

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



Environment and Community Panel

Agenda

Tuesday, 3rd June, 2025
at 4.30 pm

in the

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



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

Friday 23rd May 2025

Dear Member

Environment and Community Panel

You are invited to attend a meeting of the above-mentioned Panel which will be held on **Tuesday, 3rd June, 2025 at 4.30 pm** in the **Council Chamber, Town Hall, Saturday Market Place, King's Lynn PE30 5DQ** to discuss the business shown below.

Yours sincerely

Chief Executive

AGENDA

1. Apologies for absence

To receive any apologies for absence.

2. Minutes (Pages 5 - 10)

To approve the minutes of the previous meeting.

3. Declarations of interest (Page 11)

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

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

4. **Urgent Business**

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

5. **Members Present Pursuant to Standing Order 34**

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

6. **Chair's Correspondence**

If any.

7. **Appointment of Vice-Chair for the Municipal Year 2025/2026**

8. **Councillor Community Grant Scheme** (Pages 12 - 18)

Recommendation: The Environment and Community Panel to note the report.

9. **Membership of Task Groups and Informal Working Groups 2025/2026**
(Page 19)

The Panel has established the following groups:

- Homelessness and Housing Delivery Task Group
- Climate Change Informal Working Group.

Recommendations:

1. That the Homelessness and Housing Delivery Task Group continues to operate, and the Democratic Services Officer be instructed to seek Membership of the Task Group from the Group Leaders for the 2025/2026 municipal year.

2. The Climate Change Informal Working Group continues to operate, and the Panel appoints Members to serve on the Group.

10. **Nominations to Outside Bodies and Partnerships** (Pages 20 - 23)

For information, details of the Outside Bodies and Partnerships are listed below;

- Borough Council/College of West Anglia Liaison Board
- King's Lynn and West Norfolk Area Museums Committee
- King's Lynn Football Club Board
- Norfolk Health Overview and Scrutiny Committee
- West Norfolk Community Transport

11. **Work Programme and Forward Decision List** (Pages 24 - 31)

12. **Date of the next meeting**

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

To:

Environment and Community Panel: T Barclay, A Bullen, S Collop (Chair), R Colwell, S Dark, P Devulapalli, A Dickinson, D Heneghan, A Kemp, P Kunes, S Sandell and A Ware

Portfolio Holders:

Councillor A Beales- Leader

Officers

Debbie Ess- Corporate Performance Officer

Martin Chisholm- Assistant Director for Operations and Commercial

BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK

ENVIRONMENT AND COMMUNITY PANEL

**Minutes from the Meeting of the Environment and Community Panel held on
Tuesday, 8th April, 2025 at 4.30 pm in the Council Chamber, Town Hall,
Saturday Market Place, King's Lynn PE30 5DQ**

PRESENT:

Councillors P Bland, A Bullen (on Zoom), S Collop (on Zoom), R Colwell,
P Devulapalli (Chair), D Heneghan and P Kunes

Portfolio Holders

Councillor M de Whalley- Climate Change and Biodiversity
Councillor J Rust- People and Communities

Officers:

Martin Chisholm – Assistant Director, Operations and Commercial
Jacob Medlock - Housing Standards Officer - Energy Efficiency

External Attendees

Representatives from Freebridge Community Housing

Abbie Panks- Head of Communications and Marketing
Laura Handford- Head of New Homes and Commercial
Steve Elmore- Energy and Sustainability Manager

EC80: **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Barclay and Sandell.

EC81: **MINUTES**

RESOLVED: The Minutes from the previous meeting were agreed as a correct record and signed by the Chair.

EC82: **DECLARATIONS OF INTEREST**

There were no declarations of interest.

EC83: **URGENT BUSINESS**

There was none.

EC84: **MEMBERS PRESENT PURSUANT TO STANDING ORDER 34**

Councillor Collop and Councillor Bullen was present under Standing Order 34 on Zoom.

EC85: **CHAIR'S CORRESPONDENCE**

There was none.

EC86: **VERBAL UPDATE FROM FREEBRIDGE COMMUNITY HOUSING ON DAIRY WAY**

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

The representatives from Freebridge Community Housing provided an update on Dairy Way and Wave 3 Funding.

The Chair thanked the representatives from Freebridge Community Housing and invited questions and comments from the Panel, a summary which is set out below.

The Chair, Councillor Devulapalli asked if the land at Dairy Way was to be accessible to the public.

The Head of New Homes and Commercial explained this was Biodiversity Net Gain credit site with neutral grass land with a therefore the intended use was to retain the wet land which would be restrictive to the public, but the consultation would identify different uses.

Councillor Colwell commented this was an exciting project and asked if pre discussion to the consultation were being had with Atkins Realis who are undertaking a flood management assessment in conjunction with King's Lynn Internal Drainage Board. Councillor Colwell offered to liaise with Freebridge Community Housing and these third parties to ensure they are included in the consultation. He added there was a nervousness from residents about protecting the existing wildlife.

Under Standing Order 34 on Zoom, Councillor Bullen commented it was encouraging existing wildlife was protected and the consultation was important for residents to have their input.

The Head of Communications and Marketing confirmed the Norfolk Wildlife Trust had provided an overview of the existing wildlife on the site.

Councillor Heneghan sought clarification on the background of the site and if Freebridge Community Housing would be responsible for maintain this site.

The Head of Communications and Marketing explained the site was unused land which was purchased by Freebridge Community Housing for the community and not for future housing developments. She confirmed they would be responsible for maintaining the site.

Councillor Kemp congratulated Freebridge Community Housing on their achievements for improving EPC ratings which contributes to making King's Lynn a Marmot place.

Councillor Colwell sought clarification on the percentage of their Housing Stock with an EPC rating of C.

The Energy and Sustainability Manager confirmed it was estimated 60 to 65% of stock would be EPC C rated by 2028 however this was dependant on other funding received.

In response to a further question from Councillor Colwell, the Energy and Sustainability Manager confirmed they are actively exploring additional funding.

Councillor Kunes echoed the congratulations to Freebridge Community Housing and commented on a resident who had an air source heat pump and solar panels fitted and this has improved their quality of life.

Portfolio Holder, Councillor Rust congratulated Freebridge Community Housing on their achievements and asked how many properties had low EPC ratings. She sought further clarification, if there was any prioritisation for houses with damp and mould issues.

The Energy and Sustainability Manager explained houses with lower EPC ratings were assessed and discussions were being have in terms of profitability and investment of these properties. He added a number of properties had low number of improvements to bring them up to the standard they needed to be therefore funding was being allocated to their properties. He advised the majority of their housing stock was an EPC rating D to A, 15 to 20% were EPC rating E or F along with a couple of properties with an EPC rating of G. He added, in the next two years housing with EPC rating F were to be eliminated. He confirmed, when funding was identified, retrofitting was considered to mitigate damp and mould along with improving the EPC rating.

In response to Councillor Bullen, the Head of Communications and Marketing confirmed Freebridge Community Housing owns 7,500 properties.

EC87: **DOMESTIC ENERGY EFFICIENCY & COST OF LIVING PRESENTATION**

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

The Housing Standards Officer gave a presentation to the Panel.

The Chair thanked the Housing Standards Officer and invited questions and comments from the Panel, a summary which is set out below.

Councillor Heneghan thanked the Housing Standards Officer for the regular updates and recognised the achievements of all the work Housing Standards do. She referred to the schemes which were means tested and commented it was encouraging to see the threshold had been raised and more households are now eligible. She sought clarification on schemes which were not means tested. She asked further if there were ways further advertisement and promotion could be done.

The Housing Standards Officer confirmed there were primary schemes as mentioned however there were additional branch off schemes for households with and EPC rating D to G in Council Tax Bands A to D. He explained these schemes relating to the Great British Insulation Scheme were restructure but with similar criteria. He added further the Housing Standards team work closely with the Communications Team to promote this via social media.

Councillor Kunes commented he had received a grant which was easy to apply for by completing a questionnaire.

The Housing Standards Officer explained big energy companies had an obligation and commitment to pay for energy efficiency improvements in dwellings across the country.

Under Standing Order 34, Councillor Bullen asked if tenants could contact the Housing Standards directly or if these needed to be done through the Landlord of the property.

The Housing Standards Officer explained tenants of privately rented properties could contact the team and they would then liaise with the landlord however they would recommend with social housing, for tenants to contact their landlords directly.

Portfolio Holder, Councillor Rust took the opportunity to remind members to contact the Lily team to help residents and highlighted the household support fund was still available. She commented the Alive Leisure facilities could be used for Warm Welcome Centres.

Councillor Kemp thanked the Housing Standards team for their work and highlighted the importance of the household support fund and the Warm Welcome Centres.

In response to the Chair, Councillor Devulapalli, the Housing Standards Officer explained the thermal imaging camera in further detail, highlighting the darker the image the more insulation. He added the

public are not able to borrow the thermal imaging camera but advised the team could attend and assess the property for them.

The Chair, Councillor Devulapalli highlighted the Warm Welcome Centres were more focused in King's Lynn and if there were ones being held in other parts of the Borough.

The Housing Standards Officer advised the Warm Welcome Centres were focused more in the town centre as the Borough was rural. He explained Beat the Bills events were arranged with Parish Councils to fulfil rural parts of the Borough.

Portfolio Holder, Councillor Rust explained there were no funding for the Beat the Bills events therefore if there were costs involved, for example the cost of the community centres the events were not able to go ahead.

Councillor Kemp advised Councillor Community Grants could be used to cover these costs.

Portfolio Holder, Councillor de Whalley asked if there would be further demonstrations of the thermal imaging camera at the Beat the Bills events. He thanked the Housing Standards team for their hard work and for proactive joint working.

The Housing Standards Officer brought the Panel's attention to environmental events where the thermal imaging camera would be demonstrated. He highlighted the event on the 2nd May 2025 at the Earth Day Festival at Nelson Academy in Downham Market and the 19th May 2025 at the Community Day Festival in Hunstanton.

EC88: WORK PROGRAMME AND FORWARD DECISION LIST

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

The Panel discussed fly tipping, and it was agreed this item would be scheduled for the July meeting.

The Assistant director for Operations and Commercial reminded the Panel there was a form on the website to report fly tipping.

Councillor Bullen provided an update on Florence Fields and the Urban Wildlife Working Group.

RESOLVED: The Panel's Work Programme was noted.

EC89: **DATE OF THE NEXT MEETING**

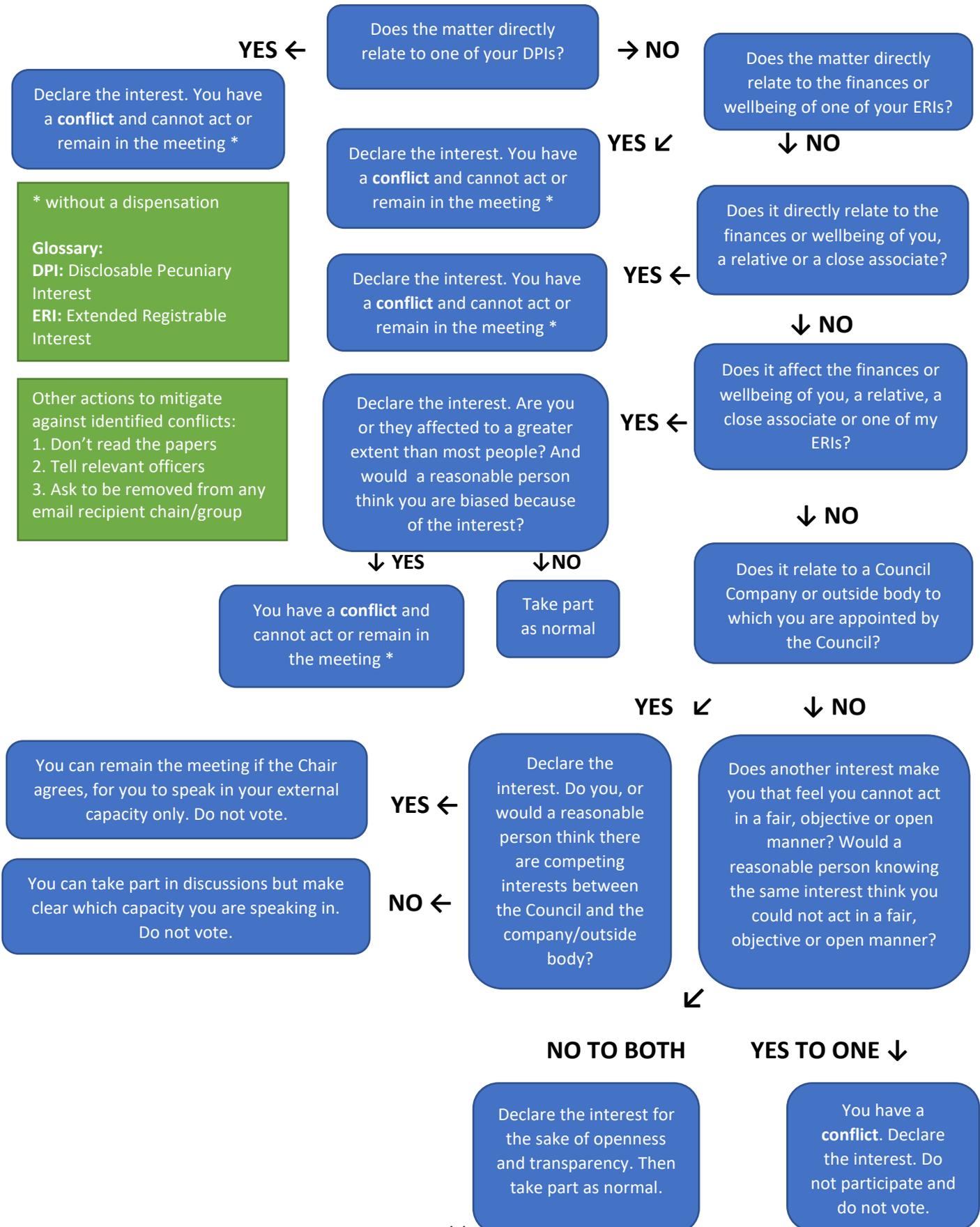
The next meeting of the Environment and Community Panel would be held on **3rd June 2025 at 4:30pm** in the **Council Chamber, Town Hall.**

The meeting closed at 5.39 pm

DECLARING AN INTEREST AND MANAGING ANY CONFLICTS FLOWCHART



START



POLICY REVIEW AND DEVELOPMENT PANEL REPORT

REPORT TO:	Environment and Community Panel		
DATE:	3 June 2025		
TITLE:	Councillor Community Grant Scheme		
TYPE OF REPORT:	Monitoring		
PORTFOLIO(S):	Cllr Alistair Beales - Leader of the Council		
REPORT AUTHOR:	Debbie Ess - Corporate Performance Officer		
OPEN/EXEMPT	Open	WILL BE SUBJECT TO A FUTURE CABINET REPORT:	No

2024/2025 Councillor Community Grant Scheme

PURPOSE OF REPORT/SUMMARY:
The Councillor Community Grant Scheme has been in operation from 2021 and continues to support local projects and activities that have a positive impact throughout the borough. Full consideration from Cabinet has enabled the funding to be built into the revenue budget until 2026-2027.
KEY ISSUES:
To support members, give practical financial assistance to schemes in their constituencies which will benefit the community as well as contribute to the council's overall vision and corporate strategy.
OPTIONS CONSIDERED:
The Environment and Community Panel is asked to review the delivery of the scheme for 2024-2025.
RECOMMENDATIONS:
The Environment and Community Panel to note the report.
REASONS FOR RECOMMENDATIONS:
That Councillors acknowledge the projects and associated benefits of the Councillor Community Grant Scheme and how it has provided valuable funding for their communities.

1. Introduction

1.1 The Councillor Community Grant Scheme was introduced with the aim of funding community projects, events and initiatives to deliver better outcomes for residents in the borough as well as contributing to the achievement of the priorities of the Corporate Strategy.

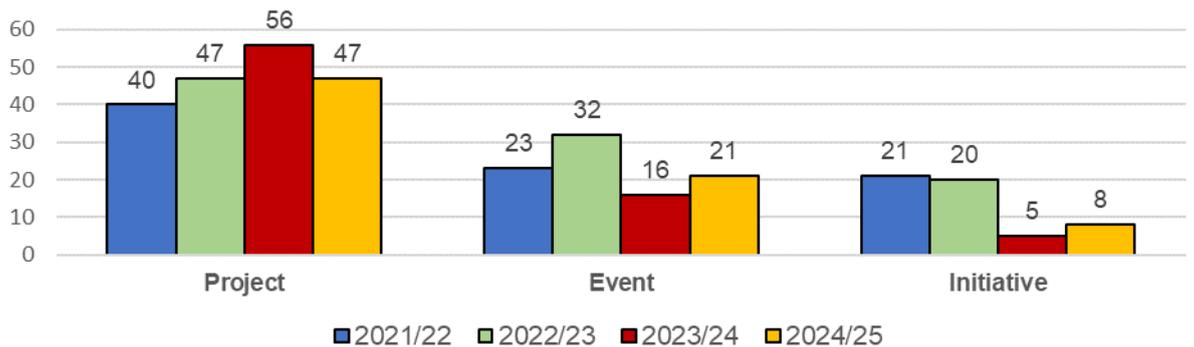
1.2 Each ward councillor has a budget of £1,000pa to assist their constituents with funding for projects which meets the criteria of the scheme.

2. 2024-2025 overview and achievements

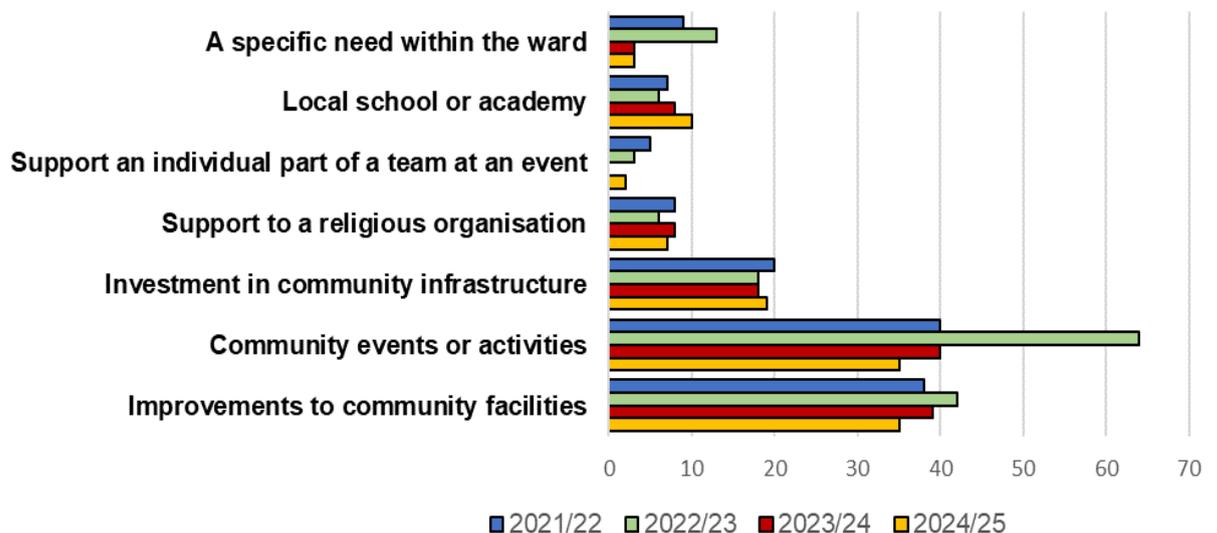
2.1 In 2024-2025 councillors awarded funding to 76 local groups and organisations for projects, initiatives and events amounting to £38,742.78, a full list of all grants is provided in Appendix A. Although a small reduction in the number of community projects, this continues to be the most popular grant request in 2024-2025, with a slight increase in the number of events and initiatives.

2.2 At the panel meeting held on 8th January 2025, members received a presentation for a new biodiversity competition to promote the value and increase awareness of biodiversity. The panel agreed, with the support of the Leader, to contribute £3,500 from the underspend of the Councillor Community Grant to fund the competition.

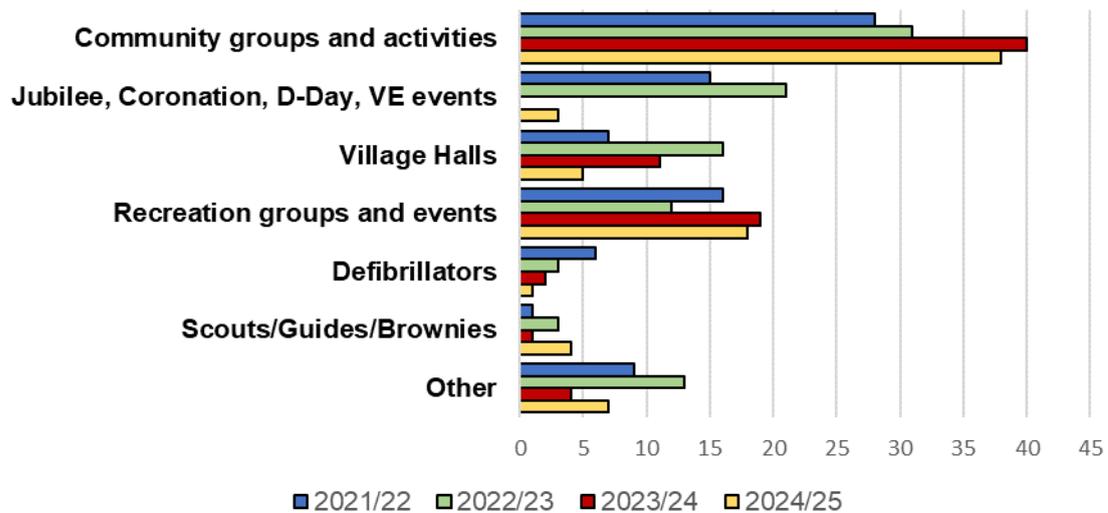
2.3 The number of Projects / Events / Initiatives awarded funding



2.4 The criteria met by each grant is decided by members, with some grants meeting multiple criteria



2.5 A breakdown of the key community themes awarded grant funding



3. Issues for the panel to consider

3.1 The Environment and Community Panel is asked to review the delivery of the scheme for 2024-2025.

4. Corporate priorities

4.1 The Councillor Community Grant Scheme contributes to the following priorities within the Corporate Strategy:

- Protect our environment
- Support our communities

5. Financial implications

5.1 Of the £55,000 2024-2025 budget, £42,242.78 was allocated with the remaining £12,757.22 being transferred back to the council’s general reserves.

5.2 Full consideration from Cabinet has enabled the funding to be built into the revenue budget until 2026-2027.

6. Any other implications/risks

6.1 None.

7. Equal opportunity considerations

7.1 A pre-screening equality impact assessment was completed when the policy was agreed at Cabinet on 3 August 2021. This assessment was positive across all criteria.

8. Environmental considerations

8.1 None.

9. Consultation

9.1 Management Team and Council Leader

10. Conclusion

10.1 The Environment and Community Panel to review and note the report.

11. Background papers

- Cabinet report 3 August 2021
- Cabinet report 1 August 2023

2024-2025 Councillor Community Grant

Appendix A

Applicant	Project/Initiative/Event	Amount awarded	Ward
Shouldham Bowls and Social Club	Support the Community Friendship Club	£200	Airfield
Runcton Holme Social Club	Purchase a projector and screen	£300	Airfield
South Creake Tennis Club	Tennis balls and equipment to coach children and beginners	£100	Bircham with Rudhams
Bircham Cricket Club	Equipment for new ladies team	£500	Bircham with Rudhams
Bircham in Bloom	Plants for various schemes within the village	£250	Bircham with Rudhams
Thornham Village Hall and Playing Field Ltd	Purchase of weights and equipment for community classes	£1,000	Brancaster
Burnham Market Coronation Bowls Club	New bench for spectators	£500	Burnham Market & Docking
Docking Bowls Club	Purchase a rotary fertiliser spreader	£179	Burnham Market & Docking
Clenchwarton Parochial Church Council	Installation of CCTV cameras	£1,000	Clenchwarton
Dersingham Sports Ground Association	Replacement of guttering to sports pavilion	£344	Dersingham
Dersingham Tennis Club	LED replacement lighting for MUGA court	£1,000	Dersingham
Dersingham Tennis Club	Tennis ball machine charger	£185	Dersingham
Baby Basics West Norfolk	Support new mums with essentials and basic equipment	£300	Dersingham
Melody Allsorts of Downham	Funding for an inclusive panto	£2,500	Downham Old Town, East Downham & North Downham
Emneth Playing Field Committee	Ceiling repairs to the pavilion	£950	Emneth with Outwell
Outwell Swiftys Youth FC	New training tops	£525	Emneth with Outwell
St Edmunds Parochial Church Council	Repairs to church roof	£500	Emneth with Outwell
Grimston Cricket Club	External flood lights	£500	Gayton & Grimston
Hudson Fen Leisure Ltd	Installation of adult gym equipment on playing field	£1,000	Gayton & Grimston
Leziate Ashwicken and Bawsey Village Hall	Installation of emergency exit doors and fire safety measures	£500	Gayton & Grimston
Friends of the Walks	Purchase seed bombs, wildflower plugs, wildflower mix and updating the FoW website	£450	Gaywood Chase
Playing for Cake	Support for a 6 week Singing for Breathing community programme	£750	Gaywood Chase & Gaywood North Bank
12 th King's Lynn Scout Group	Group hats to allow scouts to be safe and seen on trips	£272	Gaywood Clock
Howard Junior School	Bookshelves and bean bags for library area	£728	Gaywood Clock
The Wild Hub	Family wellbeing event	£868	Gaywood North Bank
King's Lynn Church of the Nazarene Craft Group	Provide craft materials	£300	Gaywood North Bank
19 th (Reffley) Kings Lynn Guides	Support young leaders with overseas projects	£500	Gaywood North Bank

Applicant	Project/Initiative/Event	Amount awarded	Ward
Heacham in Bloom	Refurbishment of the Lavender Junction flower bed	£500	Heacham
The West Norfolk Singers	To help with costs of the rehearsal room, insurance and copyright music	£500	Heacham
Hunstanton Primary School PTA	50 th anniversary celebration event	£500	Hunstanton
The Mallard Newsletter	Support with printing costs	£150	Massingham with Castle Acre
Castle Acre Coronation Bowls Club	Purchase soft mats for the end ditches	£200	Massingham with Castle Acre
Penny Black	Christmas vegetable parcels for seniors	£100	Methwold
Northwold Newsletter	Start-up costs for village newsletter	£900	Methwold
Downham Market Christmas Lights Ltd	Provide Christmas lights in the town	£500	North Downham
North Lynn Methodist Church	L2L finishing street party licence	£94	North Lynn
Greenpark Academy	Reading event for children to be visited by a poet/poetry workshop	£850	North Lynn
Wish Dare Inspire CIC	Project to help mixed ability and SEND 13-25 years young people to study dramatic text, perform and learn technical skills	£1,000	North Lynn
Snettisham Events Committee	Pensioners Christmas lunch	£400	Snettisham
St Marys Church	Christmas church spire illuminations	£270	Snettisham
Downham Market Heritage Society	Support the Heritage Open Day in Downham Market	£1,000	South Downham
King's Lynn Baptist Church	Support the church as a warm space through autumn and winter	£500	South & West Lynn
West Lynn Action Group	Installation of a defibrillator	£578	South & West Lynn
Kings Lynn Ranger Unit	Support rangers with overseas projects	£900	South & West Lynn
Kings Lynn Community Football	Support KL ability counts football, with coaching and specialised training aids	£200	Springwood
St Marthas Catholic Primary School	Outdoor classroom/sheltered outdoor play area	£300	Springwood
King's Lynn & West Norfolk Pride	Support for the 2025 festival	£1,500	Springwood / St Margarets with St Nicholas
West Norfolk Gilbert & Sullivan Society	Support the group's annual performance in February 2025	£1,000	St Margarets with St Nicholas
St Clements High School Young Carers	End of year celebrations	£1,000	Terrington
Freebridge Marshland District Guides	Support a girl guide event	£600	Terrington, Tilney, Mershe Lande & Wiggshall
Priory Rotary Club	Establish a wildflower meadow in South Wootton	£200	The Woottons
Wootton Park Recreation Association	Tree stump wood carving	£600	The Woottons
Kings Lynn Sea Cadets	IT and audio visual training equipment	£500	The Woottons
Ashwicken Primary School	Den-building equipment	£722	The Woottons
Wootton Park Recreation Association	Create a shingled area for extra picnic tables	£578	The Woottons

Applicant	Project/Initiative/Event	Amount awarded	Ward
Wootton Park Recreation Association	Concrete bases for memorial benches	£400	The Woottons
Upwell and Outwell Age Concern Luncheon Club	Support the lunch club for elderly residents	£250	Upwell & Delph
Wimbotsham Recreation Ground Committee	Insulation and LED lighting	£500	Upwell & Delph
Lakes Ends Village Hall	Decoration of hall and replacing soft furnishings	£150	Upwell & Delph
St Marys Church Welney	Support for the Founders Fete	£400	Upwell & Delph
St Marys Church Welney	Support for the celebrate our natural world event	£100	Upwell & Delph
Welney Social Club	Start-up costs for new club - first aid training and food hygiene certificate	£200	Upwell & Delph
Nordelph Crafters	Host a Christmas carol event with tree, lights and refreshments	£250	Upwell & Delph
Three Holes Village Hall and Playing Field	Playing field sign	£150	Upwell & Delph
Friends of Walpole St Andrew	D-Day community event	£250	Walsoken, West Walton & Walpole
Friends of Walpole St Andrew	Christmas Tree Festival event	£250	Walsoken, West Walton & Walpole
West Walton Village Hall	D-Day community event	£250	Walsoken, West Walton & Walpole
West Walton Village Hall	New recycled plastic bench	£200	Walsoken, West Walton & Walpole
Walpole Parish Foundation and Recreation Trust	New picnic bench	£200	Walsoken, West Walton & Walpole
Walpole St Peter Parochial Church Council	VE day 80th anniversary refreshments and activities	£250	Walsoken, West Walton & Walpole
Walpole St Peter Parish Hall	Open afternoon event for residents to view new hall	£250	Walsoken, West Walton & Walpole
Anthony Curton Friends Association	Pantomime tickets and transport for pupils	£350	Walsoken, West Walton & Walpole
Middleton Towers Railways Station CIC	Purchase fencing to secure the site for health and safety purposes	£1,000	West Winch
Stoke Ferry Village Hall	Purchase a macerator	£250	Wissey
Stoke Ferry Playing Field Trust	New seating, improve security and goal nets	£500	Wissey
Stoke Ferry Community Enterprise Ltd	Outdoor sensory equipment for local community hub	£250	Wissey

POLICY REVIEW AND DEVELOPMENT PANEL REPORT

REPORT TO:	Environment and Community Panel		
DATE:	3 rd June 2025		
TITLE:	Membership of Task Groups and Informal Working Groups 2025/2026		
TYPE OF REPORT:	Operational		
REPORT AUTHOR:	Emma Briers		
OPEN/EXEMPT	Open	WILL BE SUBJECT TO A FUTURE CABINET REPORT:	No

REPORT SUMMARY/COVER PAGE

PURPOSE OF REPORT/SUMMARY:
<p>This report invites the Environment and Community Panel to arrange for the appointment of Members to serve on the Informal Working Groups and Task Groups, which have previously been established by the Panel, for the municipal year 2025/2026.</p> <p>The Panel has established the following groups:</p> <ul style="list-style-type: none"> - Homelessness and Housing Delivery Task Group - Climate Change Informal Working Group
RECOMMENDATIONS:
<ol style="list-style-type: none"> 1. That the Homelessness and Housing Delivery Task Group continues to operate, and the Democratic Services Officer be instructed to seek Membership of the Task Group from the Group Leaders for the 2025/2026 municipal year. 2. The Climate Change Informal Working Group continues to operate, and the Panel appoints Members to serve on the Group.

For information – 2024/2025 Membership of Groups is below

Homelessness and Housing Delivery Task Group: Councillors S Sandell, V Spikings, T Bubb, S Collop, A Kemp, S Lintern and 1 vacancy.

Climate Change Informal Working Group: Councillor Bubb, Councillor P Kunes, Councillor A Kemp and Councillor P Devulapalli

POLICY REVIEW AND DEVELOPMENT PANEL REPORT

REPORT TO:	Environment and Community Panel		
DATE:	3 rd June 2025		
TITLE:	Nominations to Outside Bodies and Partnerships		
TYPE OF REPORT:	Operational		
PORTFOLIO(S):	Leader		
REPORT AUTHOR:	Emma Briers		
OPEN/EXEMPT	OPEN	WILL BE SUBJECT TO A FUTURE CABINET REPORT:	<i>No</i>

REPORT SUMMARY/COVER PAGE

PURPOSE OF REPORT/SUMMARY:
The Panel is invited to nominate representatives to participate in the outside bodies and partnerships which fall within the Environment and Community Panel’s remit as set out in the report.
RECOMMENDATIONS:
<ol style="list-style-type: none"> 1. That nominations be made by the Panel. 2. That the reporting arrangements be noted, as shown in the report. 3. That Council be requested to approve the nominations made by the Panel
REASONS FOR RECOMMENDATIONS:
To ensure continued involvement in the Community by the Council.

1.0 BACKGROUND

1.1 The Cabinet at its meeting in June/July will confirm a number of Cabinet appointments to outside bodies and partnerships. Further appointments will be made by the Council in July in the following categories:

- Scrutiny and regulatory roles
- Parish level representation, parished and unparished areas
- General appointments

2.0 Insurance Cover For Borough Councillors

2.1 The Council's insurance will indemnify any employee or member arising from their service on the board or participation in the capacity of governor, officer, trustee, director, committee member or other official of any not-for profit entity other than the insured.

Provided always that:

- a) The service or participation by the employee or member is specifically requested by or under the specific direction of the insured.
- b) The insured is legally entitled to approve the service or participation and to indemnify the employee or member in respect of it.
- c) Any payment will only be made by the insurer for an amount in excess of any indemnification or insurance coverage provided by the not-for-profit entity or afforded from any other source and to which the employee or member is entitled.

2.2 When a member is appointed to serve on an outside body, they should also ensure that as well as completing the Register of Financial and Other Interest form, they should complete the annual "Related Party Transactions form", with the details of those bodies on which they serve.

3.0 FEEDBACK FROM MEMBERS ON OUTSIDE BODIES

3.1 The Panels should be able to request reports from Councillors serving on outside bodies which fall within their remit. This will make it possible for members both to assess the usefulness of making appointments to bodies and be informed of any relevant matters.

4.0 APPOINTMENT OF REPRESENTATIVES

4.1 This Panel is invited to nominate representative(s) to participate in the outside bodies and partnerships listed below which fall within the Panel's remit. For information, details of the representatives for 2024/25 are listed below.

4.2 Any Members wanting to continue in their roles, or any Councillors who are interested in putting themselves forward for nomination are encouraged to contact the Chair in advance of the meeting.

- **Borough Council/College of West Anglia Liaison Board – 1 representative**

Frequency of meetings: once every six months.

Venue: Alternates between the College and the Council or remotely.

Current representative is Councillor Osborne.

For information Councillor Beales is also appointed by Cabinet to this Board.

- **King's Lynn and West Norfolk Area Museums Committee – 3 representatives**

Frequency of meetings: Quarterly

Venue: Alternates between Council Offices and King's Lynn Museum or remotely.

Time: Usually 2pm

Current representatives are Councillors Bland, Bubb and non-Councillor Bill Davison.

For information Councillor de Whalley is appointed to the Committee by Cabinet and Councillor Kemp is appointed to the Committee by Council.

- **King's Lynn Football Club Board (observer) – 1 representative**

Venue: Football Club

Current representative is Paul Bland

- **Norfolk Health Overview and Scrutiny Committee – 1 representative & substitute**

Frequency of meetings: 7 times a year

Venue: Norfolk County Council

Time: 10.00am

Note: Members must be a Member of an Overview and Scrutiny Committee. Preferably not be board members or governors of a local health service organisation or a member of the Health and Wellbeing Board in order to limit conflicts of interest.

Current representatives are Councillor Devulapalli and no substitute appointed

- **West Norfolk Community Transport Project – 1 representative**

Frequency of meetings: Quarterly – usually on a Monday

Venue: North Lynn

Time: 5.30pm

Current representative is Councillor Everett

5.0 FINANCIAL IMPLICATIONS

5.1 Mileage and subsistence allowances for Councillor attending meetings.

6.0 ACCESS TO INFORMATION

Current lists of member representation

ENVIRONMENT AND COMMUNITY PANEL WORK PROGRAMME 2024/2025

DATE OF MEETING	TITLE	TYPE OF REPORT	LEAD OFFICER/ ATTENDEE	OBJECTIVES AND DESIRED OUTCOMES
3rd June 2025	Membership of Task Groups and Informal Working Groups 2024/2025	Operational	Democratic Services Officer	To appoint Members to Task Groups and Informal Working Groups established by the Panel
	Nominations to Outside Bodies and Partnerships	Operational	Democratic Services Officer	To nominate representatives to outside bodies and partnerships
	Appointment of Vice Chair for the Municipal Year	Operational		
	Councillor Community Grant Scheme	Operational	Debbie Ess	For Information
	Any Cabinet Reports which fall within the remit of the Panel – to be confirmed.			
8th July 2025	Any Cabinet Reports which fall within the remit of the Panel – to be confirmed.			
	Cemetery Presentation & Report	Cabinet Report	Martin Chisholm	

2nd September 2025	Any Cabinet Reports which fall within the remit of the Panel – to be confirmed.			
7th October 2025	Any Cabinet Reports which fall within the remit of the Panel – to be confirmed.			
	Licensing Act 2003- Statement of Policy		Marie Malt	Before going to Cabinet on 11 th November 2025
25th November 2025	Any Cabinet Reports which fall within the remit of the Panel – to be confirmed.			
	White Ribbon Campaign Accreditation- Yearly Progress Report	Operational	Charlotte Marriott	Update

6th January 2026	Any Cabinet Reports which fall within the remit of the Panel – to be confirmed.			
24th February 2026	Any Cabinet Reports which fall within the remit of the Panel – to be confirmed.			
14th April 2026	Any Cabinet Reports which fall within the remit of the Panel – to be confirmed.			

To be scheduled

- Gayton Road Cemetery – to come back once alternative locations had been identified.
- Policy Development – Review of Tree and Woodland Strategy and update from the Arboricultural Officers
- Service Level Agreement for Council Approved testing Stations
- Informal Working Group – Wash Barrier
- Housing Standards Update- current issues and quality of properties
- Fly Tipping- providing awareness
- White Ribbon Campaign Accreditation- Yearly Progress Report

FORWARD DECISIONS LIST

Date of meeting	Report title	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
10 June 2025						
	Debt Recovery Policy	Non	Council	Finance Asst Dir – A Baker		Public
	King’s Lynn Town Centre Masterplan	Non	Cabinet	Business and Culture Asst Dir – D Hall		Exempt Private- Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Corporate Monitoring Report	Key	Cabinet	Finance Deputy Chief Executive		Public
28	Appointment of Honorary Alderman	Non	Council	Leader Chief Executive		Public
	Appointment to Cabinet Sub Cttees and Task Groups 2025-26	Non	Cabinet	Leader Assistant Dir – A Baker		Public

Date of meeting	Report title	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
Special Meeting 7 July 2025						
	Guildhall and Creative Hub	Key	Council	Business & Culture Asst Dir – A Baker		Public

Date of meeting	Report title	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
15 July 2025						
	Housing Assistance Policy	Non	Cabinet	People and Communities Asst Dir M Whitmore		Public
	CIL Governance	Non	Cabinet	Planning and Licensing Asst Dir – S Ashworth		Public
	2025 Staff cost of living pay award	Key	Cabinet	Deputy Leader		Public
	Action Plan 2025-2027	Key	Council	Leader Chief Executive		Public
	Padel Tennis	Non	Council	Deputy Leader and Business Asst Dir – R Allan		Public
29	Changes to Social Housing Allocations Policy	Key	Council	People and Communities Asst Dir - D Hall		Public
	Domestic Abuse Tenants/Residents Policy and Domestic Abuse Intersectionality Policy	Non	Council	People and Communities Asst Dir - D Hall		Public
	Cemeteries	Key	Cabinet	Operational & Commercial		Private

Date of meeting	Report title	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
16 September 2025						
	King's Lynn Enterprise Park	Non	Cabinet	Business and Culture Asst Dir – D Hall		Public

Date of meeting	Report title	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
11 November 2025						
	Council Tax Support – Final Scheme for 2026-27	Key	Council	Finance Deputy Chief Executive		Public
	Council Tax Discounts and Premiums – Resolution for 2026-27	Key	Council	Finance Deputy Chief Executive		Public
	Plan for Neighbourhoods Fund	Non	Council	Leader Asst Director – Regeneration, Housing and Place		Public
	Local Nature Recovery Strategy (Adoption)	Non	Council	Climate Change and Bio Diversity Asst Dir – S Ashworth		Public

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

Items to be scheduled

	King's Lynn Transport Strategy – to go on 3 rd March 2026	Key	Council	Planning and Licensing Asst Dir D Hall		Public
	Custom and Self Build Site – Stoke Ferry	Non	Cabinet	Regeneration and Development Assistant Director - D Hall		Public
	Overnight Campervan parking in Hunstanton	Non	Cabinet	Leader Asst Director – M Chisholm		Public
	Florence Fields – Tenure Mix	Non	Council	Deputy Leader		Part Public and part Private- Contains exempt Information under para 3 –

						information relating to the business affairs of any person (including the authority)
	Article 4 Direction	Non	Cabinet	Regeneration and Development Assistant Director – S Ashworth		Public
	Empty Homes Strategy Review	Key	Council	People and Communities Asst Dir M Whitmore		Public
31	King's Lynn Town Football Club	Non	Cabinet	Property		Private- Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Housing Assurance Strategy	Non	Council	People and Communities Asst Dir M Whitmore		Public