

BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK

CABINET DECISION SHEET

Decision Sheet from the Meeting of the Cabinet held on Monday, 21st July, 2025 at 6.00 pm in the Council Chamber, Town Hall, Saturday Market Place, King's Lynn PE30 5DQ

PRESENT: Councillors Beales (Chair), Bland, de Whalley, Lintern, Moriarty, Ring (Vice Chair), Rust and Squire.

PRESENT UNDER STANDING ORDER 34: Councillor Parish (remotely).

OFFICERS:

Kate Blakemore – Chief Executive
James Arrandale – Deputy Monitoring Officer
Honor Howell – Assistant Director, Transformation and Change
Siobhan Cleeve – Head of Leisure
Karl Patterson – Housing Development Manager
Richard Allen – Assistant Director, Leisure and Culture
Andy King – Senior Housing Manager

1 APOLOGIES

Apologies were received from Councillor Morley.

2 MINUTES

RESOLVED: The minutes from the meetings held on 10th June and 7th July 2025 were agreed as a correct record.

3 URGENT BUSINESS

There was none.

4 DECLARATIONS OF INTEREST

Councillors Moriarty, Lintern and Ring declared an interest in Item 13 – Council Tax Discounts and Premiums Resolution. A dispensation for this item had been granted by the Standards Committee. Councillors Moriarty and Lintern left the room during consideration of the item and did not participate in the vote. Councillor Ring remained in the room during consideration of the item, however he did not participate in the debate or vote on the matter.

5 CHAIR'S CORRESPONDENCE

There was none.

6 **MEMBERS PRESENT UNDER STANDING ORDER 34**

Councillor Parish was present remotely for Item 11 – Changes to Social Housing Allocations Policy.

7 **CALLED IN MATTERS**

There were no called in matters.

8 **FORWARD DECISIONS**

The Forward Decisions List was noted.

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

Cabinet took into account the following recommendations from the Panels during consideration of the relevant items:

Corporate Performance Panel 2 July 2025:

- Leisure Facilities Feasibility Study
- 2025 Staff Cost of Living Pay Award

Environment and Community Panel 8 July 2025

- Social Housing Allocations Policy.

10 **2025 STAFF COST OF LIVING PAY AWARD**

RECOMMENDED:

1. That with effect from 1st April 2025 the Council agrees to adopt the National Joint Council for Local Government Services annual cost of living pay award, as determined by the national pay bargaining process on an ongoing basis.

2. That the Council agrees that its 2025 cost of living pay award should match the award agreed via the NJC national pay bargaining process.

REASON FOR DECISION:

To implement an annual cost of living pay increase for employees which is consistent with the outcomes of the national pay bargaining processes undertaken by the National Joint Council for local government.

11 **CHANGES TO SOCIAL HOUSING ALLOCATIONS POLICY**

RESOLVED:

To recommend that the revised Home Choice Allocations Policy (with changes as set out in paragraph 1.3) is adopted by Full Council.

RECOMMENDED:

To adopt the Home Choice Allocations Policy.

REASON FOR DECISION:

The new policy fulfils the council's legal responsibilities, aligns with the borough's Homelessness and Rough Sleeping Strategy and seeks to make the fairest use of a limited local resource.

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COMMUNITY GOVERNANCE REVIEW**RECOMMENDED:**

1. That a formal Committee be created by Full Council, to take forward Community Governance Reviews and the Terms of Reference for the Burnham Market and Hilgay Community Governance Reviews be amended accordingly.

2 To note the creation of a Governance Framework for the administration of CGR processes.

REASON FOR DECISION:

To enhance the Council's governance for CGR's, better reflecting the non-executive nature of this function, consistent with wider local government practice.

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COUNCIL TAX DISCOUNTS AND PREMIUMS RESOLUTION

Cabinet noted the dispensation granted by the Standards Committee at their meeting on 16th July in relation to this item.

Councillors Moriarty, Lintern and Ring declared an interest in this item. Councillors Moriarty and Lintern left the room during consideration of this item. Councillor Ring remained in the room, however he did not participate in the debate or vote on the matter.

RECOMMENDED:

1. The following discounts and premiums are recommended to Council for 2026/2027:

Class A Second Homes Discount for 2026/2027:

- No reduction, i.e. a 0% discount:

Class B Second Homes Discount for 2026/2027:

- No reduction, i.e. a 0% discount, plus
- An additional premium of 100%, which will only be applied subject to agreement being reached with Norfolk County Council by no later than 30 November 2025 to return a share of their additional revenue raised from the Second Home Premium of no less than the percentage allocation for 2025/2026

Class C Empty/ Unfurnished Discount 2026/2027:

- 0% for both the initial and follow on periods

Long-Term Empty Property Premiums (Levy) for 2026/2027:

- 100% for properties empty between one and five years,
- 200% for properties empty longer than five years, and
- 300% for properties empty longer than ten years.

Class D Uninhabitable Properties for 2026/2027:

- 25% for 12 months starting on the day the property becomes uninhabitable; then:
- 0% once the 12 month period has expired.

2. Cabinet and Council note and consider the government guidance of November 2024 as included at Appendix D

REASON FOR DECISION:

To ensure the discounts, premiums and exceptions policy for Second Homes and Long-Term Empty properties are agreed for 2026/2027.

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LOCAL AUTHORITY HOUSING FUND - ADDITIONAL ROUND 3 FUNDING

RESOLVED:

1. The Council will enter a Memorandum of understanding with MHCLG based on the prospectus for the Local Authority Housing Fund available at [Local Authority Housing Fund: Round 3 prospectus and guidance - GOV.UK](#). Authority is delegated to the Chief Executive Officer in consultation with the Portfolio Holder for People and Communities to agree the final terms of the Memorandum of Understanding with MHCLG.
2. The Council will accept the total sum of £568,000 offered to the Council by MHCLG under the Local Authority Fund to deliver the programme, understanding the external match funding requirements as set out in the report and attached prospectus.
3. Cabinet agrees that, subject to agreement from West Norfolk Housing Company, the properties will be acquired by West Norfolk

Housing Company, funded by the grant, debt financing and other available funding.

4. Authority is delegated to Assistant Director Finance/Deputy S151 in consultation to agree terms for deferred consideration (if necessary) with West Norfolk Housing Company in relation to the transfer of properties on the Council's developments.

5. The Council requests that West Norfolk Housing Company works with the Council to deliver the properties through the fund.

6. That delegated authority is given to the Chief Executive Officer in consultation with the Leader for the acceptance of further funding offered to the Council under the Local Authority Housing Fund (LAHF) or successor programme.

REASON FOR DECISION:

The recommendations will ensure that the opportunity presented by the Local Authority Housing Fund to deliver affordable housing in the borough will be fully realised and will help to relieve pressures on the council's homelessness services.

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LEISURE FACILITIES FEASIBILITY STUDY

RESOLVED:

1. Cabinet noted the 2 x RIBA Stage Reports.
2. Cabinet resolved to progress to RIBA 3 for Lynnsport.

RECOMMENDED:

1. Cabinet recommends to council an amendment to the capital programme of £1,462,184 to progress to RIBA Stage 3.
2. Cabinet and council note that a further report at the end of RIBA stage 3 for Lynnsport will be brought forward in December 2025.

REASON FOR DECISION:

To progress the design and survey work to support the completion of the business case for a major upgrade of Lynnsport, incorporating a swimming pool to replace St James Swimming Pool which is at the end of its economic life, ensuring continuity of provision of sports, swimming and leisure facilities for the residents of West Norfolk residents but also significantly enhancing the social venue and positive impact on resident wellbeing within the community.

The meeting closed at 7.20 pm