Borough Council of
King's Lynn &
West Norfolk

King's Lynn Area Committee

Agenda

Thursday, 12th November, 2026
at 5:15pm

in the

Council Chamber, Town Hall, Saturday Market Place, King's Lynn and available for the public to view on YouTube.

Borough Council of
King's Lynn &
West Norfolk

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KING'S LYNN AREA COMMITTEE AGENDA

DATE: **KING'S LYNN AREA COMMITTEE - THURSDAY, 12TH NOVEMBER, 2026**

VENUE: **COUNCIL CHAMBER, TOWN HALL, SATURDAY MARKET PLACE, KING'S LYNN PE30 5DQ**

TIME: **5.15 pm**

1. APOLOGIES FOR ABSENCE

To receive any apologies for absence.

2. MINUTES OF PREVIOUS MEETING (Pages 5 - 10)

To confirm as a correct record 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.

These 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 Chairman proposes 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 Chairman of their intention to do so and on what items they wish to be heard before the meeting commences. Any Member attending the meeting under Standing Order 34 will only be permitted to speak on those items which have been previously notified to the Chairman.

6. CHAIR'S CORRESPONDENCE (IF ANY)

7. SPECIAL EXPENSES 2027 - 2028 (Pages 12 - 16)

8. COMMITTEE'S WORK PROGRAMME AND CABINET'S FORWARD DECISION LIST (Pages 17 - 25)

The Committee is asked to consider items for a future Work Programme for

The Committee is also asked to consider the Cabinet's Forward Decision List.

9. DATE OF NEXT MEETING

The next meeting is scheduled to take place on the 21st January 2027 at 5:15pm in the Council Chamber, Town Hall.

To: Members of the King's Lynn Area Committee

Councillors F Bone, S Collop, R Colwell, S Everett (Chair), J Fry, D Heneghan, B Jones (Vice-Chair), C Joyce, A Kemp, J Lowe, A Moore, J Rust, D Sayers and A Ware

For Further information, please contact:

democratic.services@west-norfolk.gov.uk
Borough Council of King's Lynn & West Norfolk
King's Court, Chapel Street
King's Lynn PE30 1EX

BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK

KING'S LYNN AREA COMMITTEE

Minutes from the Meeting of the King's Lynn Area Committee held on Thursday, 17th September, 2026 at 6.00 pm in the Council Chamber, Town Hall, Saturday Market Place, King's Lynn PE30 5DQ

PRESENT: Councillors S Everett (Chair), F Bone, R Colwell, D Heneghan, B Jones (Vice - Chair), A Kemp, A Moore, J Rust, D Sayers, S Squire and A Ware

PORTFOLIO HOLDERS: Councillor Squire, Portfolio Holder for Environment and Coastal (remotely)

PREENT UNDER STANDING ORDER 34B: Councillor J Fry (remotely)

OFFICERS PRESENT:

Mark Whitmore - Assistant Director for Health, Wellbeing and Public Protection
Carl Holland – Assistant Director for Finance and Deputy Section 151 Officer
Emma Kavanagh – Chief Operating Officer (remotely)
Claire Thompsett – Operations Manager, Public Open Spaces (remotely)
Carl Reed - Play Area Inspector/Technician, Public Open Spaces (remotely)

14 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Collop and Lowe.

15 **MINUTES OF PREVIOUS MEETING**

RESOLVED: The minutes from the previous meeting held on the 18th June 2026 were agreed as a correct record.

16 **DECLARATIONS OF INTEREST**

There was none.

17 **URGENT BUSINESS**

There was no urgent business.

18 **MEMBERS PRESENT PURSUANT TO STANDING ORDER 34**

Councillor Fry was present under Standing Order 34B.

19 **CHAIR'S CORRESPONDENCE (IF ANY)**

There was none.

Councillors Rust and Ware arrived at the meeting at 6:12pm.

Councillor Colwell arrived at 6:14pm.

20 **PRESENTATION ON PLAY AREA EQUIPMENT**

Click here to view the recording of this item on YouTube.

The Operations Manager for Public Open Spaces and Play Area Inspector and Technician gave a presentation which outlined the condition, inspection, maintenance and investment needs of Kings Lynn's play areas, while Councillors discussed prioritisation, accessibility, funding and community involvement.

The Operations Manager for Public Open Spaces reported that the borough managed 82 play areas and associated facilities, including 43 play areas and multi-use games areas in the unparished part of Kings Lynn. Sites were grouped as good, fair or worn; all equipment was described as serviceable and safe for use, although worn equipment may be nearing the end of its expected lifespan.

The Play Area Inspector and Technician explained that play areas received weekly routine visual inspections, monthly operational maintenance inspections and annual independent inspections. Checks covered equipment damage, litter, surfacing, corrosion, timber rot, worn components, fixings, safety clearances and standards compliance. He recorded operational findings through a mobile inspection app linked to an online database, while annual inspection findings could be viewed as soon as they were uploaded. Maintenance work included repairs to fixings, moving parts, damaged components, graffiti removal, jet washing and safety surfacing. Annual inspection findings were risk-scored, with higher-risk defects prioritised and any unsafe equipment isolated until repairs could be completed.

The Operations Manager for Public Open Spaces described recent investment at Parkway, where 18 pieces of equipment, new safety surfacing and bins were installed using community funding associated with the Florence Fields development. At Edma Street, 10 new pieces of equipment, improved surfacing and accessible-play elements were installed using funding linked to the Salters Road development.

The Operations Manager for Public Open Spaces confirmed that £120,000 had been included in the 2027 capital programme as a

potential route to develop inclusive play facilities, possibly at The Walks. Earlier accessible-play funding had not been pursued because it was considered insufficient to deliver a meaningful scheme, so the final scope and further funding sources still needed to be established.

The future investment programme was intended to consider asset condition, safety, accessibility, inclusivity, community need and demand. Site-specific reviews would determine whether ageing equipment should be replaced like-for-like, redesigned, enhanced or rationalised, with funding potentially drawn from the capital programme, grants, developer contributions and partnerships.

Councillor Rust queried the presence of a Norfolk County Councillor at the meeting. In response, the Chair explained that the meeting was held in public and anyone was entitled to attend as an observer but would not be permitted to address or participate in the meeting.

The Chair thanked the Officers for the presentation and invited comments and questions from the Committee. Councillor Heneghan welcomed the planned £120,000 capital allocation for inclusive play in 2027 and highlighted prioritisation of how money was spent was important along with other funding streams were needed. She added the area around the play areas such as seating for parents was also important.

Councillor Colwell thanked Officers for their work and referred to the removal of equipment at Blenheim Road. He asked what the authority could do about play areas built by developers that had not been adopted because they did not meet the required standard.

The Operations Manager for Public Open Spaces explained unadopted sites were excluded from the presented figures, but officers worked with developers by providing information on the standard required for adoption; outcomes varied between sites. She explained that the Blenheim Road site was unusual because the developer entered administration and the land was not in the Borough Council's ownership or another identified portfolio. Officers had nevertheless monitored the remaining equipment for safety. A corroded climber leg identified during inspection required removal, leaving wider ownership and replacement questions unresolved.

Following Councillor Colwell's suggestion for the Chair to write a letter to developers, the Chair acknowledged that adoption arrangements may involve a complex process and could overlap with planning matters, including possible Section 106 funding. He agreed that correspondence with developers might be appropriate after consulting planning officers, while the adoption process and available remedies required further investigation.

Councillor Bone stressed that inclusive provision should combine accessible and standard equipment so children can play together rather than creating a separate facility. Councillor Rust added that surfacing must enable access for wheelchair users and parents, noting that woodchip, uneven humps and other surfaces could prevent access even where equipment itself was accessible. She added the Youth Advisory Board could be consulted.

Councillor Sayers argued that the capital budget should reflect recurring replacement needs, estimating that approximately four and a half play-area sets could require replacement annually and that around £500,000 per year might be needed, excluding additional accessible-play costs. He added the importance of fences surrounding play areas to ensure children were contained and safe.

Councillor Squire explained that some sites had only one poorly used item of equipment, so future provision may involve fewer but better-equipped play areas. She said The Walks may not necessarily be the best location and argued against selecting equipment without understanding local needs. She added consultation with parents, children, the wider community and Members to determine the appropriate location, design and facilities was important. She added further the need to supplement the £120,000 through grants, developer-related funding, CIL funding and potentially local business sponsorship.

The Chair supported exploring grants and sponsorship but noted that any sponsorship would need appropriate advertising arrangements and that grant conditions should be checked to avoid funds being reclaimed.

RESOLVED: The Committee received and noted the presentation given on Play Area Equipment.

Councillor Kemp arrived at the meeting at 6:49pm

21 **SPECIAL EXPENSES MONITORING REPORT**

Click here to view the recording of this item on YouTube.

The Assistant Director for Finance and Deputy Section 151 Officer presented the report. He reported on the financial outturn for the year ending 31 March 2026 and the monitoring position to August 2026 for 2026–27. The 2025–26 position produced a £24,000 underspend and therefore a lower contribution from the Council, which subsidises special-expense expenditure. Footway-lighting utility costs remained volatile and higher than anticipated, partly because the 2026–27 budget had been set before the 2025–26 outturn was known. Significant pavilion works had addressed central-heating and water-

supply safety and regulatory compliance, with fire-alarm upgrades also undertaken; these works continued to affect the current year.

The Chair, thanked the Assistant Director for Finance and Deputy Section 151 Officer and invited questions and comments from the Committee.

Councillor Rust questioned how frequently pavilions were hired, what income they generated and where that income was allocated. The Assistant Director for Finance and Deputy Section 151 Officer did not have the figures at the meeting but agreed that the information would be circulated to all committee members and used to inform discussion of the 2027–28 special-expenses budget.

Councillor Kemp asked about the overspend on public conveniences and whether measures such as solar panels could reduce utility costs. The Assistant Director for Finance and Deputy Section 151 Officer explained utilities and safety certification must be maintained, while any solar-panel investment would require a business case and prioritisation against other capital projects.

The Chair enquired whether charging users for public conveniences could help subsidise maintenance and staffing. The Assistant Director for Finance and Deputy Section 151 Officer commented this was a policy decision for the Council and agreed to feed the suggestion into the autumn budget-setting discussions.

RESOLVED: The Committee considered the outturn for 2025/2026 and the monitoring position and projected outturn for 2026/2027 as detailed in the report.

22 **PARISH PARTNERSHIP SCHEME REMINDER**

Click here to view the recording of this item on YouTube.

The Committee was reminded that applications for the 2027–28 Parish Partnership Scheme must be submitted to the Assistant Director for Health, Wellbeing and Public Protection and Democratic Services by 26 October for consideration at the 12 November meeting.

Councillor Bone asked whether installing waiting-restriction lines to keep emergency access clear could be funded through the scheme. The Chair commented, double yellow lines would generally require the County Highways Authority to introduce a traffic regulation order and complete consultation, so the matter was not a simple Borough Council installation. Officers agreed to investigate the scheme's applicability and report back.

23 **COMMITTEE'S WORK PROGRAMME AND CABINET'S FORWARD**

DECISION LIST

Click here to view the recording of this item on YouTube.

Councillor Colwell requested for the Kings Lynn Town Council and local government reorganisation to be included in the work programme so the committee could respond quickly to developments. The Chair noted that a pre-Council briefing and an update on the review conclusion were scheduled before the next full Council, with the Electoral Arrangements Committee leading work on progressing a town council.

Councillor Colwell requested the item on public toilets be brought forward specifically noting the public toilets at Gaywood.

Councillor Kemp requested more detailed information behind headline special-expenses figures, including inspection, maintenance, infrastructure and compliance costs, to help understand what a future town council might need to provide. The Assistant Director for Finance and Deputy Section 151 Officer explained the Informal Working Group had been established to examine costs and cost-reduction options in detail, with the resulting information to be published and brought forward for public discussion where appropriate.

The Assistant Director for Finance and Deputy Section 151 Officer explained further the timetable and statutory process for a possible town council were still being explored, and the finance team was preparing for either continuation of special expenses or development of a new town-council budget. Councillor Sayers added that potential transfers of civic buildings and other assets would bring both capital and revenue costs that should be included when considering any future precept.

Councillor Rust and Ware requested a future police update on town-centre anti-social behaviour, including whether reported figures match public perception and specific concerns about electric bikes.

The Committee noted the Work Programme and Cabinet Forward Decision List.

24 **DATE OF NEXT MEETING**

12th November 2026 at 5:15pm in the Council Chamber, Town Hall.

The meeting closed at 7.18 pm

Borough Council of King's Lynn & West Norfolk

DECLARING AN INTEREST AND MANAGING ANY CONFLICTS FLOWCHART

START

Does the matter directly relate to one of your DPIs?

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

→ NO: Does the matter directly relate to the finances or wellbeing of one of your ERIs?

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

↓ NO: Does it directly relate to the finances or wellbeing of you, a relative or a close associate?

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

↓ NO: Does it affect the finances or wellbeing of you, a relative, a close associate or one of my ERIs?

YES ← 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 of the interest?

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

↓ NO: Take part as normal

↓ NO: Does it relate to a Council Company or outside body to which you are appointed by the Council?

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

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

NO ← You can take part in discussions but make clear which capacity you are speaking in. Do not vote.

↓ NO: 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 → Declare the interest for the sake of openness and transparency. Then take part as normal.

YES TO ONE ↓ You have a **conflict**. Declare the interest. Do not participate and do not vote.

* 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

Agenda Item 7

POLICY REVIEW AND DEVELOPMENT PANEL REPORT

REPORT TO:	Kings Lynn Area Committee (KLAC)		
DATE:	12th November 2026		
TITLE:	Recommendations on Special Expense Charge for King's Lynn		
TYPE OF REPORT:	Policy Development		
PORTFOLIO(S):	Cllr Chris Morley, Portfolio Holder for Finance		
REPORT AUTHOR:	Carl Holland, Assistant Director - Finance		
OPEN/EXEMPT	Open	WILL BE SUBJECT TO A FUTURE CABINET REPORT:	Yes

REPORT SUMMARY

PURPOSE OF REPORT/SUMMARY:
To consider the proposed King's Lynn Special Expenses for the year 2027/28
KEY ISSUES:
The terms of reference for the King's Lynn Area Committee (KLAC) describe one of its roles as acting as a forum, on the funding raised by, and utilisation of the King's Lynn Special Expenses including the determination of where surplus funding raised in connection with King's Lynn Special Expenses should be utilised in the area. KLAC can also determine the spend of any budget allocated to them and provide recommendations to Cabinet on new priorities for King's Lynn Special Expenses. The Estimated budget presented is subject to the Council setting its own budget for the 2027/2028 year and may therefore be subject to change as a result. In this estimate budget, service costs decrease by £8,410 from 2026/27. Largely as a result of leasing the South Lynn Community Centre and transferring its day to day running to the Purfleet Trust Any recommendations will need to be made in full consideration of the implications on the Special Expenses charge.
OPTIONS CONSIDERED:
1. Make no recommendations for changes to Special Expenses for the 202720/28 financial year 2. Make recommendations to Cabinet on the priorities for, and utilisation of, the Special Expenses charge for King's Lynn, for the period 2027/2028.
RECOMMENDATIONS:
1. That the Committee endorse the Special Expenses charge for 2027/28 as set out in section 2.2 of the report
REASONS FOR RECOMMENDATIONS:
Making recommendations on the utilisation of Special Expenses for King's Lynn was within the original terms of reference of the Committee.

1. Introduction

1.1 The Terms of Reference for KLAC set out the following:

- To determine the spend of any budgets allocated to KLAC
- To determine where surplus funding raised in connection with King's Lynn Special Expenses should be utilised within the area.
- To provide recommendations to Cabinet on new priorities for King's Lynn Special Expenses
- To monitor King's Lynn Special Expenses throughout the financial year

1.2 The Local Government Finance Act 1992 defines a Local Authority's Special Expenses. It states that Special Expenses are any expenses incurred by the authority in performing in a part of its area, a function performed elsewhere by a Parish Council.

1.3 Special Expenses are currently charged for:

- Footway Lighting
- Play Areas (including capital scheme)
- Community Centres
- Closed Churchyards
- Allotments
- Pavilions
- Dog Bins
- Open Spaces
- Bus Shelters
- Public Conveniences (80% of costs of Walks Broadwalk and Management Building facilities)
- Gaywood Remembrance Service

1.4 The total cost of Special Expenses is met by the Council Taxpayers of King's Lynn. The annual charge to the residents is made through an addition to the Council Tax bill. The table below details the Special Expenses charge for the current year 2026/27.

	Budget 2026/2027 £
Footway Lighting	57,000
Play Areas	55,850
Community Centres	48,860
Closed Churchyards	13,990
Allotments	8,380
Pavilions	66,580
Dog bins	37,580
Open Spaces	391,240
Bus Shelters	17,620
Public Conveniences	17,470
Gaywood Remembrance Service	2,000
Total	**716,570**
Borough Council Budget Support	(65,760)

Amount funded through special expenses	**650,810**

Taxbase (Council Tax Band D Equivalent)	11,063.2
Band D Charge	**£58.83**
Band D Charge 2025/2026	£55.99
Increase	**£2.84**
Percentage Increase	5.07%

2. Special Expenses 2027/28

2.1 The Band D equivalent council tax base for King's Lynn in 2027/28 is 11,214.9 which is an increase of 151.7 from 2026/27.

2.2 The table below details the estimated cost of Special Expense charges for King's Lynn for 2027/28.

	Proposed Charge 2027/2028 £
Footway Lighting	67,180
Play Areas	56,610
Community Centres	5,410
Closed Churchyards	14,600
Allotments	10,180
Pavilions	63,680
Dog bins	44,620
Open Spaces	406,450
Bus Shelters	18,210
Public Conveniences	19,220
Parish Partnership Traffic Calming	0
Gaywood Remembrance Service	2,000
Total	**708,160**

Borough Council Budget Support (see para 2.6)	-
Amount funded through special expenses (to be confirmed)	-

Taxbase (Council Tax Band D Equivalent)	11,214.9
Band D Charge	**£63.14**
Band D Charge 2026/2027	**£58.83**
Increase	**£4.31**
Percentage increase	7.32%

2.3 The main movements in cost between the Special Expenses charges for 2026/27 and the estimated charges for 2027/28 are as follows.

- Footway Lighting increase of £10,180 – this is due to an expected increase in electricity prices to take effect from 1st April 2027 and reflects actual costs in the current and previous year.

- Community Centres decrease of (£43,450) – this is the net effect after removal of costs and income for South Lynn Community Centre following transfer of the day-to-day business and adoption in 2026/2027 of a peppercorn lease to the Purfleet Trust.

- Allotments increase of £1,800 – this is due to an increase in water charges.

- Pavilions decrease of (£2,900) – this is due to a decrease of the Business Rates budget to reflect the actual charge.

- Dog Bins increase of £5,930 – the charge is levied per bin for each emptying. The increase is reflected retrospectively in Special Expenses and therefore relates to the higher charge that took effect from April 2026.

- Open Spaces increase of £15,210 – this reflects an increase in actual costs from 2026/2027 and estimated increase in staffing costs for 2026/2027.

It should be noted that all the areas are estimated figures at the present time and subject to change when the Council determines its base budget assumptions when setting the 2026 to 2031 Medium Term Financial Strategy. The referendum limits have also not been confirmed by the Government for 2027/2028, which may affect the Borough Council's decision at what level to set its own band D equivalent Council Tax.

2.4 The above figures present a significant increase in the cost of services provided through special expenses. The increase of £4.31 at 7.32% exceeds the 2.99% increase in council tax that the council is permitted to levy without going through a referendum exercise.

2.5 The Council applies a notional split of this 2.99% increase in council tax. For 2027/2028 if the Council determines that it will increase the Band D Equivalent charge by the permitted amount then the following split would apply.

Borough Council	£4.71
Special Expenses	£0.50

2.6 In order to bring the level of increase in special expenses down from £4.31 to £0.50, it will require support from the council's budget. The council will not know the true figure until the budget setting process is near completion, and the council tax resolution can be calculated in detail. The council will maximise the £0.50 increase across all special expenses and arrive at a balancing figure. This will take into account the overall level of special expenses across all parishes.

3. New Schemes

3.1 There are currently no proposals for new schemes for consideration at the time of writing this report. However, as can be seen from the detail in the report, there is no spare capacity to fund any new schemes at this point in time.

4. Financial Implications

4.1 There will be financial implications associated with the allocation of Special Expenses. The implications will be dependent on the recommendations which the Committee make to Cabinet.

4.2 As can be seen from the report, increases in the level of special expenses will have an impact on the council's core budget. If the Council exceeds the £5.00 Council Tax referendum limit (subject to confirmation) on increasing Council Tax overall, it may be necessary to make further amendments to comply with the legislation on Council Tax increases. These will be reported back accordingly.

4.3 Due to the significant increase in special expense cost, the financial implications may impact on future years also which will limit the possibility of any new schemes being brought forward unless fully funded.

5. Conclusion

5.1 The Committee is asked to consider and endorse the Special Expenses charge for 2027/28, and corresponding council supplement as set out in the report whilst noting the financial implications also set out in the report.

King's Lynn Area Committee Work Programme 2026/2027

Date of Meeting	**Agenda Items**
18th June 2026	• King's Lynn CGR - Consultation responses • BID Business Plans and Proposals • Special Expenses Informal Working Group • Membership of KLAC's Subgroups and Informal Working Group
17th September 2026	• Play Area Equipment • Special Expenses Monitoring Report • Parish Partnership Reminder
12th November 2026 (Special Expenses)	• Special Expenses - Carl Holland • Parish Partnership Scheme Bids – Mark Whitmore
21st January 2027	• Update on Anti-Social Behaviour including Electric Bikes – Howard Elvidge • Pride in Place Update – Jemma Curtis
4th March 2027	

To be scheduled:

King's Lynn Ferry

Trues Yard- New Project- Dr Paul Richards

Public Toilet at Gaywood

Cycling Safety Campaign King's Lynn Conservation Area Review

King’s Lynn Town Council Update

Accessible Playground Project

Cycling Safety involving the Local Bicycle Users Group about Cycle Parking

Review of public seating and benches in King's Lynn

Borough Council of
King's Lynn &
West Norfolk



Forward Decisions List

The Forward Decision List outlines the Cabinet's upcoming decisions over the next few months. It specifies which decisions are considered significant and indicates those that may lead to portions of the meeting being conducted in private. In addition, the list highlights the responsible Lead Officer and Portfolio Holder.

This document will be updated and republished on the Council's website each month. Any queries relating to the Forward Decision List should be forwarded to Democratic Services: Democratic.Services@West-Norfolk.gov.uk

What is a Key Decision?

Key decisions are defined as an executive decision which is likely:

(a) To result in the local authority incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the decision relates, or (significant relates to £500,000 or more)

(b) To be significant in terms of its effect on communities living or working in the area comprising two or more wards and electoral divisions in the Council's areas. (significant relates to one third of the population in a ward).

The key decision and non-key decision process is only for decisions made by the Executive, i.e. not those made at Planning, Council, Licensing etc. When assessing whether or not a decision is a key decision the decision maker must consider all the circumstances of the case. However, a decision which results in a significant amount spent or saved will generally be considered to be a key decision.

Why might a decision be made in private?

Members of the public may be excluded from a meeting or information if the nature of the business to be discussed is likely to involve the disclosure of exempt information such as details that could identify an individual or pertain to the financial or commercial interests of a person or organisation. Such information should only be made exempt, if it is in the public interest to do so under Schedule 12A of the Local Government Act 1972.

Friday, 30 October 2026

Borough Council of
King's Lynn &
West Norfolk

Cabinet Members:

Councillor Alistair Beales: Leader
Councillor Simon Ring: Deputy Leader and Portfolio Holder for Business
Councillor Jim Moriarty: Portfolio Holder for Planning and Licensing
Councillor Sandra Squire: Portfolio Holder for Environmental and Coastal
Councillor Michael de Whalley: Portfolio Holder for Climate Change and Biodiversity
Councillor Chris Morley: Portfolio Holder for Finance
Councillor Jo Rust: Portfolio Holder for People and Communities
Councillor Sue Lintern: Portfolio Holder for Culture and Events
Councillor Josie Ratcliffe: Portfolio Holder for Transport Strategy and Car Parking

Cabinet Members can be contacted directly and their contact details can be found via our website: Committee details - Cabinet

Senior Management

Kate Blakemore: Chief Executive
Michelle Drewery: Deputy Chief Executive and Section 151 Officer
Emma Kavanagh: Chief Operating Officer
Emma Hodds: Chief of Staff and Monitoring Officer
Siobhan Cleeve: Interim Assistant Director Leisure and Culture
Stuart Ashworth: Assistant Director Environment and Planning
Liz MacDonald: Assistant Director Property & Projects
Martin Chisholm: Assistant Director Operations & Commercial
Duncan Hall: Assistant Director Regeneration, Housing & Place
Carl Holland: Assistant Director for Finance and Deputy Section 151 Officer
Honor Howell: Strategic Lead to the Chief Executive and Leader
Paul Lowes: Assistant Director Corporate Services
Mark Whitmore: Assistant Director, Health, Wellbeing and Public Protection

Members of the Senior Management team can be contacted directly via Chief.ExecutiveandLeaderPA@West-Norfolk.gov.uk

Borough Council of
King's Lynn &
West Norfolk

NOVEMBER 2026

Date of meeting	Report title	Key or Non-Key Decision	Decision Maker	Cabinet Member/Portfolio	Lead Officer	Open or Exempt
17 November 2026	King's Lynn Masterplan and Parking Strategy	Key	Cabinet, Council	Deputy Leader and Cabinet Member for Business	Assistant Director, Regeneration, Housing & Place (Duncan Hall)	Part exempt
17 November 2026	Corporate Insurance Arrangements from 1st January 2027	Non	Cabinet	Cabinet Member for Finance	Assistant Director, Finance and Deputy Section 151 Officer (Carl Holland)	Fully exempt
17 November 2026	Council Tax Support Scheme for Working Age people for 2027/2028	Key	Cabinet, Council	Cabinet Member for Finance	Assistant Director, Finance and Deputy Section 151 Officer (Carl Holland)	Open
17 November 2026	Corporate Performance Monitoring Quarter 2	Non	Cabinet	Leader of the Council	Chief of Staff and Monitoring Officer (Emma Hodds)	Open
17 November 2026	Budget Monitoring Quarter 2	Non	Cabinet	Cabinet Member for Finance	Assistant Director, Finance and Deputy Section 151 Officer (Carl Holland)	Open
17 November	Community	Key	Cabinet	Cabinet Member for	Deputy Chief Executive	Open



2026	Project Fund			Finance	and Section 151 Officer (Michelle Drewery)	
17 November 2026	Council Tax Discounts, Levies and Premiums for Empty Properties and Second Homes for 2027/2028	Key	Cabinet, Council	Cabinet Member for Finance	Assistant Director, Finance and Deputy Section 151 Officer (Carl Holland)	Open
17 November 2026	Disposal of Land at Morston Drift, South Lynn	Key	Cabinet	Deputy Leader and Cabinet Member for Business	Assistant Director, Property (Liz MacDonald)	Part exempt 3 Information relating to the financial or business affairs of any particular person (including the authority holding that information)

JANUARY 2027

Date of meeting	Report title	Key or Non-Key Decision	Decision Maker	Cabinet Member/Portfolio	Lead Officer	Open or Exempt
19 January 2027	Hunstanton Masterplan and Parking Strategy	Key	Cabinet, Council	Deputy Leader and Cabinet Member for Business	Assistant Director, Regeneration, Housing & Place (Duncan Hall)	Open
19 January	Corporate	Non	Cabinet	Leader of the Council	Chief of Staff and	Open



2027	Complaints Policy				Monitoring Officer (Emma Hodds)	

FEBRUARY 2027

Date of meeting	Report title	Key or Non-Key Decision	Decision Maker	Cabinet Member/Portfolio	Lead Officer	Open or Exempt
02 February 2027	Medium Term Financial Strategy 2026-2031	Key	Cabinet, Council	Cabinet Member for Finance	Assistant Director, Finance and Deputy Section 151 Officer (Carl Holland)	Open
02 February 2027	Capital Programme 2026-2030	Key	Cabinet, Council	Cabinet Member for Finance	Assistant Director, Finance and Deputy Section 151 Officer (Carl Holland)	Open
02 February 2027	Treasury Management Strategy	Key	Cabinet, Council	Cabinet Member for Finance	Assistant Director, Finance and Deputy Section 151 Officer (Carl Holland)	Open
02 February 2027	Capital Strategy	Key	Cabinet, Council	Cabinet Member for Finance	Assistant Director, Finance and Deputy Section 151 Officer (Carl Holland)	Open
03 February 2027	Housing Delivery Strategy	Key	Cabinet	Cabinet Member for People and Communities	Assistant Director, Regeneration, Housing & Place (Duncan Hall)	Open

Borough Council of
King's Lynn &
West Norfolk



MARCH 2027

Date of meeting	Report title	Key or Non-Key Decision	Decision Maker	Cabinet Member/Portfolio	Lead Officer	Open or Exempt
16 March 2027	Budget Monitoring Quarter 3	Non	Cabinet	Cabinet Member for Finance	Assistant Director, Finance and Deputy Section 151 Officer (Carl Holland)	Open
16 March 2027	Corporate Performance Monitoring Quarter 3	Key	Cabinet	Leader of the Council	Chief of Staff and Monitoring Officer (Emma Hodds)	Open
16 March 2027	Future Swimming Provision for West Norfolk	Key	Cabinet	Deputy Leader and Cabinet Member for Business	Strategic Advisor to the CEO and Leader (Honor Howell)	Open

TO BE SCHEDULED

Date of meeting	Report title	Key or Non-Key Decision	Decision Maker	Cabinet Member/Portfolio	Lead Officer	Open or Exempt
	King's Lynn Conservation Area Appraisal and Management Plan	Non	Cabinet, Council	Cabinet Member for Planning and Licensing	Assistant Director, Environment and Planning (Stuart Ashworth)	Open



	Empty Homes Strategy Review	Key	Council	Cabinet Member for People and Communities	Assistant Director, Health, Wellbeing and Public Protection (Mark Whitmore)	Open
	Housing Assurance Strategy	Non	Council	Cabinet Member for People and Communities	Assistant Director, Health, Wellbeing and Public Protection (Mark Whitmore)	Open
	Heacham Beach Huts	Key	Cabinet	Deputy Leader and Cabinet Member for Business	Assistant Director, Property (Liz MacDonald)	Part exempt 3 Information relating to the financial or business affairs of any particular person (including the authority holding that information)