Public Centre of the Year (finals end-Oct); only insourced council-run operator on the East & Midlands shortlist.

Swim Safe – Coastal Water Safety:

Delivered with Alive Oasis, Rotary, RNLI and Swim England. Free programme expanded; excellent parental feedback. Aim: extend across neighbouring authorities to improve safety along the Norfolk coast.

6) Culture & Venues

Cinema:

Strong national slate lifted admissions; September features awards-season titles (incl. Downton Abbey finale). Silver/Autism/Dementia screenings sustained; Toddler Tuesdays resume with linked swim offer; Birthday Parties exceed target; Cinema Live (André Rieu) ran 8 screenings (normally 4). Festivals: 'Fear in the Fens' (25 Oct) sold out; community film festival (21–23 Nov) with COWA and local filmmakers.

Theatre – Corn Exchange:

Ticket sales +66% in Jul–Aug versus pre-Covid comparator; on national benchmark. Headline events: sold-out Jools Holland (record £78 top price); sold-out comedy (Jack Dee, Josh Widdicombe, Jimmy Carr, Kevin Wilson). Pantomime pre-sales at record levels; VIP night Sun 14 Dec, 5.30pm.

Town Hall & Stories of Lynn:

Busy summer weddings calendar (smaller ceremonies dominant). Town Hall bookings healthy; testing Christmas party-night concepts to gauge wider demand.

7) Community Sport & Inclusion

Summer programme: 15,087 attendances; HAF funded 1,603 clubs; BCKLWN subsidised 1,845 clubs and 11,524 'Holiday of Play' activities—supporting 3,131 free meals for children. HAF confirmed for three more years.

Ride United launched adapted cycling at Lynnsport with volunteers; complements 'Ability Counts' (multi-sport, football, wheelchair rugby). Padel: EOI open in Hunstanton; King's Lynn to advance to cost certainty with new LTA funding window.

Play Street toured North & South Lynn—subject to funding, proposed expansion in 2026. Hunstanton Summer Events delivered on beach/green (weather-affected single day).

Town Centre 'Business Sports Day' with Discover King's Lynn—business engagement through active participation; KLTFC partnership progressing (facility use and community programmes).

Sport England 'Patchwork'—Active Families achieved national recognition as the only programme to move beyond research to delivery among 12 teams; continuation subject to funding.

Awards/recognition: Alive placed 7th nationally (UK Active Healthy Community Award) for QEH Cancer Physical Activity Assessment and 'Just Move' Falls Prevention; QEH partnership shortlisted for Team QEH 'Best Partnership' (result Oct). Norfolk FA recognised King's Lynn Community Football with the Lionesses Award for best girls' programme.

8) Governance, Risks & Next Steps

- Asset Management Plan & Purchase/Disposal Policy to Council in the new year.
- Heacham beach huts: data-led options appraisal; interim lease/licence arrangements with improved terms.
- Masterplan: consultation Dec–Jan; member/stakeholder engagement throughout; alignment with devolution opportunities.
- Enterprise Park: pipeline development and sector targeting (manufacturing/engineering).
- Programmes: UKSPF/REPF delivery and monitoring; BOOST expansion; VIY pipeline.
- Leisure: Kaset lean review; potential temporary relocation of climbing during Lynnsport refurbishment; Swim Safe expansion bid.

Meetings Attended and Meetings Scheduled

I have had numerous meetings with officers and outside bodies and officers, including

Kate Blakemore
Michelle Drewery
Mark Parkinson
Paul Lowes
Stuart Ashworth
Jason Birch
Devid Gent
Chris Black
Hannah Wood-Handy
Duncan Hall
Martin Chisholm
Jemma Curtis
Connor Smalls
Tim Fitzhigham
Honor Howell
James Grant
James Arandale
Alexa Baker
Tommy Goode
Lynne Fawkes
Siobahn Cleeve
Richard Allen

Civic Society
Hunstanton Action Group
Town Deal Board
BID
The Garage
NCC

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

2nd October 2025

COUNCILLOR ALISTAIR BEALES – LEADER OF THE COUNCIL

For the period 1 August 2025 to 22 September 2025

1 Progress on Portfolio Matters.

This will be a brief report as more or less my entire focus has been on Local Government Reorganisation and preparing our proposal in harness with fellow leaders and their officer teams from our five partner councils in Future Norfolk. Members will be well informed of that work from briefings, the Joint Panels scrutiny meeting, Cabinet and Extraordinary Council so I will not repeat it here.

I will take the opportunity to say how delighted I am that as a Council, we gave unanimous support to the three unitary proposal. Of course, I understand and respect that members gave their support for differing reasons, but nevertheless unanimous backing sends a strong message to Government. I am delighted!

2 Forthcoming Activities and Developments.

Attention will turn to transition to the new authorities because as I never tire of saying, whatever comes next, no one is taking anyone over and it will be a completely new structure. Work on transition in conjunction with all the other districts, city and county council starts now.

Other than that I am looking forward to getting back to local and ward matters and my Parish Councils, and other policy area of Borough Council business. It feels overdue!

3 Meetings Attended and Meetings Scheduled

4 August

- Leader/Deputy Briefing
- 6 x Norfolk District Leaders Only - LGR

- LGR – District & Chief Execs (Teams)
- 5 August
- Webinar LGA member briefing: English Devolution and Community Empowerment Bill (Teams)
- 11 August
- LGR roundtable sessions for staff
 - 6 x Norfolk District Leaders Only - LGR
 - LGR – District & Chief Execs (Teams)
- 12 August
- Father Adrian Meeting
 - Stakeholder Event - LGR Round Table Session - Housing & Developers
 - Progressive Group Leader/Deputy Briefing
 - Members Training Programme
- 13 August
- Brief on recent correspondence (Teams)
 - Introductory meeting with new CEO (Teams)
 - NCC Financial Modelling for the West
 - Glebe Field Development – Nigel Chambers (Teams)
 - Review of Parks & Open Spaces – Mark Parkinson
 - Reform Leader/Deputy Briefing
- 14 August
- KLTB - Chair's Update Meeting (Teams)
- 15 August
- VJ Day Commemoration
 - Meeting with MHCLG [In-Person]
 - Member's LGR Roundtable Session
- 18 August
- Landscape Recovery (Teams)
 - 6 x Norfolk District Leaders Only – LGR
 - LGR – District Leaders & Chief Execs
- 19 August
- Housing Company - Portfolio Update (Teams)
 - Members Working Group - King's Lynn and Hunstanton Leisure Facilities
 - Conservative Group Leaders Briefing with Leader & Deputy (Teams)
 - Town Hall Visit
 - Meeting with Cllr Beales / Kelly Redston (Teams)
 - Cabinet Sifting for 16th September Cabinet Meeting
 - Visit to Tapping House for Group Leaders
- 20 August
- Cabinet Sifting – Reconvened (Teams)
- 21 August
- Councillor Tour of the Major Housing Sites (site visit)
- 22 August
- Leader/Deputy Briefing
 - All Group Leaders, Leader and Chief Executive meeting
 - MO - Fortnightly Catch-up

- King's Lynn Neighbourhood Board
 - Summer Drinks Reception for Tapping House
- 26 August
- CLT
 - LGR 3 Proposal - Run-through with ICC [In Person]
- 27 August
- Castle Acre Glebe Field Development F2F
 - Transformation Programme Board
 - Sponsoring Board Briefing Prep
- 28 August
- Devolution Sponsoring Board Meeting
 - Leader/Deputy/Colwell/Bland/Sayers (Teams)
 - Members Questions (Teams)
 - MHCLG Guidance / KC Advice Review
- 1 September
- Planning Committee
 - 6 x District Leaders (Teams)
 - LGR – District Leaders & Chief Execs (Teams)
 - Members Briefing Session with Inner Circle – LGR Business Case F2F
- 2 September
- Environment & Community Panel (Zoom)
- 3 September
- Member Briefing Session – Transformation Programme
 - Progressive Group Leader/Deputy Briefing
 - ~~Corporate Performance Panel – APOLOGIES~~
- 4 September
- LGA Training for Members (Teams)
 - Cabinet Briefing
- 5 September
- LGR Submission
- 8 September
- 6 x Norfolk District Leaders (Teams)
 - LGR – District Leaders & Chief Execs (Teams)
 - WNT&ISG Pre-meet re agenda 19 Sept (Teams)
- 9 September
- LGR Media Brief Prep (Teams)
 - LGR Proposal sign off (Teams)
 - Regeneration & Development Panel
- 10 September
- LGR Media Briefing for West (Teams)
 - Cabinet Briefing
 - The Chair of the Open Road Trust Board, Trustees, Staff and Students (Awards Evening)
- 11 September
- LGR Staff Toolbox Talk (Depot)
 - All-Staff LGR Briefing (Teams)
 - Joint Panel Chairs Meeting
 - LGR Town & Parish Council Briefing

- Members Briefing Session – LGR Submission
- 12 September
- MP Briefing – James Wild MP
 - Labour Leaders Briefing
 - Reform Leader/Deputy Briefing
 - The Drove Solar Farm – Intro (Teams)
 - BBC Look East Interview (Teams)
 - Battle of Britain Commemoration
- 15 September
- Joint Panel Meeting – LGR Business Case
- 16 September
- Conservative Group Leaders Briefing with Leader & Deputy
 - Leader/Deputy Briefing
 - Pre-Council Briefing with Mayor, Deputy Mayor, Leader and Deputy Leader for Extraordinary Council Meeting
 - Cabinet catch-up
 - Cabinet
 - Mayor's Design Awards 2025
- 17 September
- LGR questions from members
- 18 September
- KLTB – Chair's Update Meeting
 - Extraordinary Council Meeting – Local Government Reorganisation Business Case
- 19 September
- West Norfolk Transport & Infrastructure Steering Group (Teams)
 - DCN Webinar – Insights on leading a unitary council (Teams)
 - Housing Companies - Portfolio Holder update (Teams)
 - Local Hero Awards Discussion (Teams)
 - Garden Wildlife Competition - Awards Ceremony
- 22 September
- Norwich Castle visit
 - Audit Committee (apologies given).