BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK

CABINET DECISION SHEET

Decision Sheet from the Meeting of the Cabinet held on Tuesday, 17th November, 2026 at 6.00 pm in the Council Chamber, Town Hall, Saturday Market Place, King's Lynn PE30 5DQ

PRESENT: Councillor A Beales (Chair)
Councillors M de Whalley, A Kemp, S Lintern, C Morley, J Ratcliffe, S Ring, J Rust and S Squire

PRESENT UNDER STANDING ORDER 34: Councillor Kemp

OFFICERS:
Jemma Curtis – Regeneration Programmes Manager
Michelle Drewery - Deputy Chief Executive and Section 151 Officer
Debbie Ess - Senior Corporate Governance Officer
Duncan Hall – Assistant Director, Regeneration, Housing and Place
Emma Hodds – Chief of Staff and Monitoring Officer
Carl Holland – Assistant Director, Finance
Emma Kavanagh – Chief Operating Officer
Liz MacDonald – Assistant Director, Property
Jo Stanton – Revenues and Benefits Manager

1 **APOLOGIES**

An apology for absence was received from Councillor Moriarty.

2 **MINUTES**

RESOLVED: The minutes from the previous meeting were agreed as a correct record.

3 **URGENT BUSINESS**

None.

4 **DECLARATIONS OF INTEREST**

None.

5 **CHAIR'S CORRESPONDENCE**

None.

6 **MEMBERS PRESENT UNDER STANDING ORDER 34**

None.

7 **CALLED IN MATTERS**

None.

8 **FORWARD DECISIONS**

RESOLVED: The Forward Decisions List was noted.

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

Cabinet noted the recommendations put forward by the Panels in relation to the following items:

Corporate Performance Panel – 10th November 2026

- Corporate Performance Monitoring Quarter 2
- Council Tax Support Scheme for working age people 2027/2028
- Council Tax Discounts, Levies and Premiums for Empty Properties and Second Homes.
- Community Project Fund
- Budget Monitoring Quarter 2
- EXEMPT – Corporate Insurance Contract Arrangements from 1 January 2027

Joint Panel Meeting – 11th November 2026

- King's Lynn Masterplan and Car Parking Strategy.

10 **CORPORATE PERFORMANCE MONITORING QUARTER 2**

RESOLVED: Cabinet resolves to review the Performance Management Report and comment on the delivery against the Corporate Strategy.

11 **COUNCIL TAX SUPPORT SCHEME FOR WORKING AGE PEOPLE FOR 2027/2028**

RECOMMENDED: That the draft Council Tax Support Scheme for 2027/2028 is agreed as the final Council Tax Support Scheme for working age people for 2027/2028.

12 **COUNCIL TAX DISCOUNTS, LEVIES AND PREMIUMS FOR EMPTY PROPERTIES AND SECOND HOMES FOR 2027/2028**

RECOMMENDED:

Recommendation to Full Council:

The following discounts, levies and premiums are continued for 2027/2028, subject to the Statutory Exceptions:

Class A Second Homes:
- 0% discount, i.e. no reduction;

Class B Second Homes:
- 0% discount i.e. no reduction, plus,
- An additional premium of 100% - subject to negotiation with Norfolk County Council, to return to BCKLWN a 25% share of the additional income generated by the second homes premium in line with those arrangements agreed in 2024/25 and 2025/26

Class C Empty / Unfurnished Properties:
- 0% discount, i.e. no reduction, plus,
- The relevant Long-Term Empty Property Levy (as below)

Class D Uninhabitable Properties:
- 25% discount for 12 months starting on the day the property becomes uninhabitable; then:
- 0% discount once the 12-month period has expired, plus
- The relevant Long-Term Empty Property Levy (as below)

Long-Term Empty Properties (following on from Class C and Class D above):
- A premium of 100% where the property has been empty for at least one year but less than five years,
- A premium of 200% where the property has been empty for at least five years but less than ten years, and
- A premium of 300% where the property has been empty for at least ten years.

That authority be delegated to the Leader of the Council, in consultation with the Section 151 Officer, to negotiate and agree with Norfolk County Council the proportion of additional Council Tax income arising from the second homes premium to be returned to the Borough Council for 2027/2028.

13 **COMMUNITY PROJECT FUND**

RESOLVED:

1) approve the grant awards set out in Appendix A, subject to the conditions and assurance requirements identified;
2) note the applications set out in Appendix B that are not recommended for funding;

3) delegate authority to the Assistant Director Finance, in consultation with the Portfolio Holder for Finance, to finalise grant conditions and make any minor adjustments necessary to ensure that awards remain within the approved £500,000 budget; and
4) require that no grant payment is released until all relevant eligibility, due diligence and assurance requirements have been satisfactorily completed.

14 **BUDGET MONITORING QUARTER 2**

RESOLVED:

1) Note the forecast revenue and revised capital position for 2026/2027.
2) Approve the proposed amendments to the capital programme, including the movement of projects between programme tiers, as set out in the report and appendix 2.
3) Approve the movements between reserves, as set out in the report
4) Notes the updated position on savings and efficiencies, debt recovery and treasury management.

15 **KING'S LYNN MASTERPLAN AND PARKING STRATEGY**

Cabinet considered and agreed the amended recommendation put forward by the Joint Panel, as set out in bold below.

RESOLVED:

1. Endorse the King's Lynn Masterplan (Appendix 1) as a comprehensive strategic framework for guiding the future regeneration and development of King's Lynn.

2. Endorse the King's Lynn Parking Strategy Non-technical Strategy (Appendix 2) and King's Lynn Parking Strategy Supporting Technical Data Report (Appendix 8 EXEMPT) as a comprehensive strategic framework for informing the future development, accessibility and parking provision of King's Lynn.

3. Authorise officers to progress discussions with stakeholders including potential funding and delivery partners, to enable delivery of the priority masterplan projects as set out in section 4.

4. Approve officers undertaking market engagement in relation to the masterplan opportunity sites with potential suitably experienced strategic development and investor partners and investors.

5. Delegates authority to the Deputy Chief Executive/Section 151 Officer, in consultation with the Deputy Leader & Portfolio Holder for Finance, to authorise officers to progress market engagement and feasibility phase up to £50,000 and amend the capital programme

2026/7 to support this work**, with a report on how the £50,000 was utilised to go to the Corporate Performance Panel.**

6. Require a further report to Cabinet setting out the outcome of the market engagement and feasibility work of the masterplan opportunity sites before the Council commits more substantial resources to individual schemes.

RECOMMENDED:

1. Endorse the King's Lynn Masterplan (Appendix 1) as a comprehensive strategic framework for guiding the future regeneration and development of King's Lynn.

2. Endorse the King's Lynn Parking Strategy Non-technical Strategy (Appendix 2) and King's Lynn Parking Strategy Supporting Technical Data Report (Appendix 8 EXEMPT) as a comprehensive strategic framework for informing the future development, accessibility and parking provision of King's Lynn.

16 **DISPOSAL OF LAND AT MORSTON DRIFT, SOUTH LYNN**

RESOLVED:

1) Approve the disposal of the Council's freehold interest in Plot M1 and part of Plot M2, Morston Drift, South Lynn, to the East of England Ambulance Trust on the terms set out in the exempt appendix.

2) Delegate authority to the Assistant Director for Property, in consultation with the Cabinet Member for Business, to finalise the terms of the disposal and agree any non-material amendments necessary to complete the transaction.

17 **EXCLUSION OF THE PRESS AND PUBLIC**

RESOLVED: That under Section 100(A)(4) of the Local Government Act, 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 1, 2 or 3 of Part 1 of Schedule 12A to the Act.

18 **EXEMPT - CORPORATE INSURANCE ARRANGEMENTS FROM 1 JANUARY 2027**

RESOLVED:

1. Approve the continuation of the Council's corporate insurance arrangements with the incumbent supplier for the period 1 January 2027 to 31 December 2027.

2. Delegate authority to the Assistant Director - Finance in consultation with the Portfolio Holder for Finance to approve arrangements for the period 1 January 2028 to 31 December 2028, provided that these remain affordable and represent value for money, supplier performance is satisfactory and a lawful procurement route remains available and all associated procurement requirements are met.

3. Authorise the Assistant Director - Finance to finalise and execute all the necessary contractual documentation.

4. Note that officers are preparing the detailed underwriting information and specification required for a future competitive procurement exercise.

The meeting closed at 8.03 pm