

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



COUNCIL MEETING

Agenda

Thursday, 21st September, 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, 21st September, 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 Meetings of the Council held on 27 July and 31 August 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** (Pages 6 - 8)
- 2) **Development - Councillor R Blunt** (Pages 9 - 11)
- 3) **Housing and Community - Councillor A Lawrence** (Pages 12 - 14)
- 4) **Environment - Councillor I Devereux** (Pages 15 - 16)
- 5) **Facilities and ICT - Councillor Mrs K Mellish** (Pages 17 - 18)
- 6) **Performance - Councillor P Hodson** (Page 19)
- 7) **Deputy Leader and Culture, Heritage and Health - Councillor Mrs E Nockolds** (Pages 20 - 22)
- 8) **Leader and Resources - Councillor B Long** (Pages 23 - 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. PROPORTIONALITY REVIEW (Pages 25 - 26)

To consider the report on the review of proportionality.

11. 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: 1 August 2017** (Pages 27 - 29)

To consider the recommendations from Cabinet contained within the following:

CAB36: Planning Code of Conduct
CAB42: Riverfront Regeneration

- 2) **Cabinet - 6 September 2017** (Pages 30 - 32)

To consider the recommendations from Cabinet contained within the following:

CAB62: West Norfolk Disability Forum

CAB65: Local Lottery

Ray Harding
Chief Executive

CABINET MEMBERS REPORT TO COUNCIL

21 September 2017

COUNCILLOR ALISTAIR BEALES - CABINET MEMBER FOR CORPORATE PROJECTS AND ASSETS

For the period July to 12 September 2017

1 Progress on Portfolio Matters.

I was asked at the last meeting of the full Council if I had the time to do my job as Cabinet Member for Corporate Projects and Assets. I believe I do but I thought it reasonable to reflect upon my activities and the progress within my portfolio. I recalled that I had the time to initiate and develop the Major Housing Scheme proposal and to take that through Panels, the then Cabinet Scrutiny Committee, and Cabinet and answering a host of questions from colleagues and the public whilst doing so. I found time to risk serious delay to the development programme to take the revised proposal (after the removal of the River Lane area) back through the same process so that colleagues and public could properly scrutinise the revised proposal despite that risk of delay. Time was found to gain approval of the policy at the longest Council meeting I can recall in my ten years as a councillor and largely due to the time needed to answer a good number of public questions and those from colleagues. Time was found during the election campaign of 2015 when some sought to make an election issue of the Major Housing Scheme and happily more time was needed to congratulate and celebrate with re-elected and newly elected Conservative colleagues.

Time was found to attend an event to mark the start of a project on the Gaywood River (see more detail below). Time was found to attend the opening of the show home on the Marsh Lane site when 8 new homes were reserved (effectively sold subject to mortgage offers being confirmed and other details tied up) with Early Bird reservations on 7 other homes (prospective buyers pay £200 to have first refusal on their preferred plot once sale prices are published). Time was found to negotiate with the owners of the Vancouver Centre and agree a deal that has seen the outmoded and empty former Beals store demolished to make way for a new H&M store to taxpayer and wider public benefit. I could go on but I suspect none of us have time for that. One thing that I do find time for whatever the season and however busy is to be advised by and to give clear direction to the officer team who make it all happen and to colleagues who's advice and support is vital if portfolio and Council policy is to progress.

So having pondered I think I can justify my belief that I have time to do my job. I have no time for some things however. At the full Council meeting on 27th

July 2017 the Labour Group and other opposition councillors voted against CAB20 the Long Term Empty Homes Strategy. No amendments were put forward to improve the policy and there was little constructive debate. A full and constructive debate had taken place on CAB20 at Cabinet on 27th June 2017 with many questions put to the Housing Services Operations Manager (an officer who displays real passion for her work) and matters of concern were raised by Conservative Cllr. David Pope and addressed by officers and members. Cllr. Pope attended for the whole cabinet agenda and another Conservative member, Cllr. Paul Kunes for exempt item CAB27. No member of the Labour Group or any opposition councillor even bothered to attend. The issue of homelessness was considered by the Environment & Community Panel on 8th February 2017 (agenda item EC76) not at the request of opposition councillors, (as they have a right to do), but at the behest of the vice chair, Conservative Cllr. Lesley Bambridge. I have no time for the opposition's moral posturing on such important issues given their abject failure of scrutiny, debate and any attempt at meaningful improvement by amendment.

2 Forthcoming Activities and Developments.

The Hidden Heritage of the Gaywood River Project referred to above is co funded by £94K of Heritage Lottery Fund money, £40K from Norfolk Rivers Trust, £30K from the Environment Agency and £47K from BCKLWN – a truly inter authority co-operation to great public benefit. The riverbanks will be reprofiled to change it from the drainage channel it has become to a more natural watercourse of gentler flowing wider areas of water with shallow areas at the at the bankside, and more constrained faster flowing areas of water creating gravel rills and other natural habitat in other areas. Scrub will be cleared and natural habitat such as yellow flag iris and lesser and greater reedmace encouraged. Pond dipping platforms will be installed. The project will also enable the creation of a woodland parkland and wildflower meadow on the former land raise site complete with benches and picnic areas and hard paths for disabled access to such areas. The Norfolk Wildlife Trust and Norfolk Rivers Trust will oversee and deliver activities for school children such as pond dipping, litter picking and planting days to involve children and public alike.

3 Meetings Attended and Meetings Scheduled

1st Aug – Cabinet
8th Aug – portfolio briefing
9th Aug – Cabinet briefing
14th Aug – Gayton PC
15th Aug – Sandy Lane review meeting
16th Aug - Hidden Heritage of the River Gaywood at Lynnsport
19th Aug – Marsh Lane show home opening

21st Aug – meeting with Corporate Projects Officer
21st Aug – Cabinet sifting
24th Aug – meeting with the Leader
29th Aug – portfolio briefing
29th Aug – meeting with Cllr Devereaux and Executive Director Geoff Hall
29th Aug – Regeneration & Development Panel
4th Sept – Planning Committee
5th Sept – telephone conversation with Eastern Daily Press journalist
6th Sept – Cabinet
13th Sept – Cabinet briefing
13th Sept – Leziate PC
14th Sept – Fields in Trust ceremony
20th Sept – One Public Estate meeting in Hunstanton
21st Sept – full Council

CABINET MEMBERS REPORT TO COUNCIL

21 September 2017

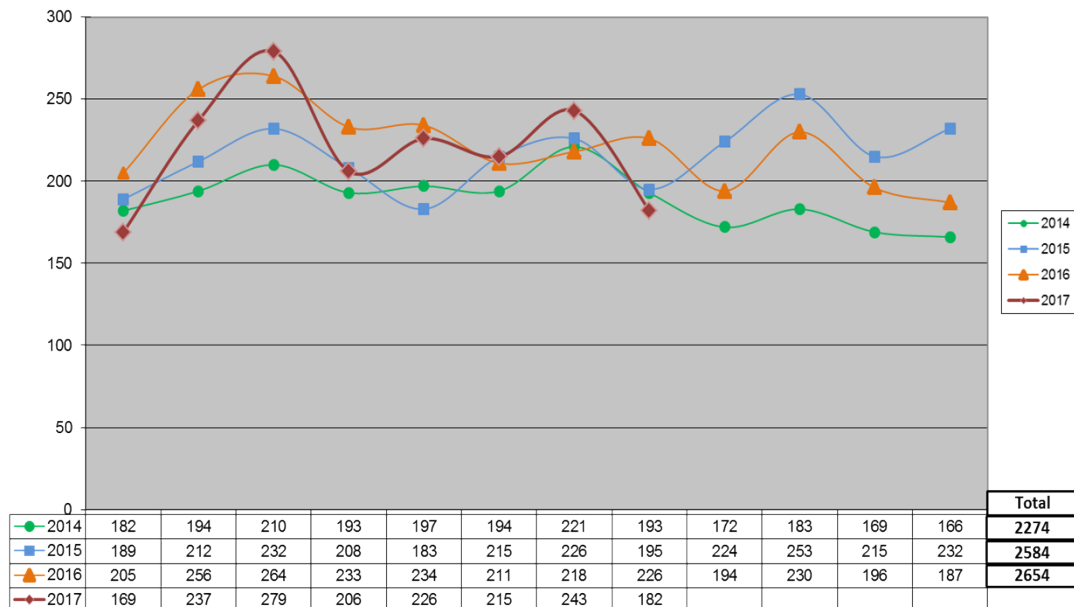
COUNCILLOR RICHARD BLUNT - CABINET MEMBER FOR DEVELOPMENT

For the period 27 July to 08 September 2017

1 Progress on Portfolio Matters.

Planning Applications

Planning and discharge of condition applications received



August traditionally a quiet month has been as expected.

Two graduate planners in Planning Control have been recruited, one has already started, the other begins later this month.

The Public Access planning portal on the Councils Web site was upgraded on 6th September and introduces a number of enhanced features:

- **Public Access Time Out**

Previously in Public Access, when a user was typing a comment, they would have been timed out after 30 minutes and their work would have been lost. Now while drafting a comment, if a user is logged out due to a time-out, when the user logs back in, the comment will be retained.

- **Bulk Document Download**

In the Documents tab on a case, you can select up to, and including, 25 documents at a time and perform a bulk download.

- **Document Drawing Number Displayed**

A new Drawing Number column has been added when viewing the Documents tab. Going forward if there is a drawing number this will be added and displayed. This will allow customers to reference drawings and ensure that the same versions are being considered.

- **Social Media Integration**

A 'Share' button has been added allowing the user to share comments, documents and activity on social media, Twitter or email. A link to the application is inserted automatically into the Twitter or email body when clicked.

- **Spell Check Integration**

When the user enters text, it will now run through a spell checker which will indicate, via a red underline, to the user an incorrect spelling of a word and will display a list of potential correct spellings.

- **Automatic Confirmation Email**

Users will get an automatic confirmation email that their comment has been submitted.

Neighbourhood Plans

The Residents of North Runcton and West Winch and Walpole Cross Keys will go to the polls on 28 September 2017 to vote in Neighbourhood Planning referendums.

Parish Update

- Castle Acre (conducting questionnaire – have held exhibitions, meeting next week)
- Heacham (recent meetings, working on plan strategies, workshops in October)
- Holme-next-the-Sea (drafting vision, aims, objectives policies)
- Hunstanton (working towards their consultation, finalising maps and draft plan)
- Sedgeford (held workshops/exhibitions, working up policies)
- Snettisham (pre-submission consultation recently concluded, looking at a health check)
- Thornham (working up policies)Upwell (meetings with local community and business groups)
- Grimston, Roydon and Congham Joint (currently out to Area Designation Consultation)
- Boughton (looking to arrange initial meeting with us)
- Dersingham (will contact us to arrange initial meeting)
- Grimston (possibly with Congham)

- Southery (arranged to meet with them in early November)
- West Lynn* (unparished area - exploring setting up a neighbourhood forum, not shown on the map)

2 Meetings Attended and Meetings Scheduled

Special Cabinet re Boundary Changes
Cabinet Sifting
Special Council re Boundary Changes
Cabinet
Meetings with Leader
Local Plan Task Group
Various meetings with Officers
Planning Committee Training
A47 Roadshow
Tour of Lynnsport Housing Developments
Regeneration and Development Panel
Wisbech Access Steering Group

CABINET MEMBERS REPORT TO COUNCIL

21 September 2017

COUNCILLOR ADRIAN LAWRENCE - CABINET MEMBER FOR HOUSING & COMMUNITY

For the period 27 July to 11 September 2017

1 Progress on Portfolio Matters.

Home Choice

There are 990 applications on the Homechoice register as of August 30th.

190 high band

286 medium band

514 low band

There were 32 properties let in the month of August

Accelerated Construction Programme

In January of this year the HCA were seeking expressions of interest for their Accelerated Construction Programme from local authorities with land holdings suitable for housing development. The purpose of the fund is to help increase the housing supply, and accelerate delivery through a tailored package of support. The programme could be used to bring forward sites where there are blockages to development.

An Expression of Interest was submitted that covered nine sites. We received the news in August that nationally the HCA received over 1,500 potential sites and have now short listed 222, seven of which are in this Council's control.

This is clearly an important opportunity. The next step is to work through the seven sites to see where the HCA can provide financial or other support to enable us to take forward the early development of some of our more difficult to deliver land holdings.

Housing Infrastructure Fund

In July the government launched the Housing Infrastructure Fund (HIF). It is a capital grant programme of £2.3billion, for new physical infrastructure which will unlock sites and help to deliver up to 100,000 new homes in England. The Council are currently preparing a bid for potentially up to £10million to be put

towards the relief road and associated highway works at the West Winch Strategic Growth area. The allocated growth area at West Winch fits the funding criteria well. The deadline for submission of the bid is 28th September 2017 with announcements in late 2017 or early 2018.

Rough Sleeper Outreach service

As part of the County Council's new 'Community support funding' we have received confirmation that their intention is to focus the £1.3M funding on two high priority areas of need: rough sleeping reduction and prevention, and loneliness and social isolation. The commitment of Adult Social Care to invest in rough sleeping prevention and recovery work is welcome. We will now begin some detailed work with the County on the shape of a new service that will commence in April.

Home Improvement Agency Awards 2017

I am delighted to let you know that the entry under the category of "Handyperson Service of the Year", our Handyperson Department has been shortlisted for their achievements during 2016/2017.

The entry was based on the joint working with the QE Hospital, which recognised the impact of the Handyperson Service and of its contribution to keeping older and vulnerable people safe and secure in their homes. This is our fourth nomination which is fantastic.

Food Hygiene and Safety

The Food and Health and Safety teams have been very busy during this month and in the run up to the Houghton Hall Music festival with in excess of 7,000 visitors. Officers from both teams have been involved in the pre-event organising including onsite visits, water testing for drinking water and the lake and giving advice on health and safety arrangements.

The Food Officers visited over 20 food vendors on site to make sure they had adequate facilities for the safe preparation and service of food, including hand washing facilities, refrigeration and storage facilities. Fortunately the majority of premises were well run and scored '5' in the food hygiene rating scheme.

As the event was running over several days camping was permitted on site. This meant that a water supply needed to be installed within the area for people to access drinking water. The water was supplied from the estates own Private Water Supply i.e. the water came from a borehole not mains pipework. This meant a temporary network of pipes was required to supply the whole site including the camping areas, showers and food vendors. The Officers carried out checks of the pipework to ensure that they had the correct fittings and non-return valves connected to ensure that the water supply was safe and not likely to become contaminated. Water samples were also taken

to ensure that it was safe to drink.

Health and Safety Officers looked at the layout and structures to ensure that safety standards were being complied with. Visits were carried out prior to the festival opening and during the day and evenings that the festival was running to see that safe practices were being maintained. Apart from the delay in the setting up due to inclement weather the event was well run with most of the 'snagging list' completed before the event opened.

2 Meetings Attended

Cabinet sittings
Local Authority Housing Company
Full Council
Freebridge Community Housing
Meetings with Officers
Special Full Council
Portfolio Meetings
Planning Committee

CABINET MEMBERS REPORT TO COUNCIL**21 September 2017****COUNCILLOR IAN DEVEREUX- CABINET MEMBER FOR ENVIRONMENT**

For the period 27 July to 6 September 2017

1 Progress on Portfolio Matters.

Visits to the composting facilities at Marsham and Geenworld - King's Lynn, helped inform my scrutiny of the Norfolk Environment & Waste Syndicate performance at their AGM. This was a key step in helping us to scope out elements of the contracting arrangements for our future Waste & Recycling Contract. Cabinet has agreed our broad approach towards a multi-council collaborative procurement that will achieve economy of scale, whilst allowing tailoring of the requirement to meet individual implementation needs. This approach builds on our strong experience gained from the previous procurement.

The County wide campaign to increase the volume and quality of recycling has now been launched. Every household is receiving a pamphlet with detail of what can and can't be recycled, which will be reinforced with advertising in the press and on Television. Our expert team has already made over 5000 targeted house-to-house visits to help householders understand what they can do better: their involvement has mostly been received positively and seen as constructive. The National Green Points Team has largely completed its task and has signed up over 5700 participants. Overall, indications so far are that the recycling contamination trend is reducing, but, surprisingly, volumes are not yet increasing as expected.

We are strengthening our Brown Bin administration Team to deal with the ever growing sales demand.

At long last, the Manor Farm fire moderated sufficiently to allow our Land Quality assessors to gain access to collect samples from which to quantify the nature, extent and mobility of the residual contamination. The results will be briefed to the local Community Leaders over the coming weeks. Determination of the clean-up action is likely to be challenging both technically and financially.

2 Forthcoming Activities and Developments.

Appointment of the Contractor who will undertake the preparation the Hunstanton Coastal Management Plan is imminent. The work includes extensive consultation on the options for protection of the Cliffs and

maintenance of the promenade and will be completed early in 2018.

3 Meetings Attended and Meetings Scheduled

Marsham Composting Facility - Aylsham
Greenworld Composting Facility – King's Lynn
NEWS AGM – Norwich
Hunstanton Watersport & Heritage Garden Tour
Regeneration & Development Panel (2)
Council
Cabinet and Associated Briefing and Sifting Meetings
Bawsey PSPO Consultation Discussion
Scrutiny Structure Task Group (2)
Corporate Performance Panel
Portfolio Review Meetings
Waste & Recycling, CSNN, Flood Protection & Air/Land Quality
Norfolk Coast Partnership
East of Ouse, Polver and Nar IDB
Environment & Community Panel

Meetings Scheduled

LGA Coastal Special Interest Group - London

CABINET MEMBERS REPORT TO COUNCIL**21 September 2017****COUNCILLOR MRS KATHY MELLISH - CABINET MEMBER FOR FACILITIES AND ICT**

For the period 28 July to 21 September 2017

1 Progress on Portfolio Matters.

Mintlyn parking plans have been finalised and should be submitted ready for a planning decision. We have managed to add an extra 50 spaces so we hope to have parking on the highway cleared for all but a few exceptional occasions.

The Open Day at Mintlyn was a resounding success and I have to thank the whole team for supporting my wish to go ahead with this. We had upwards of 500 visitors who were able to ask questions which dispelled any preconceived thoughts or notions on the cremation process. A few comments from the feedback cards which stood out were 'professionalism of the staff', 'cleanliness of the building', 'rigid process to ensure dignity' and overall it was a pleasure to see so many interested people and help them feel comforted about the whole experience. We were not sure how it would be received however from the response we are seriously considering running it again next year. I have to make the final point via a quote from Dave Clayton – Cemeteries and Crematorium Manager – "Hard work? – Yes. Worth it? – Definitely".

In answer to Cllr Tyler's question at the last Full Council meeting regarding working spaces for Members at King's Court following the refurbishment: Yes there will be a quiet working area provided on the Second Floor. There are also meeting rooms which can be booked through the meeting room booking system, accessed through outlook email. There may be further rooms available later however at the present time we are focussed on getting the works for the DWP/JCP move which should commence in October and run through until March 2018.

The CCTV room refurbishment has been completed with no loss of working time during the process. The staff have been fully engaged and supportive during the refit which was major and they spent many hours surrounded by what looked like a very large spiders web due to the relocation of cables. They have been very patient and continued to provide a professional 24/7-day service, at times, in what seemed to be total chaos for which they deserve thanks. I will give a further update next month when they have had time settle into the new set up.

The Town Hall room changes are being swiftly organised and we hope to soon start with Cabinet meetings in the Council Chamber – previously known as Mayors Parlour. The Mayor is moving back into what was the original Mayors Parlour but more recently the Civics office. The Civic team are moving downstairs into the Miles room which is better suited as an office rather than a meeting room. Following this we can move panel meetings from the Education Room into the Council Chamber. I'm sure many felt the Education room was too narrow for meetings, especially if the meeting required outside guests, large presentations and more importantly the public had an interest which meant a large gathering. As we have been used to the Committee Suite it was clearly far from acceptable so I'm sure you will agree the Council Chamber will be a better solution. It can still be used by the Mayor or other groups for larger social gatherings and again booked via the Outlook email system. If you require a certain layout of chairs or tables please make your wishes are clear on the booking request.

The microphone system we tested a few months back should be with us for October Full Council. There were a few 'band width sharing' issues to sort so there is finally light at the end of the tunnel.

The new meeting/training room being designed for King's Court is evolving into something rather more 21st Century and I am now looking in more depth at the IT provision for Members to enable them to undertake their role more easily. If you have any thoughts on what you feel would support your role in a better way please let me know now whilst I am looking at this issue.

2 Forthcoming Activities and Developments.

Regular meetings with Officers and Executive Directors

3 Meetings Attended and Meetings Scheduled

Officer meetings
Cabinet meeting and Portfolio updates
Open Day Mintlyn
Scrutiny Task group
Lynn Sport update walk
Cabinet Sifting

CABINET MEMBERS REPORT TO COUNCIL**21 September 2017****COUNCILLOR P HODSON - CABINET MEMBER FOR PERFORMANCE**

For the period 27 July to 12 September 2017

1 Progress on Portfolio Matters.**Performance**

The quarter one monitoring report for the Corporate Business Plan, which details progress with agreed actions during the period April to June, has been compiled and published on Insite. This shows that overall progress and performance across the organisation is on track. Three actions have been completed during the quarter and three are slightly behind schedule, with an explanation provided on the position with each of these. I would encourage Members to view the report on Insite, as it provides a good insight into many and wide range of the key activities being undertaken to deliver our corporate priorities.

Ely North Junction is on track

2 Meetings Attended and Meetings Scheduled

Cabinet Meeting
 K L BID Meeting
 K L Town Partnership Meeting
 Meeting with Brian Long (Leader)
 Pre Cabinet Meeting
 Meeting with Martin Chisholm
 Meeting with Matthew Henry
 Meeting with Pat Jary (Harbour Master)
 Ely Task Force (Ray Harding)
 Cabinet Sifting
 Portfolio Meeting (Chris Bamfield)
 Corporate Performance
 Group/Full Council.

CABINET MEMBERS REPORT TO COUNCIL

21 September 2017

**COUNCILLOR MRS EA NOCKOLDS -
CABINET MEMBER FOR CULTURE, HERITAGE AND HEALTH**

For the period 27 July to 10th September 2017

1 Progress on Portfolio Matters.

The in-Collusion talent and development art project in King's Lynn has created 4 one-off experimental arts projects working with the Lynn Lumiere light projectors. With support from the Council in Spring 2017 Collusion held a series of events for local creatives to take part in a research and development project. Four teams took part in the challenge. The teams have built on their existing skills and knowledge and with new skills have applied them to the challenge of projection technologies around King's Lynn. These will be shown to the public just for one week-end at the end of September.

The LILY project has received both regional and international recognition for its achievements in delivering advice and information to older people in West Norfolk and Swaffham. Due to the request of the UK representative from the Innovation in Politics Institute 2017 Awards, we have nominated "Ask LILY" for two categories, Quality of Life and Community. Finalists will be invited to an Award ceremony in December.

Rt. Hon. Patricia Hewitt the Independent Chair of the Oversight Group of Norfolk and Waveney's STP requested to see the LILY project during her visit to the QE Hospital. She reported that she was very impressed with the achievement made in such a short time and with limited resources. She was also particularly impressed with how a local authority has worked in partnership with the voluntary sector.

There are now 41 LILY Advisors. It is estimated that they have reached over 11,000 people since February 2017. As well as many Social and Carers groups the Advisors have attended, and are continuing to attend, the GP Surgeries in the WNCCG district and a few are already referring patients to LILY Advisors or the Web-site. Adverts for LILY are continuing in parish magazines, village newsletters, Corn Exchange brochures and Sainsbury's digital display board. Within one year there have been over 16,000 users of the web-site.

As mentioned in my last report to Council we are working in partnership with Public Health, NCC and Norfolk Football Foundation promoting "Smoke Free Sidelines". This means members and visitors refrain from smoking both

indoors and outdoors especially the pitch side lines. The first mid Norfolk Youth League in our Borough, Shouldham FC, will be holding their "Smoke Free sidelines" match later in September. To support and promote the project our Council has provided funding towards purchasing merchandise such as a banner and a selection of T shirts.

I am asking anyone who is interested in our Boroughs heritage to submit a nomination to Historic England's, "A History of England in 100 places" on their web-site. It would be good to have one of our heritage sites in the 100 Places handbook.

2 Forthcoming Activities and Developments.

King's Lynn Civic Society provided and organised a well planned Heritage Open Day. Working with many partnerships, Businesses, Town Guides and many volunteers, the day provided much enjoyment for residents of West Norfolk and many visitors. The Classic Car day coincided with Heritage Day and was also successful with 200 cars attending. The whole of the summer events including the Festivals has seen a rise in the footfall to Kings Lynn. Marketing King's Lynn in this way is vital for its economy.

During the first 5 months of the year the attendance at 'Stories of Lynn' has risen from 3048 in 2016 to 4071 to August 2017. During one day in the summer holidays over 200 children attended a Pirates event.

The Archives are also having good attendances, on average 60 per month, compared to only 30 last year. Within the next 3 months at the Archives, 3 workshops are taking place: Introduction into researching 'Family History'; Introduction into 'searching and ordering documents' from the search room and Viewing documents which formed the basis to 'Stories of Lynn'. The Archivist has been cataloguing unidentified maps. One in particular has been viewed by the public recently, a 1928 Ordnance Survey map of King's Lynn., known as the Bomb map. During WW2 bombs dropped were recorded on this map. The map is 200cm x 275cm in size. An 1887 Ordnance Survey map of King's Lynn was on display during Heritage Day.

During Heritage Day visitors to the Southgates were consulted, by the Norfolk Museum staff, on the type of interpretation and displays they would like to view on their visit to the Southgates. This is part of the HLF project.

Alive Leisure has started the new Autumn season with a children's healthy activity programme. Roller skating is available at Lynnsport and Downham Market Leisure Centre during week-ends and at the Oasis out door rink. At Downham football coaching for age groups from five to fifteen will take place on Friday evenings. The Oasis will continue with swimming lessons both for adults and children now there are less holiday makers using the facility. All sports centres are having an open day on October 8th.

Alive Management are upgrading toilet facilities at Lynnsport and St James Centre and improving the furniture in the bar area of Lynnsport and the landing of the Corn Exchange within the next 12months.

3 Meetings Attended and Meetings Scheduled

Portfolio meetings with ;

Ray Harding	Chief Executive
Chris Bamfield	Exe Director Commercial Services
Lorraine Gore	Exe Director Finance Services
Martin Chisholm	Business Manager
Chris Durham	Grounds Maintenance Manager
Tim Humphrey	Tourism Manager
Luke Shackell	King's Lynn Archivist

Cabinet

Environment and Community Panel

WN Primary Care Commissioning Committee

KL Festival Board

Alive Management Board

Norfolk Arts Forum

WN Community Transport Management Committee

True's Yard AGM

National Autistic Society WN Branch AGM

CABINET MEMBERS REPORT TO COUNCIL**21 September 2017****COUNCILLOR BRIAN LONG – LEADER & CABINET MEMBER FOR RESOURCES**

For the period 27 July to 11 September 2017

1 Progress on Portfolio Matters.**Financial Savings & Budget**

For 2017/2018 financial year we were expecting to draw from reserves as part of our financial plan. As of the July Monitoring report this situation has been reversed with an additional £28,000 going into reserves. This has been achieved within the first 3 months of our budgetary cycle and continues to demonstrate our commitment to sound financial management against our forward plan submitted to government to achieve a 3 year financial settlement.

2 Forthcoming Activities and Developments.**Boundary Review**

Following our Special Council Meeting on the 31st August we have now submitted our considered proposal to the Boundary Commission. We now have to wait for their appraisal of this submission and the broader consultation results. I will advise Council as soon as this is known.

3 Meetings Attended and Meetings Scheduled

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

- Boundary Review Task Group Meetings
- Meeting with Chairs and Vice Chairs of Panels
- Meeting with Labour Group Leadership
- Freebridge Community Housing – Board Meeting - August
- Attended Guide Dogs Forum
- Alive Management – Board Meeting
- Meeting with Chair of Alive Leisure Trust
- Tour of Lynnsport and Regeneration & Development Panel

Corporate Performance Panel
Transport Planning Meeting with NCC
Special Council – Boundary Review & NDR Discounts
Audit Committee
Freebridge Community Housing Board Meeting – September
East of Ouse, Polver and Nar IDB
Environment & Community Panel

To be attended at the time of writing
Kings Lynn Area Consultative Committee
Visit from South Holland ref Food Waste
Freebridge Community Housing AGM.

REPORT TO COUNCIL

Open				
Lead Officer: Sam Winter E-mail: sam.winter@west-norfolk.gov.uk Direct Dial: 01553 616327			Other Officers consulted: Chief Executive, Monitoring Officer	
Financial Implications NO	Policy/Personnel Implications NO	Statutory Implications YES	Equality Impact Assessment req'd NO	Risk Management Implications NO

Date of Meeting : 21 September 2017

REVIEW OF PROPORTIONALITY

It is the duty of the Council to review annually the entitlement of political groups to seats on committees in line with the proportionality rules set out in the Local Government and Housing Act 1989. The rules allow adjustments to be made to make whole numbers of seats and, once the Council has determined how adjustments should be made, appointments are made to committees on that basis. Council is now required to review its proportionality following the By-Election in St Margaret's and St Nicholas Ward and 2 other Councillors have returned to the Conservative Group.

RECOMMENDED: That proportionality be amended by the change of 2 seats reverting to the Conservative Group as follows:

- **1 from the Labour Group on the Licensing & Appeals Board**
- **1 from the Independent Group on the Environment and Community Panel**

1 Background

The rules around proportionality are as set out below:

- (1) No political group can have all the places on a committee (the exception is the Cabinet).
- (2) A group having an overall majority on the Council is entitled to a majority of seats on each committee.
- (3) The aggregate number of seats across all committees is allocated in accordance with each group's entitlement.
- (4) The number of seats on each committee is allocated in accordance with each group's entitlement.

2 Proportionality Change

Following the by-election held in St Margaret's and St Nicholas Ward which has gone to Conservative, Councillor Michael Ward from Labour. Two Councillors have also returned to the Conservative Group which were previously unaffiliated. This has affected the overall figures.

3 Amended level of Seats Allocated

To take into account the amended proportionality, Council is invited to approve the change which means the loss of a seat from the Labour Group which will be allocated to the Conservative Group from the Licensing & Appeals Board and the Independent Group Environment and Community Panel

CABINET RECOMMENDATIONS FROM 1 AUGUST 2017 TO COUNCIL
ON 21 SEPTEMBER 2017

CAB36: PLANNING CODE OF CONDUCT

Councillor Blunt presented the report which recommended further amendments to the Members Code of Good Practice for Planning to reflect current and best practice. It was pointed out that the Code was there to protect Members of the Planning Committee if they adhered to it.

Under Standing Order 34, Councillor Pope expressed the view that the element of not engaging in social media during the Planning Meeting should be extended to all Council meetings.

It was noted that the Council did need to move with the modern world, and some did consider tweeting from a meeting as unprofessional and off putting for other members. It was considered that to ensure Members could pay attention to the meeting the time to tweet would be after a meeting not during it.

RECOMMENDED: That the revised Code of Practice be adopted.

Reason for Decision

To ensure the best practice in the planning process.

CAB42: RIVERFRONT REGENERATION

The Regeneration, Heritage and Economic Development Manager presented a report proposing the endorsement of the Riverfront Delivery Plan which had been prepared following extensive site analysis and public consultation, for the historic King's Lynn riverfront area. The masterplan set out the vision and design principles for the development of this strategic regeneration area. The Delivery Plan was accompanied by an exempt detailed financial viability and delivery options report (exempt – appendix 3) which suggested there was sufficient evidence of viability at this stage to pursue the project. The report recommended an allocation of up to £350,000 (of which £100,000 was externally funded from the Heritage Action Zone for a feasibility study and potentially £125,000 from the Norfolk Business Rates Pool) to progress the next stage of work in order to develop and test the scheme further.

Cabinet acknowledged that the long term ambition was to improve the Riverfront as the Tuesday and Saturday Market Places had already been and to encourage people to come to the town taking in the Riverfront and the Nar Loop area. The proposals would also improve the air pollution situation for the whole of the town when there were few opportunities to alleviate some of the areas with Air Quality problems. It was also acknowledged that as a major scheme, a number of issues would have to be looked at in detail before final decisions were taken.

Under Standing Order 34 Councillor C Crofts commented on his vision for the encouragement of coach excursions to the town to encourage tourists to visit by providing user friendly drop off sites for coaches with some facilities. He had carried out research and very few coach companies came to the town for the day, when they

did do to other towns with far less to offer. He therefore felt that this should be incorporated into the plan.

Under Standing Order 34 Councillor C Joyce commented that he could not see anything on the impact the development of the Riverfront would have on the rest of the town, or that concerns of local groups were being taken into account. He referred to an earlier planning permission on NORA and a traffic cap on the area. He also had concern about the number of properties being built in King's Lynn, and considered that if the Riverfront was being developed for housing the residents would need a doctors surgery which he thought could sit in Boal Quay.

The Regeneration Programmes Manager explained that the traffic cap referred to was lifted in 2012 following highway works to the area. A transport assessment would be carried out as part of the work which would feed into any planning application.

It was also confirmed that the demand and location of the proposed doctors surgery was at the request of the NHS, not the Borough Council.

RECOMMENDED: 1) That the final King's Lynn Riverfront Delivery Plan be endorsed.
2) That the next steps be approved to progress and test the scheme further as set out in section 4 of the report

3) Approve allocation of up to £250,000 to the 2017/18 capital programme to support next phase of work to develop and test the scheme further as detailed in section 4 of the report.

4) That the potential delivery options outlined in section 8 of the report be noted and officers endorsed to progress investigation and testing of these options in order to ascertain developer interest in the scheme.

5) That officers be authorised to progress discussions and applications to external partners and funding agencies to enable delivery of the scheme.

Reason for Decision

To enable a transformational riverfront scheme for King's Lynn to be developed and tested further in line with the vision and principles set out in the masterplan in line with the corporate priority to drive local economic and housing growth.

CAB43 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED: That under Section 100(A)(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Act.

CAB44: EXEMPT - RIVERFRONT REPORT

Cabinet considered the exempt elements of the Riverfront report which included the financial implications and risk.

Discussion was held on what work would need to be carried out regardless of the proposals, and what funding was likely to be received.

Under Standing Order 34 Councillor Pope commented on those works which needed to be carried out, asked about the land holdings and values and stated that before

making a final decision on the 10 year project careful consideration should be given. The Property Services Manager updated Members on the land position and it was confirmed that the overall development would be carried out in stages.

**RECOMMENDATIONS TO COUNCIL ON 21 SEPTEMBER 2017
FROM CABINET ON 6 SEPTEMBER 2017**

CAB62 WEST NORFOLK DISABILITY FORUM

The Democratic Services Manager presented a report which explained that on 15th March 2017, the Environment and Community Panel received a report on the work of the West Norfolk Disability Forum which raised concerns about the effectiveness of the Forum. The Panel decided to set up an Informal Working Group to look at the future operation of the Forum. The Informal Working Group presented its recommendations to the Environment and Community Panel on 4th July 2017.

Feedback from Members who sat on the West Norfolk Disability Forum included concerns that the Forum was not productive in its current format, the size of the forum, lack of attendance at meetings, managing expectations of external attendees and that the Forum had become a 'talking shop' and no longer delivered its objectives, as set out in its Constitution.

The Environment and Community Panel recommended to Cabinet that the West Norfolk Disability Forum be disbanded. The Panel recommended alternative ways of working so that Members of the public could continue to have a route to report any issues within the Borough Council's control.

Under Standing Order 34, Councillor Bubb, a Member of the Informal Working Group addressed the Cabinet in support of proposals from the Panel. He considered that so much information was now available for people on the web that they considered the Forum defunct.

Councillor Long stated that he considered the proposed Champion should be Disabilities and not Disabilities and Equalities which would allow focus on the one issue. This was supported by Cabinet. The Leader explained that he would appoint the "Champion" in due course, but he proposed setting out some detail on the terms of reference for the role, which was supported so ensuring the role would be effective and accountable.

RECOMMENDED: 1) That the West Norfolk Disability Forum be disbanded.

Reason for Decision

To address concerns from Members of the West Norfolk Disability Forum that the Forum is not productive in its current format and no longer delivered its objectives as set out in its Constitution. The Environment and Community Panel feel that the recommendations will result in an improvement in service.

The role is changed from the Disabilities and Equalities Champion to Disabilities Champion as it was felt that the equalities element was a different subject matter.

CAB65 LOCAL LOTTERY

Councillor Mrs Nockolds presented a report which explained that a local authority lottery was a concept that had been introduced by a number of local authorities across the country with many more exploring the concept. At a time when there were increasing pressures on funding available to the voluntary and community sector they are being seen as a way of providing support to bring in additional funding.

The Gambling Act 2005 included as a permitted category of a lottery, a 'local authority lottery'. Local authority lotteries were promoted by the local authority and must be licenced by the Gambling Commission. Authorities may use the net proceeds of such lotteries for any purpose for which they have power to incur expenditure.

The report set out the options for running a local authority lottery which were to include running it in-house, or to partner with an External Lottery Manager (ELM). To run a lottery in-house would require staffing, including a lottery manager and the purchase and running of software systems. The costs of this had not been explored in detail by officers but other local authorities had found them to be significant. If the Council were to partner with an ELM, other than small initial start-up costs and the on-going gambling licence with The Gambling Commission and membership of The Lottery Council, the operation of the lottery would be fully funded through the ticket proceeds and would bring in the skills and expertise to run all elements of the lottery process.

It was noted that Aylesbury Vale District Council was the first to launch an online local authority lottery in November 2015. This was run in partnership with Gatherwell Ltd, an External Lottery Manager (ELM). Since then 14 other Local Government bodies had gone live, with 18 more planning to be live by Christmas 2017 and 30-40 more at the development stage.

Councillor Mrs Nockolds drew attention to the notes from the meeting of the Environment and Community Panel the previous evening which had been published. The Panel had supported the proposals but recommended a tender exercise be carried out for the appointment of the External Lottery Manager. Following consideration of the comments from the Panel it was proposed that the recommendations be amended as set out below. Cabinet agreed to the amended wording.

Councillor Long drew attention to the exempt information discussed the previous evening and reminded Councillors of the Exclusion requirements if they discussed that information.

Under Standing Order 34, Councillor J Moriarty addressed the Cabinet expressing satisfaction that the minute from the Panel meeting was available at such short notice which meant Cabinet could see the amendments to the recommendations requested by the Panel. He also supported the proposed amendments by Councillor Nockolds.

Councillor Beales drew attention to the need to keep the scheme under review because at this stage it wasn't known how much would be raised. He drew attention to £93,000 Heritage Lottery grant recently awarded for Lynnsport and the requirements of the Lottery that the Borough advertise the award to ensure local people were aware of grants awarded for the area. It was important that the local causes advertised their cases to encourage participation.

Councillor Devereux drew attention to the ethical issues raised, but he classed it as a self help scheme which people could contribute to.

Councillor Mrs Nockolds informed Cabinet that she and Councillor Long had spoken to a number of local groups and charities about the proposals, all of which were supportive and could see the benefit of the local scheme.

Councillor Long expressed the hope that an external provider could be found who would do a sound job for the Borough.

RECOMMENDED:

- 1) That a local lottery is established and operated by an External Lottery Manager.
- 2) That a competitive selection be carried out with the providers in the local authority market to act as its External Lottery Manager.
- 3) That the selection process be delegated to the Executive Director – Finance Services (S151 Officer) in consultation with the Cabinet Member for Culture Heritage and Health and the Monitoring Officer to sign the necessary agreements to enter into the local lottery with the successful company and secure any necessary gambling licences and budgets.
- 4) That the criteria for selecting the good causes which can become part of the local lottery detailed at Appendix 2 to the report be adopted.
- 5) The monitoring and review of applications from good causes to be delegated to the Portfolio Holder for Culture, Heritage and Health, and the Executive Director – Finance Services. In addition Norfolk Community Foundation to provide an independent due diligence review of these arrangements.
- 6) All monies raised through the local lottery which are not linked to a specific good cause will be distributed through the existing small grants financial assistance application process. Any uncommitted balance at the end of each financial year to be donated to the Mayors charity.

Reasons for Decision

To establish a local authority lottery for the Borough Council of King's Lynn and West Norfolk.

To take into account the comments of the Environment and Community Panel on 5 September 2017.