

BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK

CABINET

Minutes from the Meeting of the Cabinet held on Tuesday, 23rd September, 2025 at 4.00 pm in the Card Room - Town Hall, Saturday Market Place, King's Lynn PE30 5DQ

PRESENT: Councillors Ring (Chair), de Whalley, Lintern, Moriarty, Morley, Ring and Rust.

OFFICERS:

Kate Blakemore – Chief Executive
Alexa Baker – Monitoring Officer
Richard Allan – Assistant Director
Amanda Driver – Senior CIL Officer
Hannah Wood-Handy – Planning Control Manager
Stuart Ashworth – Assistant Director
Debbie Ess – Corporate Performance Officer
Michelle Drewery – Deputy Chief Executive
Carl Holland – Assistant Director
Duncan Hall – Assistant Director

CAB64 **APOLOGIES**

Apologies for absence were received from Councillors Beales, Bland and Squire.

CAB65 **MINUTES**

RESOLVED: The minutes from the meetings held on 21st July, 24th July and 16th September were approved as a correct record.

CAB66 **URGENT BUSINESS**

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RESOLVED: That under Standing Order 7.2 the Recruitment of Chief Officers Report be considered as Urgent Business at this meeting. It is required to be taken as an urgent decision as it is necessary to ensure that there is no delay in commencing the recruitment process.

It was noted that the Chair of the Corporate Performance Panel had agreed that the decision could be taken as urgent and therefore not subject to call-in.

The Chief Executive presented the report and included in the Agenda and Cabinet thanked the Monitoring Officer for all her hard work.

RESOLVED:

Cabinet resolved to:

1. Approve the formalisation of the Chief of Staff/Monitoring Officer role at the Executive Team Level.
2. Approve the parallel recruitment for both the Chief of Staff/Monitoring Officer and Chief Operating Officer positions confirming both these posts are necessary organisational appointments.
3. Note that oversight of the recruitment processes will be undertaken by the Appointments Board, with final appointment recommendations submitted to Full Council in due course.

REASON FOR DECISION:

To strengthen Governance, elevating the Governance and Monitoring Officer to Chief of Staff/Monitoring Officer at the Executive Team level enhances strategic oversight and accountability. The resignation of the current role provides an opportunity to formalise and elevate its seniority, aligning with best governance practices.

Ensure operational continuity through parallel recruitment for both the Chief of Staff/Monitoring Officer and Chief Operating Officer roles ensuring smooth leadership transitions.

CAB67 DECLARATIONS OF INTEREST

There were no declarations of interest.

CAB68 CHAIR'S CORRESPONDENCE

None.

CAB69 MEMBERS PRESENT UNDER STANDING ORDER 34

Councillor Kemp.

CAB70 CALLED IN MATTERS

None.

CAB71 FORWARD DECISIONS

RESOLVED: The Forward Decisions List was noted.

CAB72 **MATTERS REFERRED TO CABINET FROM OTHER BODIES**

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

Recommendations from Regeneration and Development Panel
CIL Funding Policy and Spending Strategy

Recommendations from the Corporate Performance Panel
Quarter 1 25-26 Performance Management Report
Changes to the Constitution
Budget Monitoring Quarter 1 25-26

Recommendations from the Environment and Community Panel
Playing Pitch and Sports Facilities Strategy Adoption
King's Lynn Cemetery Provision

CAB73 **QUARTER 1 2025-2026 PERFORMANCE MANAGEMENT REPORT**

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The Corporate Performance Officer presented the report.

Cabinet noted that the Corporate Performance Panel had considered the report and supported the Cabinet recommendations.

In response to questions it was confirmed that the major planning extension of time performance target was impacted because of two controversial applications, where the applicant had not agreed to an extension of time. It was confirmed that performance otherwise had been maintained in accordance with the key performance indicators.

Also noted was the review of the Community Infrastructure Levy Governance, which was an item later on in the Agenda.

Councillor Rust confirmed that the percentage of calls answered within ninety seconds was amber, but there were justifiable reasons for this.

RESOLVED: Cabinet reviewed the Performance Management Report and commented on the delivery against the Corporate Strategy.

REASON FOR DECISION: Cabinet should use the information within the management report to review progress on the agreed actions and indicators and satisfy themselves that performance is at an acceptable level. Where progress is behind schedule members can seek additional information to explain variances.

CAB74 **COMMUNITY INFRASTRUCTURE LEVY (CIL) - FUNDING POLICY AND SPENDING STRATEGY**

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The Portfolio Holder presented the report and drew attention to the comments made by the Regeneration and Development Panel regarding processes, support to Parishes and scrutiny of applications. The CIL Officer provided detail of the scrutiny which would take place and it was noted that applications would be considered by the CIL Spending Panel, with applications over a certain amount being considered by Cabinet. Through the Cabinet decision making process there would be the opportunity for the Regeneration and Development Panel to consider the proposals and the opportunity for Call-in.

The Portfolio Holder confirmed he accepted the revised recommendation put forward by the Regeneration and Development Panel. This was supported by Cabinet.

Cabinet Members commented on the report, noting improvements in transparency and that applications would no longer be subject to scoring against criteria and would instead be judged on their own merit. It was also noted that there would be a validation process to go through.

In response to comments, it was clarified that CIL must be spent to support new development and deliver a community benefit. Private businesses were not eligible to apply.

RESOLVED: Cabinet approved the revised Community Infrastructure Levy Funding Policy and Spending Strategy for the allocation and spend of Borough Community Infrastructure Levy raised by this Council and a method of Scrutiny is developed to ensure funding allocation to strategic projects can be appropriately monitored.

REASON FOR DECISION: To ensure that the CIL monies collected are being spent on appropriate infrastructure projects to reflect the growth of population occurring in West Norfolk.

CAB75 **PLAYING PITCH AND SPORTS FACILITIES STRATEGY ADOPTION**

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The Portfolio Holder presented the report and outlined how the Strategies would protect spaces and support future funding opportunities.

In response to Cabinet Members questions and comments, it was confirmed that Fields in Trust would remain subject to the current consultation process. It was also clarified that the strategy did not commit to anything, its purpose was to identify potential areas for future development and improvement and lever in funding.

Cabinet noted the importance of being a Marmot place and links to Health and Wellbeing, the variety of facilities available and the age ranges of users.

RECOMMENDED: That Council agree to adopt the playing pitch and sports facilities strategies.

REASON FOR DECISION: To ensure that any decisions around the provision of sport and leisure facilities within the borough are in line with the overall strategy.

CAB76 **BUDGET MONITORING QUARTER 1 - 2025/2026**

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Cabinet noted that the Corporate Performance Panel had considered this report and supported the recommendations.

The Assistant Director presented the report and highlighted the recommendation to make amendments to the process to move projects between tiers to enable agile decision making.

The Portfolio Holder commended officers for their work to improve the budget position and noted that further work was being carried out on capital spend levels. He also highlighted the potential impact of Local Government Reorganisation, the Second Homes Premium and the Homelessness prevention grant, which strengthened the need to retain healthy reserves.

Officers confirmed that early engagement with Parishes would take place where there could be impacts on their precept levels and lobbying of Government in relation to the Internal Drainage Board levies was continuing.

RESOLVED:

1. Cabinet noted the forecast outturn for revenue and capital monitoring position as at 30th June 2025 for 2025/26
2. Cabinet reviewed and approved the new transfer of Capital Items from Tier 3 to Tier 2.

RECOMMENDED: Revisions as set out in Appendix F to this report to the 'Capital Programme Process' within the approved Capital Strategy for 2025/2026 are adopted.

REASON FOR DECISION: To keep Cabinet informed of performance against budget for Capital and Revenue 2025/2026 based on Quarter 1 data.

CAB77 **KING'S LYNN CEMETERY PROVISION**

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The Chair informed Cabinet that the Environment and Community Panel had considered this report and had not agreed with the Cabinet recommendations, however had failed to formulate counter recommendations. The Chair proposed that this item be deferred and referred back to the Environment and Community Panel for them to consider further and formulate some recommendations for Cabinet to consider.

RESOLVED: This item be deferred and referred to the Environment and Community Panel, who are asked to formulate recommendations to Cabinet on the way forward.

REASON FOR DECISION: To allow further scrutiny of the proposals to take place and Cabinet to consider recommendations to be formulated by the Environment and Community Panel in due course.

CAB78 **RECOMMENDATIONS FROM THE REGENERATION & DEVELOPMENT PANEL - TRANSPORT AND INFRASTRUCTURE INFORMAL WORKING GROUP**

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The Assistant Director presented the report providing an overview of the work of the Transport and Infrastructure Informal Working Group and the recommendations they had put forward which would be used to inform future plans and strategies.

Cabinet thanked all those involved in the Informal Working Group.

RESOLVED:

1. That Cabinet acknowledge and note the recommendations put forward by the Panel, as set out in part 3 of the report, and that they be submitted to officers to inform future plans, strategies and policies dealing with Transport and Infrastructure as appropriate.
2. That Cabinet express their thanks to Members and officers involved in the Informal Working Group.

REASON FOR DECISION:

To allow for Member input on matters relating to Transport and Infrastructure during the development of policies and strategies.

CAB79 **CHANGES TO THE CONSTITUTION**

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The Monitoring Officer presented the report and provided detail of the schedule of substantial changes, as included in the Agenda.

Councillor Morley was pleased to see proposals for an Independent Member on the Audit Committee progressing.

With regard to Outside Bodies it was confirmed that the purpose for appointing Members to Outside Bodies was sufficiently wide and that Members would need to navigate their roles depending on the capacity in which they were appointed and manage any conflicts of interest.

Cabinet noted the work of the Constitution Informal Working Group and noted the ongoing review of Scrutiny Arrangements which would come forward in due course for consideration.

RECOMMENDED: Cabinet recommends to Full Council that the Schedule of Substantive Changes to the Constitution at Annex 1 of the report are approved, to be effective immediately.

REASON FOR DECISION: To fulfil the Council's duty to review its Constitution and keep it up to date.

The meeting closed at 6.04 pm