

Homelessness & Housing Delivery Task Group

Agenda

Tuesday 21st October 2025 at 3:30pm

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 13th 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. <u>Notes from previous meeting</u> (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. <u>Urgent Business</u>

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. <u>Chair's correspondence</u>

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 9th 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 <u>MEMBERS ATTENDING UNDER STANDING ORDER 34</u>

There were no members present under Standing Order 34

18 **CHAIR'S CORRESPONDENCE**

There was none.

19 <u>HOMELESSNESS & ROUGH SLEEPING STRATEGY LAUNCH</u> <u>UPDATE</u>

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

YFS ←

Does the matter directly relate to one of your DPIs?

 \rightarrow NO

YES 🗹

YES ←

YES ←

Does the matter directly relate to the finances or wellbeing of one of your ERIs?

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

* without a dispensation

Glossary:

DPI: Disclosable Pecuniary

ERI: Extended Registrable

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

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

Declare the interest. You have a conflict and cannot act or

remain in the meeting *

Declare the interest. Are you or they affected to a greater extent than most people? And would a reasonable person think you are biased because

 YES

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

of the interest?

↑NO

Take part as normal

↑ NO

Does it directly relate to the finances or wellbeing of you, a relative or a close associate?

↑ NO

Does it affect the finances or wellbeing of you, a relative, a close associate or one of my ERIs?

↑ NO

Does it relate to a Council Company or outside body to which you are appointed by the Council?

YES ∠

Z

↑ NO

You can remain the meeting if the Chair agrees, for you to speak in your external capacity only. Do not vote.

You can take part in discussions but make clear which capacity you are speaking in. Do not vote.

YES ←

NO ←

Declare the interest. Do you, or would a reasonable person think there are competing interests between the Council and the company/outside body?

Does another interest make you that feel you cannot act in a fair, objective or open manner? Would a reasonable person knowing the same interest think you could not act in a fair, objective or open manner?

NO TO BOTH

YES TO ONE ↓

Declare the interest for the sake of openness and transparency. Then take part as normal.

You have a conflict. Declare the interest. Do not participate and do not vote.