BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK

CABINET

Minutes from the Meeting of the Cabinet held on Thursday, 23rd July, 2026 at 6.00 pm in the Town Hall, Saturday Market Place, King's Lynn

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

PRESENT UNDER STANDING ORDER 34: Councillors Kemp and de Winton

OFFICERS:
Stuart Ashworth – Assistant Director, Planning and Licensing
Siobhan Cleeve – Assistant Director, Leisure and Culture
Amanda Driver – CIL Officer
Debbie Ess – Senior Corporate Governance Officer
Alex Fradley – Planning Policy Manager
Emma Hodds – Chief of Staff and Monitoring Officer
Carl Holland – Assistant Director, Finance
Emma Kavanagh – Chief Operating Officer
Hannah Wood-Handy – Planning Control Manager

CAB17 **APOLOGIES**

None.

CAB18 **MINUTES**

RESOLVED: The minutes from the meeting held on 9th June 2026 were agreed as a correct record.

CAB19 **URGENT BUSINESS**

None.

CAB20 **DECLARATIONS OF INTEREST**

None.

CAB21 **CHAIR'S CORRESPONDENCE**

None.

CAB22 **MEMBERS PRESENT UNDER STANDING ORDER 34**

Councillors Kemp and de Winton for the CIL Strategic Project Funding Item.

CAB23 **CALLED IN MATTERS**

None.

CAB24 **FORWARD DECISIONS**

RESOLVED: The Forward Decisions List was noted.

CAB25 **MATTERS REFERRED TO CABINET FROM OTHER BODIES**

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

Corporate Performance Panel – 20th July 2026

Full Year Performance Management Report 25-26
Revenue Outturn
Capital Outturn

Environment and Community Panel – 21st July 2026

West Norfolk Racket and Community Sports Hub

Regeneration and Development Panel – 23rd July 2026

Local Plan Scoping Consultation Materials

Regeneration and Development Panel – 2nd June 2026

CIL Strategic Project Funding

CAB26 **FULL YEAR PERFORMANCE MANAGEMENT REPORT - 2025-2026**

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

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

The Senior Corporate Governance Officer presented the report and highlighted the key actions achieved throughout the year, performance against the indicators, and progress made in delivering the Council's Corporate Priorities.

Councillor Rust provided information on the target relating to the time taken to answer calls within the Customer Information Centre. She explained that the target had been revised for the forthcoming year as it had been considered particularly challenging. She also advised that work was ongoing to ensure residents received the support they required and did not need to make repeated calls.

Councillor Morley referred to Target 1.9, relating to the number of new homes built, and noted that performance was below target. While acknowledging that the target had been proposed for removal in the forthcoming year as it was a monitoring indicator only, he requested that it be reinstated, together with an additional monitoring indicator relating to the number of affordable homes delivered.

The Chair, Councillor Beales, acknowledged that the Corporate Performance Panel had considered the indicators for the forthcoming year but agreed that these monitoring indicators should be retained.

The Senior Corporate Governance Officer explained that, in preparing the targets for the forthcoming year, discussions had been held with officers and Portfolio Holders. The target had been proposed for removal because it was already reported to the Member Major Projects Board, however, there would be no issue with reinstating the indicator if Members so wished.

Cabinet agreed that it was important to continue monitoring these indicators but noted that they were influenced by factors outside the Council's direct control, including housing market conditions and rates of delivery. It was clarified that the indicators were based on housing completions, namely when a property was ready for occupation.

The Assistant Director for Environment and Planning advised that it would be possible to separately monitor the delivery of affordable housing units.

Councillor Moriarty agreed that it was sensible to continue monitoring these indicators and reminded Members that they were also reported through his Cabinet Member's Report to Council.

In response to a question from Councillor Lintern regarding leisure centre attendance and outreach provision, the Assistant Director for Leisure and Culture explained that the reporting of indicators had been revised to better reflect the maturity of the services and to measure health, social outcomes and the positive impact on residents. It was also noted that the delivery of outreach activities remained dependent on available funding.

Councillor de Whalley advised that progress against the Climate Change Strategy and Action Plan would be reported in future, and that potential Key Performance Indicators were currently being considered.
Councillor Morley referred to Indicator 3.13 concerning the requirement for purchase orders to be raised for all invoices. He explained that work to improve compliance was ongoing and that further analysis was being undertaken.

RESOLVED: 1. Cabinet reviewed the Performance Management Report and commented on the delivery against the Corporate Strategy.

2. Cabinet requested that targets relating to the number of homes and affordable homes built in the Borough, be added into the Corporate Performance Monitoring Report as monitor only.

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.

CAB27 **CIL STRATEGIC PROJECT FUNDING**

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

Cabinet noted that the Regeneration and Development Panel had considered this item and supported the Cabinet Recommendations.

The Planning Control Manager presented the report and explained that this was the first allocation of Community Infrastructure Levy (CIL) funding to be considered under the new governance arrangements. Five projects had originally been submitted for Strategic CIL funding requiring Cabinet approval. Option 1, as set out in the report, was the recommended option. This option provided funding for all strategic projects but proposed a reduced allocation towards the coastal defence works, recognising that the scheme would be delivered in phases and could be considered for future rounds of funding.

It was further reported that, since the options had been considered by the Regeneration and Development Panel, the Guildhall Project had been withdrawn from the process, leaving four projects for Cabinet's consideration.

Under Standing Order 34, Councillor Kemp addressed Cabinet and emphasised the importance of supporting the proposed improvements to the Ferry service. She stated that the service was a vital asset for the town, providing an important link between two communities, supporting future development and offering safer, more accessible and modern facilities. She also highlighted the long-term benefits of the improvements and the value for money they would provide.

Under Standing Order 34, Councillor de Winton addressed Cabinet in his capacity as the Council appointed Fire Service Champion. He advised that he had established a strong working relationship with the Fire Service and explained that the proposed redevelopment and improvement of the fire station was essential to support future development in the area. He highlighted the shortage of retained firefighters and the lack of suitable training facilities. Councillor de Winton informed Cabinet that Norfolk County Council match funding was expected to be available, as this had been approved prior to the change in administration. He outlined the benefits of the proposed training facility and referred to plans for the establishment of a Fire Service cadet squad.

The Chair thanked Councillor de Winton for his ongoing work with the Fire Service and acknowledged the importance of maintaining a strong partnership with the organisation.

Councillor Ring expressed concern regarding the availability of Norfolk County Council match funding, given the change in administration, and suggested that it may be at risk. In response, Councillor de Winton explained that the funding commitment for the Fire Service project had been agreed prior to the change in administration. Councillor Kemp added that officers were currently preparing a business case in support of the Ferry project.

Councillor de Whalley expressed his support for Option 1 and thanked the officers involved in the development of the proposals.

Councillor Moriarty also thanked the officers involved and commented that the introduction of the new governance arrangements had represented a learning process for all involved. He further explained that, following developments since the recommendations had been presented to the Regeneration and Development Panel, including the withdrawal of the Guildhall Project, he had discussed this with the Chair of the Panel.

Councillor Squire expressed her support for Option 1. Whilst noting that coastal defences fell within her Portfolio responsibilities, she acknowledged that there would be future opportunities to secure funding for that project. She also emphasised the importance of the Fire Service project, highlighting the continuing risks posed by fire, including wildfires.

RESOLVED: Cabinet considered the recommendations provided by the Spending Panel and allocated funding to Corporate Projects as set out in Option 1 and the attached project list at Appendix 1.

REASON FOR DECISION: To ensure that CIL monies collected are being spent in accordance with CIL legislation and local policy on appropriate infrastructure projects and ensure spend is within the available funding envelope.

CAB28 **LOCAL PLAN SCOPING CONSULTATION MATERIALS**

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

Cabinet noted that the Regeneration and Development Panel had considered this report and supported the Cabinet Recommendations.

Councillor Moriarty introduced the report and informed Cabinet that, following discussions at the Regeneration and Development Panel, he had circulated to all Members a link to a briefing on the matter that had previously been provided to the Local Plan Task Group. He encouraged Councillors to engage with their respective Parish Councils and advised that briefing sessions had been held with Parish Councils.

The Planning Policy Manager presented the report and explained that a programme of wider engagement would be undertaken to secure a broader and more representative range of responses. It was also noted that Parish Councils would be kept informed of progress throughout the process as appropriate.

Councillor Moriarty explained that the consultation formed part of the Council's statutory obligations and thanked officers and the Communications Team for their work in preparing the exercise. Councillor Beales echoed those thanks.

In response to questions from Councillor de Whalley, it was explained that a range of methods would be used to promote the consultation and maximise public engagement. Every effort would be made to ensure that the consultation was accessible, including for those who experienced difficulties accessing digital services. The Planning Policy Manager advised that consultation materials would be available in a variety of formats to ensure accessibility for all.

Councillor Squire requested that consideration be given to the information collected as part of the consultation and suggested that personal information, such as age and income, should not be mandatory. She also asked whether consideration would be given to the location of respondents when assessing representations relating to potential areas for development.

In response to a question from Councillor Morley, Councillor Moriarty provided assurance that the consultation had been designed to ask the appropriate questions and complied with the statutory requirements.

RESOLVED:

1. Agreed that the Local Plan Scoping Consultation takes place for 4 weeks, from 1 to 29 September 2026 (inclusive), to comply with the legislation, Government direction, and the Borough Council’s Local Plan Timetable.

2. The final Scoping Consultation material be agreed by the Assistant Director for Planning under delegated powers in consultation with the Portfolio Holder for Planning and Licensing.

REASON FOR DECISION: To comply with the new local plan-making legal requirements, Government Direction (they have written to the Borough Council), and the Borough Council's engagement for the Borough Council's Local Plan.

CAB29 **BUILDING SAFETY LEVY - PROPOSED ADMINISTRATION BY CNC BUILDING CONTROL**

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

The Assistant Director for Environment and Planning presented the report, which outlined the introduction of a new statutory levy and proposed arrangements for its administration. He explained that the recommended approach was for CNC Building Control to administer the process on behalf of the Council, with the alternative option being to manage the function in-house.

In response to a question, it was confirmed that the Section 151 Officer would oversee the process and would be required to approve the administration of the levy. It was further confirmed that the Section 151 Officer had been consulted on the proposed arrangements.

The Assistant Director for Environment and Planning directed Members to section 1.2 of the report which outlined the partners that used CNC Building Control.

Councillor Ring commented that it would be important to raise awareness of the levy and its exemptions, particularly the exemption relating to developments of fewer than ten dwellings,

RESOLVED:

1. Cabinet approved CNC Building Control to manage and administer the Building Safety Levy (BSL) on behalf of the Council;

2. Approval of the transfer of the new burdens funding to CNC Building Control, subject to an agreed retention by the Council to cover its own administrative and oversight costs.

3. Delegate authority to the Assistant Director, Environment and Planning, in consultation with the portfolio holder for Planning and licensing and Section 151 Officer to agree the financial arrangements (including retained costs and the operational and reporting protocols).

4. Approve that CNC submits BSL returns on behalf of the Council, subject to the appropriate oversight and assurance arrangements agreed by the Section 151 Officer

REASON FOR DECISION: The Building Safety Levy is a statutory requirement which must be implemented by October 2026. Given that the levy is intrinsically linked to building control functions and that CNC Building Control already provides this service on behalf of the Council, it is considered that CNC are best placed to deliver this function efficiently and consistently across partner authorities.

The proposal provides a robust, cost-effective and lower-risk solution subject to
appropriate governance, financial oversight and assurance arrangements.

CAB30 **WEST NORFOLK RACKET AND COMMUNITY SPORTS HUB**

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

Cabinet noted that the Environment and Community Panel had considered this report and supported the Cabinet Recommendations.

Councillor Ring introduced the report and described the proposal as an exciting opportunity for the Council, highlighting the significant benefits it would deliver for both residents and the wider community.

The Assistant Director for Leisure and Culture presented the report and delivered a presentation outlining the proposed scheme and the recommendations for Cabinet's consideration.

The Chief Operating Officer reminded Members that the proposals had previously been considered and subject to robust scrutiny by the Environment and Community Panel.

Councillor Rust welcomed the proposals and commented that the benefits of the project extended beyond the physical facility itself. She highlighted the potential to improve health and wellbeing, reduce social isolation and increase opportunities for disadvantaged communities. She further noted that the breadth of the project demonstrated the Council's ambition and its commitment to delivering meaningful outcomes for residents, ensuring that the facility would be accessible and beneficial to all.

Councillor Morley thanked officers for keeping him informed of the financial aspects of the project and expressed his support for the proposals. He welcomed the benefits that the development would bring, noting that it would address a gap in existing provision and provide opportunities for a wide range of communities. He further observed that, whilst delivering important community benefits, the project also represented a commercial opportunity for the Council.

Councillor Lintern expressed support for the proposals and welcomed the decision to revise the project and refer the financial element to Full Council for consideration. She commended the approach taken, noting that it had avoided proceeding with the original proposals and the risk of associated overspend.

Councillor Squire commented that the scheme represented a positive opportunity for the Council and sought clarification on how the social value generated by the project would be measured and evidenced. In response, the Assistant Director for Leisure and Culture explained that a Green Book approved methodology would be used to assess social value, with the resulting outputs incorporated into the project's Key Performance Indicators.

Councillor Ring advised that a contingency budget had been incorporated into the proposals and reiterated his view that the project represented an excellent opportunity to enhance local provision. He highlighted both the commercial elements of the scheme and the significant social value it would generate, which together made the proposal particularly compelling. He also informed Cabinet that planning permission had been granted for an Adapted Sports Hub adjacent to the site, which would further enhance the area and improve accessibility for all users.

RESOLVED: Cabinet resolves to:

1. Approve the West Norfolk Racket and Community Sports Hub at Lynnsport at a cost of £2.2m.

2. Subject to approval for the funding by full council, to progress the project from Tier 3 to Tier 1 of the Capital Programme and for delivery and progress to be reported to an monitored by the Member Major Projects Board.

RECOMMENDED: That Full Council:

1. Approve an increase to the councils contribution from £866,000 to £1,200,000 to fund the scheme, an increase of £334,000.

2. Delegate authority to the Section 151 Officer, in consultation with the Portfolio Holder for Finance, to determine the most appropriate financing mix for the councils £1,200,000 funding of the project.

CAB31 **REVENUE OUTTURN 2025-26**

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

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

Councillor Morley introduced the report and thanked all those involved for delivering a positive year-end financial position.

The Assistant Director for Finance presented the report and highlighted the favourable outturn position. He drew attention to the impact of the Internal Drainage Board (IDB) Levy, which had been estimated at the time the budget was set, the Council's short-term borrowing requirements during the year, and the effect of the Government grant awarded to local authorities affected by increases in IDB levies.

Cabinet was advised that the year-end surplus would be transferred to the Change Management Reserve. It was also noted that the General Fund Reserve remained at a healthy level.

The Assistant Director for Finance referred Members to section 3.14 of the report, which detailed performance against the savings and efficiencies target. The Chair, Councillor Beales, commended the achievement of the savings target, particularly given the challenging nature of the target that had been set.

Councillor Rust thanked officers and all those involved in helping to ensure that the Council remained in a healthy financial position.

Councillor Ring also commended the achievements in delivering the savings and efficiencies programme and congratulated all those involved on the positive outcome.

Councillor Lintern thanked officers for presenting the financial information in a clear and easy to understand format and sought clarification on the reduction in the level of the Climate Change Reserve. In response, the Assistant Director for Finance explained that the reserve was intended to support the delivery of the Council's Climate Change Strategy and that the relevant Portfolio Holder was working with officers to maximise external funding opportunities. He further advised that the reduction reflected a rebalancing of reserve levels to ensure they remained appropriate and was primarily a housekeeping exercise.

RESOLVED: Cabinet resolved to:

1. Approve the draft revenue outturn position for 2025/2026 (section 2).

2. Review and agree the new transfers to the Change Management Reserve as stated in para 2.3.

3. Review and agree the amendments to the Earmarked Reserves Policy (Section 4.)

REASON FOR DECISION: To consider and approve the draft revenue outturn position for 2025/2026 for the Council.

CAB32 **CAPITAL OUTTURN 2025-26**

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

Cabinet noted that the Corporate Performance Panel had considered this report and supported the Cabinet Recommendations. The Corporate Performance Panel had made an additional recommendation that Cabinet consider exploring the option of funding the acquisition or leasing of vehicles for the Council over the next two years.

Councillor Morley introduced the report and explained that the forecast outturn position closely matched the final outturn for the year, reflecting the effectiveness of financial controls and budget management measures. He advised Cabinet that the Fire Station project had not yet been allocated to the appropriate tier within the programme and confirmed that the Capital Programme would be updated accordingly.

The Assistant Director for Finance presented the report and highlighted the overall underspend within the budget envelope. Members were advised that the underspend would be carried forward to support the delivery of the relevant schemes. It was noted that the report included narrative for those areas where over or underspend had occurred.

The Leader drew attention to the additional recommendation submitted by the Corporate Performance Panel. In response, Councillor Morley confirmed that the recommendation would be referred to the officers responsible for the Vehicle Replacement Programme and that the comments of the Corporate Performance Panel would be fully considered by the relevant team as part of the programme.

RESOLVED: Cabinet resolved to:

1. Note the outturn of the capital programme for 2025/2026 of £39,560,687 including Exempt Schemes;

2. Note the revised capital programme for future years.

3. Note the financing arrangements for the 2025/2026 capital programme;

4. Note the commencement of spend by moving projects from tier 3 to tier 2 (section 10)

REASON FOR DECISION: To report the outturn 2025/2026 for the Capital Programme and receive an update to the Capital Programme 2025/2030.

The meeting closed at 7.55 pm