BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK

CABINET

Minutes from the Meeting of the Cabinet held on Tuesday, 9th June, 2026 at 6.00 pm in the Town Hall, Saturday Market Place, King's Lynn

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

OFFICERS:
Kate Blakemore – Chief Executive
Michael Burton – Principal Planner
Jemma Curtis – Regeneration Programmes Manager
Tom Darling-Fernley – Senior Corporate Governance Officer
Emma Hodds – Chief of Staff and Monitoring Officer
Walton Mabuto – Economic Growth Officer
Liz MacDonald – Assistant Director, Property and Projects
Charlotte Marriott – Corporate Governance Manager
Mark Whitmore – Assistant Director, Health, Wellbeing and Public Protection

PRESENT UNDER STANDING ORDER 34: Councillor Kemp

CAB1 **APOLOGIES**

An apology for absence was received from Councillor Beales.

CAB2 **MINUTES**

RESOLVED: The minutes from the meeting held on 23rd April 2026 were agreed as a correct record.

CAB3 **URGENT BUSINESS**

None.

CAB4 **DECLARATIONS OF INTEREST**

None.

CAB5 **CHAIR'S CORRESPONDENCE**

None.

CAB6 **MEMBERS PRESENT UNDER STANDING ORDER 34**

Councillor Kemp.

CAB7 **CALLED IN MATTERS**

None.

CAB8 **SIGNING OF THE SCRUTINY AND EXECUTIVE PROTOCOL**

The Chair signed the Scrutiny and Executive Protocol.

CAB9 **FORWARD DECISIONS**

RESOLVED: The Forward Decisions List was noted.

CAB10 **MATTERS REFERRED TO CABINET FROM OTHER BODIES**

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

Regeneration and Development Panel – 2nd June 2026

West Norfolk Economic Strategy and Action Plan

Corporate Performance Panel – 3rd June 2026

Data Protection Policy

Health and Safety Policy and Statement of Intent

CAB11 **HEALTH AND SAFETY POLICY AND STATEMENT OF INTENT**

Click here to view the recording of this item on You Tube.

The Corporate Performance Panel had considered the report and supported the Cabinet Recommendations.

The Assistant Director for Health, Wellbeing and Public Protection presented the updated Health and Safety Policy, noting that it was more concise, better structured, and included a clear statement of intent. The Assistant Director outlined the respective responsibilities of staff and management and explained that a range of supporting procedures and guidance notes accompanied the Policy.

The Chief Executive commented that the new Policy was easy to understand and thanked officers for their work.

Councilor Squire raised the issue of Councillors responsibilities in health and safety, suggesting that the policy should explicitly include them. It was clarified that although Councillors were not employees, the policy wording was deliberately chosen, and Member Training would be provided to ensure Councillors understood their responsibilities and reporting mechanisms.

Councillor Morley highlighted the importance of robust governance arrangements for capital investment in order to reduce risk, and emphasised the need for timely completion of risk assessments.

Councillor de Whalley sought assurance that staff felt confident reporting concerns. It was confirmed that work was ongoing to ensure staff were supported in raising issues and that appropriate action would be taken in response.

Councillor Rust noted that Trade Unions had been involved in the process and that concerns could be raised through union channels where necessary.

Councillor Ring observed that there had been a positive cultural shift and that staff would be supported to report concerns.

RECOMMENDED:

Recommendation to Full Council:

1. To approve the adoption of the Health, Safety & Welfare Policy.

2. To delegate responsibility for approving annual administrative reviews to the Chief of Staff.

3. To note that where significant changes to the policy are made that these will be brought back to council for approval.

REASON FOR DECISION:

To ensure that the council has an effective structure for delivering its health and safety functions.

CAB12 **DATA PROTECTION POLICY**

Click here to view the recording of this item on You Tube.

The Corporate Performance Panel had considered the report and supported the recommendations to Cabinet.

The Senior Corporate Governance Officer presented the report, which set out the revised Data Protection Policy. It was noted that the updated Policy incorporated the statutory complaints procedure, reflected changes to the legal framework, and provided greater clarity regarding roles and responsibilities. It was further explained that training for Members would be arranged in due course.

Councillor Ring commented on the importance of considering the use of artificial intelligence within the Policy.

Councillor de Whalley queried the implications arising from Local Government Reorganisation. Assurance was provided that a county-wide information governance group would be established to coordinate data-sharing agreements, and that work was ongoing to address the complexities associated with system integration and ensuring third-party compliance.

Councillor Rust referred to the compliance targets. It was reported that compliance with Freedom of Information requests had improved significantly and that the target set was considered achievable.

In response to a question from Councillor Morley, it was confirmed that the resourcing of the team was currently under review.

RESOLVED:

Cabinet resolved to:

1. Approve the Data Protection Policy 2026 at Appendix A, to take effect from the date of this meeting.

2. Note that the data protection complaints procedure required under section 103 of the Data (Use and Access) Act 2025 (inserting section 164A into the Data Protection Act 2018) will be published on the Council's website by 19 June 2026 in accordance with the statutory deadline.

3. Authorise the Data Protection Officer, in consultation with the Leader of the Council, to update the Policy between formal review cycles where required by changes to ICO guidance or legislation, subject to those updates being reported to the next available Cabinet meeting.

REASON FOR DECISION:

The Council has a statutory obligation to comply with UK GDPR, the Data Protection Act 2018, and from 19 June 2026 the data protection complaints procedure requirement introduced by the Data (Use and Access) Act 2025. The existing policy predates the DUAA and does not reflect the new complaints procedure obligation.

Approval of the revised Policy is necessary to ensure the Council is demonstrably compliant with its legal obligations by the statutory deadline, to protect individuals whose data the Council processes, and to protect the Council from the risk of regulatory enforcement action by the Information Commissioner's Office.

CAB13 **WEST NORFOLK ECONOMIC STRATEGY AND ACTION PLAN**

Click here to view the recording of this item on You Tube.

The Regeneration and Development Panel had considered this report and supported the recommendations to Cabinet.

Councillor Ring introduced the report, reminding Members that they had previously agreed to adopt the Strategy. Presented today was the action plan which set out how agreed objectives would be delivered.

The Regeneration Programmes Manager provided an overview of the Action Plan, explaining that it detailed specific projects and outlined how the Council would work in partnership to deliver the agreed actions. She noted that the Plan was extensive, reflecting the breadth of work underway, and confirmed that it would operate as a live document, supported by a monitoring framework and subject to annual review.

Councillor Rust referred to the proposed incubation spaces. It was explained that lessons learned, feasibility studies, and best practice—drawing on both local experience and examples from other areas—would inform delivery.

Councillor Ring advised that funding had recently been secured to reconfigure space at the King’s Lynn Innovation Centre (KLIC), increasing capacity.

Councillor de Whalley raised the issue of delivery beyond 2028. It was explained that, within the proposed unitary authority, King’s Lynn would remain the primary economic centre and continued growth would therefore need to be supported.

In response to a question from Councillor Lintern, it was explained that funding for the Active Travel Hubs was time limited. Should planning permission not be granted, alternative uses for the sites would need to be considered, with it noted that ground conditions could also affect site viability.

Councillor Squire welcomed the inclusion of hot-desking and bookable workspace at the library. She queried whether external partners referenced within the Action Plan had committed to delivery of the actions, and it was confirmed that they had. Councillor Squire also observed that some targets spanned multiple themes; it was explained that both primary outcomes and cross-cutting achievements could be considered as part of the monitoring process.

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Councillor Morley suggested that a Rural and Coastal Champion be appointed to ensure that these areas received focussed attention.

Councillor Rust referred to the Youth Advisory Board, and it was agreed that this group, along with initiatives such as Food for Thought and Five Dinners, would be included within the Action Plan.

With regard to the Housing Needs Assessment, the Economic Growth Officer and the Portfolio Holder for Planning and Licensing agreed to provide a further update to Members when additional information became available.

In response to a comment from Councillor Rust, it was agreed that additional Housing Associations could be incorporated into the Plan where appropriate.

Following a further comment from Councillor Lintern, it was agreed that reference to the Cultural Steering Group would be included.

Councillor Kemp addressed the Cabinet under Standing Order 34, highlighting the importance of the rural economy, particularly in relation to farming, food sustainability, and encouraging young people to engage with science, technology, and food production. She also referred to the need for investment in the Ferry, Nature Recovery initiatives, and progress in relation to Hardings Pits being designated as a Village Green. By way of update, Councillor de Whalley advised that the Village Green application was currently under consideration by Natural England.

Councillor Ring commended the Action Plan, noting that it demonstrated both the scale of activity being undertaken by the Council and its wider ambition.

RESOLVED:

That Cabinet approve the West Norfolk Economic Strategy Action Plan 2026 – 2028.

REASON FOR DECISION:

To provide a clear, coordinated and deliverable framework for implementing the West Norfolk Economic Strategy, informing the Council’s resources and service plans alongside that of external partner to ensure that we deliver against the economic growth vision and priorities previously approved, that aligns with corporate, local and national priorities.

CAB14 **KING'S LYNN AND WEST NORFOLK NEW LOCAL PLAN - GOVERNANCE ARRANGEMENTS FOR THE PLAN MAKING PROCESS**

Click here to view the recording of this item on You Tube.

Councillor Moriarty presented the report which presented the governance and delegation processes for the local plan, addressing Statutory timetables, evidence base development and member engagement through the Local Plan Task Group which was currently meeting on a monthly basis.

Councillor Squire requested that relevant Ward Members affected by plan proposals be involved in the process at the earliest opportunity and noted that external organisations had a duty to assist.

Councillor de Whalley acknowledged the challenges associated with developing a robust evidence base. It was explained that significant preliminary work was already underway and that procurement of external expertise would be commissioned as required.

Councillor Moriarty expressed thanks to officers for their work and advised Cabinet that recruitment for additional support was in progress.

Councillor Ring commented that the proposed thirty-month timetable was ambitious but could be welcomed by landowners and developers, emphasising the importance of keeping stakeholders informed throughout the process.

RESOLVED:

Approve the Governance arrangements for the plan-making process, in accordance with the December 2025 Scheme of Delegation.

REASON FOR DECISION:

To ensure the Council meets the deadlines, requirements and statutory obligations of the new plan-making system, as introduced through the Levelling-Up and Regeneration Act (2023), the Planning and Infrastructure Act (2025) and the associated plan-making regulations introduced in 2026.

CAB15 **APPOINTMENTS TO CABINET SUB COMMITTEES AND TASK GROUPS AND CREATION OF NEW CABINET TASK GROUP**

Click here to view the recording of this item on You Tube.

Councillor Ring presented the report which sought Cabinet's agreement on the makeup of Cabinet Sub Committees and Task Groups and the establishment of a new Cabinet Task Group named the Community Project Fund and Budget Setting Task Group.

RESOLVED:

Cabinet resolves to:

1) Instruct Officers to seek membership from Group Leaders for the Cabinet Committees and Task Groups for 2026/27 as set out in part 3 of the report.

2) In accordance with Standing Order 29.4, if any of the Task Groups are not appointed having regard to Political Balance that the Leaders of each Political Group be asked to agree that this rule be disapplied.

3) Establish a 7 Member Task Group named the Community Project Fund and Budget Setting Task Group and agree the Terms of Reference as attached at Appendix 1 and instruct officers to seek membership from Group Leaders for the Task Group with the Chair and Vice Chair to be appointed by the Leader.

REASON FOR DECISION:

To allow the business of the Council to continue into 2026/27.

CAB16 **DISPOSAL OF LAND AT HUNSTANTON**

Click here to view the recording of this item on You Tube.

Councillor Ring introduced the report which proposed the disposal of the freehold interest in South Shore Caravan Park and Vegas Caravan Park, Hunstanton and was in accordance with the Council's Disposal Policy.

The Assistant Director, Property and Projects explained that the site had been identified for disposal under the Capital Strategy and due diligence had been carried out on the preferred buyer.

In response to a question from Councillor Lintern it was explained that the sites were holiday sites and there were no permanent residents.

Councillor Morley commented that this was a good financial deal and had been identified for disposal in the Capital Strategy.

RESOLVED:

1. Approve the disposal of the freehold interest in South Shore Caravan Park and Vegas Caravan Park, Hunstanton as set out in this report.

2. Delegate authority to the Assistant Director for Property, in consultation with the Cabinet Portfolio Holder for Business, to finalise the terms of the disposal, including any non-material amendments.

REASON FOR DECISION:

To enable the Council to realise a capital receipt from the disposal of non-core assets and support the delivery of the Council's Capital Programme.

<u>The meeting closed at 7.20 pm</u>