



# **Homelessness & Housing Delivery Task Group**

## **Agenda**

**Tuesday 21<sup>st</sup> October 2025 at 3:30pm**

**in**

**Meeting Room 1:3, First Floor,  
King's Court,  
Chapel Street, King's Lynn**

Also available to view on [West NorfolkBC on YouTube](#)

**King's Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX**  
**Telephone: 01553 616200**  
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Monday 13<sup>th</sup> October 2025

To: Councillors A Bubb, S Collop, J Fry, A Kemp, J Ratcliffe, J Rust, S Sandell  
and Mrs V Spikings

Dear Member

**Homelessness & Housing Delivery Task Group**

You are invited to attend a meeting of the above-mentioned Panel which will be held on **Tuesday, 21st October, 2025 at 3.30 pm** in the **Meeting Room 1-3 - First Floor, King's Court, Chapel Street, King's Lynn PE30 1EX** to discuss the business shown below.

Yours sincerely

Chief Executive

**AGENDA**

**1. Apologies for absence**

To receive any apologies for absence.

**2. Notes from previous meeting (Pages 3 - 5)**

To confirm as a correct record the notes from the previous meeting.

**3. Matters arising**

If any.

**4. Declarations of interest (Page 6)**

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

These declarations apply to all Members present, whether the Member is part of the meeting, attending to speak as a local Member of an item or simply observing the meeting.

**5. Urgent Business**

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

**6. Members attending under Standing Order 34**

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

**7. Chair's correspondence**

If any.

**8. Housing Needs Service - Summary of Current Trends**

**9. Homelessness and Rough Sleeping Strategy - Summary of Progress**

**10. Priorities for Next Six Months**

**11. Date of next meeting**

The date of the next meeting is to be arranged when required.

**BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK**

**HOMELESSNESS & HOUSING DELIVERY TASK GROUP**

**Minutes from the Meeting of the Homelessness & Housing Delivery Task Group held on Wednesday, 5th February, 2025 at 3.30 pm in the Meeting Room 1-3 - First Floor, King's Court, Chapel Street, King's Lynn PE30 1EX**

**PRESENT:** Councillor S Sandell (Chair)  
Councillors A Bubb, S Collop and A Kemp

**OFFICERS PRESENT:**

Andy King- Senior Housing Manager  
Nikki Patton- Housing Services Manager

12 **APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Lintern and Spikings.

13 **NOTES FROM PREVIOUS MEETING**

The notes from the previous meeting held on 9<sup>th</sup> July 2024 were agreed as a correct record.

14 **MATTERS ARISING**

There were no matters arising.

15 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

16 **URGENT BUSINESS**

There was no urgent business.

17 **MEMBERS ATTENDING UNDER STANDING ORDER 34**

There were no members present under Standing Order 34

18 **CHAIR'S CORRESPONDENCE**

There was none.

19                    **HOMELESSNESS & ROUGH SLEEPING STRATEGY LAUNCH UPDATE**

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

The Senior Housing Manager provided an update on the launch of the strategy.

There were no questions from the Task Group.

20                    **NEWLY COMMISSIONED SERVICES**

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

The Senior Housing Manager presented the newly commissioned services to the Task Group.

The Chair thanked the Senior Housing Manager for the update. There were no questions from the Task Group.

21                    **CURRENT DATA**

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

The Senior Housing Manager presented the current data to the Task Group.

The Chair invited questions and comments from the Task Group, a summary which is set out below.

Councillor Bubb referred to 174 homeless applications taken in Quarter 3 and sought clarification on any applications which had been removed from the list as housing was found.

The Senior Housing Manager explained to the Task Group, a person may contact the housing department informally and not apply. He added approximately 20% of applications are withdrawn as homelessness may have been resolved independently. He highlighted this would be dependent on circumstances and likelihood of success.

In response to Councillor Kemp's question, the Senior Housing Manager confirmed that the Housing First service provided an intensive level of support and explained once tenants moved out of Housing First accommodation, support continues, and the service provided open ended in line with the need.

22                    **LOCAL AUTHORITY HOUSING FUND (LAHF) UPDATE**

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

The Housing Services Manager gave an update on the Local Authority Housing Fund (LAHF) 1, 2 and 3.

The Chair thanked the Housing Services Manager and there were no questions from the Task Group.

23                    **DATE OF NEXT MEETING**

The date of the next meeting was to be scheduled in due course.

**The meeting closed at 3.48 pm**

# DECLARING AN INTEREST AND MANAGING ANY CONFLICTS FLOWCHART



## START

