



Environment and Community Panel

Agenda

Tuesday, 21st July, 2026
at 4.30 pm

in the

**Council Chamber, Town Hall, Saturday
Market Place, King's Lynn 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

Monday 13th July 2026

Dear Member

Environment and Community Panel

You are invited to attend a meeting of the above-mentioned Panel which will be held on **Tuesday, 21st July, 2026 at 4.30 pm** in the **Council Chamber, Town Hall, Saturday Market Place, King's Lynn** to discuss the business shown below.

Yours sincerely

Chief Executive

AGENDA

1. Appointment of Vice Chair for the Municipal Year

2. Apologies for absence

To receive any apologies for absence.

3. Minutes (Pages 4 - 9)

To approve the minutes from the Environment and Community Panel held on 14th April 2026.

4. Declarations of interest (Page 10)

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.

5. 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.

6. 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.

7. Chair's Correspondence (if any)

8. Signing of the Scrutiny and Executive and Scrutiny and Audit Relationship Protocols (Pages 11 - 22)

For the Chair to sign the Scrutiny and Executive and Scrutiny and Audit Relationship Protocols.

9. Biodiversity Update (Pages 23 - 67)

10. Cabinet Report - West Norfolk Racket and Community Sports Hub (To follow)

11. Membership and Status of Task Groups and Informal Working Groups for 2026/2027 (To follow)

12. Work Programme and Forward Decisions List (Pages 68 - 79)

13. Date of the next meeting

To note that the next meeting of the Environment and Community Panel is scheduled to take place on **22nd September 2026** at **4.30pm** in the **Council Chamber, Town Hall**.

To:

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

Portfolio Holders:

Councillor de Whalley – Portfolio Holder for Climate Change and Biodiversity

Councillor Ring – Deputy Leader and Portfolio Holder for Business

Officers:

Claire Wiggs – Ecologist

Chris Walker – Biodiversity Project Ranger

Siobhan Cleeve – Assistant Director for Leisure and Culture

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, 14th April, 2026 at 4.30 pm in the Council Chamber, Town Hall, Saturday Market Place, King's Lynn PE30 5DQ

PRESENT: Councillors Collop (Chair), Heneghan, Kemp, Kunes (Vice Chair), Long, Sandell and Ware

PORTFOLIO HOLDER:

Councillor de Whalley – Portfolio Holder for Climate Change and Biodiversity

MEMBERS PRESENT UNDER STANDING ORDER 34: Councillor Devulapalli (remotely)

OFFICERS:

Siobhan Cleeve – Assistant Director for Leisure and Culture

Stuart Ashworth – Assistant Director for Environment and Planning

Mark Whitmore – Assistant Director for Health, Wellbeing and Public Protection

Jemma Curtis – Regeneration Programmes Manager

Dave Robson – Environmental Health Manager

Ged Greaves – Climate Change Manager (remotely)

Emma Hodds – Chief of Staff and Monitoring Officer

EC68: APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Colwell, Moore and Portfolio Holder, Councillor Rust.

EC69: MINUTES

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

EC70: DECLARATIONS OF INTEREST

There were no declarations of interest.

EC71: URGENT BUSINESS

There was none.

EC72: MEMBERS PRESENT PURSUANT TO STANDING ORDER 34

Councillor Devulapalli was present pursuant to Standing Order 34B remotely on Teams.

EC73: **CHAIR'S CORRESPONDENCE (IF ANY)**

There was none.

EC74: **CABINET REPORT - SOUTH LYNN COMMUNITY CENTRE**

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

The Regeneration Programmes Manager presented the report as included in the agenda highlighting the key areas.

The Chair thanked the Regeneration Programmes Manager for the report and invited questions and comments from the Panel as summarised below.

In response to concerns raised from Councillors Kemp and Long, the Regeneration Programmes Manager confirmed that the building would remain available for community use, with the hall and community rooms continuing to be accessible for events and activities, and that the Trust would work with existing charities such as Little Discoverers and Headway to ensure continuity.

In response to a question from Councillor Long, the Environmental Health Manager agreed to confirm alternative premises for business continuity in case of emergencies.

Councillor Devulapalli raised questions about accessibility and the Regeneration Programmes Manager explained the centre was in better condition, had disabled access and was accessible in terms of walking and cycling with connected footpaths and direct bus routes.

Councillor Heneghan commented that the proposed location would be more accessible for residents and was appropriately situated. Councillor Heneghan added that the current site was not within a community hub, so accessibility was not considered to be an issue.

RESOLVED: That the Environment and Community Panel support the recommendation to Cabinet, as set out below.

Cabinet resolves:

To approve that the Purfleet Trust be provided with a lease for the South Lynn Community Centre.

EC75: **CABINET REPORT - REQUIRED CHANGES TO THE EXISTING CORPORATE ENFORCEMENT POLICY AND FINANCIAL PENALTIES POLICY AS A RESULT OF THE RENTERS RIGHTS ACT 2025**

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

The Assistant Director for Health, Wellbeing and Public Protection presented the report as included in the agenda highlighting the key areas.

The Chair thanked the Assistant Director for Health, Wellbeing and Public Protection for the report and invited questions and comments from the Panel as summarised below.

Councillor Long questioned the loss of local flexibility and potential impact on the rental market and the Assistant Director for Health, Wellbeing and Public Protection confirmed that the Act mandates strict enforcement leaving little room for local discretion and that the Council must comply to avoid legal difficulties.

In response to further questions from Councillor Long regarding fines and tenant compensation, the Assistant Director for Health, Wellbeing and Public Protection explained that civil penalties were retained by the Council to support enforcement, while tenants could seek compensation under the Act.

Councillor Ware asked about the appeals process for landlords and the Assistant Director for Health, Wellbeing and Public Protection confirmed that landlords had the right to appeal penalties to the first-tier tribunal, which could amend or quash fines if appropriate. The Assistant Director for Health, Wellbeing and Public Protection confirmed further detail, including the appeals process for landlords under the Renters Rights Act, would be provided after the meeting.

Councillor Kemp requested a summary of the main changes under the Renters Rights Act. The Assistant Director for Health, Wellbeing and Public Protection referred the Panel to the tables within the report and reminded Members that there was a recording to a Member Briefing session on the Renters Rights Act.

The Chair stated that she supported the item but had some reservations based on discussions with landlords.

RESOLVED: That the Environment and Community Panel support the recommendations to Cabinet, as set out below.

It is recommended that in order to ensure that the council has a robust legally compliant, and consistent approach to enforcement under the Renters' Rights Act, that Cabinet approve:

- 1) The inclusion of an addendum to the current Corporate Enforcement Policy.

2) The proposed Civil Penalty Policy.

EC76: **CABINET REPORT - RAILWAY ROAD EXTENDED AIR QUALITY MANAGEMENT AREA REVOCATION**

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

The Portfolio Holder for Climate Change and Biodiversity presented the report for revoking the Railway Road Air Quality Management Area due to sustained improvements in nitrogen dioxide levels.

The Chair thanked the Environmental Health Manager and Portfolio Holder for Climate Change and Biodiversity for the report and invited questions and comments from the Panel as summarised below.

Councillor Long asked about the future of monitoring equipment. The Environmental Health Manager confirmed that the main air quality monitoring stations would remain operational, while the number of diffusion tube locations had been reduced, resulting in annual savings of approximately £1,200.

Councillor Kemp raised concerns about the impact of planned housing growth and the need for ongoing monitoring. The Environmental Health Manager explained that major developments had been considered, air quality remained a material planning consideration and monitoring would continue to validate the revocation decision.

Councillor Kemp advised she would be abstaining on the item.

RESOLVED: That the Environment and Community Panel support the recommendation to Cabinet, as set out below.

Cabinet resolves:

Revoke Railway Road Air Quality Management Area and revoke Railway Road Extended Air Quality Management Area.

EC77: **CABINET REPORT - CLIMATE CHANGE STRATEGY AND ACTION PLAN**

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

The Portfolio Holder for Climate Change and Biodiversity introduced the item and gave a presentation to the Panel, a copy which is attached.

The Climate Change Manager presented the report highlighting progress, ongoing challenges and new focus areas such as adaptation.

The Climate Change Manager advised that performance information would be reported to Cabinet quarterly, with an annual update on progress against the strategy and the carbon audits for both the Council and the wider borough. The Climate Change Manager added that updates could also be provided to the Panel, and that the document presented at the meeting would be redesigned into a more accessible format by the Communications team.

The Chair thanked the Climate Change Manager and Portfolio Holder for Climate Change and Biodiversity for the report and invited questions and comments from the Panel as summarised below.

Councillor Kunes highlighted the importance of communicating available grants and free installations to residents.

Councillor Long raised concerns about the quality of ECO4 scheme installations and the need for scrutiny of outcomes and better use of local tradespeople.

Councillor Kemp inquired about the biodiversity corridor project and the Portfolio Holder for Climate Change and Biodiversity explained ongoing work under the pollinator strategy, the role of the Biodiversity Officer and efforts to improve green spaces and wildflower corridors in response to public consultation.

Councillor Devulapalli asked about engagement with farmers on peatland re-wetting with officers noting the complexity of land drainage systems, the need for coordinated projects, and the availability of national funding for landscape recovery and wetland creation. The Climate Change Manager advised they would investigate current funding opportunities for lowland peat restoration and inform Councillor Devulapalli of any relevant schemes to support local landowners.

Panel Members discussed the challenges of water scarcity, the need for new reservoirs, and the impact of increased housing targets on local resources and flood risk, with officers confirming ongoing studies and the importance of making representations to government regarding local constraints.

RESOLVED: That the Environment and Community Panel support the recommendation to Cabinet, as set out below.

That Cabinet approve the Climate Change Strategy and Action Plan.

EC78: **WORK PROGRAMME AND FORWARD DECISIONS LIST**

Councillor Long suggested adding ECO4 schemes to access progress, the level of complaints received about installations and report the findings to the Panel.

Councillor Kemp suggested adding the new ferry landing stage project to ensure its progress was monitored.

Members of the Panel were reminded that if they had any items which they would like to be considered for addition to the Work Programme to complete the appropriate form.

In response to comments from Councillor Kemp, the Chief of Staff and Monitoring Officer confirmed they would have a look at the form with a view to updating and refreshing it and circulate round to Councillors.

Councillor Devulapalli suggested that the form be circulated with every meeting agenda to ensure it was easy to locate.

The Assistant Director for Environment and Planning advised a biodiversity update report would be presented to the Panel at the next meeting scheduled in July following up on the Biodiversity Task Group findings and their implementation.

RESOLVED: The Panel's Work Programme and the Forward Decisions List was noted.

EC79: **DATE OF THE NEXT MEETING**

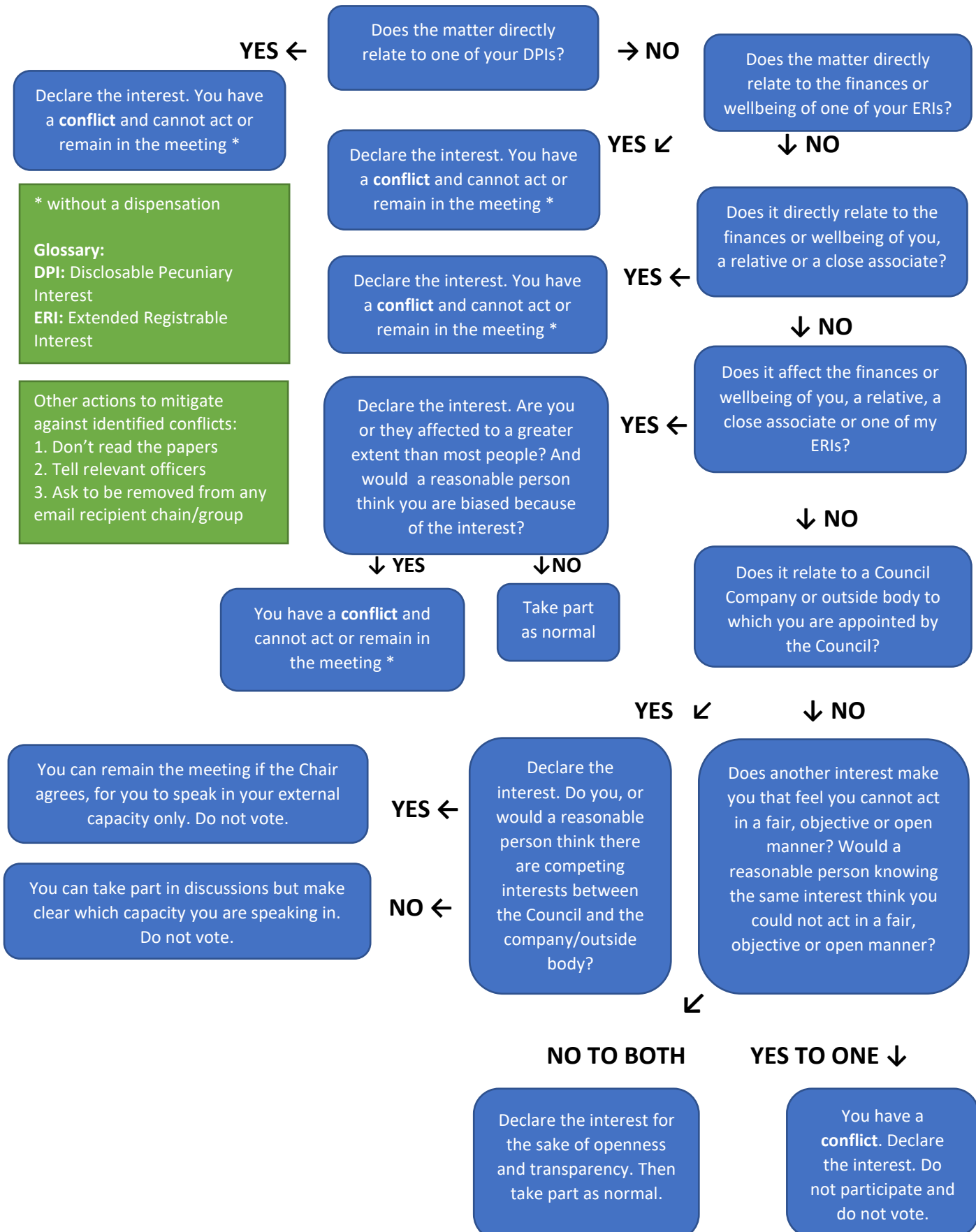
The next meeting of the Environment and Community Panel was scheduled to take place on 21st July 2026 at 4.30pm in the Council Chamber, Town Hall, Saturday Market Place, King's Lynn.

The meeting closed at 5.52 pm

DECLARING AN INTEREST AND MANAGING ANY CONFLICTS FLOWCHART



START



Scrutiny and the Executive Protocol

Borough Council of
King's Lynn &
West Norfolk



CONTENTS

1.	Introduction	
2.	Background	
2.	Purpose of the Protocol	
4.	Scrutiny's Functions	
5.	Holding the Executive to Account	
6.	The Executive Role in the Scrutiny Process	

1. Terminology

Scrutiny is shorthand for 'Overview & Scrutiny' which was a legislative function and concept first introduced by the Local Government Act 2000. Under the Council's Constitution, Scrutiny is undertaken by the Policy Review and Development Panels.

Executive means the Cabinet, as the Council adopts the strong Leader and Cabinet model of governance.

2. Background

The Local Government Act 2000 introduced new models of governance for local authorities that moved away from the Committee structure, in which there is a **separation of decision-making** and **scrutiny** of those decisions.

The objective of the Leader and Cabinet governance model is to deliver greater efficiency, transparency and accountability of local authorities. The model is intended to ensure that decisions can be taken more quickly and efficiently than in the committee system, that the individuals or bodies responsible for decision-making can be more readily identified by the public and that those decision-makers can be held to account in public by overview and scrutiny committees.

The Executive is charged with **implementing** the agreed budget and policy framework. Overview and Scrutiny committees are charged with **holding the Executive accountable for that implementation**. The Act also envisages that Overview & Scrutiny Committees **advise** the Executive and Council **on policy development**.

Scrutiny is the counterweight to the Cabinet model of governance.

3. Purpose of the Protocol

This Protocol sets out the expectations on how the Council's Policy Review and Development Panels and Cabinet interact to enable the Panels to carry out an effective Scrutiny function.

The Protocol aims to establish a positive framework to enable the Panels to work effectively. It aims to promote and maintain an ethos of mutual respect, trust and courtesy between Panel Members, the Executive and officers and encourage constructive challenge.

4. Scrutiny's Functions

The Terms of Reference for each Policy Review and Development Panel are set out in Part of the Constitution, which sets out the Terms of Reference for the primary Council's Bodies.

Scrutiny is not decision-making. The core headline statutory functions of Scrutiny are as follows:

Function	What this looks like
Accountability	Holding the Executive to account for decisions, performance and use of resources.
Constructive challenge	Acting as a 'critical friend' to improve decisions and policies
Policy development	Contributing early to shape strategy and priorities.
Performance oversight	Monitoring how well services and partnerships deliver for residents
Community voice	Bringing residents' perspectives and evidence into decision-making
Transparency and learning	Ensuring decisions and outcomes are open to examination and improvement

5. Holding the Executive to Account

Should look like:

- Providing a "critical friend" challenge
- Analysing evidence against proposals for improvement
- Formulating clear, concise, evidence-based recommendations which have been subject to feasibility considerations
- Identification of areas for improvement, methods for measuring the impact of improvements and realistic timeframes for implementation and feedback
- Questions and challenge should be relevant, proportionate and appropriate
- Challenge should be focused on strategic matters that add value and impact
- Working with the Executive to develop Council policies
- Where possible, identifying and raising in advance specific requests for further information or other evidence required for the Panel's functions
- Working collaboratively to achieve the best outcome for residents
- An atmosphere of openness and climate of mutual respect and trust between all participants.

Should not look like:

- Confrontation
- Challenging individuals or personalities
- Party politics
- Conducting a witch hunt
- Rubber stamping Cabinet decisions
- Championing a personal agenda

6. The Executive Role in the Scrutiny Process

- Portfolio Holders are invited to attend any Scrutiny meeting where a decision or proposed decision falling in their Portfolio is to be scrutinised, including via the call-in process. In their absence they should arrange for the Leader, Deputy Leader or another Portfolio Holder to attend in their place.
- Portfolio Holders are to be questioned and held accountable for their decision or proposed decision.
- Portfolio Holders should be prepared to:
 - present their report to the Panel;
 - provide justification for the recommendation, proposal or decision;
 - answer questions posed by Panel Members with regards to political matters underpinning the decision made or proposed.
 - answer questions on the rationale and policy objectives which resulted in the proposal/decision.
- Officers will be present to answer questions posed by the Panel Members concerning technical issues underpinning the report/decision.
- Cabinet and the Corporate Leadership Team will be consulted with by the Policy Review and Development Panels regarding the content of the Annual Work Programme for each Panel, to be agreed at the first meeting of the Municipal year by each Panel.
- Cabinet will invite the Panel Chair, or a representative from the Panel, to attend the Cabinet meeting where recommendation from the Panel is being considered. They can attend the meeting to speak on the item and present the recommendations from the Panels, this is especially important if the Panels have made counter recommendations for Cabinet's consideration.

Signed May 2026:

Leader of the Council.....

Chair of the Corporate Performance Panel.....

Chair of the Environment and Community Panel.....

Chair of the Regeneration and Development Panel.....

Scrutiny and Audit Relationship Protocol

Borough Council of
King's Lynn &
West Norfolk



CONTENTS

1.	Introduction
2.	Purpose of the Protocol
3.	Audit Function
4.	Scrutiny Function
5.	Difference in Scrutiny and Audit Functions
6.	Principles for Effective Working
7.	Operational Arrangements
8.	Joint Working Opportunities
9.	Review

1. Introduction

The Scrutiny and Audit Relationship Protocol sets out a clear framework for how oversight, assurance, and accountability functions will work together in a constructive, transparent, and coordinated way. Its purpose is to strengthen governance by defining roles, promoting effective communication, and ensuring that scrutiny and audit activity is both independent and complementary. By establishing shared expectations and principles, the protocol supports a culture of openness, continuous improvement, and collective responsibility for high-quality decision-making across the organisation.

The Protocol is not a formal part of the Council's governance arrangements, and it is not specified in the Council's Constitution.

2. Purpose of the Protocol

The general purpose of this protocol is to set out how the Chairs of the Policy Review and Development Panels and the Audit Committee will work together to complement the functions of their respective Committees.

In more specific terms, the protocol seeks to: -

- 2.1 Work in cooperation with the Scrutiny and Executive Protocol.
- 2.2 Establish a positive framework for audit and scrutiny to work effectively.
- 2.3 Maximise collaboration of Chairs of both Scrutiny and Audit.
- 2.4 Promote and uphold mutual respect and trust between Scrutiny Members, Audit Committee Members, and officers, creating an open environment that supports constructive and challenging debate.
- 2.5 Support the respective roles of scrutiny and audit in enhancing the governance framework and holding the Executive to account through proportionate and focused performance and policy review
- 2.6 Ensure that scrutiny and audit committees add value and impact in the implementation of the corporate objectives, risk management and other areas of mutual interest.
- 2.7 Outline the clear parameters of cooperation between the Committees.

3. Audit Function

The Audit Committee terms of reference, functions, roles and responsibilities are set out in the [Council's Constitution](#).

The Audit Committee's function is financial assurance, risk oversight, internal control evaluation. The Audit Committee's core purpose is to provide independent assurance and a strong strategic focus on the effectiveness of the Council's governance framework for, risk management, and internal control arrangements. This oversight supports effective internal challenge and reinforces public accountability by ensuring that appropriate systems and controls are in place.

3.1 The Audit Committee's function include;

- 3.1.1 Providing independent assurance on the governance framework for risk management, internal control, internal and external audit, wholly owned companies and significant partnerships/collaborations, arrangements for audit and assurances, and financial reporting.
- 3.1.2 Overseeing the internal audit function and monitoring implementation of audit recommendations.

- 3.1.3 Reviewing, approving and signing the annual governance statement and financial statements including statement of accounts.
- 3.1.4 Supporting ethical standards and counter-fraud arrangements
- 3.1.5 Members of the Committee shall show unbiased attitudes fostering a constructive relationship with auditors, the executive and management to provide effective challenge where appropriate.
- 3.1.6 Audit Committee considers the adequacy of the Council's risk management framework to seek assurance that the Council can manage its key risks, exposure and mitigations effectively.

3.2 Audit Committee's function **does not** include;

- 3.2.1 Direct management or approval of budgets, recommending to the executive considerations of those related to the internal audit function.
- 3.2.2 Oversee operational activities or performance of specific service delivery areas, which remain the responsibility of the Cabinet, boards, or panels, except where that activity is a function of the governance framework.
- 3.2.3 Review of operational complaints or performance specific to services which falls into the remit of the Scrutiny function.

4. Scrutiny Function

Scrutiny Panels terms of reference, functions, roles and responsibilities are set out in the [Council's Constitution](#).

The Scrutiny's function is to act as a critical-friend to the executive, influencing policy review and development, performance monitoring and decision-making through evidence based recommendations and transparency; including holding the executive to account for policy decisions and service performance. The Scrutiny Panels examine the potential impact of decisions on outcomes, value for money, and stakeholders. The responsibility of the Scrutiny Panel is to make recommendations to Cabinet or Council.

4.1 Scrutiny Panel's function include;

- 4.1.1 Scrutinise matters affecting the Borough or Local People
- 4.1.2 Review the performance of the Council specifically in relation to its policy objectives, performance targets or services
- 4.1.3 Post implementation reviews of major projects and significant policy changes and the introduction of new policies.

- 4.1.4 Undertake in-year monitoring of the Medium-Term Financial Plan, including identification of risks and challenge of key assumptions
- 4.1.5 Support setting of the medium-term financial strategy through critical examination of assumptions and ensuring alignment to corporate objectives and priorities.
- 4.1.6 Question members of the Cabinet and senior officers about their decisions and performance
- 4.1.7 Review the performance of other public bodies in the area
- 4.1.8 Make reports and/or recommendations to the full Council and/or the Cabinet in connection with the discharge of any of their functions.
- 4.1.9 Where a Scrutiny identifies a potential risk this will be communicated to the Council's Risk Management Team and recorded in the Scrutiny Action Log. The potential risk will be considered and a response provided to the relevant Scrutiny Panel. Cabinet will be kept informed of risks identified by Scrutiny Panels.

4.2 Scrutiny's function **does not** include;

- 4.2.1 Internal audit activity or revisit assurance work already undertaken by the Audit Committee.
- 4.2.2 Scrutiny does not assess the adequacy or effectiveness of internal control, governance, or risk management arrangements.
- 4.2.3 does not monitor audit recommendations, direct audit work, or review audit plans.
- 4.2.4 Does not approve the Annual Governance Statement, Statement of Accounts, or other statutory financial reporting.
- 4.2.5 Reviews and challenges budget does not hold responsibility for budget approval or financial management but reviews and challenges budget assumptions.
- 4.2.6 Investigating fraud, whistleblowing, or counter-fraud matters as these areas fall within the remit of the Audit Committee and the Council's governance framework.
- 4.2.7 Scrutiny must not influence or direct the work of internal or external auditors.
- 4.2.8 Overlap with the Audit Committee, Cabinet, or other Panels unless a formal referral is made, and can raise Governance Framework issues to the Audit Committee through recommendations (see section 7)

5. Difference in Scrutiny and Audit Functions

Audit focuses on systems and controls, while scrutiny focuses on policy and outcomes

5.1 The different roles of the Audit Committee and the Scrutiny Panels can be summarised as:

<u>Audit Committee Function</u>	<u>Scrutiny Panels Function</u>
The Audit Committee has consideration of:	The Scrutiny Panels has consideration of:
• Audit provides assurance on the robustness of the underlying financial systems, controls, and reporting • Internal Controls • Risk Management • Fraud and Whistleblowing • Internal and External Audit Reports • Annual Governance Statement • Financial Statements • Reviewing and considering if the Council have the correct procedures in place and are following those procedures	• Scrutiny provides challenge on financial assumptions and policy choices • Scrutiny of Executive Decisions. • Monitoring and Scrutinising Service Performance • Monitoring Complaints Performance Data • Scrutiny of Budget assumptions and proposals • Policy Development and Review • Considers improvements and scrutinises Council's Policies to ensure the best outcome for the Borough

5.1.5 The Audit Committee's work programme is driven largely by statute, and the governance and financial reporting cycle. The Scrutiny work programme is driven by Policy development and review and a regular reflect on performance towards statutory obligations and corporate objectives. Where clarity is required then advice on the interpretation and application of this protocol will be given by the Monitoring Officer.

5.1.6 This Scrutiny and Audit Relationship Protocol capture the working arrangements relating to work programme planning, meetings for the Chairs of the Scrutiny Panels and Audit Committee, risk management, opportunities for joint working,

5.1.7 The Protocol should be read in conjunction with [other sections of the Constitution](#) of the Borough Council of King's Lynn and West Norfolk.

6. Principles for Effective Working

6.1 Mutual Respect and Independence

- Both bodies operate independently but complement each other.
- Neither body should duplicate the other's work or undermine its statutory purpose.
- The Audit Committee must remain non-political, as emphasised by CIPFA.
- The Chair of the Audit Committee and the Chair of the Scrutiny Panels shall meet sixth monthly of the municipal year to discuss matters of mutual interest.
- At each Joint Chair's and Vice – Chair meeting there shall be a standing agenda item entitled "Items for referral Scrutiny / Audit"

6.2 Transparency and Information Sharing

- Relevant reports (e.g., internal audit reports, risk registers, governance updates) will be shared with Scrutiny where they support policy or performance review.
- Scrutiny review findings relevant to governance or risk will be shared with the Audit Committee.
- The Chair of the Audit Committee may invite comment(s) from the Chairs of the Scrutiny Panels on the external auditor's findings on value for money.
- The Chair of the Scrutiny Panel may also invite comments from Audit on certain aspects of financial scrutiny and the budget implementation.

6.3 Avoiding Duplication

- Work programmes will be coordinated annually to avoid overlap.
- Scrutiny will not re-perform assurance work already undertaken by internal audit or the Audit Committee.
- The Audit Committee will not scrutinise policy decisions or service performance unless they relate to governance or risk.

7. Operational Arrangements

7.1 Work Programme Alignment

- Chairs (or vice-chairs) of both bodies will meet at least twice yearly to discuss:
 - Forward plans

- Emerging risks
- Areas of potential overlap
- Opportunities for joint work

7.2 Sharing of Reports

- Internal audit annual plans, progress reports, and the annual opinion will be made available to the Chair of Scrutiny through Modern.gov along with reports which the Deputy Section 151 Officer and Monitoring Officer deem appropriate.
- Scrutiny review reports will be shared with the Chair of Audit Committee where they highlight governance, risk, or control issues through Modern.gov along with reports which the Deputy Section 151 Officer and Monitoring Officer deem appropriate.

7.3 Referral Mechanisms

7.3.1 Scrutiny may refer to the Audit Committee when:

- A review identifies systemic governance weaknesses.
- There is evidence of risk management failure.
- Concerns arise about the adequacy of internal controls.

7.3.2 The Audit Committee may refer to Scrutiny when:

- Audit findings indicate poor performance or policy implementation.
- A service area requires deeper policy or operational review.
- Value-for-money concerns relate to service delivery rather than governance.

7.3.3

In the event of the Audit Committee identifying an issue to refer to a Scrutiny Panel, or a Scrutiny Panel identifying an issue to refer to Audit Committee, the issue, the reasons for referral and the purpose must be clearly understood and specified in the minutes. The referral will be considered by the Chair of the relevant Committee/Panel for inclusion in the work programme. All referrals will include a clear rationale and desired outcome. Acceptance or rejection of referrals, with reasons, will be formally recorded.

8 Joint Working Opportunities

Where appropriate, the two bodies may collaborate on:

- Risk-based thematic reviews
- Governance-related performance issues
- Pre-decision scrutiny of major governance changes
- Training and development sessions

9 Review

The Scrutiny and Audit Relation Protocol will be reviewed annually and signed off by the Audit Chair and Panel Chairs at the beginning of each Municipal Year.

9.1 Monitoring

- The Audit Committee will monitor implementation of internal and external audit recommendations.
- Scrutiny may request updates where recommendations relate to service performance or policy outcomes.

9.2 Accountability

- Directors and service leads remain accountable to both bodies for responding to recommendations within their respective remits including sharing or reports.
- Democratic Services Officers are responsible for administering the Scrutiny and Audits Chair's meetings along with joint working arrangements, training and development sessions and joint working arrangements.

Signed <DATE>

Chair of the Audit Committee.....

Chair of the Corporate Performance Panel.....

Chair of the Environment and Community Panel.....

Chair of the Regeneration and Development Panel.....

POLICY REVIEW AND DEVELOPMENT PANEL REPORT

REPORT TO:	Environment & Community Panel		
DATE:	21 st July 2026		
TITLE:	Biodiversity Task Group Recommendations Update Report		
TYPE OF REPORT:	Post Implementation Review		
PORTFOLIO(S):	Climate and Environment		
REPORT AUTHOR:	Claire Wiggs (Senior Ecologist)		
OPEN/EXEMPT	Open	WILL BE SUBJECT TO A FUTURE CABINET REPORT:	No

REPORT SUMMARY/COVER PAGE

PURPOSE OF REPORT/SUMMARY:
To provide an update to the Environment & Community Panel on the progress made towards the recommendation agreed by the Panel's Biodiversity Task Group.
KEY ISSUES:
The recommendations of the Biodiversity Task Group were as follows: 1. To accept the recommendations of the Urban Wildlife Informal Working Group (UWIWG) as set out in paragraph 2.3, save for recommendation 8, which is covered below with the creation of the fixed-term biodiversity project officer role. 2. To agree to the appointment of a Biodiversity Project Officer role, for a fixed period of two years, with funding coming from the climate change budget. 3. That the Council adopts the biodiversity policies and specific objectives set out in appendix 1. 4. To agree the creation of a Pollinator Action Plan, on the basis of the draft attached (appendix 2), with the final wording to be agreed with the Assistant Directors for Environment and Planning and Operations and Commercial, in consultation with the portfolio holder for Climate Change and Biodiversity. 5. That the community biodiversity competition initiative, detailed in the report, is supported by the Council. 6. Biodiversity Task Group (BTG) has recommended that Cabinet approve the following recommendations and associated comments from the UWIWG. The key outcomes reported are the publication of a Pollinator Action Plan, the delivery of a Wildlife Garden Competition, the appointment of a Biodiversity Project Ranger and the notable success that Officer has made in the first 6 months of appointment through biodiversity projects and community engagement.
OPTIONS CONSIDERED:
No alternatives have been considered as the report is an update only.
RECOMMENDATIONS:
It is recommended that the panel consider the progress towards the Biodiversity Task Group recommendations reported and the future potential of the Biodiversity Project Ranger role.
REASONS FOR RECOMMENDATIONS:
N/a

REPORT DETAIL

1. Introduction

1.1. At the council meeting of 10 September 2020, council agreed the following Notice of Motion:

“This Council acknowledges that climate change is not the only challenge facing our natural environment and has agreed to set up a Cabinet Task Group chaired by the appropriate portfolio holder to work with our partners including Norfolk County Council and the Norfolk Biodiversity Partnership.

Any recommendations on relevant issues such as habitat protection and creation, the creation of a pollinator action plan and the creation of wildflower verges will be brought to Cabinet via the Environment & Community Panel before consideration at Council.”

1.2. At further cabinet meetings on the 15 March 2022, and 17 January 2023, it was agreed that the Biodiversity Task Group be set up to be politically proportionate, and that it should also consider the recommendations of the Environment & Community Panel’s Urban Wildlife Informal Working Group (UWIWG).

1.3. On the final meeting of the Biodiversity Task Group held on 27 August 2024 the following recommendations were agreed:

1. To accept the recommendations of the UWIWG as set out in paragraph 2.3, save for recommendation 8, which is covered below with the creation of the fixed-term Biodiversity Project Officer role.
2. To agree to the appointment of a Biodiversity Project Officer role, for a fixed period of two years, with funding coming from the climate change budget.
3. That the Council adopts the biodiversity policies and specific objectives set out in appendix 1.
4. To agree the creation of a Pollinator Action Plan, on the basis of the draft attached (appendix 2), with the final wording to be agreed with the Assistant Directors for Environment and Planning and Operations and Commercial, in consultation with the portfolio holder for Climate Change and Biodiversity.
5. That the community biodiversity competition initiative, detailed in the report, is supported by the Council.
6. Biodiversity Task Group (BTG) has recommended that Cabinet approve the following recommendations and associated comments from the UWIWG:
 - i. Encourage the use of bird boxes, bat boxes and hedgehog highways in new and existing Borough Council properties.
 - ii. The Council to investigate providing wildflower seeds for redundant allotments and community orchards/gardens and encourage the planting of wildlife seeds in the community.
 - iii. The Council to encourage bird feeding stations and nest boxes in schools.
 - iv. Support a Nest Box Trail in King's Lynn.
 - v. Produce literature advising how residents can help support their urban wildlife and promoting the Nest Box Trail in King's Lynn.

- vi. Engage with local groups to participate in urban wildlife.
- vii. Encourage Councillors to promote Urban Wildlife in their Wards and Parishes where appropriate.
- viii. That Cabinet be requested to provide a budget to deliver the proposals.

1.4. This report aims to outline the actions taken to meet the recommendations that were made by the Biodiversity Task Group.

2. Post Implementation Review

Each recommendation is set out below with a corresponding comment on actions taken in progress towards that recommendation.

2.1. To accept the recommendations of the Urban Wildlife Informal Working Group as set out in paragraph 2.3, save for recommendation 8, which is covered below with the creation of the fixed-term biodiversity project officer role

2.1.1. Recommendations were agreed in the 27 August 2024 Biodiversity Task Group meeting.

2.2. To agree to the appointment of a Biodiversity Project Officer role, for a fixed period of two years, with funding coming from the climate change budget

2.2.1. A Biodiversity Project Ranger was appointed in August 2025. The funds to create the post were allocated from the climate change budget. £3,000 of funding from the Environment Agency was secured by the Biodiversity Project Ranger to facilitate specialist work at the Willows County Wildlife Site. Negotiations for a repeat of that funding are ongoing with the Environment Agency to facilitate further works.

2.3. That the Council adopts the biodiversity policies and specific objectives set out in appendix 1.

2.3.1. [Appendix 1](#) is the Council's first consideration of the enhanced Biodiversity Duty. The policies and objectives made under the Council's first consideration of the Biodiversity Duty were adopted by the Council and have been built on by the first Statutory Duty Report. The [Section 40 Biodiversity Duty Report](#) was published in May 2026. The document covers the reporting period 01 January 2024 – 31 December 2025 and outlines actions undertaken to meet the Biodiversity Duty.

2.4. To agree the creation of a Pollinator Action Plan, on the basis of the draft attached (appendix 2), with the final wording to be agreed with the Assistant Directors for Environment and Planning and Operations and Commercial, in consultation with the portfolio holder for Climate Change and Biodiversity

2.4.1. A Pollinator Action Plan (PAP) was published on the Council website in October 2025. Actions towards the PAP are being tracked with the intention of reporting annually alongside the Statutory Biodiversity Duty Report. The

Biodiversity Project Ranger has already made notable successes towards the objectives of the PAP and cabinet recommendations.

2.4.2. A number of community projects have been supported which have not only improved the local biodiversity of the sites targeted but have improved engagement with community groups. These projects include:

- Lynnsport Wildflower Meadow
- Fairstead Recreation Park
- The Howdale Pollinator Pot
- Heacham Pond at Station Road
- The Garden Wildlife Competition

2.4.3. Several other projects have been progressed in collaboration with other council departments (Climate Change, Corporate Projects, Property Services) as well as external stakeholders (Environment Agency, Norfolk Wildlife Trust, Woodland Trust) in order to improve the Councils land for pollinators and urban wildlife. Two of these projects include works at County Wildlife Sites (CWS) which aligns with the aims of the Norfolk County Wildlife Sites Partnership.

The Willow CWS

The Biodiversity Project Ranger secured £3,000 from the Environment Agency to clear willows which had self-seeded and overtaken the reed beds at the Willows CWS. Removal of willows allows the reedbed to recover and thus more habitat availability for species groups reliant on that habitat (breeding birds, bats, invertebrates). Poplar suckers have also been removed from an area of grassland to improve the diversity of the grassland flora which will ultimately deliver a better resource for pollinators. A programme of monitoring for bats and breeding birds also begun this year and populations of water vole and smooth newts have been identified through those surveys. Works were undertaken in collaboration with Norfolk Wildlife Trust, the Environment Agency and Downham Wildlife Group.

The Downham Wildlife Group have a historic interest in the Willow CWS but had disbanded due to lack of support, unfortunately due to a gap in resources at the Council. The specialised Biodiversity Project Ranger Role has provided the resource needed to fill the gap and reinvigorate the groups interest in the Willows CWS.

Florence Fen CWS

Works on Florence Fen CWS begun this year in accordance with the approved management plan and in close collaboration with the Corporate Project Team. The main works progressed have been the creation of scrapes to enhance the sites suitability for breeding birds and reptiles. A programme of ecological monitoring has also begun within and around the site which includes bat, water vole and breeding bird surveys.

A relaxed management regime of the Rookery grassland (which adjoins Florence Fen) has also been implemented by the Woodland Trust this season at the recommendation of the Biodiversity Project Ranger. This recommendation was in response to a local resident suggesting bee orchids are present.

2.4.4. At several other sites across the borough a programme of monitoring is in progress which includes bats, water vole, breeding bird and botanical surveys to assess the ecological baseline of Council owned land. Monitoring is essential to quantitatively measure success and to feed into adaptive management regimes. The survey work also facilitates the transference of survey skills between Officers and between community groups. For example, the Downham Wildlife Group are supporting with bat monitoring surveys at the Willows CWS and Officers with an interest in ecology have also been empowered to develop skills by joining surveys.

2.4.5. The Public Open Spaces (POS) Team continues to support biodiversity through the maintenance and creation of bee lines in North Lynn and Hunstanton. Discrete areas of long grassland under a more relaxed cutting regime in The Walks support a variety of wildflowers and grasses, providing a pollen resource without effecting the formal aesthetic. The beds at St James Swimming Pool have been planted with wildflower seeds this year which adds to the local pollen resource. The 2026 update of The Walks Tree Trail was undertaken by local volunteer group `Friends of the Walks` which were supported by Council expertise. The Tree Trail is a self-guided tour of the diverse tree species within the Walks which encourages public engagement with nature and a free resource to improve species ID.

2.4.6. Funding for a community orchard in South Lynn was secured in December 2024 by the Climate Change Team. The project involved planting 34 fruit trees alongside one oak and six field maples, community planters and hedgerows. The project was implemented in early 2025 and hedgerow planting in November 2025 was led by the Biodiversity Project Ranger and POS Arboriculture Officer with the support of Harding's Pits volunteers. The expected benefits from this Project are an increase in tree canopy cover, a source of free food for the local community, additional outdoor space as well as enhanced habitat and biodiversity. The project aligns closely with the Norfolk Local Nature Recovery Strategy unmapped areas for urban habitats.

2.5. That the community biodiversity competition initiative, detailed in the report, is supported by the Council

2.5.1. The Garden Wildlife Competition was implemented in 2025. Thirty-nine entries were received across five categories:

- Large Garden (23 entrants)
- Small Garden (15 entrants)
- Childs garden (0 entrants)

- Window box garden (1 entrant)
- Longest pollinator line (0 entrants)
- Most pollinator friendly parish/ward (Downham market)

2.5.2. The competition ran with the support of the Wildlife Trust who offered a membership prize for the child's competition and the Men's shed who built the winners plaques. There were some lessons learned which have shaped this year's implementation but the competition was generally well received and there was good attendance at the awards ceremony by the Public, Councillors and Officers. The Climate Change Team are running the competition this year with categories for large and small gardens.

2.6. Biodiversity Task Group (BTG) has recommended that Cabinet approve the following recommendations and associated comments from the UWIWG.

2.6.1. Bird boxes, bat boxes and hedgehog highways

- The Council's Parkway residential development includes a range of species enhancements across the site which can be summarised as 14 bird boxes (small hole/open fronted/crevice), 15 sparrow terraces, 2 tawny owl vertical boxes, 226 swift bricks, 12 bat boxes (six crevice/six cavity) and a log pile. 177 bird boxes and 48 bee bricks have been installed to date. A management plan was created for Florence Fen, a site 250m east (located at Grid Reference TF63819) of the development, to improve the area for nature and recreation for local community and future Parkway residents. Florence Fen is a newly designated County Wildlife Site.
- 16 bee bricks and 51 bird boxes have been installed in the Council's Valentine Park (Lynnsport 1) development.
- The Biodiversity Project Ranger has identified approximately 22 Council owned sites where bat and bird boxes will be installed. Timber has already been purchased and sent to the Men's Shed for creation of these boxes. Consideration has also been given to installation of hibernacula, creation of scrub and relaxation of cutting regimes. Hibernacula have been scoped out of all sites due to the potential for theft and vandalism following lessons learned from work at Florence Fen CWS.
- The Local Plan, which is used to guide development principals, includes policies to support the delivery of green infrastructure and ecological enhancements. LP 18 includes prescriptions for the provision of built-in nesting boxes (e.g. boxes for migratory bird species, bats, or bee bricks) and/or safe road crossing methods (e.g. for hedgehogs), wherever possible. Where appropriate a condition for reasonable enhancements is applied to planning consents to secure ecological enhancements.

2.6.2. Investigate providing wildflower seeds for redundant allotments and community orchards/gardens and encourage the planting of wildlife seeds in the community

- The South Lynn Community Orchard Project includes community planters and a wildflower meadow. The meadow will be managed under a sensitive regime and will contribute to Biodiversity Net Gain. A botanical survey undertaken in May this year identified 26 species of grasses and flowers at the site.
- Seeding community spaces is being investigated through opportunities at specific sites for disc seed planting, plug planting and green hay. The likely areas will include Lynnsport Meadows and Fairstead Recreation Park.
- The Planning Arboriculture Officer and Ecology Officer have provisionally agreed to hand out free trees as part the County Council's One Million Trees Project.

A relaxed cutting regime is already in place at Lynnsport meadows to allow wildflowers to thrive. This site was originally seeded in some areas with a wildflower mix under previous schemes which provides a good baseline position to start from. Disc seeding is proposed to further improve the floral diversity. Green hay and plug planting are proposed for an area of Fairstead Recreation Park in collaboration with Marthas Meadow. It is anticipated that at least one of the two sites will act as a seed bank and source of green hay going forward, thus creating a long-term self-sustaining resource for the borough.

More sites could only be brought forward where funding is available to support cut and collection which is a key principle of meadow management. Currently resources and machinery to cut and collect are a clear limitation to how many sites can be targeted for enhancement.

2.6.3. The Council to encourage bird feeding stations and nest boxes in schools and produce literature advising how residents can help support their urban wildlife and promoting the Nest Box Trail in King's Lynn.

- No progress made on nest box trail or with schools. However, the Biodiversity Project Ranger will be installing bird boxes across sites in Kings Lynn which will support urban wildlife.
- The Garden Wildlife Competition was implemented this year which advertised links to resources to help homeowners maximise opportunities for wildlife in their gardens.
- Both the Project Ranger and Ecologist are working on producing literature for the Council website to collate advice in a single location.
- The Climate Change Competition continues to encourage schools to engage with issues around climate change issues

It is worth noting that a new evidence review by the RSPB, has highlighted the hazards of feeding garden birds. They found strong evidence that bird feeding promotes the spread of diseases. This includes trichomonosis, a disease caused by the parasite, *Trichomonas gallinae*. This disease has caused serious declines in our populations of greenfinches and chaffinches. The key advice is to feed seasonally, avoid bird tables and flat feeders, keep feeders clean and focus on creating natural food sources.

2.6.4. Encourage Councillors to promote Urban Wildlife in their Wards and Parishes where appropriate

- No progress has been made on delivery of this recommendation. However, the Biodiversity Project Ranger has attended several events across the borough.

A members briefing or newsletter to members could be implemented to deliver towards this target. This could promote current projects to help encourage engagement with biodiversity in Councillors wards/parishes.

3. Issues for the Panel to Consider

- 3.1. Firstly, the panel are asked to consider the work that has been undertaken to deliver the recommendations outlined within Section 1 of this report and the positive outcomes for biodiversity and community that have resulted from that work. Please consider if the panel are happy with the work and progress outlined within this report.
- 3.2. Secondly, the panel are asked to consider the potential for extending the Biodiversity Project Ranger and making the role permeant. The continued success of the progress and objectives outlined in this report have a high reliance on the ongoing input of the Biodiversity Project Ranger. As Members will be aware the this is a two-year fixed role and there is no Officer to hand over to at the end of the two-year fixed contract, in which case projects are could easily fall to fall into decline and volunteer groups may be lost (i.e. Downham Wildlife Group). A permeant role could ensure the longevity of the work reported.

4. Corporate Priorities

Promote growth and prosperity to benefit West Norfolk and Support our communities

- 4.1. There is a close overlap between supporting communities and promoting growth and prosperity through training and transference of skills. Engagement with community groups on local projects is facilitating the transference of skills as well as empowering the community to take ownership of local public land. Examples include:
 - The Public Open Spaces (POS) Arboriculture Officer undertook tree health checks and removal work at Lynnsport Meadows with students from the College of West Anglia (COWA) to promote arboriculture skills. This collaboration with COWA and upskilling of the students is ongoing.

- The Biodiversity Project Ranger is undertaking bat and breeding bird surveys with members of the Downham Market Wildlife group which promotes ecological survey skills and connection with place and nature. The survey work is also empowering Council Officers to explore areas of interest outside of their everyday roles.
- The Biodiversity Project Ranger and POS Arboriculture Officer were supported by volunteers to lay the hedge at South Lynn Community Orchard, facilitating the transference of skills. The project will eventually be handed over to the management of Harding's Pit volunteer group, promoting ownership of public land by the community.
- There are plans to facilitate training for volunteers and community groups to empower them to continue undertaking conservation work and become self-sufficient. Planned training includes first aid, working at height, risk assessment and health and safety training.
- The Walks Tree Trail was updated in 2026 by The Friends of the Walks in collaboration with the Council arboriculture experts. This resource promotes self-learning and development of tree ID skills within the public. It also promotes a pride of place by fostering connection with nature.

4.2. Some of the areas of focus for biodiversity projects have a history of anti-social behaviour (i.e. Florence Fen). Bringing these areas into management and having a regular visible presence could help to reduce the anti-social behaviour problems at such sites.

Protect our Environment

4.3. The Biodiversity Project Ranger has been working collaboratively with several departments such as Property Services, Corporate Projects and Development Management to improve services for biodiversity. An example of this is being present when contractors are working in sensitive areas to ensure sensitive working *practices* are being implemented. Another is advising on species mixes grasslands on Council developments to ensure the right habitat is created and can be realistically maintained once handed over to POS. Advice is also offered through the Planning Ecologist, where requested, to advise on risk to protected species from any planned works. The projects being implemented by the Biodiversity Project Ranger are delivering enhanced biodiversity, increased visibility of biodiversity and are increasing engagement with biodiversity through community groups. The Garden Wildlife Competition encourages residents to do more for nature and showcase what they might already be doing in their gardens. In an increasingly urbanised environment, gardens can become the last refugia for local species by providing resources and acting as stepping stones between inhospitable landscapes.

4.4. Continued engagement by the Biodiversity Project Ranger/Arboriculture and Ecology Officers with other departments is essential to protecting environmental assets and promoting environmentally sensitive working methods for all and any works undertaken by the Council. Not only does this reduce the legal risks to the Council but also protects its reputation.

Efficient and effective delivery of our services

- 4.5. Presence of the Biodiversity Project Ranger during works at sensitive sites ensures contractors are delivering work to the standard expected and working at low risk in terms of potential breaches of environmental legislation.

5. Financial Implications

- 5.1. None

6. Any other Implications/Risks

- 6.1. None

7. Equal Opportunity Considerations

- 7.1. Pressure on natural environments threatens human health. Processes such as climate change, resource depletion and loss of biodiversity contribute to the increasing frequency of extreme events, threaten ecological collapse and affect food systems. Environmental change is also resulting in conflict and the displacement of people, with consequent health impacts.
- 7.2. Nature provides the basic conditions for human health. The natural environment provides inspiration and settings for healthy lifestyles and social contact. Collectively, these provisions are known as ecosystem services. By enhancing the biodiversity of Council owned land all groups could be set to benefit from the ecosystem services that deliver spaces that enable physical activity and improve mental health and well-being. The key benefits include community, social interaction and relaxation as well as potential future benefits as places to educate. These benefits could be particularly impactful in low economic areas where access to nature is not so readily available. The value of these services was clearly apparent during the COVID-19 pandemic.

8. Environmental Considerations

- 8.1. The progress reported is highly beneficial as detailed in the main text of the report.

9. Consultation

- Chris Walker (Biodiversity Project Ranger)
- Claire Thompsett (Operations Manager)
- Stuart Ashworth (Assistant Director Environment and Planning)
- Councillor Micheal de Whalley (Portfolio Holder for Climate and Biodiversity)

10. Conclusion

- 10.1. Early success indicates good progress towards the recommendations made by the Biodiversity Task Force. It is recommended that members note the details in this report and consider the future delivery of the recommendations of that Task Force.

11. Future opportunities

- 11.1. Statutory Biodiversity Net Gain and Local Plan Policies are embedded into the planning system which should ensure some longevity of biodiversity enhancement across the borough in relation to development. Major Housing are embedding large species enhancement into large residential scheme which biodiversity is an ongoing consideration within the Councils own development. The adoption of the Pollinator Action Plan also ensures that embedding pollinator benefits across Council functions.

11.2. As discussed above the Biodiversity Project Ranger is a fixed position of two years. Currently target biodiversity projects must necessarily be limited in scope to allow meaningful delivery within the lifetime of that role. The longevity of those and future projects is therefore not assured. An extension or permanent role could perpetuate and build on the early success` outlined within this report.

11.3. The works being delivered under the Statutory Biodiversity Duty and by the Biodiversity Project Ranger should act as a foundation to boost biodiversity and community engagement. This foundation has the scope to promote the growth of longer term benefits. Those benefits could include:

- **Places to educate:** The curriculum of the new Natural History GCSE will include elements of mandatory field work and practical skills. Fostering biodiversity projects in the heart of communities will provide places for students to make direct observations, undertake monitoring and surveys as well as honing species ID skills.
- **Increased pool of local skills:** In our borough there is a relatively small pool of `green professionals`. This is evident in the number of contractors available to undertake habitat works and the difficulty in recruiting to green roles (climate, ecology, arboriculture). Fostering relationship with volunteer groups provides opportunities to develop employable skills without a financial cost. To go further the Council could foster relationship with schools and colleges to provide work experience and access to mentors to promote green careers.
- **Inhouse skills:** Developing local people and fostering green skills both within the community and the Council workforce could reduce the reliance on contractors who are often expensive and deliver low quality work by expanding the pool of resources available. The creation and development of inhouse teams with specialised skills could help the Council manage their land more sensitively and deliver wider community outreach.
- **Volunteer Days:** Volunteering is a great way to develop new skills and support something that's worthwhile. The council have an employee leave volunteering scheme that allows an employee to get involved in activities that benefit individuals, clubs, charities, faith groups and the environment. This scheme lets employees take up to two days (up to 14.8 hours in total) (pro-rata for part-time employees) paid time off work to volunteer. Specific work/projects could tap into this resource i.e. collecting grass cuts at meadow sites which would benefit employees mental and physical health as well as the environment.

12. Background Papers

- Pollinator Action Plan
- Biodiversity Project Ranger Presentation.

King's Lynn and West Norfolk Pollinator Action Plan



Contents

Foreword

AN INTRODUCTION TO THE POLLINATOR ACTION PLAN.....	1
WHAT ARE POLLINATORS?	2
WHAT IS THE PROBLEM?	3
WHAT DO POLLINATORS NEED?	4
WHAT IS BEING DONE TO HELP POLLINATORS?.....	5
WHAT WILL WE ACHIEVE IN KING’S LYNN AND WEST NORFOLK?	6
POLLINATOR POSITIVES BOROUGH COUNCIL OF KING’S LYNN AND WEST NORFOLK GOOD NEWS ..	7
TOP TIPS FOR HELPING POLLINATORS	9
FURTHER INFORMATION	10
REFERENCES	10
OBJECTIVES.....	11
Objective 1: Manage land the Council owns, controls and influences in a way which benefits pollinators habitat and foraging.....	14
Objective 2: Raise awareness of pollinator needs within the Council	17
Objective 3: Ensure the needs of pollinators are represented in local plans, policy and guidance..	19
Objective 4: Raise awareness to support pollinator-friendly practices throughout Kings Lynn and West Norfolk.....	20

Foreword

If you think that there might be fewer bug splats on your car than in previous years, you are right.

Since 2004 three quarters of the United Kingdom's insects have vanished and many of these would have been pollinators, such as bees, butterflies and beetles. Pollinating insects move pollen from flower to flower while they feed on the sweet nectar. Flowering plants produce much of the food we eat and create the gardens, habitats and ecosystems we love to live in. Plant pollination is a fundamental link in the chain of life and has been calculated as contributing more than £1.25 billion to the UK's economy at today's prices.

Flowering plants and their pollinators have been around for at least 135 million years, but we can only trace our species back to just over 300,000 years ago. As the new kids on the block, we must act to reverse the decline in pollinator numbers, not only out of self-interest but through an obligation to the natural world.

Biodiversity on Earth is the result of nearly four billion years of evolution. Human activities have put an estimated one million species of plants and animals at risk of extinction out of some eight million species worldwide.

We have a responsibility to redress the balance of habitat destruction and dramatic biodiversity loss that we face now and in the future.

This pollinator action plan has come about through the hard work and expertise of this Council's Ecologist via the Biodiversity Task Group and as agreed by Council in September 2020.

Additionally, the Environment Act 2021, strengthened 'biodiversity duty' so that this Council must:

- Consider what we can do to conserve and enhance biodiversity
- Agree policies and specific objectives
- Act to deliver our policies and achieve our objectives

The plan before you is thoughtful, evidenced and innovative. Its actions are achievable and realistic using effective resource management and timescales.

It is also very interesting reading and offers us hope for a better future, as well as leaving a legacy to be proud of.

Cllr de Whalley

**Portfolio Holder
for Climate
Change and
Biodiversity at
Borough Council
of King's Lynn and
West Norfolk.**



AN INTRODUCTION TO THE POLLINATOR ACTION PLAN

The purpose of this Pollinator Action Plan is to highlight the issues facing our pollinators, and to provide key objectives and actions for their long-term protection and enhancement.



The King's Lynn and West Norfolk Pollinator Action Plan has been designed so that it contributes to the National Pollinator Strategy outcomes, which are:

- More, bigger, better, joined-up, diverse and high-quality flower-rich habitats (including nesting places and shelter) supporting our pollinators across the country
- Healthy bees and other pollinators which are more resilient to climate change and severe weather events
- No further extinctions of known threatened pollinator species
- Enhanced awareness across a wide range of businesses, other organisations and the public of the essential needs of pollinators
- Evidence of actions taken to support pollinators

Our Action Plan broadly aligns with relevant key objectives of the Norfolk County Council Pollinator Action Plan which seeks to:

- Raise awareness and importance of pollinators throughout Norfolk
- Promote, support and encourage pollinator-friendly farming
- Promote, support and encourage pollinator-friendly management of the county's highway verges, and Public Rights of Way (PRoW)
- Manage other county council assets for the benefit of pollinators
- Encourage the protection and enhancement of Norfolk's pollinators through the planning system

WHAT ARE POLLINATORS?

Pollinators are essential to our environment, our food production and our lives. They are so-called because they carry the reproductive pollen grains from flower to flower, enabling fertilisation for seeds, nuts and fruits to be produced. Through pollination, new generations of plants grow, which in turn support wild habitats and other wildlife. Without pollination, most wild and cultivated plants, from trees to strawberries, could not reproduce.

One in every three mouthfuls of our food eaten in Europe depends on pollination taking place (Juniper, 2015).

They serve crops like oil seed rape, clovers and other nitrogen-fixing plants, important for livestock grazing and wildflowers. They add to the diversity of plant species, habitats and wildlife in Norfolk as well as its natural beauty, making King's Lynn and West Norfolk a better place to live, to enjoy and to visit. Losing our pollinators would be a major ecological and economic disaster.

Many different insect groups are excellent pollinators. The best known of them are bees, including bumblebees, solitary bees and the honeybee. However, other wild insects are equally vital for pollination including wasps, hoverflies, moths and butterflies. Even some beetles, mosquitoes, bats and ants have a pollinating role. Many plants have evolved to offer nectar to attract insects. Whilst insects are feeding on a flower's nectar or collecting pollen to feed to their young, pollen grains stick to the insects' bodies and transfer to the reproductive organs of the next flower they visit.



Cardinal beetle



Brown argus



Soldier beetle



Comma



Common carder bee



Buff-tailed bumble bee



Ringlet



Thick-thighed flower beetle

WHAT IS THE PROBLEM?

Research shows that many of our pollinators are in trouble. For instance, here in Norfolk 23 bee species are now believed extinct (Owens, 2017) and in East Anglia as a whole, a further 25 bee species are considered 'threatened' and 31 species listed as being of 'conservation concern' (Jackson, 2019). A similar picture can be seen in our butterflies. For example, the iconic swallowtail butterfly for which Norfolk is a stronghold, has seen a 41% decline in abundance in the UK between 2022 and 2023 (Butterfly Conservation, 2023) and a decline of 1% over the last 10 years. The main threats to pollinators are habitat loss, climate change, pesticides, disease and invasive species.

These factors, particularly when combined can have a negative knock-on effect for other species that rely on pollinators, most notably plants, due to their symbiotic relationships, as insects pollinate our wild and garden flowers, which provide a crucial food source for a host of other wildlife such as birds, mammals, amphibians, and reptiles, thus affecting the wider biodiversity of habitats and ecosystems.

HABITAT LOSS Changes in our land use, including insensitive urban development and intensive farming, have resulted in habitat loss and fragmentation, the most significant cause of pollinator decline. Pollinators need flowers to forage and places to shelter, nest and overwinter, within vegetation, hedgerows and soil. But since the Second World War, we have lost 97% of our wildflower meadows as a result of modern farming practices and urban development. Where wildflower-rich habitats do still exist, these are often small,

isolated areas separated by land uses hostile to pollinators, making it difficult for insects to move around our landscapes.

CLIMATE CHANGE By disrupting seasonal patterns and flowering periods of plants, climate change is impacting pollinators. It affects the timing of flowering plants that they rely on for food and disrupts nesting behaviours and emergence after winter. It is also thought that a warming climate could restrict or alter the range of pollinators. Extreme weather events such as wildfires, floods, and droughts that impact pollinators may also become more frequent.

PESTICIDES The increased use of pesticides has adversely impacted pollinators and the plants on which they depend. Neonicotinoid pesticides are particularly harmful to bees, affecting their central nervous system, and consequently been banned use of certain neonicotinoids since 2018, only allowing emergency authorisations. The government is committed to ending use of neonicotinoids entirely. Furthermore, some routinely used herbicides have also been shown to affect pollinators and their use, of course, reduces the availability of food plants throughout the year.

DISEASES AND INVASIVE SPECIES Evidence suggests that some honeybee diseases can spread to our wild bumblebees. A further threat is invasive species such as the Asian hornet, which if allowed to take hold could devastate our native bee populations. Pollinators have been in serious decline for many years and a loud and clear message is coming from scientists, wildlife organisations and the government that they need help - and quickly - otherwise all of us: plants, pollinators and people, face serious problems.

WHAT DO POLLINATORS NEED?

Like all animals, pollinators need a variety of different habitat types for food, nesting, egg-laying, and hibernation year-round.

SHELTER They need to be able to shelter, nest and overwinter in diverse habitats such as hedgerows, scrub and tall grass, burrows and holes in tree trunks. For example, patches of long grass make great nesting sites for bumblebees, and dead wood can make ideal hibernation sites for certain types of butterfly (read more in [Buglife's introduction to pollinator habitats](#)). Many also have different needs again in their larval stages.

FORAGE Foraging grounds for all pollinators have been steadily eroded. All pollinators need flowering, semi-natural habitats like wildflower meadows, hedgerows and woodland edges. They need agricultural landscapes which have unimproved grassland, hay meadows, clover-rich grassland, orchards and arable crops. Large fields of wind pollinated crops, like wheat, do not support pollinating insects.

BEYOND THE COUNTRYSIDE It is not only the countryside where pollinators' needs can be better met. They can find food and shelter in gardens, parks, roadside verges and any other open area. It's quite easy to provide for pollinators by making sure they have the right plants. They include common knapweed in wildflower meadows, red clover in pasture, hawthorn and bramble in hedgerows and woodland, cosmos in bedding areas and night scented plants such as honeysuckle and white campion to attract moths (read more in this [RSPB guide](#)).



Zig/Zag Cliff Path, Hunstanton © Claire Thompsett

WHAT IS BEING DONE TO HELP POLLINATORS?

Our Pollinator Action Plan is part of a much wider movement. In 2014, the government published the National Pollinator Strategy for England, a ten-year plan to rescue these insects and to help them to thrive.

Subsequently, in 2022, it published the associated three-year Pollinator Action Plan. Buglife, Friends of the Earth and Bumblebee Conservation Trust have also published strategies and policies to address the decline of pollinators.

B-Lines - The charity Buglife has championed 'B-Lines', or 'insect super-highways', which are made up of a series of flower-rich habitats that provide important stepping stones between key local sites such as Sites of Special Scientific Interest (SSSI), and County Wildlife Sites (CWS) throughout the landscape. "...B-Lines can help to identify where important wildflower networks exist within the landscape" (Buglife 2023). These so-called B-Lines can provide local authorities with an easy way of mapping such linear landscape features within their administrative boundaries, as well as helping to meet national objectives including Biodiversity Net Gain (BNG), as set out in the Environment Act 2021, and the National Pollinator Strategy.

In the Borough Council of King's Lynn and West Norfolk - Small pockets of biodiversity areas have been created and are maintained by the Council's public open spaces team who also support several community-led projects and initiatives like the 'In Bloom' initiative. This includes annual wildflower strips, sensitive cutting regimes, pollinator species included in bedding plants in The Walks, wild verges and community engagement. You can find out more on page 7.

By individuals - Many individuals are already taking active steps to help pollinators. These range from changing the way they look after their gardens, to making positive consumer choices. People are realising that they don't need to be an expert or have acres of land – and by spreading the pollinator-friendly word and supporting local conservation efforts, individuals can make a real difference. You can find out what you can do on Page 9.



Red-tailed bumble bee © Claire Wiggs

WHAT WILL WE ACHIEVE IN KING'S LYNN AND WEST NORFOLK?

This Action Plan will allow us to:

- Manage Council assets and operations to ensure that they are more pollinator friendly
- Ensure that the needs of pollinators are recognised and are taken into account across the Council's functions and responsibilities, and are taken account of in relevant strategies and policies
- Manage council assets in a way that brings pollinator improvements and provides a model that can be replicated by other landowners across Norfolk
- Identify pollinator opportunities, and support collaborative, locally-owned initiatives.

This Action Plan includes actions that will be taken by the Borough Council of King's Lynn and West Norfolk across our various functions and services.

It requires commitment and support across the Council, from members and officers to our contractors.

The Action Plan also includes actions to inspire others to do more for pollinators across Norfolk. This includes increasing awareness of the needs of pollinators. It can be used to support landowners, farmers, parish councils, community groups, businesses and individuals to help bring benefits to pollinators and their habitats at a variety of scales.

The wider environmental context

In addition, this Action Plan will not only help our pollinators, but will sit alongside other important environmental objectives both locally and nationally, including the Local Nature Recovery Strategy (LNRS), and Biodiversity Net Gain (BNG). BNG can enable pollinating insects to restore and increase their populations through the creation of new habitats, and the connectivity of existing ones. Linear landscape features such as hedgerows and roadside verges can help to connect habitats, thus increasing habitat connectivity and enabling insects greater access to resources such as food, which in turn supports plant pollination.



POLLINATOR POSITIVES BOROUGH COUNCIL OF KING'S LYNN AND WEST NORFOLK GOOD NEWS

A149 Brilliant B-lines - King's Lynn and West Norfolk Borough Council

The A149 provides the main access route into Hunstanton. A wildflower strip was planted here after the Public Open Spaces team identified a gap in the National Beeline. This wildflower strip is a wonderful example of how habitat fragmentation can be tackled by connecting and extending national B-Lines. It also provides an attractive welcome to visitors, showcasing Norfolk's wild beauty.



Wildflower strip

Anglia In Bloom - King's Lynn and West Norfolk Borough Council

Anglia In Bloom is a charity organisation which aims to promote the conservation, protection and improvement of the physical and natural environment. The In Bloom campaign is entirely managed and run by volunteers from the six counties of the eastern region and is supported by a community of dedicated residents, gardening enthusiasts, Council officers and local businesses.



Wildflower strip

The Biodiversity Garden - Wereham Parish Council

"Following a successful application for funding from the Norfolk Community Foundation, a small working party was set up to create a Community Biodiversity Garden. Numerous engagement events were held which allowed members of the local community a chance to see what was planned and comment. A 12m diameter area of grass was identified near the current children's playground. It was noted that this area only had three different species of plants.

Through a combination of work by a local contractor and more than 600 hours of voluntary time, the Wereham Parish Council Community Biodiversity Garden was created. Funds were used for the contractor and the purchase of two raised beds with a seating area between them, as well as a WildPod. The Wildpod includes: hedgehog house, bee hotel, butterfly house, amphibian refuge, invertebrate hotel, small mammal nest box, soil habitats, rot holes and a dead wood zone.

Although we needed to buy the large silver birch trees and some of the plants, we were lucky enough to obtain numerous small trees and hedgerow trees from Norfolk County Council at a reduced cost.



The Wereham Biodiversity Garden



Biodiversity Garden volunteers

Many local people donated plants and seeds and after numerous planting parties, we now have a magnificent area of biodiversity which is already being used and admired by all who visit. We have created a diverse garden, including trees, hedges, ground cover, wildflower seeds and bulbs to try to improve the biodiversity of insects, birds, amphibians, and mammals in the area. All plants have been chosen for their ability to survive and thrive without further nurturing by humans.”



Aerial view of the Biodiversity Garden

Martha`s Meadow Southery - Adrian Pope and Lewis Pope

“Our family have owned the house since 1983, and it has slowly developed as a garden since that time. Until 2014 the main area was kept as a lawn. It was then it dawned on us that we could develop the garden into a meadow.

The land is rich here and not perfect for a traditional wildflower meadow. We started by spraying off the existing Rye Grass lawn and sowing a wildflower mix which included farmland favourites such as poppy and cornflower. We cut the first year in October and the swarth was over six feet high in places!

We were not sure if this would work, however the next year we added meadow grass species and just cut it each year since.

In 2020, Lewis our son, built the first pond (Bridge) and the place started to transform into what you see today. The more water we added the more wildlife seemed to appear. The site now has four ponds which is now enough!

Management

Mowing starts at the end of June and finishes in October. This creates a mosaic of areas at different stages of growth. This is exactly what moths and butterflies like for their newly hatched caterpillars. We are adding to our species lists most weeks as our identification skills increase.

Adrian has recorded a huge number of species across the site including grayling butterfly, smooth newts, noctule and pipistrelle bats and great silver water beetle. Open days are regularly held at Martha`s Meadow and Adrian welcomes experts from all fields to add to the growing number of records and share his knowledge.



Marthas Meadow



Meadow in full bloom



Great silver water beetle

TOP TIPS FOR HELPING POLLINATORS

Here are five top tips for helping pollinators in your own garden or wild space:

i. Create homes for pollinators

Without safe places to rest, nest, and over-winter, pollinators cannot survive. Undisturbed log piles, leaf litter, twig bundles and compost heaps make great homes for pollinators. You could try making a bug hotel.

ii. Plant for pollinators

Try to provide flowers throughout the year from early spring to early winter. Plant native species like foxgloves, ivy, and local wildflower mixes. Many wildflowers are naturally drought-tolerant and require less watering than other plants. Some cultivated garden plants that have been demonstrated to be particularly visited by foraging insects include buddleia, borage, common marigold, lavender, ox-eye daisy, comfrey and sunflowers.

iii. Be less tidy

Naturally messy places with nettles, brambles and undisturbed rough grasses are vital for both food and shelter for pollinators and other invertebrates. Instead of 'tidying up', leave seed heads and fallen leaves in situ.

iv. Mow less

Reduce the frequency of mowing and leave areas of grass uncut. This will allow wild plants such as dandelion, hawk-bits and clovers to flower, providing another source of nectar.

v. Ditch the chemicals

Avoid using weed killers, aphid killers or other pesticides. These products reduce the amount of food and homes available for pollinators and other useful invertebrates and can harm the environment in other ways. Instead go for natural alternatives, which are free! For example, use crushed eggshells, or better still, encourage hedgehogs, as slugs are one of their favourite foods!



©Ray Roache winner of the garden wildlife competition 2025

FURTHER INFORMATION

Find out about what organisations are doing in Norfolk, and how to get involved!

Buglife - <https://www.buglife.org.uk/>

Bumblebee Conservation Trust - <https://www.bumblebeeconservation.org/>

Norfolk Beekeepers Association - <https://norfolkbeekeepers.org.uk/>

Norfolk Biodiversity Partnership - [Directory of Community Biodiversity Projects | Norfolk Biodiversity Partnership](#)

Norfolk County Council - <https://www.norfolk.gov.uk/article/42724/Natural-environment>

Norfolk Butterfly Conservation - <https://butterfly-conservation.org/in-your-area/norfolk-branch>

Norfolk Wildlife Trust - [Welcome - Norfolk Wildlife Trust](#)

Useful publications and sources of information

Buglife bee lines hub- [B-Lines - Buglife](#)

Buglife Pollinator Identification Chart - [Pollinator-identification-chart.pdf \(buglife.org.uk\)](#)

Buglife neonicotinoids - [Neonicotinoid Insecticides - Buglife](#)

Buglife Urban Buzz - [Urban Buzz - Buglife](#)

Norfolk Wildlife Trust: Bees and pollinators - <https://www.wildlifetrusts.org/about-us/what-we-do/bringing-wildlife-back-on-land/saving-species/savingbees>

RSPB Home for insects and minibeasts - [Activities \(rspb.org.uk\)](#)

RHS Plants for Pollinators - [Plants for Pollinators advice and downloadable lists / RHS Gardening](#)

Staffordshire Wildlife Trust Bee ID guides - <https://www.staffs-wildlife.org.uk/downloadable-bee-guide>

The National Pollinator Action Plan - [Pollinator Action Plan 2021 to 2024 - GOV.UK \(www.gov.uk\)](#)

REFERENCES

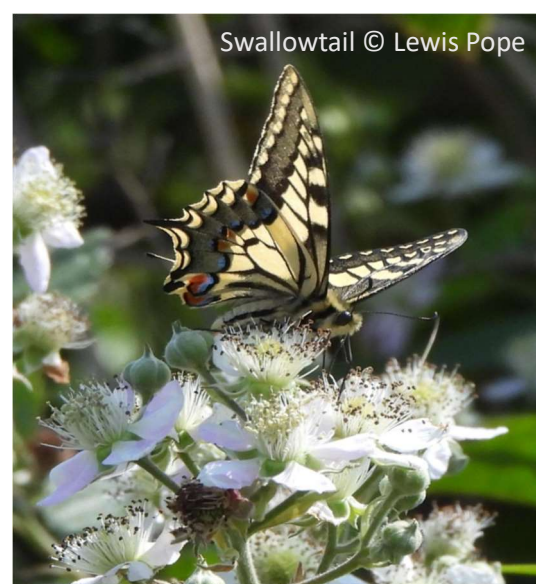
Jackson, L. (2019) East of England Bee Report: A report on the status of threatened bees in the region with recommendations for conservation action.

Buglife (2023) The Benefits of B-Lines to Local Authorities in England, Advice Sheet. Peterborough

Butterfly Conservation (2023) UK Butterfly Monitoring Scheme: UK Summary of Changes; Table 2023; <https://ukbms.org/official-statistics>

Juniper, T. (2015) What nature does for Britain. Profile Books

Owens, N. (2017) The Bees of Norfolk, Pisces Publication



OBJECTIVE 1

For the Borough Council of King's Lynn and West Norfolk to manage the land it owns, controls and influences in a way which benefits pollinators` habitat and forage.

The Council will:

- Ensure pollinator-friendly practices are embedded into maintenance works, training, lease agreements and contracts.
- Assess all non-routine works for their potential impact on pollinators and their habitats prior to work commencing to ensure no net loss.
- Develop biodiversity champions.
- Take advantage of opportunities to create habitat for pollinators through Biodiversity Net Gain (BNG).
- Review amenity planting schemes (including tree planting and bedding planting) aiming to increase the value of these for pollinators and ensure resources are available all season.
- Establish a pilot/testing of pollinator-friendly measures on council assets that could be adopted by others across King`s Lynn and West Norfolk.
- Reduce the use of glyphosate and Neonicotinoids across land owned or managed by the Council, except where no viable alternative exists, and continue to review new methodologies as they become available.
- Look for opportunities to 'green' its buildings and assets with pollinator friendly features such as bee hotels.



Yellow Rattle © Lewis Pope

OBJECTIVE 2

For the Borough Council of King's Lynn and West Norfolk to raise awareness of the needs of pollinators within the Council.

The Council will:

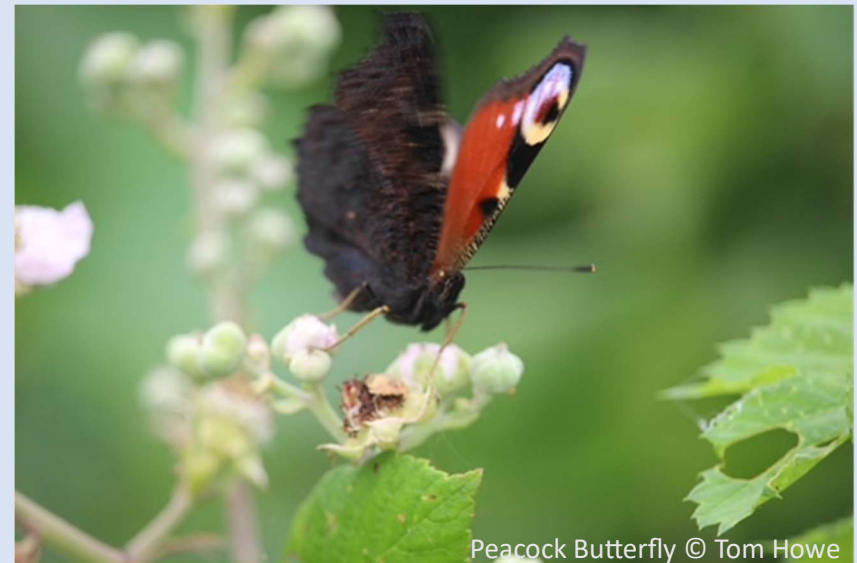
- Work with elected members and colleagues to develop, support and promote pollinator friendly practices.
- Establish a mechanism to ensure cross-directorate delivery of the action plan.
- Ensure the needs of pollinators are embedded within all strategic and partnership plans, policies, projects and operations.

OBJECTIVE 3

To ensure the needs of pollinators are represented in local plans, policy and guidance.

The council will:

- Review existing local plans and planning policy to assess if they provide suitable measures for pollinators.
- Provide training for planning officers on the need for and benefits of actions for pollinators and encourage nomination of a planning officer as an 'Eco advocate' to support their colleagues.
- Recognise and capitalise on opportunities to create pollinator friendly habitats as part of new development.
- Engage with partners where possible to feed into strategic and countywide initiatives.



OBJECTIVE 4

To raise awareness to support pollinator-friendly practices throughout King's Lynn and West Norfolk

The Council will:

- Produce/promote web-based guidance and/or leaflets with local groups, e.g. Friends' groups around King's Lynn and West Norfolk.
- Help to develop actions for areas such as churchyards, village greens, community-owned land, amenity land in partnership with local groups/parish councils.
- Participating in and supporting any wider pollinator projects and initiatives, including integrating pollinator needs into pre-existing schemes and initiatives.
- Carry out a brief review of achievements annually and publicise success to local communities.

ACTIONS THAT THE BOROUGH COUNCIL OF KING'S LYNN AND WEST NORFOLK WILL TAKE ACROSS ITS VARIOUS FUNCTIONS AND SERVICES

- Internal actions for Borough Council of King's Lynn and West Norfolk are Objectives 1-2 (orange)
- Wider actions are Objectives 3-4 (green)
- Timescales to establish: Short (in 2025); Medium (by end of 2026) and Long (after 2026)

The Action Plan is a live document which should be reviewed where necessary in response to progress towards initial targets.

Objective 1: Manage land the Council owns, controls and influences in a way which benefits pollinators habitat and foraging

	Description	How this will be achieved	Measures of progress	Resources available/ required	Lead	Partners	Timescale
1.1	Manage Borough Council of King's Lynn and West Norfolk assets to maximise opportunities for pollinators	Set up meetings with Public Open Spaces (POS) Officers to identify training needs Develop awareness by delivering training, and guidance for POS Team and contractors working for Borough Council of King's Lynn and West Norfolk to promote pollinator best practice Develop biodiversity champions Take advantage of opportunities to create habitat for pollinators through Biodiversity Net Gain (BNG)	Track meetings established and training identified Track attendance of officers at events / seminars Track adoption of pollinator friendly	Officer time required Funding for training and events required BNG regulations Norfolk Local Nature Recovery Strategy	Ecology Officer/ Biodiversity Project Officer Public Open Spaces Team Corporate Property Team	Norfolk Wildlife Trust	Short/ Medium

	Description	How this will be achieved	Measures of progress	Resources available/ required	Lead	Partners	Timescale
		Take advantage of opportunities arising through the Norfolk Local Nature Recovery Strategy (LNRS)	management actions on Council land				
1.2	Reviewing amenity planting schemes aiming to increase the value of these for pollinators	Review the current planting scheme to identify which plant types/species are good pollen providers and include such plant types when practicable in future planting schemes Where pollen sources are lacking at certain times, identify which plants could be introduced to the planting scheme to provide year-round pollen sources	Local monitoring using a national standard to establish trend where resource allows	RHS pollinator plant list Revenue funding required where changes in schemes/regimes are identified	Public Open Spaces Team	Ecology Officer	Long Term
1.3	Establish a pilot of pollinator-friendly measures on Council assets that could be adopted by others across King's Lynn and West Norfolk	Identify a suitable site to undertake a full constraints and opportunity plan	Local monitoring using a national standard to establish trends Monitor change in the % of identified site being managed for pollinators	Officer time External support Revenue funding required where changes in schemes/regimes are identified	Ecology Officer/ Biodiversity Project Officer	Norfolk Wildlife Trust Public Open Spaces Team	Long Term

	Description	How this will be achieved	Measures of progress	Resources available/ required	Lead	Partners	Timescale
1.4	Phase out pesticide use on Council assets over the longer term	Follow the principles of the adopted NCC Glyphosate Policy to protect pollinators and other biodiversity Educate tenants on the risks to pollinators when using neonicotinoids and other pollinator harming pesticides for pest control Prohibit the use of neonicotinoid pesticides which have been linked to the decline in pollinators on Council land where the power to do this exists	Monitor glyphosate usage	Officer time Integrated Weed Management approach (NCC Glyphosate Policy) to minimise glyphosate use Sufficient Capital and Revenue Funding to adopt emerging technologies which offer a viable alternative to the use of glyphosates	Public Open Spaces Team	Ecology Officer Property Services	Short / Medium
1.5	Make Council owned land and buildings more pollinator friendly	Identifying opportunities for small scale low budget changes to properties owned by the Council e.g. installation of bee hotels, bat boxes, earth bunds, review of formal planting for pollinator friendly species	Track number of events and training on pollinators Track number of pollinator features	Officer time Materials to create pollinator features Revenue funding required to	Property Services Major Housebuilder services	Ecology Officer/ Biodiversity Project Officer Public Open Spaces Team	Long term

	Description	How this will be achieved	Measures of progress	Resources available/ required	Lead	Partners	Timescale
		Identify where longer-term larger scale action can be integrated into new buildings i.e. green roofs, green walls, sustainable urban drainage Training for property services	rolled out to Council properties	maintain features once installed			
1.6	Ensure pollinators are considered in our major housebuilding project	Appropriate pollinator species designed into the landscaping scheme of any new development where possible	Track number of new major Council developments that are pollinator friendly	Officer time	Property Services Major Housebuilder services	Biodiversity Project Officer Public Open Spaces Team	Long term

Objective 2: Raise awareness of pollinator needs within the Council

	Description	How this will be achieved?	Measures of progress	Resources available/ required	Lead	Partners	Timescale
2.1	Work with elected members and colleagues to develop, support and promote pollinator friendly practices	Messaging for Councillors, Officers, to enable them to promote Borough Council of King's Lynn and West Norfolk actions for pollinators	Track Messaging and updates created and events supported	Officer time required	Biodiversity Project Officer	Communications Team Democratic Services Public Open Spaces Team	Short

	Description	How this will be achieved?	Measures of progress	Resources available/ required	Lead	Partners	Timescale
		Encourage staff to feedback on actions they take for pollinators				Councillors and members	
2.2	Establish a mechanism to ensure cross-directorate delivery of the action plan	Internal officer group on nature recovery. Identify the most effective ways to influence pollinator-friendly practices at Borough Council of King's Lynn and West Norfolk	Production of corporate protocols for considering pollinators	Officer time required, Member time	Biodiversity Project Officer	Communications Team Democratic Services Public Open Spaces Team Councillors and members Ecology Officer	Medium
2.3	Where possible ensure the needs of pollinators are embedded within all relevant Borough Council of King's Lynn and West Norfolk strategic and partnership plans, policies, projects and operations.	Internal review of policies and management operations	Set up review programme Progress monitored	Officer time required	Biodiversity Project Officer	Members Ecology Officer Public Open Spaces Team Policy Team Climate Change Team	Medium

Objective 3: Ensure the needs of pollinators are represented in local plans, policy and guidance

	Description	How this will be achieved?	Measures of progress	Resources available/ required	Lead	Partners	Timescale
3.1	Review the existing Local Plan and its planning policy approach to assess if it provides suitable measures for pollinators	Identify if current and emerging site allocations that contain habitats which support pollinators or could do so, such as brownfield sites are recognised. Highlight allocations where action for pollinators would be necessary. Take advantage of opportunities arising through the Norfolk Local Nature Recovery Strategy (LNRS)	Record allocations where advice on action for pollinators have been provided	Officer time National Planning Policy Framework National Pollinator Strategy	Policy Officer	Ecology Officer Other Norfolk authorities Climate Change Team	Long
3.2	Provide training for planning officers on the need for and benefits of actions for pollinators and encourage nomination of a planning officer as a	Provide training on BNG and Statutory metric to planning officers Promote Borough Council of King's Lynn and West	Track number of events and training on pollinators	Officer time Online guidance and resources for local authorities e.g. Buglife	Ecology Officer	Norfolk Wildlife Trust Development management team	Medium/long term

	Description	How this will be achieved?	Measures of progress	Resources available/ required	Lead	Partners	Timescale
	'biodiversity champion' to support their colleagues	Norfolk Pollinator Action Plans				Planning Officers	
3.3	Recognise and capitalise on opportunities to create pollinator friendly habitats as part of new development landscaping schemes	Raise awareness of and promote the creation of pollinator friendly features with developers	n/a	Officer time National Planning Policy Framework	Ecology Officer	Planning Officers Property services Arboricultural Officer	Long term
3.4	Support Neighbourhood Plans with approaches to local biodiversity policy	Aid Neighbourhood planning where Biodiversity Policy will include reference to pollinator	Track number of made plans that include reference to pollinators	Officer time	Policy Officer	Ecology Officer	Medium/Long Term

Objective 4: Raise awareness to support pollinator-friendly practices throughout King's Lynn and West Norfolk

	Description	How this will be achieved?	Measures of progress	Resources available/ required	Lead	Partners	Timescale
4.1	Promote actions for areas such as churchyards, village greens,	Promote web-based	Develop and monitor targets such as changes	National guidance available online	Biodiversity Project Officer	Communications Team	Medium/long term

	Description	How this will be achieved?	Measures of progress	Resources available/ required	Lead	Partners	Timescale
	community-owned land, amenity land e.g. as managed by parish/town councils and the borough/district authorities	guidance with a dedicated webpage	in land management to favour pollinators, and guidance produced			Norfolk Wildlife Trust Ecology Officer	
4.2	Participating in and supporting any wider pollinator projects and initiatives, including integrating pollinator needs into pre-existing schemes and initiatives	Many pollinator projects and initiatives are already happening around the country (for example see below for information on B-Lines and Urban Buzz) Support known initiatives through planning	Track involvement in number of projects/initiatives	Bugslife Urban Buzz - https://www.buglife.org.uk/our-work/pollinator-projects/urban-buzz/ Bugs life bee lines - B-Lines - Buglife	Biodiversity Project Officer	Public Open Spaces Ecology Officer	Long term

	Description	How this will be achieved?	Measures of progress	Resources available/ required	Lead	Partners	Timescale
4.3	Establish effective monitoring of work being carried out in the borough	Carry out a brief review of achievements annually and publicise success to local communities	Track number of achievements and pollinator communications	Officer time	Biodiversity Project Officer	Public Open Spaces Team Ecology Officer Property Services Communications Team	Medium/ Long term

Biodiversity Ranger Update July 2026

59

Projects, Partnership
Working and Volunteer
Engagement



Ongoing Projects

- South Lynn Community Orchard
- The Howdale
- Heacham Ponds
- The Willows





The Howdale, Downham



62

Pond at Station Road, Heacham



The Willows, Downham. CWS 338. First Phase

Completed Spring 2026

In collaboration with NWT, EA
and local volunteers



Future Projects

- Lynn Habitat Creation Project
Linking directly with the PAP & NLNRS
- Florence Fen
- Bird/Wildlife Surveys
- Wildflower meadow creation
Fairstead Rec & Lynnsport Meadow.
Green hay, plug planting & disc seeding.
- Open spaces mowing regimes



Volunteer/Community Engagement

- Nature Volunteer Network
- Downham Wildlife Group
- Hardings Pits
- Mens Shed
- Talks – NVN, F&WNFoE



Latest News

- The Willows, bird species recorded to date – 44 including 6 Red Listed. Starling, Greenfinch, House Sparrow, House Martin, Swift, Herring Gull. Also water vole & otter recorded.
- Florence Fen, bird species recorded to date – 46 including 8 Red Listed. Greenfinch, Starling, Cuckoo, House Martin, Swift, Marsh Tit, Woodcock, Herring Gull
- Fairsted Rec, Red Kite nesting
- Picture opposite, The Howdale

Spring 2026



Future Budget & Funding? - LGR

Council aspirations regarding biodiversity? PAP & NLNRS recently adopted.

**Trilo S4 Cut & Collect Cut width 1.80m
High lift discharge 2.15m Hopper capacity
4,000 litres**

**Amazon GHL 150 Cut & Collect Cut width
1.50m High lift discharge 2.3m Hopper
Capacity 1.500 litres**



ENVIRONMENT AND COMMUNITY PANEL WORK PROGRAMME 2026/2027

DATE OF MEETING	TITLE	TYPE OF REPORT	LEAD OFFICER/ ATTENDEE	OBJECTIVES AND DESIRED OUTCOMES
21st July 2026 at 4.30pm	Any Cabinet Reports which fall within the remit of the Panel – to be confirmed.			
	Appointment of Vice Chair for the Municipal Year	Operational	Democratic Services Officer	
	Chairs Signing of the Scrutiny and Executive Protocol	Operational		To promote the relationship between the Panel and the Executive.
	Biodiversity Update	Update Report	Stuart Ashworth	To provide an update to the Panel following up on the Biodiversity Task Group findings and their implementation.
	West Norfolk Racket and Community Sports Hub	Cabinet Report	Siobhan Cleeve	To consider the report and make any appropriate recommendations to Cabinet.
	Work Programme and Cabinet Forward Decisions List	Standing Item		

22nd September 2026 at 4.30pm	Any Cabinet Reports which fall within the remit of the Panel – to be confirmed.			
	Leisure and Culture Update	Update	Siobhan Cleeve	To receive a progress update on Leisure and Culture
	Work Programme and Cabinet Forward Decisions List	Standing Item		
24th November 2026 at 4.30pm	Any Cabinet Reports which fall within the remit of the Panel – to be confirmed.			
	Homelessness and Rough Sleeping Strategy: progress report and updated action plan	Update	Andy King	To receive an update on the strategy.
	Work Programme and Cabinet Forward Decisions List	Standing Item		
23rd February 2027 at 4.30pm	Any Cabinet Reports which fall within the remit of the Panel – to be confirmed.			

	Work Programme and Cabinet Forward Decisions List	Standing Item		
20th April 2027 at 4.30pm	Any Cabinet Reports which fall within the remit of the Panel – to be confirmed.			
	Work Programme and Cabinet Forward Decisions List	Standing Item		

Items to be scheduled

- ECO4 Schemes to assess progress, level of complaints received about installations and report findings – requested from Councillor Long
- New ferry landing stage project – requested from Councillor Kemp
- Alive Leisure Update – Annually
- Policy Development – Review of Tree and Woodland Strategy and update from the Arboricultural Officers
- Fly Tipping – Providing awareness

- Service Level Agreement for Council Approved testing Stations
- Informal Working Group – Wash Barrier
- Housing Standards Update – Current issues and quality of properties



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:

- 22
- (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.



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

Cabinet Members can be contacted directly and their contact details can be found via our website: [Committee details - Cabinet](#)

73

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 esteam@west-norfolk.gov.uk



JULY 2026						
Date of meeting	Report title	Key or Non-Key Decision	Decision Maker	Cabinet Member/Portfolio	Lead Officer	Open or Exempt
23 July 2026	Local Plan Scoping (Regulations 29) - Consultation Materials	Key	Cabinet	Cabinet Member for Planning and Licensing	Assistant Director, Environment and Planning (Stuart Ashworth)	Open
23 July 2026	Full Year Performance Management Report 2025 - 2026	Non	Cabinet	Leader of the Council	Chief of Staff and Monitoring Officer (Emma Hodds)	Open
23 July 2026	Building Safety Levy - Proposed administration by CNC Building Control	Non	Cabinet	Cabinet Member for Planning and Licensing	Assistant Director, Environment and Planning (Stuart Ashworth)	Open
23 July 2026	CIL Strategic Project Funding	Key	Cabinet	Cabinet Member for Planning and Licensing	Assistant Director, Environment and Planning (Stuart Ashworth)	Open
23 July 2026	Revenue Outturn 2025 -2026	Non	Cabinet	Cabinet Member for Finance	Assistant Director, Finance and Deputy Section 151 Officer	Open



					(Carl Holland)	
23 July 2026	Capital Outturn 2025 - 2026	Non	Cabinet	Cabinet Member for Finance	Assistant Director, Finance and Deputy Section 151 Officer (Carl Holland)	Open
23 July 2026 29 July 2026	West Norfolk Racket and Community Sports Hub	Key	Cabinet Council	Deputy Leader and Cabinet Member for Business	Assistant Director, Leisure and Culture (Siobhan Cleeve)	Open
SEPTEMBER 2026						
Date of meeting	Report title	Key or Non-Key Decision	Decision Maker	Cabinet Member/Portfolio	Lead Officer	Open or Exempt
08 September 2026	Business Improvement District - Business Plan	Key	Cabinet	Deputy Leader and Cabinet Member for Business	Assistant Director, Regeneration, Housing & Place (Duncan Hall)	Open
08 September 2026	Budget Monitoring Quarter 1	Non	Cabinet	Cabinet Member for Finance	Assistant Director, Finance and Deputy Section 151 Officer (Carl Holland)	Open
08 September 2026 24 September 2026	Lynnsport Proposals	Key	Cabinet Council	Deputy Leader and Cabinet Member for Business	Strategic Advisor to the CEO and Leader (Honor Howell)	Open



08 September 2026	National Planning Scheme of Delegation	Non	Cabinet	Cabinet Member for Planning and Licensing	Assistant Director, Environment and Planning (Stuart Ashworth)	Open
24 September 2026			Council			
OCTOBER 2026						
Date of meeting	Report title	Key or Non-Key Decision	Decision Maker	Cabinet Member/Portfolio	Lead Officer	Open or Exempt
13 October 2026	King's Lynn Masterplan and Parking Strategy	Key	Cabinet	Deputy Leader and Cabinet Member for Business	Assistant Director, Regeneration, Housing & Place (Duncan Hall)	Open
29 October 2026			Council			
13 October 2026	Hunstanton Masterplan and Parking Strategy	Key	Cabinet	Deputy Leader and Cabinet Member for Business	Assistant Director, Regeneration, Housing & Place (Duncan Hall)	Open
29 October 2026			Council			
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	Budget Monitoring Quarter 2	Non	Cabinet	Cabinet Member for Finance	Assistant Director, Finance and Deputy Section 151 Officer (Carl Holland)	Open
17 November 2026	Council Tax Support Scheme for Working Age people for 2027/2028	Key	Cabinet	Cabinet Member for Finance	Assistant Director, Finance and Deputy Section 151 Officer (Carl Holland)	Open
03 December 2026			Council			

JANUARY 2027

Date of meeting	Report title	Key or Non-Key Decision	Decision Maker	Cabinet Member/Portfolio	Lead Officer	Open or Exempt
-----------------	--------------	-------------------------	----------------	--------------------------	--------------	----------------

FEBRUARY 2027

Date of meeting	Report title	Key or Non-Key Decision	Decision Maker	Cabinet Member/Portfolio	Lead Officer	Open or Exempt
03 February 2027	Budget Monitoring Quarter 3	Non	Cabinet	Cabinet Member for Finance	Assistant Director, Finance and Deputy Section 151 Officer (Carl Holland)	Open
03 February 2027	Medium Term Financial Strategy 2026-2031	Key	Cabinet	Cabinet Member for Finance	Assistant Director, Finance and Deputy Section 151 Officer	



25 February 2027			Council		(Carl Holland)	
03 February 2027	Capital Programme 2026-2030	Key	Cabinet	Cabinet Member for Finance	Assistant Director, Finance and Deputy Section 151 Officer (Carl Holland)	Open
25 February 2027			Council			
03 February 2027	Treasury Management Strategy	Key	Cabinet	Cabinet Member for Finance	Assistant Director, Finance and Deputy Section 151 Officer (Carl Holland)	
25 February 2027			Council			
03 February 2027	Capital Strategy	Key	Cabinet	Cabinet Member for Finance	Assistant Director, Finance and Deputy Section 151 Officer (Carl Holland)	Open
25 February 2027			Council			
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
	Domestic Abuse Tenants/Residents Policy and Domestic Abuse Intersectionality Policy	Non	Council	Cabinet Member for People and Communities	Assistant Director, Regeneration, Housing & Place (Duncan Hall)	Open
	IT Hardware Refresh	Key	Cabinet	Cabinet Member for Finance	Assistant Director, Corporate Services (Paul Lowes)	Fully exempt
	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)