

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



# **COUNCIL MEETING**

## ***Agenda***

Thursday, 16th November, 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  
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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, 16th November, 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 21 September 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. DETERMINATION OF COUNCIL TAX DISCOUNTS RELATING TO SECOND HOMES AND EMPTY DWELLINGS FOR 2018/2019** (Pages 6 - 9)

To consider the recommendations contained within the report.

**8. PETITIONS AND PUBLIC QUESTIONS**

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

**9. 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 10 - 12)
- 2) **Development - Councillor R Blunt** (Pages 13 - 15)
- 3) **Housing and Community - Councillor A Lawrence** (Pages 16 - 18)
- 4) **Environment - Councillor I Devereux** (Pages 19 - 20)
- 5) **Facilities and IT - Councillor Mrs K Mellish** (Pages 21 - 22)
- 6) **Performance and Economic Development - Councillor P Hodson** (Pages 23 - 24)
- 7) **Deputy Leader and Culture, Heritage and Health - Councillor Mrs E Nockolds** (Pages 25 - 27)
- 8) **Leader and Resources - Councillor B Long** (Pages 28 - 29)

**10. 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).

**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: 17 October 2017** (Pages 30 - 33)

To consider the recommendations from the Cabinet meeting as follows:

CAB75: Re-Fit Proposals For Council Building Assets  
CAB76: Pay Policy Statement - 2017/18 Update  
CAB79: Townscape Heritage Two  
CAB80: Development Appraisal - Alexandra Road, Hunstanton

Ray Harding  
Chief Executive

**BOROUGH COUNCIL OF KING'S LYNN AND WEST NORFOLK**

**Council Meeting – 16 November 2017**

**DETERMINATION OF COUNCIL TAX DISCOUNTS RELATING TO SECOND HOMES AND EMPTY DWELLINGS FOR 2018/2019**

1. Section 75 of the Local Government Act 2003 gives billing authorities the power to determine the discounts for second homes and long-term empty dwellings. Section 11 of the Local Government Finance Act 2012 gives billing authorities powers to determine discounts for further classes of empty dwellings. Section 12 of the Local Government Finance Act 2012 gives billing authorities powers to set a higher amount of council tax for long term empty dwellings. The Council has to approve its determination afresh for each Class of dwelling for each financial year.
2. The Council Tax (Prescribed Classes of Dwellings) (England) Regulations 2003 and the Council Tax (Prescribed Classes of Dwellings) (England) (Amendment) Regulations 2012 prescribe the following classes of dwelling:
  - 2.1. **Class A** – a chargeable dwelling:
    - (a) which is not the sole or main residence of an individual;
    - (b) which is furnished; and
    - (c) the occupation of which is prohibited by law for a continuous period of at least 28 days in the relevant year.

Class A dwellings are commonly known as **Second Homes with an Occupancy Restriction**.

**The reduction for Class A dwellings for 2017/2018 is 0% with an exemption for the period of the occupancy restriction.**

- 2.2. **Class B** – a chargeable dwelling
  - (a) which is not the sole or main residence of an individual;
  - (b) which is furnished; and
  - (c) the occupation of which is not prohibited by law for a continuous period of at least 28 days in the relevant year.

Class B dwellings are commonly known as **Second Homes**.

**The reduction for Class B dwellings for 2017/2018 is 0%.**

- 2.3. **Class C** – a chargeable dwelling which is:
  - (a) which is unoccupied; and
  - (b) which is substantially unfurnished

Class C dwellings are commonly known as **Empty Dwellings**

**The reduction for a Class C dwelling for 2017/2018 is 100% for one month from the first day the dwelling becomes unfurnished. Once the one month expires a reduction of 0% applies.**

**2.4. Class D – a chargeable dwelling**

- (a) which has satisfied the requirements of (b) for less than 12 months
- (b) which is vacant; and
  - i. requires or is undergoing major repair work to render it habitable
  - ii. is undergoing structural alteration
  - iii. has undergone major repair work to render it habitable if less than six months have elapsed since the date on which the alteration was substantially completed and the dwelling has continuously remained vacant since that date
- (c) for the purpose of (b) ‘major repair work’ includes structural repair work  
*NB once the 12 month time limit has expired dwellings in Class D fall to be treated as dwellings in Class C*

Class D dwellings are commonly known as **Uninhabitable Dwellings**.

**The reduction for a Class D dwelling for 2017/2018 is 25% for the 12 month maximum period. Once the 12 months expire a reduction of 0% applies.**

2.5. Class A and Class B dwellings do not include any dwelling which consists of a pitch occupied by a caravan or a mooring occupied by a boat. Neither do they include any dwelling where a qualifying person in relation to that dwelling is a qualifying person in relation to another dwelling which for him/her is job-related.

**2.6. Long Term Empty Dwelling Levy**

2.7. The Local Government Finance Act 2012 allows billing authorities to increase the amount of council tax payable in respect of a long term empty dwelling by a specified percentage of not more than 50%.

2.8. The Act defines a Long Term Empty Dwelling as ‘a dwelling that is unoccupied and substantially unfurnished for a continuous period of at least two years’. Any period of occupation of less than six weeks is discounted when establishing the continuous two year period.

2.9. The Act also allows Central Government to prescribe classes of dwelling exempt from the Long Term Empty Dwelling levy. The Council Tax (Prescribed Classes of Dwellings) (England) (Amendment) Regulations 2012 prescribe the following classes of dwelling to which the levy will not apply:

2.10. **Class E** – a chargeable dwelling which would be the sole or main residence of a person but is empty because that person is resident in Ministry of Defence accommodation by reason of their employment.

2.11. **Class F** – a chargeable dwelling which is an annexe of a main dwelling but is being used as a part of that dwelling.

**2.12. The additional levy for long term empty dwellings for 2017/2018 is 50%. Dwellings falling into Class E and Class F are exempt from the Long Term Empty Dwelling Levy.**

### **3. Proposals**

3.1. The levels of discount for 2017/2018 are shown above and no changes are proposed to any of the discounts for 2018/2019.

3.2. In accordance with the statutory council tax reductions any period of occupation of less than six weeks will be disregarded when calculating the maximum time a reduction can be awarded for, and when calculating the start date of any levy payment. The occupier will still be charged the occupied council tax rate for the time they live in the dwelling, but the clock will not be reset when they leave if they have been in occupation for less than six weeks.

3.3. A Discretionary Hardship fund of £10,000 has been provided for in the Financial Plan. The recommendation is to continue to delegate authority to the Portfolio Holder for Resources in consultation with the Ward Member and the Chairman of the Resources and Performance Panel to consider any applications to the Discretionary Hardship Fund.

3.4. The regulations stipulate these determinations must be published in at least one local newspaper within 21 days of Council agreement.

### **4. Policy Implications**

4.1. The decision is a continuation of Council policy from 2017/2018.

### **5. Financial Implications**

5.1. Maintaining the discount levels from 2017/2018 means the reduction in the taxbase continues to fall within the projections in the Financial Plan.

5.2. However if the composition of the Tax Base changes then there may be implications. For example, an increase in long term empty dwellings would impact on the taxbase calculations.



## **6. Recommendation:**

**Under Section 11A of the Local Government Finance Act 1992, as enacted by Section 75 of the Local Government Act 2003, Section 11B of the Local Government Finance Act 1992, as enacted by Section 11 and Section 12 of the Local Government Finance Act 2012 and in accordance with the provisions of the Council Tax (Prescribed Classes of Dwellings) (England) Regulations 2003 and the Council Tax (Prescribed Classes of Dwellings) (England) (Amendment) Regulations 2012, the Council determines:**

- 1. That the council tax discount for Second Homes defined as being within Class A of the Regulations is set at 0% for 2018/2019;**
- 2. That the council tax discount for Second Homes as defined by Class B of the Regulations is set at 0% for 2018/2019;**
- 3. That the council tax discount for Empty / Unfurnished dwellings defined as being within Class C of the Regulations is set at the following for 2018/2019:**
  - a. 100% for one month starting on the day the dwelling becomes unfurnished; then**
  - b. 0% once the one month period has expired;**
- 4. That the council tax discount for Uninhabitable dwellings defined as being within Class D of the Regulations is set at the following for 2018/2019:**
  - a. 25% for 12 months starting on the day the dwelling becomes uninhabitable; then**
  - b. 0% once the 12 month period has expired;**
- 5. That the levy rate for Long Term Empty Dwellings as defined in the Regulations is set at 50% for 2018/2019;**
- 6. That any period of occupation of less than six weeks shall be disregarded when calculating the maximum period of a reduction or the start date of the Levy;**
- 7. That delegated authority be given to the Portfolio Holder for Resources in consultation with the Ward Member and the Chairman of the Resources and Performance Panel to consider individual applications to the Discretionary Hardship Fund; and**
- 8. In accordance with Section 11A(6) of the Local Government Finance Act 1992, as enacted by Section 75 of the Local Government Act 2003 and the Local Government Finance Act 2012, these determinations shall be published in at least one newspaper circulating in West Norfolk before the end of the period of 21 days beginning with the date of the determinations.**

**CABINET MEMBERS REPORT TO COUNCIL**

**16 November 2017**

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

For the period 21 September to 6 November 2017

**1 Progress on Portfolio Matters.**

**King's Lynn Waterfront Regeneration**

Following Full Council endorsement in September, an investment prospectus has been produced for the £120m flagship King's Lynn Waterfront Regeneration scheme, which has been named Nelson Quay, in celebration of the great British naval hero born in the area and the town's maritime heritage.

Nelson Quay has been launched at MIPIM UK on 18 October, the largest property development and investment event in the UK, as part of New Anglia LEP's Invest East Prospectus.

Following a rigorous two-stage appraisal process undertaken by the Department for International Trade (DIT), Nelson Quay has been included in the DIT's UK Capital Investment portfolio, which was launched at MIPIM as well. The portfolio will now be promoted to overseas investors.

A bid for £225,000 from the Norfolk Business Rates Pool was approved in October and will fund a package of enabling work to test and further develop the Nelson Quay scheme. This will include studies and surveys required to meet requirements of statutory consultees, feasibility of pontoon expansion and assessment of traffic, access and car parking. In addition to the Pool funding, Cabinet has approved up to £250,000 towards the overall costs of this work.

**Nar Ouse Business Park Enterprise Zone**

A professional team has been appointed following a competitive tender exercise to update the masterplan and design the infrastructure and first four units to go on the site.

Agreement has been reached with the National Grid for the re-routing of the main gas pipeline, which is scheduled for completion in autumn 2018. This will then enable the delivery of the remaining infrastructure works, including access roads, utilities and superfast broadband.

A development prospectus has been prepared for the site and launched at MIPIM UK.

The site features in the New Anglia Invest East Prospectus and is being promoted to UK investors.

A bid for £266,192 from the Norfolk Business Rates Pool was approved in October. The funding will contribute towards the costs of undertaking detailed design, planning and procurement of a contractor for the first phase of premises development on the Nar Ouse Business Park in King's Lynn. The proposal will 'de-risk' and 'unlock' this employment site for potential businesses and developers and secure the optimum site layout.

### **King's Lynn Transport Strategy**

A bid for £150,000 from the Norfolk Business Rates Pool was approved in October towards the costs of preparing a transport strategy and implementation plan for King's Lynn.

The transportation strategy and implementation plan will set out interventions that will assist in the town accommodating an increased travel demand from housing and employment growth; and how this housing and economic growth might be stimulated and accelerated by creation of the right transport networks.

The project will identify issues and opportunities in the town to be addressed and taken forward in a coordinated manner. It will analyse existing, and predicted future, problems and opportunities, and identify how best to tackle the issues and realise the opportunities. It will model appropriate solutions at specific locations through a microsimulation traffic model.

Match funding - £75,000 from Norfolk County Council (confirmed)

### **Townscape Heritage**

Cabinet approved the submission of a Stage 1 bid to the Heritage Lottery Fund (HLF) for £1,400,000 under the Townscape Heritage programme. If approved, the project which will focus on the area within the gyratory system in King's Lynn town centre: Railway Road, Norfolk Street and Blackfriars Road. The deadline for submission is 8 December 2017.

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

As the first house sales are completed at Marsh Lynn, I will be bringing forward a report evaluating the actual physical and financial progress of the Major Housing Scheme to date as compared to projections.

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

24/9/17 – World Rivers day event at Lynnsport (attended by Cllr. Nockolds).  
26/9/17 – portfolio meeting.  
27/9/17 – joint portfolio meeting with Cllr. Blunt.  
28/9/17 – tour of Marsh Lane and Lynnsport sites.  
29/9/17 – Primary School Kwik Sticks hockey tournament – Lynnsport.  
2/10/17 – update meeting with major contractor (Marsh Lane).  
3/10/17 – Cabinet sifting  
3/10/17 – R&D Panel  
4/10/17 – Gayton PC  
11/10/17 – Leziate PC  
17/10/17 – 5-year land supply Planning Appeal at South Lynn Community Centre  
17/10/17 – Cabinet  
18/10/17 – THI Partnership Board  
31/10/17 – Local Authority Housing Company  
6/11/17 – Freebridge Chief Exec at Juniper House  
6/11/17 – meeting Property Services manager & Exec Director Chris Bamfield  
7/11/17 – Scrutiny Structures Task Group  
7/11/17 – portfolio meeting  
13/11/17 – Cabinet sifting  
16/11/17 – presentation to Lord Lieutenant and others.

**CABINET MEMBERS REPORT TO COUNCIL**

**16 November 2017**

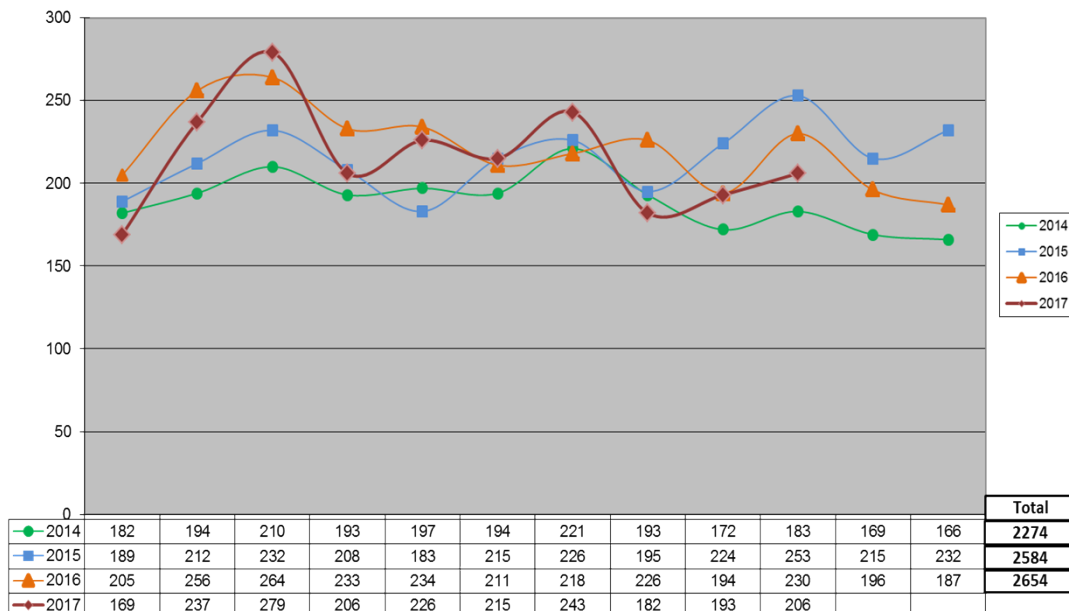
**COUNCILLOR RICHARD BLUNT - CABINET MEMBER FOR DEVELOPMENT**

For the period 21 September to 02 November 2017

**1 Progress on Portfolio Matters.**

**Planning Applications**

Planning and discharge of condition applications received



For the purposes of assessing planning applications, the Council has recently switched to the Environment Agency’s (EA’s) flood risk maps from the Council’s existing Strategic Flood Risk Assessment (SFRA), as the EA maps are now considered more up to date. However this is an interim measure as early next year a comprehensive updated SFRA for the Borough will be available, and will then form the basis for planning decisions.

An update on Flood risk assessments for planning will be presented at next Agents Meeting on Tuesday 21 November including presentations from the Environment Agency and Lead Local Flood Agency (NCC).

The Gayton Public Planning Inquiry finished on Friday 20 October, although closing submissions were not completed until Friday 3 November. The Inspector’s findings are expected before the end of December.

## **CIL Governance**

At the time that our CIL Charging Schedule was agreed in December 2016 the Cabinet Report discussed in outline the mechanisms for how we invite proposals for spending on infrastructure and the scrutiny of that spending. We have had CIL in operation for some 9 months now and I am working up details with officers as to how the 'governance' and our approach to spending will operate.

The first CIL Payments to Parishes (Downham Market, Marshland St James, Sedgeford, South Wootton and Terrington St. John) were paid at end of October.

- **West Winch / North Runcton Strategic Growth – Infrastructure Delivery Plan**

This is our largest growth location in the Borough and has a significant infrastructure requirement attached to it. An Infrastructure Delivery Plan is in preparation to ensure it is delivered appropriately. Officers and specialist consultants are putting this plan together. The viability of this scheme is key and we are currently engaged in verifying cost schedules and other financial matters with landowners and agents, prior to completing work on a delivery mechanism. A briefing is to be held shortly to update the parishes and neighbourhood plan group.

- **'The right homes in the right places' – Government consultation**

This consultation contains proposals to standardise the way in which housing numbers are generated for local authorities. A mechanism which more heavily factors in affordability is proposed. In areas where demand and prices are high and affordability is low the Government is proposing to require more houses to be built. The affordability ratio is lower in West Norfolk and a lower (than currently) annualised housing figure is suggested. Other proposals relate to more transparent viability assessments and increased attention to the needs of different sectors e.g. renters; families; older people; self-builders etc. A new National Planning Policy Framework will result in the Spring.

- **Wisbech Access Strategy Member Steering Group**

The Wisbech Access Strategy is a package of individual transport schemes that aim to improve the transport network in Wisbech. The schemes have been tested to make sure that they are the best solutions to address the current problems on the transport network. They will also support future housing and job growth as set out in the Fenland Local Plan. The Wisbech Access Strategy includes a number of transport schemes in a range of locations across Wisbech and certain wards in West Norfolk. The Access Strategy is a GCGP LEP Growth Deal Funded project. The public consultations began 30 October and end 27 November 2017.

<b>Meetings Attended and Meetings Scheduled</b>
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Cabinet Sifting Cabinet CIL Quarterly Update Gayton Public Planning Inquiry Various meetings with Officers Wisbech Access Steering Group Norfolk Strategic Planning Forum CNC
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**CABINET MEMBERS REPORT TO COUNCIL**

**16 November 2017**

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

For the period 21 September 2017 to 6 November 2017

**Progress on Portfolio Matters.**

**Home Choice**

Figures for October 2017 are as follows

984 applications – 185 high, 277 medium, 522 low.

231 new applications/change in circumstances received by Home choice online

47 rehoused

**Housing**

A Private Rented Sector Forum was held on 19<sup>th</sup> October 2017. Private landlords and lettings agents were able to attend to hear about issues related to private rented housing, legislation and changes

Attendees had the opportunity to meet representatives from Department of Work and Pensions, Fire and Rescue Service, Norfolk Training Standards, National Landlords Association, Eastern Landlords Association, Aran Services as well as the Council's Housing Teams.

The focus of the meeting was on

- minimum energy efficiency requirements for new lettings from April 2018
- potential funding for energy efficiency improvements through ECO schemes
- the introduction of Universal Credit planned in Kings Lynn and West Norfolk in 2018
- new and potential legislative changes related to tackling poor standards, management of the sector, extending HMO licensing

29 landlords/lettings agents attended the forum.

Feedback from attendees was very positive. There was support for future forum meetings especially when there were changes or new legislation. There was also interest in updates by newsletter or e mail.



### **A new housing support service for vulnerable young people**

A new housing support 'outreach service' for vulnerable 16 – 24 year olds will be launched in the Borough in December. Specialist staff from the charity Benjamin Foundation will visit young people in their accommodation to make sure things stay on track with managing money and other life skills. The service will provide support for those in temporary accommodation, moving from supported housing accommodation or those facing crisis within their existing accommodation. The service commissioned jointly by the Borough Council with Public Health will run for 3 years. Public Health have provided £10,000pa for 3 years (total £30K) which will fund 12 hours per week, per year. Benjamin Foundation have added an additional 6 hours per week to this to create an 18 hour post. The Borough Council will direct the service to those it identifies through its homelessness prevention activities as being in most need. The services have been commissioned to be flexible and adaptable to changes in the issues faced by this group.

Children's Services have been approached to see if they would also like to support the new service.

### **Care and Repair**

Jo Russell and Martin Sands did a presentation to Council on 21<sup>st</sup> September regarding the DFG (Disabled Facility Grant) spend and the Handyperson service, as we wanted Council to be aware of the current spend and continued demand on the service. They highlighted the beneficial work we have been doing with the hospital and community health teams in training them on adaptations and also on creating a new streamlined pathway for referrals to reduce waiting times to be assessed as well as improving the overall client experience once in the system.

### **A brief summary of the figures and statistics that were presented to Council on the 21<sup>st</sup> are as follows:-**

Planned DFG capital budget for 17/18 - £2,150,000

Current forecast spend on this budget for major adaptations as of Sept 2017 is £1,900,000

Waiting list for assessment – 137

New enquiries for major adaptations – on average 80 per month

Waiting time for an assessment and grant – on average 3 months

Challenges – managing demand with current resources (staff and capital budget) and meeting performance indicators given the level of demand.

Councillors asked a number of questions around demand and capital budget.

### **Handyperson figures:-**

Quarter 1 (April-June) – 170 prevention/minor adaptation and equipment jobs  
85 jobs awaiting scheduling and demand for the service is increasing with  
general promotion and marketing.  
Care and Repair also undertake a DFG service in Fenland and Breckland.

**Meetings Attended**

Full Council  
Cabinet sifting  
Cabinet  
E&C  
Private Sector Rented Housing Forum  
LAHC  
Meetings with Officers  
Portfolio Meetings

**CABINET MEMBERS REPORT TO COUNCIL****16 November 2017****COUNCILLOR IAN DEVEREUX- CABINET MEMBER FOR ENVIRONMENT**

For the period 21 September to 6 November 2017

**1 Progress on Portfolio Matters.**

We continue to reinforce our Council imperative to improve our recycling and food waste performance. This was demonstrated by our successful event in Downham Market on 3<sup>rd</sup> November held as part of a County wide activity with sponsorship from the Sainsbury's Discovery Community programme. In addition to the **Borough Waste & Recycling Team**, exhibitors included the **NCC "Plan, Eat, Save Team"** focussing on reducing Food Waste, **RECOUP** who specialise in recycling plastics, **The Salvation Army** whose textile banks and shops recycle clothes and shoes, and, **Greenworld** who recycle our garden waste by composting.

Our Team continues to deal efficiently with the inevitable operational issues with Waste collection in delivering the expected Customer service. The move away from compostable food caddy liners has been effective and we expect to see volumes increase. Overall, recycling levels are improving, contamination levels reducing and brown bin sales increasing.

We continue to respond rapidly to Fly-tipping outrages on public land and are endeavouring to support investigations in other areas. In spite of our efforts, incidents have increased from 1905 in 2015/16 to 1980 in the latest full year at a cost to Council Tax Payers of over £60,000. However, investigations are leading to prosecutions, which will be reported in due course.

Our CSNN Team have also been working closely with other Partners to tackle begging in the Town Centre, with some positive outcomes, albeit, there is increased anti-social behaviour arising out of homelessness, substance & alcohol misuse and mental health. Because of our close working arrangements and interactions with PCSOs, we are now having to explore the impact of the recent Police Service decision on their future.

The Annual Air Quality Status Report is nearing completion and will be submitted to DEFRA for auditing. Several Contaminated Land Inspections Reports for priority sites have been completed and published.

The Consultant has been appointed for preparation of the Hunstanton Beach Management Plan, as part of the Wash and East Coast Management Strategy programme. The project plan and consultation timetable will be published shortly. After a lengthy process, the Local Sea Defence funding arrangements have been agreed between the Council and The Environment Agency. Back to back agreements with the Community Interest Company and Anglian Water will follow.

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

I am pleased to report that the Multi Agency “Habitat Regulations Assessment, Mitigation, Monitoring and Green Infrastructure Co-ordination Panel” (HRAMMGI) led by the Borough Council agreed the process for inviting, selecting and managing worthwhile, cost-effective projects to protect important ecological and wildlife sites threatened by increased visitor levels due to economic development. This process is being managed by the Norfolk Coastal Partnership on our behalf and implements a key requirement arising from the recent 5 year land supply Inquiry. It will be operational around the turn of the year.

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

LGA Coastal Special Interest Group  
Council  
Cabinet, plus Sifting meetings  
Regeneration & Development Panel  
Environment and Community Panel  
Portfolio Meetings – Waste & Recycling, CSNN, Flood Defence, Air/Land Quality  
Scrutiny Structure Task Group  
Norfolk Waste Partnership Board  
Norfolk Coast Partnership- (2)  
HRAMMGI Panel – Meeting and Pre Brief  
River Hun De-Maining - EA Consultation & Site Visit

### **SCHEDULED**

Wash & North Norfolk Coast Marine Management Project – Internal Review  
Scrutiny Structure Task Group

**CABINET MEMBERS REPORT TO COUNCIL****16 November 2017****COUNCILLOR MRS KATHY MELLISH - CABINET MEMBER FOR FACILITIES AND ICT**

For the period 21 September to 16 November 2017

**1 Progress on Portfolio Matters.**

The first of the new meeting / training rooms in King's Court has been completed with all but a few snagging issues to sort and can be booked via the email system in the usual way. It has conference facility and it is hoped this will save on travelling and out of office time especially for County meetings (also saving on harmful emissions) and the dreaded trawl up and down the A47.

As Members will have noticed the work has started at King's Court for the DWP/JCP move and completion is planned for March 2018. If you have a meeting in any of the back rooms please use the back staircase to access them.

As previously mentioned the ongoing works to relocate and refurbish and Control Room are now complete. These works are part of the final stages of our analogue to digital transition allowing us to better serve ourselves and third-party partners such as Breckland Council and the Queen Elizabeth Hospital. There are approaching 600 feeds now available to our operators and more being added as part of our work to incorporate the DWP operations into King's Court.

The Control Room not only deals with CCTV but also answers the Boroughs out-of-hours calls and is the first point of call for any emergency situation affecting the Borough operations. The room is staffed 24hrs a day 365 days a year so save some thought for the operators hard at work whilst you tuck in to your Christmas lunch!

The images attached show the original set up, a shot of the 'during' working conditions and the final working plan.



Before

During



After



As you will see the new microphone system is in action for this month's meeting but please be sure to 'log' yourself in before you use the one in front of your seat by swiping your name card against the control unit.

## **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  
Scrutiny Task group  
Cabinet Sifting

**CABINET MEMBERS REPORT TO COUNCIL**

**16 November 2017**

**COUNCILLOR P HODSON - CABINET MEMBER FOR PERFORMANCE AND ECONOMIC DEVELOPMENT**

For the period 21 September 2017 to 6 November 2017

**1 Progress on Portfolio Matters.**

The 2017/18 Quarter 1 Performance Monitoring report was presented to CPP on 9<sup>th</sup> October. The report highlighted that 52% of targets had been met, and performance had improved against target for 14 indicators during the quarter.

Work to record changes to the Council's corporate risk register during the period April to October 2017 has been completed. The updated risk register will be reported to Audit Committee on 27<sup>th</sup> November.

Looking at the retail mix and current position with occupancy of retail premises across the town.

Currently reviewing the King's Lynn Town Centre Action Plan with the aim of producing a new document for 2017/20. This will pull together the wide range of activities that the Council is leading on across the town and also crosses several portfolios.

The Economic Development staff will be attending a MIPIM a National Investment and Property Market Place as part of the New Anglia Investment East stand on the 18<sup>th</sup>/19<sup>th</sup> October at Olympia in London. This is aimed at promoting the commercial opportunities in King's Lynn.

**2 Meetings Attended and Meetings Scheduled**

Portfolio Meetings with officers:

Chris Bamfield  
Ostap Paparega  
Martin Chisholm  
Jason Richardson  
Paul Harrison  
Becky Box

Jemma Curtis

West Norfolk Business Meeting

Kings Lynn Town Partnership

Cabinet Sifting

Hunstanton Coastal Community Team Meeting

BID Meeting

Watlington Parish Council & Presentation

Corporate Performance Panel

Jan Feeney NCC

Abbie Panks

Kathy Mellish

Elizabeth Nockolds

Cabinet Meeting



**CABINET MEMBERS REPORT TO COUNCIL****16 November 2017****COUNCILLOR MRS EA NOCKOLDS  
CABINET MEMBER FOR CULTURE, HERITAGE AND HEALTH**

For the period 21 September 2017 to November 6th 2017

**1 Progress on Portfolio Matters.**

We have received funding of £81,500 from the LEADER programme which will fund 100% of the project costs. The funding will cover the costs of the WN Explorer Tourism Trails. Its aim is to encourage people to explore from Kings Lynn into the heart of the Fens and WN countryside. The project has 3 themes, to celebrate and promote many of our churches and religious sites, explore and link together sites which tell the changing history and the dramatically changing landscapes especially in the southern parts of our Borough and lastly highlight the opportunities for the countryside around the Great River Ouse exploring on foot, bike or using public transport. The funding will cover the costs of a Project Officer, development of a web-site and 2 mobile phone apps, promotional videos, digital marketing and distance way markers.

The West Norfolk Strategy group, which includes ourselves, Freebridge, College of West Anglia, QE Hospital, WN CCG and Community Action Norfolk are working together with Public Health to provide a course to train our frontline staff to improve employees knowledge of mental health conditions. This will enable the staff to identify situations where customers/clients may have a mental health issue and to use appropriate language to provide good customer service in these situations.

The Lynn Museum free admission period runs from October to the end of March. The free admission period is provided under the terms of the SLA between the Borough Council and Norfolk Museum Service, together with the curatorial advice, support and enquiry service for our collections including fine art and Civic Regalia. With support from the Borough Council the Lynn Museum has been open during the summer period on Sundays. A Sunday joint ticket was available for visitors to the Stories of Lynn to explore both the Customs House exhibition and the Lynn Museum.

We, the Borough Council have recently replaced and increased the furniture in Lynnsport Bar and Catering area, CCTV cameras have increased from 3 external ones to over 30 covering all areas at Lynnsport. The Sauna and Steam room has been upgraded and refurbished recently at St James' Pool as well as the toilets in the Reception area that are also provided as public

toilets. Lights at the Front of House and toilets at the Corn Exchange have been upgraded to LED. At Downham Leisure new tracking and dividing nets have been installed in the main hall, as well as the flooring maintained including toilet flooring replacement.

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

During this month we are working with the KL Rotary Club planting out 20,000 purple crocus bulbs at the 2 roundabouts on the Nar Ouse Way to promote their 'End Polio' campaign.

Recently a local bulb grower has planted over 45,000 tulip bulbs at the Hardwick roundabout.

The team of collections volunteers have completed the scanning and cataloguing of our collection of Walter Dexter drawings. Currently they are concentrating on topographical prints of Kings Lynn area. The teams work enhances and illustrates the museum catalogue available online through the Norfolk Museum Service's collections web-site. The volunteers meet every Wednesday morning in the NMS office at Queen Street throughout the year.

With support from the Fine Art, the V&A Purchase Grant and the Friends of the Museum, the Museum has purchased from America a painting by Henry Baines of the Cemetery Chapels at the Hardwick Road Cemetery. Later this year the painting will be placed in the Foyer exhibition case.

## **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  
Ostap Paparega Tourism

Cabinet

KL & WN Area Museums Committee

Environment & Community Panel meeting

Norfolk Records Committee

Health & Wellbeing Board

LILY Presentation to NCC

Joint meeting with Alive Leisure & Alive Management

Norfolk Leaders meeting

WN Tourism AGM

WN Community Transport

KL Internal Drainage Board

KL Festival Board

Friends of The Walks

KL Horticultural Society

Institute of Historic Building Conservation AGM

Norfolk Arts Forum Conference & AGM Nov 22nd.

50th Anniversary WN&KL Archaeological Society Conference Nov 25th.

**CABINET MEMBERS REPORT TO COUNCIL**

**16 November 2017**

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

For the period 21 September 2017 to 6 November 2017

**1 Progress on Portfolio Matters.**

**Financial Update**

The latest budget monitoring report (September) shows a slight variance with an additional £4,000 being included for provision of I.T. link between Kings Court offices and the Town Hall. This link is required to facilitate more of our meetings happening at the Town Hall. Aside from this the Budget is still on course to deliver money going to reserves instead of taking from reserves as was initially planned.

**Human Resources. / Staff Wellbeing**

As is usual at this time of the year Staff were encouraged to have a Flu-jab. This year we have had over 120 staff have one already with a further 60 vouchers given out for having one elsewhere. This scheme has been in place since 2003 when 179 were given including sessions at Kings Court, the Depot and Lynnsport.

Last year 222 were given including NHS staff from the CCG based at Kings Court.

**2 Forthcoming Activities and Developments.**

**Retention of Business Rates Pilot Scheme.**

All Norfolk Districts and County Council has agreed a scheme for a trial of Business Rates Retention for Next Year. The Scheme was originally submitted without a no detriment clause to the DCLG, however following an announcement from the LGA any such schemes will include a no detriment clause, meaning we cannot suffer financially if our area is included as a trial area.

**Local Enterprise Partnerships**

As Councillors will be aware we are a member of two Local Enterprise Partnerships, The Greater Cambridge Greater Peterborough LEP and The

New Anglia LEP.

The Department for Communities and Local Government have recently issued a review of governance and transparency for LEPs, I welcome this as after all the LEPs are spending taxpayers money and it is important this is done in an open and transparent way. I include a link below for those that that may find it of interest.

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/655188/Review\\_of\\_local\\_enterprise\\_partnership\\_governance\\_and\\_transparency.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/655188/Review_of_local_enterprise_partnership_governance_and_transparency.pdf)

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

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

Kings Lynn Internal Drainage Board

Water Management Alliance

Mayors Reception for Derek Harman on his retirement from Palm Paper

Kings Lynn Town Centre Partnership

Meeting with NCC Leadership on investment within West Norfolk

Downham Market SNAP meeting

Meeting with potential lottery providers

Mayors Business Awards 2018 Launch

Meeting with Labour Group Leadership

Corporate Performance Panel

Environment and Community Panel

Liaison Meeting with Downham Market Town Council

Liaison Meeting with Hunstanton Town Council

Kings Lynn area Consultative Committee

Kings Lynn IDB Plant and Works Committee

Various Meetings for Freebridge Housing

Mayors Reception to mark 25th anniversary of the electrification of the railway

Wisbech Access Strategy Consultation Briefing

Meeting with Chairman of New Anglia LEP.

Briefing with Local Superintendent on future of Policing in West Norfolk

**RECOMMENDATIONS TO COUNCIL ON 16 NOVEMBER 2017**  
**FROM CABINET ON 17 OCTOBER 2017**

CAB75: **RE- FIT PROPOSALS FOR COUNCIL BUILDING ASSETS**

Councillor Long presented a report which explained that the Council had made an objective to reduce council emissions and its carbon footprint and has a target to reduce the total emission of Greenhouse Gases and Carbon Footprint by 5% each year.

The UK target was for 15% of all energy to be from renewable sources by 2020. The former Department of Energy and Climate Change (DECC) now Department for Business, Energy and Industrial strategy had announced that, to achieve this, 30% of electricity, 12% of heat and 10% of transport fuel would come from renewable sources.

Electricity costs were expected to continue to rise above inflation in the next five years due to the government's 'electricity market reform' and energy commodity prices were continuing to rise.

There was significant scope for improving energy performance of council buildings that were likely to be retained for the foreseeable future.

In order to improve energy efficiency in Council buildings significantly, investment was now required. The Refit option allowed the Council to develop a relationship with a pre-approved supplier that would deliver guaranteed savings and measured against an approved Measurement & Verification (M&V) plan. Refit was a joint venture between HM Treasury and the Local Government Association that allowed public bodies to achieve substantial guaranteed financial benefits through energy efficiency and / or generation. This was delivered by Local Partnerships.

Over the past year the Council has been working with Local Partnerships and their Refit Programme, to scope a large scale energy efficiency project, which will reduce carbon emissions, energy use and associated costs.

A discussion was held on the monitoring of the level of carbon savings achievable with the schemes. It was confirmed that as part of the procurement process the position would be established to allow monitoring once completed.

Cabinet requested that the schemes be developed, a full business case to the design stage be presented for formal submission to Cabinet before sign off. It was anticipated that if it went according to schedule this would be approximately March and commencing work June subject to sign off.

Under Standing Order 34 Councillor Pope asked whether the Government's cap on energy prices would also include commercial concerns or the increase in prices

referred to was still the case. It was confirmed that the cap was only for the domestic market.

The support of the Corporate Performance Panel for the recommendations was noted and the fact that the Panel intended to monitor the project was welcomed.

- RECOMMENDED:** 1) That the Refit scheme is adopted by the Council  
2) The revenue budget to be amended to meet the £70,000 project costs as detailed in the report.  
3) That delegated authority be given to Executive Director – Finance Services (S151 Officer) in consultation with the Monitoring Officer to sign the necessary agreements to enter into the Refit scheme.  
4) That a report come back to Cabinet for final approval of the costed schemes prior to commencement.

**Reason for Decision**

Undertaking this project will significantly reduce energy consumption and expenditure across the Council estate.

CAB76: **PAY POLICY STATEMENT - 2017/18 UPDATE**

Councillor Long presented a report which under Section 38 of the Localism Act 2011 required English and Welsh Local Authorities to produce an annual pay policy Statement.

The report summarised the Borough Council’s relevant policies relating to levels and elements of remuneration for Chief Officers and included the relationship between the remuneration of Chief Officers and other Officers.

The report did not change any policies relating to remuneration – it merely updated the figures to reflect changes to pay grades and salaries as a result of the 2017 annual pay award.

- RECOMMENDED:** 1) That the Pay Policy Statement for 2017/18 attached to the report be approved.  
2) That delegated authority be given to the Executive Director, Central and Community Services, to update the Policy annually to reflect changes arising from the annual pay award, thus ensuring that it remains compliant with legislation.

**Reason for Decision**

To comply with the requirements of the Localism Act 2011.

Exempt Items

CAB79: **TOWNSCAPE HERITAGE TWO**

Councillor Beales introduced a report which reminded Members that the Townscape Heritage (TH) funding programme administered by the Heritage Lottery Fund (HLF) had been identified as a potential funding source to assist in delivering one of the

corporate priorities to rejuvenate empty and derelict land and buildings in the Conservation Area in King's Lynn.

Consultation with the HLF, property owners and stakeholders was ongoing and had received a positive response on the proposal to submit an application to the HLF to request £1,400,000 funding contribution to the £2m scheme. The report outlined the terms of the funding programme, the project proposal and the authorisation required from Cabinet in order to progress to the project and submit an application to the HLF.

Cabinet discussed the significant benefits the THI scheme had created for the Saturday Market Place and St James Street area. The proposals for the TH2 scheme were supported, and the potential for carrying out some tree planting along the route was supported.

Under Standing Order 34, Councillor Bambridge welcomed the proposed changes to the width of Railway Road in part, and expressed her regret that the proposed TH2 scheme would not include London Road, but hoped that some of the problem properties could be addressed in other ways. She also asked if private residences could be included in the ability to ask for funding.

In response, the THI Officer explained that the boundaries put forward were proposed following discussions with the HLF. He also confirmed that private residences could also apply for funding.

The level of private sector investment that the previous THI scheme had attracted to the area in addition to the HLF and Borough Council money was welcomed.

**RECOMMENDED:** 1) That the submission of an application to the HLF for £1,400,000 as detailed in section 4 of the report be approved.  
2) That £600,000 is allocated in the capital programme over 5 years from 2019/20 - 2024/25 as the Borough Council's match funding contribution to the project.  
3) That if the stage one application is successful, Cabinet agree to the appointment a dedicated Project Officer as a condition of the HLF funding, to progress the stage 2 application and implementation of the project if successful.

### **Reason for Decision**

To progress the project to improve the quality of the built environment in line with the corporate business plan, Urban Development Strategy for King's Lynn and the Local Plan.

### **CAB80: DEVELOPMENT APPRAISAL - ALEXANDRA ROAD, HUNSTANTON**

Councillor Beales presented the report which used a development appraisal to help consider the housing use for the site at Alexandra Road, Hunstanton. It proposed that the site be developed by the Council, using the Major Housing Contract. The proposed development would include 14 "low cost" units to help some of the local residents excluded from the market due to the strong holiday home market in the area, funded by the Community Housing Grant awarded to the Council.



The report considered the three viability tests laid out in the Major Housing contract and how they can be applied to this site.

Cabinet supported the option E set out in the report for Hunstanton which had been supported by Hunstanton ward Councillors and would provide dwellings in a sustainable area where people could access employment, and resolve existing issues with the access road.

**RECOMMENDED:**

1. That it be confirmed that the 3 financial viability tests discussed in section 6 of the report have been met.
2. Agree that the Alexandra Road, Hunstanton site be developed using option E set out in the report (Private Sale/ Affordable (SO) & using £1.5 million grant), as the tenure mix (subject to changes to the final tenure mix, delegated to Chief Executive in consultation with Portfolio Holder for Corporate Projects and Assets). With the works being undertaken within the Major Housing Contract by Lovell and to authorise contracts to be entered into for this purpose.
3. That £1,546,300 be used from the Community Housing Grant to fund the additional Affordable housing units.
4. Authorise the Councils Housing department to initiate a community engagement process in line with section of this report.

**Reason for Decision**

To progress the delivery of sustainable housing.

To achieve a commercial return for the Council (through capital and revenue receipts). To stimulate economic activity in the local area