

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



# **COUNCIL MEETING**

## ***Agenda***

Thursday, 22nd February, 2018  
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  
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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, 22nd February, 2018** 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 25 January 2018 (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. FINANCIAL PLAN 2017/2022 AND COUNCIL TAX RESOLUTION 2018/2019** (Pages 6 - 10) and supplementary document

Pursuant to Minute CAB117: Financial Plan 2017/2022 of the Cabinet Meeting held on 6 February 2018, the "Financial Plan 2017/2022 and Council Tax Resolution 2018/2019" the document attached as a supplementary to the agenda for consideration and decision includes an updated summary of the Financial Plan 2017/2022, the County Council, the Police and Crime Commissioner - Council Tax for 2018/2019 and details of Parish Precepts and Internal Drainage Boards levies for 2018/2019.

**NOTE:** In accordance with Statutory Instrument 2014 No. 165, Local Government, England, The Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014, any decision taken on the Council's Budget or Council Tax setting must be taken with a recorded vote

## **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 11 - 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 - 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: 6 February 2018** (Pages 30 - 32)

CAB118: Capital Programme 2018/23

CAB119: Civil Penalties and Rent Repayment Orders – Housing and Planning Act 2016, Housing Act 2004

**12. APPOINTMENT TO OUTSIDE BODIES - GAYWOOD ALLOTMENT TRUST.**  
(Pages 33 - 34)

Ray Harding  
Chief Executive

**RECOMMENDATIONS TO COUNCIL ON 22 FEBRUARY 2018**  
**FROM CABINET ON 6 FEBRUARY 2018.**

CAB117: **FINANCIAL PLAN 2017/2022**

The Director – Finance Services presented the report to Cabinet which set out that as part of the council tax setting process the Council updated its longer term Financial Plan to take account of any changes in financial settlements, inflation on service costs and revised priorities of the administration.

The report reminded Members that in February 2017 the Council set out a Financial Plan for 2016/2021. The Plan reflected the continued significant financial challenges faced by the Council including the phasing out of Revenue Support Grant (RSG), changes to the distribution of New Homes Bonus, the impact of the Business Rates revaluation from 2017, a 100% Business Rates Retention Scheme from 2020 and a fair funding review.

The general election in May 2017 had added to the uncertainty for local government with no date set for the legislative changes required for the implementation of the 100% Business Rates Retention Scheme and the consultation process on the fair funding review only just underway.

The Council could present a balanced budget for 2018/2019 and a funded budget for the remaining years of the medium term financial plan to 2022. There was significant uncertainty from 2020/2021. The impact of the implementation of a new Business Rates Retention scheme and the Fair Funding Review from 2020/2021 were still unknown, but there was considerable downside risk.

The provisional local government finance settlement announced by Government on 19 December 2017 confirmed the third year of the 4 year offer. It should be noted that the 4 year offer only included RSG and Rural Services Delivery Grant (RSDG). The ending of RSG has been clearly signalled and it was assumed that the Council would receive no RSG from 2020/2021. As with RSG it had also been assumed that the Council would receive no RSDG from 2020/2021. As part of the recent settlement announcement additional RSDG has been provided in 2018/2019.

The Government focus is on Councils' 'core spending power' inclusive of locally generated resources. The core spending power analysis tables published by the Government for each Council assumed that Councils in the lowest quartile of Council Tax levels (which included the Borough Council) would introduce the full £5 per annum per Band D dwelling Council Tax increase now permitted under the Council Tax Referendum Principles.

In the provisional local government finance settlement announced on 19 December 2017 the Government approved 10 additional Business Rates Pilots for 2018/2019 unfortunately the pilot bid from Norfolk was unsuccessful. There would be a further

opportunity to apply to pilot the business rates retention scheme as the Government has confirmed that it would continue to pilot the scheme in 2019/2020. The Norfolk pooling arrangements which included all Norfolk districts and the county council will however continue in 2018/2019.

The Government also announced that the aim was for local authorities to retain 75% of business rates from 2020/2021. This would be through incorporating existing grants into business rate retention including the Revenue Support Grant and local authorities would be able to keep that same share of growth on their baselines from 2020/2021 when the system is reset. Further details of this announcement of a 75% scheme and what that meant for the 100% scheme was awaited.

The revised arrangements for business rates retention would not provide this Council with funding to replace the reductions announced in RSG. Under the new arrangements there would still be a formula adjustment to redistribute business rates between two tier authorities and to address economic differences.

The technical consultation 'Fair funding review: a review of relative needs and resources' opened on 19 December 2017 and closed on 12 March 2018. The consultation sought views on the approach to measuring the relative needs of local authorities. The government was working towards an implementation date of 2020/2021. So from 2020/2021 business rates would be redistributed according to the outcome of the new needs assessment. It could be anticipated that there would be winners and losers as a result of the funding review.

Under the current business rates retention scheme the Council retained 40% of any net growth in the business rates achieved and 100% of any growth in business rates from Renewable Energy facilities. In preparing the Financial Plan 2017/2022 assumptions had been made on continued growth in business rates for 2018/2019 and 2019/2020. There could however be no guarantee that business growth would materialise as developers/businesses will respond to changing market conditions, and the added uncertainty as the Brexit arrangements unfolded. There was therefore a significant level of risk with this approach. If the anticipated projects did not progress as planned or were cancelled the growth would not be achieved.

The government consulted on further changes to the New Homes Bonus. The Minister announced as part of the provisional local government finance settlement that in the year ahead no new changes would be made to the way New Homes Bonus worked.

The Council over recent years had adopted a policy of seeking efficiencies and different ways of delivering services producing significant levels of savings. A robust process to identify proposals to address the continuing budget deficit had been underway since the autumn 2015. In taking up the offer of a four year funding settlement the Council was required to publish an efficiency plan and monitor progress on delivery of savings.

Work was underway to produce the changes required to deliver the savings identified, before 2020/21. The work being completed, and therefore the savings being generated, were monitored closely and reported in the monthly monitoring

reports. Where savings were achieved in advance of 2020/2021 these would be transferred to reserves to fund investment in major capital projects which would provide future revenue income. As at the end of December 2017 we had achieved 44% of actual savings against the target for 2017/2018.

The costs of services of the Council had been updated. In terms of containing spending a number of service budgets had been held at 2017/2018 levels and increases had been made only where known price increases had occurred. Growth items had only been included where there was a statutory requirement including minimum pay pledges.

It remained difficult in the current economic climate to estimate levels of income in certain services including planning, car parks and industrial estates and a cautious approach had been taken in projecting forward into 2018/2022.

Fees and charges had been reviewed as part of the estimates process, car parking charges were last increased in April 2016 and it was proposed that these would be increased in April 2018.

The Council had a planned approach to the use of the general fund balance. As in previous years the Council continued to make use of working balances and reserves to protect against volatile changes in the cost of services, receipt of income and more significantly funding levels from business rates growth. At no time did the Plan take working balances below the minimum level as stated in the Policy on Earmarked Reserves and General Fund Working Balance of the Council.

The figures shown in the Financial Plan for 2017/2022 included a £4.50 per annum per Band D dwelling increase in council tax for each year of the plan. The increases were in line with the Council's published efficiency plan. The overall £5 increase permitted under the Council Tax Referendum Principles included increases in special expenses and the Borough precept.

The Financial Plan 2017/2022 showed that the Council could present a funded budget. The current general fund balances would be required to support the budget in the event that income levels were not achieved and/or delayed, whilst further cost reductions were made.

Work had been underway during the current financial year on securing the cost reduction/income generating targets identified as part of the budget setting process in February 2017. The Financial Plan 2017/2022 included all cost reduction savings that had been achieved to date as reported in the monthly monitoring reports to December 2017. The savings required by the end of the Financial Plan were £2.6m and may be even higher depending on the impact of the new 100% Business Rates Retention scheme and the Fair Funding Review.

The funding for the period to 2019/2020 was presented with a degree of certainty in respect of RSG and RSDG funding as the Council had taken up the 4 year offer. However there were still potential further changes to New Homes Bonus and uncertainty that the Business Rates growth included in the Plan not coming to fruition.

The report set out that the significant risk was from 2020/2021. There was no date set for the legislative changes for the implementation of the 100% Business Rates Retention Scheme, and the recent announcement of a 75% scheme had added further uncertainty. The concern was that the re-set of the baseline may mean that the Council would not retain all the growth currently included in the Plan. The Fair Funding Review would determine the starting point under any new Business Rates Retention scheme. The consultation 'Fair funding review: a review of relative needs and resources' closed on 12 March 2018. This Council would continue to make strong representations for fair and transparent funding arrangements for local government, which take account of the particular pressures of rural authorities and in the case of west Norfolk the funding arrangements to address the flood and drainage responsibilities met through the internal drainage boards.

Councillor Long thanked the Director and her team for the preparation of the Budget papers.

Under Standing Order 34 Councillor C Joyce addressed the Cabinet, he asked

- What the situation was for the repayment of the NWES loan.
- What the changes in the corporate costs on P56 were.
- What level of street naming there was – p 89
- Why the Council didn't carry out the grounds maintenance work on the Nar Park Valley Estate.
- He commented on the time for the long term parking and the earlier usage
- He commented on the level of charges for Hunstanton residents compared to King's Lynn.

The Chairman reminded Members that the Cabinet wasn't a scrutiny body. Officers explained that the Hunstanton season ticket element went back to before charges were made in Hunstanton.

Under Standing order 34, Councillor D Pope addressed the Cabinet with a number of questions on the budget.

In response to the question on where the interest being paid on loans was featured, it was explained that the revenue budget was presented, but the options available were considered at the time, and to withdraw from the arrangement may mean that the fees would be prohibitive. The Director – Finance Services explained that the NWES detailed featured in the Treasury figures, not the budget.

In response to Councillor Pope's question on when a return would be seen on the investment made for major projects, it was explained that detailed project plans were prepared and an update on this would come forward in April. It was confirmed that internal borrowing had been undertaken for the projects.

Councillor Beales drew attention to the tough environment the Council was operating in but the budget showed that the Council's performance over the years had been good, with only a 7% increase since 2005.

Councillor Long commended the budget which he felt was financially sustainable, whilst investing in homes, businesses, roads, etc he also drew attention to the

uncertainties around Business Rates going forward which had been drawn out in the report.

The Chief Executive drew attention to the Ministerial statement released during the day that an additional funding was being released for rural services, which it was hoped the Council would be a recipient of some of the funding.

**RECOMMENDED:**

- 1) That the revision to the budget for 2017/2018 as set out in the report be approved.
- 2) That the Policy on Earmarked Reserves and General Fund Working Balance be reaffirmed and the maximum balances set for the reserves as noted in the report.
- 3) That the budget of £18,256,150 for 2018/2019 be approved and the projections for 2019/2020, 2020/2021 and 2021/2022 be noted.
- 4) That the level of Special Expenses for the Town/Parish Councils be approved as detailed in the report.
- 5) That the Fees and Charges 2018/2019 detailed in Appendix 5 in the report be approved, subject to the following amendments:
  - Hunstanton Coach park – All Day to be replaced with Over 2 Hours until 18:00
  - Hunstanton Season Ticket – 12 months to increase from £200 to £220.
- 6) That a Band D council tax of £121.37 for 2018/2019 be approved.
- 7) That a minimum requirement of the General Fund balance for 2018/2019 of £912,808 be approved.
- 8) That the revision to the Budget for 2017/2018 as set out in the report be approved.

**Reason for Decision**

The Council is obliged to set a Budget Requirement and level of council tax before the beginning of a financial year commencing on 1 April.

**CABINET MEMBERS REPORT TO COUNCIL**

**February 2018**

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

For the period 25 January – 13 February 2018

**1 Progress on Portfolio Matters.**

**Nelson Quay**

- This flagship council project continues to progress on several strands
- AECOM have been appointed to lead a multi-disciplinary team that will undertake surveys and site / ground investigations and design the infrastructure works
- An updated version of the Nelson Quay Investment Prospectus has been agreed with the Department for International Trade and will feature on their dedicated website
- Meetings and sites visits have taken place with several investor groups to assess appetite for investment in this scheme
- A council briefing will be organised in due course to update Members on progress

**Heritage Action Zone (HAZ)**

- Historic England have committed additional funding to enable the preparation of an Urban Archaeological Database for King's Lynn, as part of the HAZ programme. This is a major piece of work intended to improve the understanding of the nature and potential of buried archaeology and the town's historic buildings. This is critical to inform future development and to ensure one of the town's outstanding assets, it's historic environment, is safeguarded and enhanced.
- Historic England have appointed a specialist practice to undertake the work.
- A council briefing will be organised to explain the nature and extent of this critical piece of work
- Historic England have completed a comprehensive research report on three key HAZ sites: South Gate Regeneration Area, Chapel Street car park and Common Staithe Quay. The report will be published in due course.
- A feasibility study to assess the development potential of several brownfield sites in King's Lynn has been commissioned. A detailed

announcement will be made shortly.

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

### **Nar Ouse Business Park Enterprise Zone**

- The professional team led by AHR Architects have revised the site masterplan and are expected to submit a planning application in February / March 2018.
- The re-routing of the main gas pipeline is scheduled to take place in late summer this year.

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

6<sup>th</sup> February – Cabinet

7<sup>th</sup> February – Springwood High School Governing Body

7<sup>th</sup> February – Gayton PC

14<sup>th</sup> February – Leziate PC

15<sup>th</sup> February – portfolio briefing

19<sup>th</sup> February – Corporate Performance Panel (apologies sent).

20<sup>th</sup> February – Regeneration and Development Panel

22<sup>nd</sup> February – full Council

**CABINET MEMBERS REPORT TO COUNCIL**

**22 February 2018**

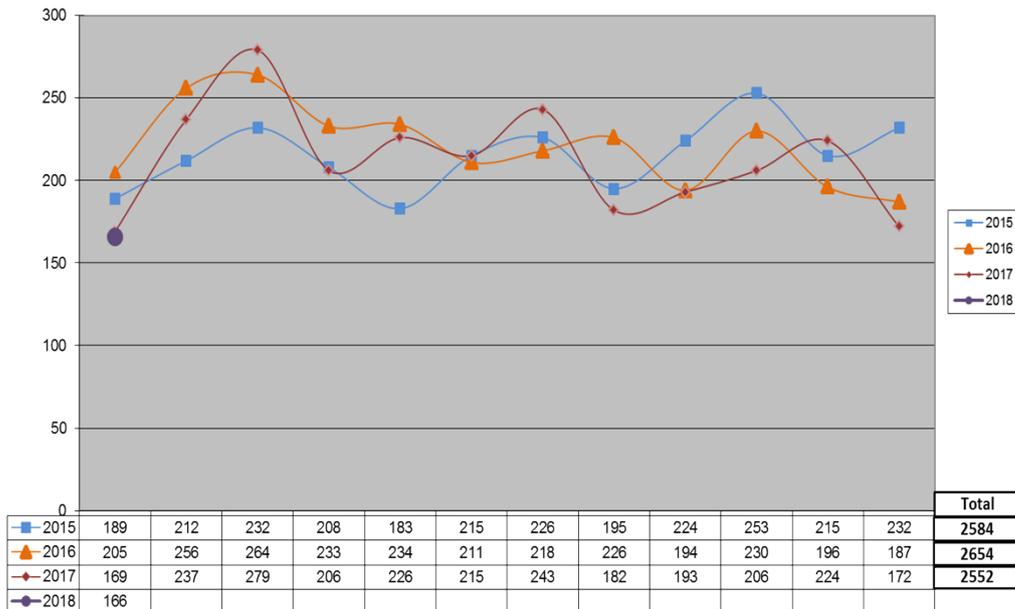
**COUNCILLOR RICHARD BLUNT - CABINET MEMBER FOR DEVELOPMENT**

For the period 05 January 2018 to 09 February 2018

**1 Progress on Portfolio Matters.**

**Planning Applications**

Planning and discharge of condition applications received



**Planning**

The 20% increase in Planning Fees came into force on the 17 January, and there was a small increase in applications getting in ahead of the fee increase, which was expected.

The Government has confirmed that it will publish a draft revised National Planning Policy Framework (NPPF) for consultation before Easter.

A legal challenge has been submitted to the recent Gayton appeal decision. At present this is waiting to be looked at by a High Court Judge, and Members will be updated when the situation changes or there is any news.

## **Parish Update**

A Parish training is booked for Monday 5<sup>th</sup> and Tuesday 6<sup>th</sup> March from 6.00 – 7.30 at the Town Hall. It is planned to cover a variety of subjects. The selection has not been finalised but will be from the following subjects

- Street Naming and Numbering
- Update on Local Plan
- Neighbourhood Plans
- The role of the Sifting Panel
- Enforcement
- Time allowed for consultation responses

So far 22 PCs for the 5<sup>th</sup> and 17 PCs for the 6<sup>th</sup> have confirmed attendance.

## **West Winch Relief Road**

The road is needed to facilitate development of the Local Plan allocation at West Winch / North Runcton. The Borough Council with the Norfolk County Council are using funds from the Business Rate Pool to work up a design for a West Winch Relief Road. The Borough Council made a bid to the Housing Infrastructure Fund to bring forward elements of the WWRR but this was not successful. Consultants WSP started work on the project in December.

## **Norfolk Strategic Planning Framework**

The county wide Member Forum agreed at its meeting in December that the version of the NSPF should be endorsed. The Framework coordinates matters which fall under the Duty to Cooperate to which local planning authorities have to conform when preparing local plans. Including issues such as housing numbers; infrastructure; nature conservation are all included. It is *non* statutory, but is valuable in presenting our plans at formal Examination stages. The Cabinet will be asked to endorse the Framework at the meeting on March 13<sup>th</sup>.

## **2 Meetings Attended**

Planning Committee  
Cabinet Sifting  
Cabinet  
Various meetings with Officers  
Local Plan Task Group  
Custom Build and Self Build Task Group  
Regeneration and Development Panel



**CABINET MEMBERS REPORT TO COUNCIL**

**22 February 2018**

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

For the period 5 January to 12 February 2018

**1 Progress on Portfolio Matters.**

**Home Choice**

The figures for January are –

879 live applications

Emergency 1

High 146

Medium 243

Low 489

51 properties were let

**Community Led Housing – Hunstanton**

We are inviting people to get involved in our community led housing site in Hunstanton. A community consultation and engagement event is being held on 22 February between 2pm and 7pm. We want to find –people who are interested in shaping the development and even having a long term interest in its future. The site will provide a high proportion of affordable homes supported by a grant from central government. Low cost home ownership homes will form part of the mix with preference being given to those with a local connection.

**Housing with Care**

Norfolk County Council has recently produced a draft Housing with Care Strategy. This is a long awaited document that seeks to set out the requirements and policy direction for the development of Housing with Care in Norfolk via an evidence-based needs analysis and market analysis. The data shows that King's Lynn and West Norfolk is the area with the highest number of units required by 2036, followed by North Norfolk and Breckland. The draft identifies that further refinement work and analysis is necessary to strengthen

the robustness of this important evidence base. The Strategic Housing team have provided comments on the draft and welcome the opportunity to work with NCC on refining the data further. Given the need identified in the Borough, this is an important evidence base that will be used to inform local policy and decision making on new Housing with Care provision.

### **Housing Investment – Homes England**

The Homes and Communities Agency (HCA) have gone and been replaced by a new organisation called Homes England. Homes England announced the results of the Housing Infrastructure Fund (HIF) bidding round last week. Unfortunately the Council's bid for grant funding to support the provision of the relief road to serve the Strategic Growth area West Winch (3,500 homes) was unsuccessful. We had a chance to discuss with Homes England the way forward if we were not successful. We have a commitment from them to work through alternative options of funding the road. A due diligence process continues with 6 Council, owned sites under the Accelerated Construction Programme (ACP). This is further grant funding assistance from Homes England, to unlock sites with barriers to delivery. We expect to hear some news on the ACP round in the next two months.

### **Warm Home Fund**

The National Grid and Community Interest Company, Affordable Warmth Solution have launched a £150m Warm Homes Fund (WHF) designed to support local authorities, registered social landlords and other organisations working in partnership with them, to address some of the issues affecting fuel poor households. Broadland DC is going to lead on a county wide bid, with a closing date is 9<sup>th</sup> February. If successful the scheme will primarily provide new heating solutions for fuel poor households including air source heat pumps in non-gas areas

### **Food Hygiene**

Christmas can be a stressful time of year for some people, especially when cooking for a crowd. Which is why this year the food team took part in the 'Let's talk turkey' campaign, which offered helpful tips on how to store, prepare and cook turkey, and safely handle leftovers to ensure people are safe from food poisoning at Christmas. There were no reports of food borne illnesses over the Christmas period which indicates that people followed the advice.

The Food Team are currently working with a multi-agency group investigating the recent deaths to dogs on the Norfolk coast related to paralytic shellfish poisoning (PSP). PSP toxins are primarily associated with bivalve molluscs such as mussels, clams, oysters and scallops. These are filter feeders and can accumulate PSP toxins, which are produced naturally by certain species of microscopic algae. Algal blooms do not usually occur during winter months in the UK and the source of the contamination is being investigated. Recent

analysis of bivalve mollusc and water samples, collected through the Official Control monitoring programme, have been negative for PSP and the algae associated with PSP production in the UK (*Alexandrium* spp.). It is thought that the contaminated animals were washed up on beaches during winter storms and are likely to have now been washed back into the sea. There is no risk to people or animals from the seawater. The only risk is from ingesting PSP-contaminated animals found on the beach, so simple precautions should be followed to ensure that pets and people do not eat anything they find on the beach. Further information can be found here - <http://www.eastern-ifca.gov.uk/paralytic-shellfish-poisoning-incidents/>

## **2 Meetings Attended**

Cabinet Sifting  
Full Council  
Meetings with Officers  
Cabinet

**CABINET MEMBERS REPORT TO COUNCIL****22 February 2018****COUNCILLOR I DEVEREUX - CABINET MEMBER FOR ENVIRONMENT**

For the period 25 January to 12 February 2018

**1 Progress on Portfolio Matters.**

Following a progress review on the Hunstanton Coastal Management Plan by the Wash East Coast Management Strategy Stakeholder Group in December, efforts are now focussed on preparation for the public consultation phase. The Coastal Management Plan is funded jointly by the Borough Council and the Regional Flood & Coastal Committee and addresses the flood and coastal erosion risks to our iconic cliffs and the defences offered by the promenade to storm damage, flooding and climate change over the next century. This in depth study builds on past investigations, current best practice and the realities of recent experience. A key element of the way forward is seeking the views, experience and opinion of the local stakeholders and members of the community in addressing the short, medium and long term risks and solutions. It also includes an economic appraisal addressing the resources that could be required to engineer the most viable solutions and potential sources of funding. The interim report prepared by our contractor AECOM is now available on the Borough website on the Wash East Coastal Management Strategy page. The first public consultation will be held on 27 February in Hunstanton Town Hall.

We are in the process of agreeing the Memorandum of Association for the Wash & North Norfolk Marine Partnership, which brings together the interests, skills and resources of 21 local authorities, environmental interest groups and national agencies to address matters of mutual interest in and around the Wash. A recent example of one aspect of such work is the recently publicised report into the investigation of the poisoning of two dogs associated with natural marine phenomena at Cley beach and Felixtowe.

We have signed up to #GBSpringClean and have had interest from local community groups. This builds on the very successful event last year where several of our communities were applauded by the press!

**2 Forthcoming Activities and Developments.**

Following the Blue Planet II coverage of environmental pollution, global

reactions and the new Government Environmental Policy, we are starting to see a negative impact on the economics of waste recycling across the markets we serve. This will have to be taken into account as we develop our Waste Collection procurement solution.

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

Council

East of Ouse, Nar and Polver IDB

Portfolio Meetings

Scheduled:

Environment and Community Panel

Regeneration and Development Panel

Norfolk Waste Partnership Board – Business Planning

Portfolio meetings

**CABINET MEMBERS REPORT TO COUNCIL****22 February 2018****COUNCILLOR MRS KATHY MELLISH - CABINET MEMBER FOR FACILITIES AND ICT**

For the period 25 January to 22 February 2018

**1 Progress on Portfolio Matters.**

Currently the Control room technical staff are working on the supply and installation of the required CCTV and safety systems for the ground floor DWP area. The extra cover will support the front-line staff working there and improve monitoring of the external area of the building too. We are still on target for March opening with the 'to be expected' normal odd worries that this may not be achieved. Our officers keep a very close eye on contractor's timelines and are doing everything they can to support queries as they arise.

The last full Council meeting had a few false starts with the microphone system however as time went on it seemed to work itself out. It is especially annoying that the system seems to struggle during Full Council and Planning but works well in panel meetings. We are still working through the data with Bosch who are investigating external interference which they believe affects the stability of the Wifi signal. Until it is totally stable they will be kept on the task. We have also been working here on site, isolating other systems such as fire alarms etc, one at a time, to see if they may be corrupting the signal. It is still work in progress so I'm afraid until we can work through all the scenarios and gather the data for Bosch I cannot give a realistic resolution to the problem. Anyone with a data processing PhD feel free to volunteer...

Through discussions during our meetings at the Norfolk Parking Partnership we have been approached by Great Yarmouth and South Norfolk to extend our service to them and we will undertake their on-street and off-street notice processing. This will enhance a revenue stream for us and obtain a cost benefit from joint working with neighbouring authorities.

As you will have seen from the Cabinet papers we have added the 'Cremation without service'. This is referred to as a direct cremation and has been brought into our operation as a response to enquiries for this service. It is the same as offered by competitors and utilises the earlier booking slots in the day which are generally not in service due to the timings of the regular service. The addition of this increases capacity without any significant additional overheads. Occasionally I have heard it mentioned that we do not have availability and funerals are taking longer to book.

In practise the difficulty arises when relatives or friends may need to travel from a distance therefore many families prefer say, lunchtime onwards and especially a Friday or any afternoon slots so that people have time to arrive without fear of being held up in traffic. Unfortunately, there is only one 1pm any day per week, or afternoons on a Friday so they are taken more quickly than perhaps a 9:15 Monday morning. Therefore, if you are the third person to request a Friday afternoon it could potentially be three weeks before you are able to have exactly the time which you most prefer. I have attached a years' worth of data which clearly shows the most requested times and confirms this trend. It also shows that a Wednesday seems to be the most least requested day.

Day/Service Time	09:15	10:00	10:45	11:30	12:15	13:00	13:45	14:30	15:15	16:00	16:45
<b>Monday</b>	13.14	17.1	18.21	18.88	19.57	19.18	18.41	18.91	17.1	14.76	14
<b>Tuesday</b>	13.79	14.61	17.35	19	18.45	19.1	17.98	18.89	16.33	14.5	8
<b>Wednesday</b>	10.97	14.26	16.61	17.86	17.77	17.24	18.59	18.37	16.34	17.85	
<b>Thursday</b>	14.11	14.61	16.21	17.96	18.52	18.86	17.53	19.65	17.44	14.85	10
<b>Friday</b>	12.08	15.52	18.14	20.2	20	20.22	20.42	20.45	18.85	17.15	15.5

## **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  
 Cabinet Sifting

**CABINET MEMBERS REPORT TO COUNCIL**

**22 February 2018**

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

For the period 5 January to 13 February 2018

**1 Progress on Portfolio Matters.**

Progress with the actions arising from the 2016/17 Annual Governance Statement has been monitored and the findings reported to Audit Committee. Progress with all actions is well underway and some actions are now completed. Work on compiling the AGS for 2017/18 has already started, with the draft scheduled to be presented to Audit Committee in May.

The strategic internal audit plan for 2018/19 was also considered by Audit Committee in February and has been agreed – this plan defines the work of the internal audit team for the coming year, and also outlines proposed work through to 2023.

**2 Forthcoming Activities and Developments.**

New Anglia Economic Strategy

On 25 January, the Norfolk Chamber of Commerce and New Anglia LEP have organised a consultation event with West Norfolk businesses on the delivery plan for the newly published New Anglia Economic Strategy. The event offered local businesses an opportunity to highlight current initiatives and investments and expressed their views on the key actions and interventions that the delivery plan should include for West Norfolk.

External funding – European Agricultural Fund for Rural Development – EAFRD (Greater Cambridge Greater Peterborough LEP)

The EAFRD has two funding strands: Business Development and Food Processing. The current EAFRD pipeline spend for the GCGP LEP area is at 48% of the current Call value for Business Development and 36% for the Food Processing, which means that there is £1,689,408 of unallocated funding under the Business Development strand and £2,323,278 under the Food Processing one.

The current call for Expressions of Interest for both funding streams is open until 31 May 2020. Successful projects will be able to claim funding until 31 December 2020.

The Borough Council and the Department for Environment, Food and Rural Affairs will organise a workshop in March to promote this funding opportunity to West Norfolk businesses.

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

Matthew Henry  
Jemma Curtis  
Martin Chisholm  
Chris Bamfield  
Abbie Panks (Markets)  
Ostap Paparega  
Paul Harrison  
Hunstanton Town Council  
Brian Long  
Cabinet  
David Pomfret (College of West Anglia)  
Bid Meeting  
Audit Committee  
Paul Harrison  
Sharon Clifton

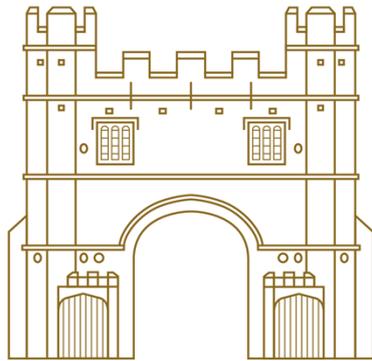
**CABINET MEMBERS REPORT TO COUNCIL**

**22 February 2018**

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

For the period 5 January to 12th February 2018

**1 Progress on Portfolio Matters.**



# South Gate

**KING'S LYNN**

The Friends of The Walks have donated a sum, which represents donations from visitors to the Red Mount & South Gate and monies raised by the Friends of The Walks, towards the South Gate interpretation renewal project. The Borough Council worked in partnership with Norfolk Museum Service to secure £89,500 of funding from the HLF. As reported in other Council reports, the project will include installation of new interior lighting, replacing information panels, some of which will show the view from each window as it would have been in centuries past and activities to encourage more young people and school groups to visit.

The Borough Archives have arranged 'Family History', workshops once each month for the next five months. This will give residents an opportunity to research into their family history with guidance from the Kings Lynn Borough Archivist.

The Kings Lynn established summer events are being arranged for 2018. The Mini Meet and the Classic Car Day are already being promoted on our

website with the official application form.

The successful Hunstanton Soap Box Derby date will be 23rd September. The first event of the year is the KL In Bloom Spring Plant & Craft Fair May 12th & 13th May followed on by the annual Hanse Festival May 20th. Many of the events could not happen without the support of many businesses and volunteers.

Like all Local Authorities in Norfolk as a Council we subscribe to Visit Norfolk. The top pages researched on the website during 2017 was top 10 beaches, Cycling, dog friendly woods & parks, bird watching, top searched word was Kings Lynn, Great Yarmouth and Holkham. Top locations where logged on from was London, (180k), Norwich (36k) Cambridge (21k). According to Google analytics 710,106 used the website which is 1.5 % up on 2016. Visit Norfolk had 30,000 twitter followers and 10,000 likes on Facebook up to Sept. 2017. To raise awareness during Spring 2018 of Norfolk as a short break holiday destination for specific targeted groups Visit Norfolk's Integrated Marketing Plan includes Sky Smart TV and ITV Advertising, Facebook advertising as well as posting blogs and a prize draw as well as social media digital advertising.

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

A partnership with the Borough Council, KL Civic Society and the Groundwork Gallery has been formed with the aim of funding to purchase and plant 10 trees this Spring in Kings Lynn that can provide long term environmental benefits for the town. The project named, 'Street Trees for Lynn' aims to identify new places within the town for new trees. The KL Civic Society are asking the public to suggest a suitable place for a new tree and to support the project financially. The BC has agreed to do the planting of the 45-65 litre containerised stock and maintain them.

Active Norfolk together with Alive Leisure and Alive Management are inviting West Norfolk businesses to take part in the West Norfolk Business Games at Lynnsport on March 28th. There are trophies for football, netball men's and women's and mixed doubles badminton.

GEAR 10K will take place on Sunday May 6th. As 2017 was it is being staged by Asda Foundation Run for All. Bepak is sponsoring the Corporate Challenge which is a race within GEAR 10K . Entry is open to teams of five or more. Bepak are also sponsoring the MINI GEAR 1.2 mile run and is open to children aged over 6years and adults of all abilities.

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

Portfolio meetings with;

Ray Harding Chief Executive

Lorraine Gore Exec Director of Finance Services

Chris Bamfield Exec Director of Commercial Services

Ostap Paparega Tourism  
Martin Chisholm Business Manager

Cabinet  
Environment & Community Panel  
Regeneration & Development Panel  
Ask LILY Board meeting  
Joint Board Alive Leisure & Alive Management Working Party  
Hunstanton Coastal Community Team meeting  
BC & Hunstanton Town Council Liaison Forum  
Carers Council Norfolk meeting  
Creative Arts East  
WN Tourism Executive meeting  
Guildhall Complex Informal Working Party  
KL Under Siege Civil War Archaeological Project meeting  
Emmerich Twinning committee  
St Margarets Trust meeting  
Kings Lynn Transport Plan meeting  
Tea for Trees fundraising event  
WN & KL Girls' Trust  
Kings Lynn Speedway  
Bishop of Lynn Breakfast Morning -Modern Slavery

**CABINET MEMBERS REPORT TO COUNCIL**

**22 February 2018**

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

For the period 25 January to 12 February 2018

**1 Progress on Portfolio Matters.**

**Construction Industry Training Board**

I together with Henry Bellingham MP, Elizabeth Truss MP and other local stakeholders had a discussion meeting with the CITB regarding their future plans for their site at Bircham Newton. Whilst their initial announcement of their future plans were presented in the press as already decided it was really positive to have formal negotiations with them on how and what of their West Norfolk operation could remain here. I was pleased that the meeting made some very positive progress and all parties have agreed to future liaison to do the best we all can for those employed at CITB.

**Staff Long Service Awards**

One of my favourite duties as leader is to attend the long service awards for our staff. 28 had completed 10 years of service during 2017, 5 had completed 20 years of service, 1 had done 30 years and 1 had completed a total of 40 years of service. A total of some 450 years from those involved and a fantastic commitment to West Norfolk.

**2 Forthcoming Activities and Developments.**

**Business Investment in Kings Lynn**

During January I had an early discussion with an established business looking to expand and move some of their operation to West Norfolk. Whilst the detail behind this is of course commercially sensitive, I have given my offer of help to them and will advise council as soon as I am able, but early indications are looking favourable for this which could see the creation of over 100 new jobs.

**Norfolk Coast Partnership**

I attended an initial meeting with the Norfolk Coast partnership on the potential for creating a charitable trust. Part of the work undertaken by them has charitable outcomes, such as environmental improvement schemes and education about the Area of Outstanding Natural Beauty, however only a charity can obtain funding from certain bodies to deliver such outcomes,

which the current partnership as set up cannot.  
I will of course advise Council if and when this exciting development comes to fruition as it could provide much needed investment to our Norfolk Coast AONB.

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

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

CITB roundtable discussion  
Norfolk Coast Partnership  
Long service Awards  
Downham area SNAP  
Hunstanton Town Council - BC & HTC forum  
3-Council Option Work Appraisal  
Freebridge Housing – various meetings

**RECOMMENDATIONS TO COUNCIL ON 22 FEBRUARY 2018 FROM CABINET  
ON 6 FEBRUARY 2018**

CAB118: **CAPITAL PROGRAMME 2018/23**

The Director Finance Services presented a report which set out the following:

- revised the 2017/2018 projections for spending on the capital programme
- set out an estimate of capital resources that would be available for 2017-2022
- detailed new capital bids that were recommended to be included in the capital programme for the period 2018-2022
- outlined provisional figures for capital expenditure for the period 2017-2022
- detailed recommendations in respect of land disposals.

Under Standing Order 34, Councillor D Pope addressed the Cabinet with a number of questions which were responded to as follows:

- Was there reassurance that the properties in the NORA phases would not be handed over to a housing association, to which Councillor Long confirmed that was not the intention, and the new housing company was being set up in order to hold those properties for rent should they not be sold.
- It was confirmed that when projects from the capital programme slipped the funding allocated moved with them to the next year.
- Infrastructure being funded by Business Rates which may not be in existence in 25 years – the risks associated with the Business Rates system were set out in the report but it was an informed projection.
- Officers undertook to check on whether a decision had been releases on the Growth Deal from the LEP.
- Was the projected income from the Major Housing scheme achievable, to which it was confirmed that the Corporate Project officer had a comprehensive list of properties and prices which were available for sale and he was optimistic that they would be met, but there was always the risk of the housing market slowing down, however the Council had the new Housing Company to let any properties which didn't sell so giving income sufficient to cover the Council's borrowing costs.
- Would any decisions taken on the additional delegation regarding disposal of land be able to be scrutinised. Councillor Long explained that the proposal enabled the Council to act quickly with property transactions if necessary, preventing the loss of a deal due to the potential lengthy timeframes. Councillor Beales confirmed that those decisions could be reviewed by the Panels.
- Why was the Council leasing equipment, to which the Director Finance Services explained that the options available were all considered and the most cost effective option was taken in each individual case.

**RECOMMENDED:** 1) That the amendments to capital schemes and resources for the 2017-2022 capital programme as detailed in the report be approved.  
2) That that new capital bids to be funded from available capital resources be approved and included in the capital programme 2018-2022 as detailed in the report.

3) That delegated authority be given to the Property Services Manager in consultation with the Leader, relevant Portfolio Holder and the Executive Director – Finance Services in respect of the disposal of surplus land as detailed in section 7 of the report.

### **Reason for Decision**

To report amendments, rephrasing and resources to the 2017-2022 Capital Programme

### **CAB119: CIVIL PENALTIES AND RENT REPAYMENT ORDERS - HOUSING AND PLANNING ACT 2016, HOUSING ACT 2004**

Councillor Lawrence presented the report which explained that the Housing and Planning Act 2016 introduced powers for the Council, as a local housing authority, to impose civil penalties as an alternative to prosecution for certain housing offences and extended the scope of rent repayment orders. The report outlined these powers and set out proposals to use them as part of the Council's regulatory role.

The Housing Services Manager confirmed that the evidence gathered for this process had to comply with the same burden of proof as for a prosecution and could be applied to agents and landlords.

Under Standing Order 34, Councillor J Collop addressed the Cabinet, making reference to the fact that so many Houses in Multiple Occupation (HMOs) were not registered. He raised concern about the fact that licenses may not have been obtained, and landlords may be contravening overcrowding notice, and the potential for landlords to transfer properties to other people to prevent notices.

Councillor Long explained that the proposal did not only relate to HMOs but to any rented property.

Councillor Lawrence reminded members that the proposal was another option available for housing standards, and that if information came forward on unregistered HMOs or overcrowding it would be investigated. There was a matrix set out in the report to follow in the process, but it did not prevent taking cases to court if necessary.

In response to Councillor Collop's question on whether the original person would be liable for a penalty if the property had been passed on, he refused to receive an answer from Officers as requested by the portfolio holder and left the meeting. The Housing Services Manager explained that there would be occasions where it was important to prosecute, and there were no upper limit on fines issued from a prosecution. He confirmed that properties would be passed on to others, and officers would have to investigate the case, and would be interested to hear of any such incidences. He made reference to the nationwide Rogue Landlords Register which would feature any landlord who was fined twice or more under this legislation.

The Chief Executive set out that the process was not to be soft on landlords but enabled officer to work speedily and not be held up by the courts system.

Councillor Beales asked how the burden of proof was achieved, the Housing Services Manager explained that internal procedures would be in place to reflect checks and balances and liaison would take place with Legal, caselaw examined, and the process would be kept under review.

Councillor Long reminded Members that the process was another tool to try to keep people safe and give a mechanism for a penalty with the burden falling onto those who were doing wrong.

**RECOMMENDED:** 1) That the Policy Statement in relation to civil penalties be approved as an alternative to prosecution for certain housing offences (by virtue of the Housing and Planning Act 2016) as detailed in the report and Appendix A of the report.

2) That the use of rent repayment orders (Housing Act 2004 and Housing and Planning Act 2016) as detailed in the report be approved.

3) That the Corporate Enforcement Policy be amended to incorporate these changes

4) That a Housing Regulation Policy incorporating Council decisions and the use of all housing duties and powers be brought forward in due course

5) That delegated authority be granted to the Chief Executive in conjunction with the Portfolio Holder for Community responsibility to agree any necessary changes to the approach used in the exercise of these powers – within the constraints of the Housing and Planning Act 2016.

### **Reason for Decision**

To note the new powers placed upon the Council and adopt a Policy in relation to the power to impose penalty charges and rent repayment orders. The new powers in relation to penalty charges offer an alternative to lengthy and expensive prosecutions.

**REPORT TO COUNCIL**

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

**Date of Meeting: 22 February 2018**

**APPOINTMENT OF REPRESENTATIVES TO SERVE ON OUTSIDE BODY – GAYWOOD ALLOTMENT TRUST**

**Purpose of Report**

This report seeks the nomination of representatives to serve on Gaywood Allotment Trust.

The Council are also requested to consider a request from two of the external Trustees to resign from the Trust.

**Recommendation**

1. That Council nominates 2 Borough Council representatives to serve on Gaywood Allotment Trust, up to the period May 2019.
2. That Council approve the appointment of the two external representatives to serve on Gaywood Allotment Trust.

**Reason for decision**

To ensure that the Council has continued representation on the Outside Bodies.

**1 APPOINTMENT OF BOROUGH COUNCIL REPRESENTATIVES**

Council are invited to nominate up four representatives to serve on the Gaywood Allotment Trust and appointments are made for a four year period, the current term of office will end in May 2019. Previously the Council has appointed three representatives, but following discussion with the Trustees, it has now been confirmed that the Council can appoint up to four Borough Council representatives.

Current Borough Council representation is as follows:

Councillor T Smith  
Councillor G Middleton  
2 x vacancies.

Council are therefore requested to appoint two representatives to the Outside Body.

## **2 APPOINTMENT OF OTHER REPRESENTATIVES**

A request has been received from the two external Trustees on Gaywood Allotment Trust who would like to resign. The two Trustees, Mrs Lillie and Mr Elwin, have found two other people, Mr Stewart and Miss Hayden, who would be interested in becoming Trustees.

Historically the Trust has requested that the Council confirm the appointment of external Trustees and Council is requested to approve the change in Trustees as above.

## **3 BACKGROUND PAPERS**

Outside Bodies Database.  
Request from Gaywood Allotment Trust.