

Borough Council of  
**King's Lynn &  
West Norfolk**



# **COUNCIL MEETING**

## ***Agenda***

Thursday, 27th July, 2017  
at 6.30 pm

in the

**Assembly Room  
Town Hall  
Saturday Market Place  
King's Lynn**





King's Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX  
Telephone: 01553 616200  
Fax: 01553 691663

Dear Councillor

You are hereby summoned to attend a meeting of the **Borough Council of King's Lynn and West Norfolk** which will commence at **6.30 pm** on **Thursday, 27th July, 2017** in **The Assembly Room, Town Hall, Saturday Market Place, King's Lynn** to transact the business shown below.

Yours sincerely

Ray Harding  
Chief Executive

#### **BUSINESS TO BE TRANSACTED**

**1. PRAYERS**

**2. APOLOGIES FOR ABSENCE**

**3. MINUTES**

To confirm as a correct record the Minutes of the Meeting of the Council held on 15 June 2017 (previously circulated).

**4. DECLARATION OF INTEREST**

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.

**5. MAYOR'S COMMUNICATIONS AND ANNOUNCEMENTS**

To receive Mayor's communications and announcements.

## **6. URGENT BUSINESS**

To receive any items of business which in the opinion of the Mayor are urgent.

## **7. PETITIONS AND PUBLIC QUESTIONS**

To receive petitions and public questions in accordance with Standing Order 9.

## **8. CABINET MEMBERS REPORTS**

In accordance with Standing Order 11.1 to receive reports from Cabinet Members in the following order and under Standing Order 11.2 (a) Members of the Council may ask questions of the Cabinet Member on their reports and Portfolio areas:

**(Councillors are reminded that this is a question and answer session not a debate.)**

- 1) **Corporate Projects and Assets - Councillor A Beales** (Page 6)
- 2) **Development - Councillor R Blunt** (Pages 7 - 9)
- 3) **Housing and Community - Councillor A Lawrence** (Pages 10 - 12)
- 4) **Environment - Councillor I Devereux** (Pages 13 - 14)
- 5) **Human Resources, Facilities and Shared Services - Councillor Mrs K Mellish** (Pages 15 - 16)
- 6) **Systems and Economic Development - Councillor P Hodson** (Pages 17 - 18)
- 7) **Deputy Leader and Culture Heritage and Health - Councillor Mrs E Nockolds** (Pages 19 - 21)
- 8) **Leader and Environment - Councillor B Long** (Pages 22 - 24)

## **9. MEMBERS QUESTION TIME**

In accordance with Standing Order 11.2 (b), Members of the Council may ask any questions of the Chairman of any Council Body (except the Cabinet).

## **10. RECOMMENDATIONS FROM COUNCIL BODIES**

**(Members are reminded this is a debate, not a question and answer session)**

To consider the following recommendations to Council:

- 1) **Cabinet: 11 April 2017** (Pages 25 - 26)

CAB151: Safeguarding Policy

CAB156: Exempt - Lynnsport Update and Phase 2 Decision

2) **Cabinet: 27 June 2017** (Page 27)

CAB20: Long Term Empty Homes Strategy

CAB24: Amendments to the Scheme of Delegation

**11. APPOINTMENTS TO OUTSIDE BODIES - FREEBRIDGE COMMUNITY HOUSING BOARD AND HUNSTANTON SAILING CLUB** (Pages 28 - 29)

Ray Harding  
Chief Executive

**CABINET MEMBERS REPORT TO COUNCIL**

**July 2017**

**COUNCILLOR ALISTAIR BEALES - CABINET MEMBER FOR CORPORATE PROJECTS AND ASSETS**

For the period 15 June to 17 July 2017

**1 Progress on Portfolio Matters.**

Substantive progress continues to be made on projects such as King's Lynn Heritage Action Zone, St Margaret's Townscape Heritage Initiative (THI), Nar Valley Park housing and building work at Marsh Lane and Lynnsport 4 & 5 (off Greenpark Avenue).

I will report further progress in detail in due course.

**2 Forthcoming Activities and Developments.**

I described the restructure of the portfolio officer team in an earlier report to Council and revisions continue to the reporting process for the many projects underway. I will report in due course.

**CABINET MEMBERS REPORT TO COUNCIL**

**17 July 2017**

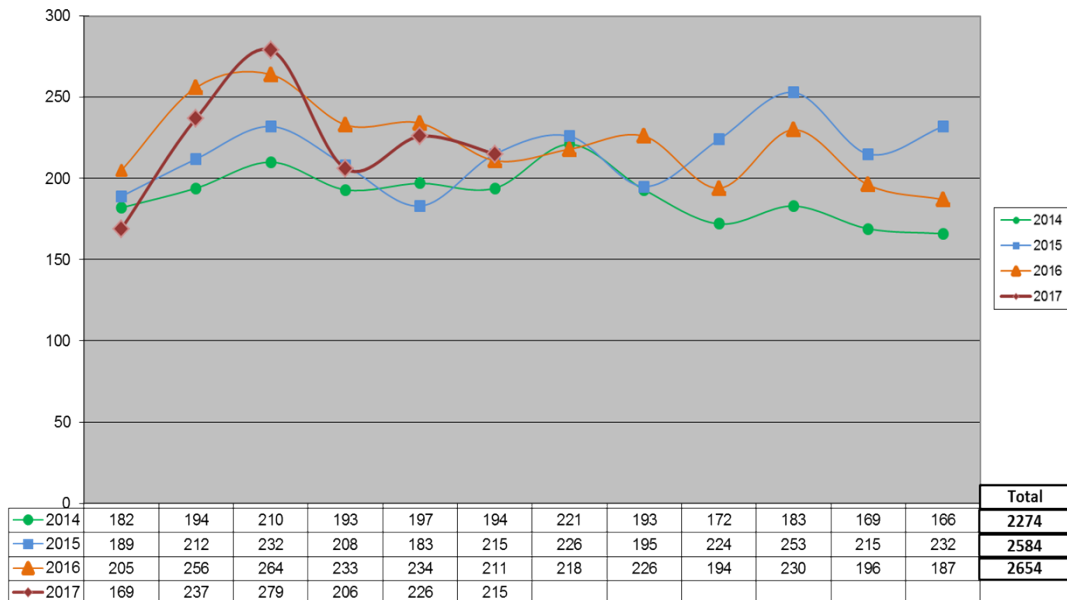
**COUNCILLOR RICHARD BLUNT - CABINET MEMBER FOR DEVELOPMENT**

For the period 3 June to 14 July 2017

**1 Progress on Portfolio Matters.**

**Planning Applications**

Planning and discharge of condition applications received



Planning control remains busy, with numbers of applications remaining high. We have also seen a noticeable increase in applications to do works to protected trees, which we are monitoring to ensure the statutory deadlines continue to be met.

The proposed national increase in Planning Fees of 20%, with the extra funds raised through the increase ring-fenced to Planning, has been delayed until the Autumn at the earliest. Notwithstanding this in terms of staffing we are seeking to recruit two graduate planners in Planning Control, to help with the continuing busy workload, and another officer returns from maternity leave in September.

## **Local Plan**

At the most recent Local Plan Task Group meeting, the Panel reviewed the policies relating to small villages and hamlets. The Local Plan review is seeking to further simplify the approach and aid flexibility. It has previously been agreed by the Task Group to introduce development boundaries for Smaller Village and Hamlets, to ensure a consistent approach across the Borough and Settlement Hierarchy. It has also been agreed to extend these policies to include areas adjacent to development boundaries for these settlements. This could not only provide flexibility in housing numbers coming forward from this windfall source but would accord with current national policy and, potentially encourage SME builders, support rural areas, affordable housing (including starter homes), and Custom and Self Build Housing.

Such policies could provide a logical/ common sense approach which has found favour with our development management team and your fellow councillors.

## **Community Infrastructure Levy**

We have been operating CIL for a number of months now and in so doing there are a number of matters which needed to be clarified. Making these changes will provide for a more efficient operation of the process.

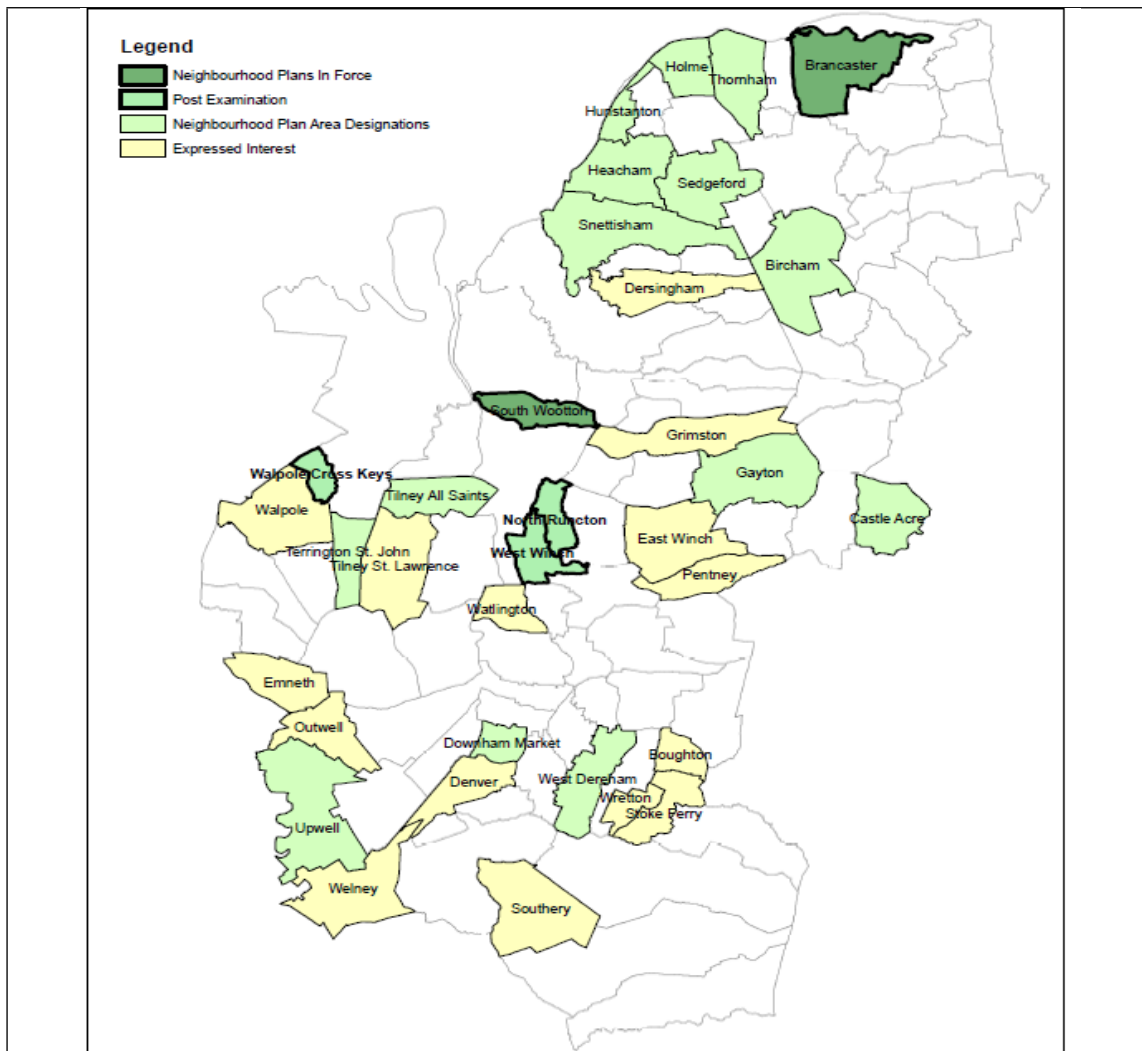
1. The definition of Phased Development in relation to the Community Infrastructure Levy Regulations 2010 (as amended) and propose a process to meet the requirements of the legislation.
2. The protocol establishing how the Council will apply surcharges and interest to developers/landowners that fail to follow the CIL administrative requirements.
3. The process for administering the CIL on householder self build extension exemptions.



The details of these changes were included in a Delegated Decision Notice circulated in June to all Councillors.

## **Neighbourhood Plans**

The map below illustrates the current position of Neighbourhood Plans across the Borough.





 Borough Council of <b>King's Lynn &amp; West Norfolk</b> Tel. 01553 616200 - Fax. 01553 691663	Title <b>Neighbourhood Plan Progress 28/06/2017</b>		Scale <b>1:275,000</b>
			Date <b>28/06/2017</b>
			Drawn by <b>AF/PP</b>
			Drawing / Reference Number <b>NP2017B</b>

## 2 Meetings Attended and Meetings Scheduled

Council  
 Cabinet  
 Cabinet Sifting  
 Local Plan Task Group  
 Various meetings with Officers  
 Planning Committee Training  
 Self Build and Custom Build Task Group  
 CNC

**CABINET MEMBERS REPORT TO COUNCIL**

**27 July 2017**

**COUNCILLOR ADRIAN LAWRENCE - CABINET MEMBER FOR HOUSING AND COMMUNITY**

For the period 15 June to 17 July 2017

**1 Progress on Portfolio Matters.**

**Home Choice**

Currently there are 931 applicants on the Home Choice register for the month of June

473 Low band

270 Medium band

188 High band

51 applicants were housed in the month of June

**Homelessness Reduction Act**

This new piece of legislation received Royal Assent earlier this year, and is likely to be enacted in April. This legislative change will have significant implications for our work. The matter was mentioned at the recent Environment and Community Panel where the point was made that it is now necessary to review our strategy and practices and procedures.

**Supporting People funding Reductions - update**

We had the opportunity to share our proposals worked up with the CCG for some new services to replace those that are being de-commissioned. An event was organised in June where we met with local stakeholders. The draft housing related support proposals were met with support – we will continue working on these ideas to ensure that those in most need and those most likely to then further help from health or social services are prioritised. The proposals include an outreach service for very vulnerable people including rough sleepers.

We are aware of the plans that some of our partners are working on in conjunction with the Churches Together Group to support some emergency accommodation services over the winter months.

**Housing Infrastructure Fund**

The Homes and Communities Agency have now published the Housing Infrastructure Fund. This is a fund that is aimed at supporting the provision of new infrastructure to unlock new housing development – It was announced in the Housing White Paper. Housing and Planning colleagues are working on

the potential submission of a funding bid in relation to the relief road for the areas key strategic site at West Winch. The deadline is 28<sup>th</sup> September.

**Telehealth/telecare**

Currently we are working up a plan so that we can consider utilizing Careline Installers to also install other assistive technology. This could include aids for dementia sufferers . This will require some initial expenditure and in the longer term will rely on support from within the NHS and NCC.

**Handypersons Service**

Has now relocated into Care and Repair to enable access the Disabled Facility Grant (DFG) budget and look at ways to support the adaptations service/reduce the waiting list

**Hackney Carriage Fares**

Between the 24<sup>th</sup> March 2017 and 30<sup>th</sup> April 2017 all members of the Hackney Carriage licensed trade were consulted as to whether they would like an increase in charges. Of the 90 letters sent 42 (47%) responses were received.

The Majority of those who responded asked for no change to Hackney Charges.

**The Community Housing Fund**

As I've mentioned before the second part of the fund has arrived and we are working to draw up a plan to make this money work the best way possible. I know some coastal members have been asked questions but I can assure you as soon as there is something concrete to report I will let you know.

**2 Meetings Attended**

- Planning
- Planning Training
- Meetings with Officers
- Cabinet
- E&C Panel
- LILY
- CPP



**CABINET MEMBERS REPORT TO COUNCIL****27 July 2017****COUNCILLOR IAN DEVEREUX- CABINET MEMBER FOR ENVIRONMENT**

For the period 5 June to 17 July 2017

**1 Progress on Portfolio Matters.**

As part of the Norfolk Waste Partnership we have agreed a County wide, centrally funded promotional campaign to improve the quality & consistency of recycling – **“Clean, Dry and Loose in the Green Bin”!**

As part of the **National Local Green Points Scheme**, they have just finished a campaign visiting over 9600 households in our Borough and signing up more than 2500 new Members with the aim of reducing food waste in Black Bins through the use of the Food Caddy. This will be underpinned by my decision, aided by the E&C Panel, to improve food waste collection by allowing the use of any bag, or caddy liner, to simplify a wholesome food waste collection process for everyone. We are following this up by employing a new Team to go out and look at how people are recycling and to help them to recycle better and/or more easily. This will include providing better information and offering practical help, such as baskets to keep recycling material tidy so that it can go into the Green Bin “clean, dry and loose”!

The **Good News** is that the level of contamination in our Green recycling bins has reduced in the first quarter, but we still have a long way to go. We have also **exceeded the Sales Target for Brown Bins** for the first quarter to a current total of 24,624 and have recycled more garden waste in the first three months of the year than we did last year. Good Results for us All!

On Air Quality, Officers are closely engaged with others in investigating the reported odours and concerns over possible emissions from the British Sugar Facility at Wissington. The complexity of the diverse factors involved, implies that this could take some months to identify and resolve.

The Habitat Regulations Mitigation & Green Infrastructure Group was set up in response to the recommendations the LDF Inspector for a £50 levy on new dwellings to protect our Ecological and Environmental assets. This Multi-Agency group, led by the Borough Council, is now progressing to the implementation phase and has agreed to work with the Norfolk Coast (AONB) Project. They already do similar work and will, on our behalf, operate the administrative process for inviting & assessing Projects and recommending Awards from our Fund, which currently stands at over £30K.

## **2 Forthcoming Activities and Developments.**

Following a tendering process for the preparation of a Hunstanton Coastal Management Plan we expect to appoint a consultant to carry out this work to commence in September and conclude early 2018.

## **3 Meetings Attended and Meetings Scheduled**

East of Ouse, Nar & Polver IDB  
Civic Service  
Cabinet sifting meetings  
Cabinet  
KLFM Interviews  
Hunstanton Flood Protection  
Council  
Audit Committee - Accounts Training  
Norfolk Waste Partnership Board  
R&D  
Portfolio Meetings – including:- Food waste caddy liners; Refuse Collection;  
Hunstanton waterfront matters; Waste Contracting arrangements  
North Lynn community visits  
E&C  
Marsham Compost Processing Facility visit

Scheduled  
NEWS AGM on 25<sup>th</sup> July  
Portfolio & Related meetings

**CABINET MEMBERS REPORT TO COUNCIL****27 July 2017****COUNCILLOR MRS KATHY MELLISH - CABINET MEMBER FOR FACILITIES AND ICT**

For the period 15 June to 27 July 2017

**1 Progress on Portfolio Matters.**

In my last report to Council the plan for around 20 extra parking spaces at Mintlyn was about to go forward to planning. Since then there has been a revision and we are now hoping for 40/50 spaces so although this causes a delay it is better to slip this slightly than to start work and then have to resubmit plans, thus prolonging the project and having two rather than one stage of work but achieve a better final outcome.

As Members will have seen via the Bulletin the Open Day on 29 July (11am to 3pm) is confirmed and I am expecting to see quite a few visitors if social media is to be believed. I hope that many people will take the opportunity to come and see the whole site, the gardens are splendid, and the 'behind the scenes' areas are probably not at all what you may be thinking.

We have now had final confirmation that Department of Work and Pensions Job Centre Plus (DWP/JCP) will be moving over to King's Court. As you are aware this move will take up almost three quarters of the total ground floor, sharing this with the West Norfolk Clinical Commissioning Group/Commissioning Support Unit (WNCCG/CSU) who are already in situ. They are not anticipated to move in until next year but work is going ahead to ensure the working space will be ready for them. A report will be coming forward to allow Members more detail on the move shortly.

The Town Hall accommodation for meetings is still a 'work in progress' with rooms being re-vamped and kitted out with the required IT to service meetings and new offices. Booking of the main rooms is now a requirement where before they were relatively unused. The Stone Hall and Assembly room could be required by more than one group at the same time but this is no different to how we used the Committee suite at Kings Court. We will also be bringing the Mayor's current parlour back into service to double up as a meeting room, the Heritage room will be divided into two and of course there is the Card room, the Retiring room next to the old Court room and the old Court room itself is useful if you just require somewhere to sit and chat.

My Account on the web site was a major task for Honor Howell, Customer Services and the Development team, it had to be 'user friendly' and has to interact with all the services we provide at the Borough Council.

At the beginning of July, the Council were shortlisted in the Government's national Paperless Awards for digital innovation in the category of Best Customer Experience and although unfortunately, we did not win, to be in the top 3 from over 70 other organisations is still a great accolade for the system and work undertaken to get there. It was proof that all the hard work put in by the team has been recognised nationally and works for the customer.

I have spent an afternoon with CIC on the phone line listening to calls and gaining an understanding as to the flow of questions and queries. The calls are constant without a break and the statistics prove the demand is growing. The knowledge that the team have to have for every area of the Council and its functions is outstanding and the constant deviation from call to call and even from each person is vast. It is clear people like to talk to someone who will listen and I felt at some points it may be the only communication some people have in a day. Clearly these people are our customers and are valued and therefore it is not possible to take a call and end it within a set time period therefore there will inevitably be delays.

With the work undertaken with regard to caddy liners by Cllr Deveraux we no longer have the need to stock them at the CIC centres which will result in over half of the visits ceasing, purchase of caddy liners has been the main reason for office visits. Therefore, a report will be discussed at the next Corporate Performance Panel to close these centres and move the staff back to the call centre to help ease the pressure on the telephone lines. I hope for a constructive discussion on the report at the panel meeting.

## **2 Forthcoming Activities and Developments.**

Regular meetings with Officers and Executive Directors  
Open day at Mintlyn

## **3 Meetings Attended and Meetings Scheduled**

Officer meetings  
Cabinet meeting and Portfolio updates  
Session on CIC phone lines  
CPP meeting  
ICT Development group  
Scrutiny Task group  
Cabinet Sifting



**CABINET MEMBERS REPORT TO COUNCIL**

**27 July 2017**

**COUNCILLOR PETER HODSON - CABINET MEMBER FOR SYSTEMS AND ECONOMIC DEVELOPMENT**

15<sup>th</sup> June to 17<sup>th</sup> July 2017

**1 Progress on Portfolio Matters.**

**Meetings.**

I've attended a considerable number of meetings with officers and outside bodies to familiarise myself with the new portfolio, as you will see from the list below.

**Inward investment**

Working with the New Anglia LEP and Greater Cambridge Greater Peterborough LEP on new inward investment arrangements in the two LEP areas.

Working with New Anglia LEP on the Invest East brand and participation at MIPIM UK in October 2017.

Working with the Department for International Trade on potential West Norfolk investment opportunities, as part of the national Investment Portfolio.

**External funding**

Working on several bids to be submitted to the Norfolk Business Rates Pool (deadline 31 July 2017).

Working with the Homes and Communities Agency on potential bids under the newly launched Housing Infrastructure Fund (deadline 28 September 2017).

**Markets.**

We are looking into updating some of the market stalls. With barrow cart type canopy roof and handles.

**King's Lynn Town Shrinkage/Theft.**

I have attended BID meetings and Town shrinkage meetings. The new Police Sgt and New Town Centre officer are working with the businesses and the Council to combat this.

**2 Forthcoming Activities and Developments.**

**Hunstanton Coastal Team.**

Meeting planned for later this month.

**3 Meetings Attended and Meetings Scheduled**

**Meetings Attended.**

Darryl Grief (Police Sergeant)  
Brian Long (Portfolio)  
Cabinet Meeting  
Cabinet Sifting  
Abbie Panks (Vancouver Centre)  
Mike Ruston (CCT)  
BID Meeting  
Shrinkage Meeting  
CCP  
Janette Crawford (Markets)

**Meetings with Officers**

Martin Chisholm  
Alistair Cox  
Chris Bamfield  
Ostap Paparega  
Kathy Woodward  
Jemma Curtis  
Becky Box

**CABINET MEMBERS REPORT TO COUNCIL****27 July 2017****COUNCILLOR MRS EA NOCKOLDS  
CABINET MEMBER FOR CULTURE HERITAGE AND HEALTH**

For the period June 4th to July 20th 2017

**1 Progress on Portfolio Matters.**

The "Ask LILY" directory is still being promoted with Health and Social Care Partners, and at community events, Parish Councils, and home visits through 30 Advisors who are volunteers from 5 local voluntary organisations, which includes Family Action Swaffham. Each organisation have been provided with ipads. The directory is also advertised through Parish and Church magazines, Doctor Surgeries, QE hospital and Sainsbury's digital display board. Discussions are being held with NCC about the plans for Social Prescribing, incorporating it within LILY.

We are working in partnership with Public Health NCC and other local district councils together with Norfolk Football Association promoting "Smoke Free Sidelines" project. Norfolk FA have chosen 2 football youth clubs in each district. This project will be promoting smoke free open places. This means members and visitors are asked to refrain from smoking indoors and outdoors, anywhere on site especially the pitch side lines.

A meeting has been held with staff from Alive Leisure, Alive Management, Regeneration Dept. and Norfolk Museum Service to discuss the future of St. Georges Guildhall and the Gallery's. During the Autumn consultation with other stakeholders will also take place.

During this year until April 2018 Lynn Museum is hosting a 12month Teaching Museum traineeship provided through the NMS Teaching Museum programme funded by the Arts Council. The trainee helps to coordinate the programme for young visitors to the Museum, coffee, cake and collections mornings, social media work schedule displays in the museum reception. The Museum is open during summer Sundays. A joint ticket is available for visitors to the Lynn Museum, "Stories of Lynn" and the Customs House exhibition.

The successful bid from the HLF for the Southgates will be used to improve the interpretation and display of the Grade1 listed building. A building conservation plan has been written which brings together the architectural, historical and archaeological significance of the site. Lighting and display improvements are planned for the winter and spring ready for the 2018

season. Lynn Museum staff are working in partnership with the Council on this project.

Our Tree and Woodland draft Strategy is ready for consultation. The key aim is to increase tree canopy over the Borough by both planting new trees and ensuring proper development of newly established trees. A key target area will be urban King's Lynn although tree planting will be encouraged throughout the Borough.

## **2 Forthcoming Activities and Developments.**

Continuing with the reputation that 'Kings Lynn a Festival Town' with support from our Council, events such as the Hanse Festival, the Water skiing event, 1940's day, Festival Too and KL Festival have brought a tremendous amount of residents and visitors to the town. Many events will continue throughout August and finishing in September with "Heritage Open Day" and a Classic Car show. These free events are made possible with the aid of many volunteers, business sponsorships and committees. Through Financial Assistance Grants support is also given to Downham Market and Hunstanton towards special summer events.

Lynnsport held the final celebration of their 25th anniversary by organising an outdoor activities afternoon with live music and sport.

## **3 Meetings Attended and Meetings Scheduled**

Ray Harding	Chief Executive
Chris Bamfield	Exe Director Commercial Services
Martin Chisholm	Business Manager
Tim Humphreys	Tourism Manager
Chris Durham	Grounds Maintenance Manager

Cabinet  
R&D Panel  
Alive Management  
LILY Board meeting  
Norfolk Archive Committee  
Joint Museums Committee  
Health and Wellbeing Stakeholders Engagement Event  
Norfolk Health and Wellbeing Board  
Collusion Arts & Technology group  
KL Festival Board  
GEAR Run for All review meeting  
WN Community Sports  
Hunstanton Town Council  
Heacham & Snettisham Parish Clerks  
Friends of The Walks  
Friends of Plantation Wood AGM  
Internal Drainage Board

NSPCC AGM  
Trues Yard AGM  
KL Allotment Judging and Presentation evening  
KL In Bloom judging morning  
Worfolk Boat Trust  
Local Government Conference

**CABINET MEMBERS REPORT TO COUNCIL**

**27<sup>th</sup> July 2017**

**COUNCILLOR BRIAN LONG – LEADER & CABINET MEMBER FOR RESOURCES.**

For the period June 2017 to 14<sup>th</sup> July 2017

**1 Progress on Portfolio Matters.**

**Local Government Annual Conference**

This year's annual conference for the Local Government Association was at the ICC Birmingham. It commenced with LGA AGM following political group/ chief executive meetings. The main plenary address on day one being from the Secretary of State for Local Government Sajid Javid MP. In addition to the main plenary sessions I also attended the East Of England LGA AGM and District Councils Network AGM. I also had discussion with a number of neighbouring councils on closer working going forward.

Launched at the conference were documents entitled "Enterprising Councils – Supporting Councils' income generation activity" and "Growing Places – Building Local Public Services for the Future". I have paper copies of both and will be reading them shortly. I am sure they should be available on the LGA Website.

**Council Financial Position**

Councillors will recall that, In taking up the offer from Government of a four year funding settlement 2016-2020 the Council was required to publish an efficiency plan. The Council's efficiency plan was approved at Council on 29 September 2016. Target savings are included in the Financial Plan 2016-2021. The target for new savings for 2017/2018 is £304,263 and as actual savings are achieved these will be reported in the monthly budget monitoring reports and via my reports to Council.

The statutory deadline for the Council to complete and publish the audited accounts for 2016/2017 is 30 September 2017. From next year the statutory deadline will be two months earlier. In preparation for this earlier statutory deadline the Council has aimed to meet a deadline of 31 July 2017 for its 2016/2017 accounts. The work of the external auditor is almost complete and at the time of writing my report it is expected that the accounts will be signed off by Audit Committee and the Council's external auditor on 31 July 2017. The draft accounts are available on the Council's website.

Following the General Election the future funding of local government is more

uncertain than ever. It is unclear whether the Fair Funding Review will be implemented or 100% Retention of Business Rates arrangements will go ahead. There is therefore inherent uncertainty as the Council looks to refresh its medium term financial plans over the coming months.

## **2 Forthcoming Activities and Developments.**

### **All Party Parliamentary Group for District Councils**

I attended the launch event for the APPG for District Councils' District Council Collaboration and Devolution in England. This is a document focused on best practice within District Councils on how to maximise working jointly with other councils and organisations to improve service delivery and create financial resilience. The report was commissioned jointly between the District Councils Network and De Montfort University Leicester. The Parliamentary Under Secretary of State (Minister for Local Government) Marcus Jones MP welcomed the report and said that the contents would be considered by his department and colleagues. His initial thoughts were positive however time was needed to assess fully all points raised. I have an initial printed copy of the document however it should soon be available via the District Council Network website.

## **3 Meetings Attended and Meetings Scheduled**

In addition to my usual Cabinet and Portfolio Meetings I have also attended the following:

Unveiling of the Statue of Henry Le Strange – Hunstanton  
British Armed Forces Day flag raising – Kings Lynn  
Planning Committee Training  
Alive Management – Directors Board Meeting  
Meeting with Representatives of Downham Market Town Council  
Meeting with Hunstanton Borough Councillors  
Norfolk Leaders Meeting  
Middle Level Commissioners – Annual Inspection of Works.  
Regeneration and Development Panel  
Meeting With KLFC, with Cllr Westrop  
Water Management Alliance – Core Management  
Local Government Association – Annual Conference – Birmingham  
Trues Yard Funday – Judging Panel  
All Party Parliamentary Group for District Councils – Reception and Launch

To be attended at the time of writing  
Highways Update from NCC  
Freebridge Board – Away Day  
Meeting with trustees of Baden Powell restoration project  
Borough Council / Freebridge Liaison Meeting  
Meeting with Greater Cambridge Greater Peterborough LEP.





**RECOMMENDATIONS FROM CABINET ON 11 APRIL 2017  
TO COUNCIL ON 27 JULY 2017**

**CAB151: SAFEGUARDING POLICY**

The Policy, Performance and Personnel Manager presented the report and reminded Members that in Spring 2016 Cabinet had agreed to an update to the Child Protection Policy and as part of the Cabinet report it was noted that an overarching Safeguarding Policy should be introduced.

Councillor Beales commended the clarity of this very important document and congratulated the policy author. He supported the recommendations.

Councillor Long commented that it was important to have a specific Policy in place to help protect vulnerable adults and children. He agreed that the document was very clear.

**RECOMMENDED:** 1. That Members approve the proposed Safeguarding Policy.

2. That Members support the steps required to implement the new policy, including the provision of training and revision of procedures, for example the implementation of the 'safeguarding risk assessment'.

3. That Members delegate authority to the Executive Director, Central and Community Services, in consultation with the relevant Portfolio Holder, to agree amends/updates to the Policy that may be required to ensure 14 Agenda Item 11 it remains compliant with legislation

**REASON FOR DECISION:** To ensure that the Council meets its statutory duties with respect to child and adult safeguarding.

**CAB156: EXEMPT - LYNNSPORT UPDATE AND PHASE 2 DECISION**

Councillor Beales and the Corporate Project Officer presented the report and provided an update to Cabinet on the Major Housing Development and associated projects. Cabinet was reminded that so far, the project had provided a new road to Lynnsport and the housing site, hockey pitches, tennis courts and had improved access and parking at Lynnsport.

Information was provided on the next phase of the project and evaluated the viability of Phase 2.

The Corporate Project Officer provided details of the Financial Viability Test for Phase 2 as set out in the report.

councillor Pope addressed Cabinet under Standing Order 34. He referred to part 3.6 of the report which referred to Japanese Knotweed. He asked for clarification on how it was treated and the insurance backed guarantees. The Corporate Project Officer provided clarification of where the Japanese Knotweed had been found and how it had been treated.

Councillor Beales referred to contingency budgets and Section 106 monies. He also commented that the initial phase of the project had been delivered within in budget and on time. He also referred to the new facilities which had been provided which were well used and very busy, he felt that the new access road benefitted Lynnsport and the surrounding area.

**RESOLVED:** Cabinet noted the progress made to date with the implementation of the Major Housing Project, the changes to the number of homes to be built and the amendments to the budget set out in the financial implications.

**RECOMMENDED:** Cabinet recommends to Council to approve the starting of Phase 2 as defined in the contract with Lovell's as Lynnsport 4 & 5.

**REASON FOR DECISION:** To progress phase 2 of the Major Housing Project:

- To achieve significant delivery of sustainable housing over a 4-5 year period.
- To achieve a commercial return for the Council (through capital and revenue receipts).
- To stimulate economic activity in the local area through direct and indirect activity.
- To create apprenticeships.
- To pay for the significant enhancements to the leisure facilities and new road at Lynnsport.

**RECOMMENDATIONS FROM CABINET ON 27 JUNE 2017**  
**TO COUNCIL ON 27 JULY 2017**

**CAB20: LONG TERM EMPTY HOMES STRATEGY**

Cabinet considered a report which reminded Members that the Council adopted a Long Term Empty Homes Strategy in 2013 which now needed to be reviewed and updated.

The report brought forward an updated Strategy which reviewed progress in the last 3 years and set out the Council's approach in the future. Most empty homes were short term and part of the normal housing market e.g. whilst being renovated, sold or relet. The Council's focus was on homes empty for more than 6 months, and it was noted that the average number of empty home was 850 at any time.

The Housing Services Operations Manager responded to questions explaining that the data was compiled using the Council Tax register and confirmed that the public could report empty homes. She explained the scheme which had been run working with Freebridge to bring empty homes back into use, along with the options available for officers to do so which included enforcement as an end resort.

Under Standing Order 34, Councillor Pope drew attention to the number of the empty properties belonging to Freebridge, and other Housing Associations. He drew attention to empty Freebridge properties within his ward which had been empty for years. The Housing Services Operations Manager explained that very few Housing Association properties were empty for more than 6 months, it was usually when they were awaiting redevelopment or work to them.

It was also pointed out that the Borough's figures were higher because it had more properties overall.

Cabinet endorsed the fact that ward Councillors played an important part in reporting empty homes and continuing to do so if no feedback was given.

**RECOMMENDED:** 1) That the Long Term Empty Homes Strategy as set out in Appendix A to the report be approved.

2) That delegated authority to make minor amendments to the Strategy be awarded to the Chief Executive in consultation with the Portfolio Holder responsible for housing.

**Reason for Decision**

To ensure that appropriate advice, assistance and action is taken in relation to long term empty homes

**CAB24: AMENDMENTS TO THE SCHEME OF DELEGATION**

The report recommended an updated scheme of delegation for approval. The Scheme had been amended to take account of the changes in Portfolio responsibilities which would come into effect once the new scheme was approved by Council.

**RECOMMENDED:** 1) That Council approve the amended Scheme of Delegation.

2) That the Chief Executive, in consultation with the Leader be given delegated Authority to make minor amendments to the Scheme.

**Reason for Decision**

To ensure that the Delegation Scheme mirrors the decision making Structure.

**REPORT TO COUNCIL**

Lead Member: Councillor Brian Long E-mail: <a href="mailto:cllr.brian.long@west-norfolk.gov.uk">cllr.brian.long@west-norfolk.gov.uk</a>		Other Cabinet Members consulted:		
		Other Members consulted:		
Lead Officer: Samantha Winter E-mail: <a href="mailto:sam.winter@west-norfolk.gov.uk">sam.winter@west-norfolk.gov.uk</a> Direct Dial:01553 616327		Other Officers consulted:		
Financial Implications NO	Policy/Personnel Implications NO	Statutory Implications (incl S.17) NO	Equalities Impact Assessment NO	Risk Management Implications NO

**Date of Meeting: 27 July 2017**

**APPOINTMENT OF REPRESENTATIVES TO SERVE ON OUTSIDE BODIES – FREEBRIDGE COMMUNITY HOUSING BOARD AND HUNSTANTON SAILING CLUB**

**Purpose of Report**

This report seeks the nomination of a representative to serve on Freebridge Community Housing Board and Hunstanton Sailing Club Development Sub Committee.

**Recommendation**

1. That Council appoints a representative to serve on Freebridge Community Housing Board.
2. That Council appoint a representative to serve on Hunstanton Sailing Club Development Sub Committee.

**Reason for decision**

To ensure continued representation by the Council.

**1. APPOINTMENTS REQUIRED**

**(i) Freebridge Community Housing Board**

The Council appoints two representatives to serve on the Freebridge Community Housing Board. The current representatives, which were appointed at Council on 15<sup>th</sup> June 2017, are Councillors Long and Sampson.

Board Members are permitted to serve for a total of nine years, and Councillor Sampson's term of office will end in September 2017. Councillor Sampson has served for the maximum term permitted and therefore a new Member will need to be appointed.

**(ii) Hunstanton Sailing Club Development Sub-Committee**

The Corporate Performance Panel, at their meeting on 17<sup>th</sup> July 2017, nominated Councillor John Collop as their representative to serve on the

above Outside Body. Council are requested to confirm the appointment to this Outside Body.

## **2 BACKGROUND PAPERS**

Outside Bodies Database.