

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



COUNCIL MEETING

Agenda

Thursday, 12th April, 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
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, 12th April, 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 22 February 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. CABINET MEMBERS REPORTS

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

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

- 1) **Corporate Projects and Assets - Councillor A Beales** (Pages 6 - 7)
- 2) **Development - Councillor R Blunt** (Pages 8 - 10)
- 3) **Housing and Community - Councillor A Lawrence** (Pages 11 - 12)
- 4) **Environment - Councillor I Devereux** (Pages 13 - 15)
- 5) **Facilities and IT - Councillor Mrs K Mellish** (Pages 16 - 17)
- 6) **Performance - Councillor P Hodson** (Pages 18 - 19)
- 7) **Deputy Leader and Culture, Heritage and Health - Councillor Mrs E Nockolds** (Pages 20 - 22)
- 8) **Leader and Resources - Councillor B Long** (Pages 23 - 24)

9. MEMBERS QUESTION TIME

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

10. 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: 13 March 2018** (Pages 25 - 27)

CAB132: Non Domestic Rates Discretionary Relief Policy Update

CAB134: Treasury Management Strategy 2018/19

CAB135: Polling District and Polling Places Review - Marshland St James

Ray Harding

Chief Executive

CABINET MEMBERS REPORT TO COUNCIL**12 April 2018****COUNCILLOR ALISTAIR BEALES - CABINET MEMBER FOR CORPORATE PROJECTS AND ASSETS**

For the period 23 February to 3 April 2018

1 Progress on Portfolio Matters.

Riverfront – Aecom consultants have been appointed to take the project forward with a view to a hybrid planning application in due course. (A hybrid application essentially means full and detailed planning permission is sought for roads and infrastructure with outline permission sought for residential units. Number of units and layout are likely to be fixed but architectural details within later Reserved Matters application).

NORA/Enterprise Zone – work is progressing on a planning application for site infrastructure and speculative units. Council authority will be needed to build out that permission if granted but extant planning permission is required for grant applications etc. and is the logical way forward.

2 Forthcoming Activities and Developments.

Property Services continue to discuss the possibility of a revised lease with the owners of Kings Lynn Town Football Club. As ever, a balance needs to be struck between taxpayer interests and the commercial interests of the club and there is cause for cautious optimism given that balance is understood by both the council and the club.

Work continues on the Major Housing Scheme and it was pleasing to see good progress on the 89 homes on Lynnsport 4 and 5 and an excellent update can be seen on BCKLWN website.

3 Meetings Attended and Meetings Scheduled

26/2/18 – Cabinet sifting

5/3/18 – planning training meeting for Parish Councils

7/3/18 – meeting at Lynnsport with Corporate Projects Officer

7/3/18 – Gayton PC
13/3/18 – Cabinet
14/3/18 – Local Authority Housing Company (apologies given).
19/3/18 – Sibelco public liaison meeting.
20/3/18 – portfolio briefing.
21/3/18 – Freebridge Community Housing/Cabinet meeting.
3/4/18 – Cabinet sifting
3/4/18 – Regen & Development Panel (apologies given).
9/4/18 – meeting with Exec Director Chris Bamfield and Cllr. Nockolds
9/4/18 – portfolio briefing
11/4/18 – meeting with NWES and BCKLWN Chief Exec.
12/4/18 – full Council

CABINET MEMBERS REPORT TO COUNCIL

12 April 2018

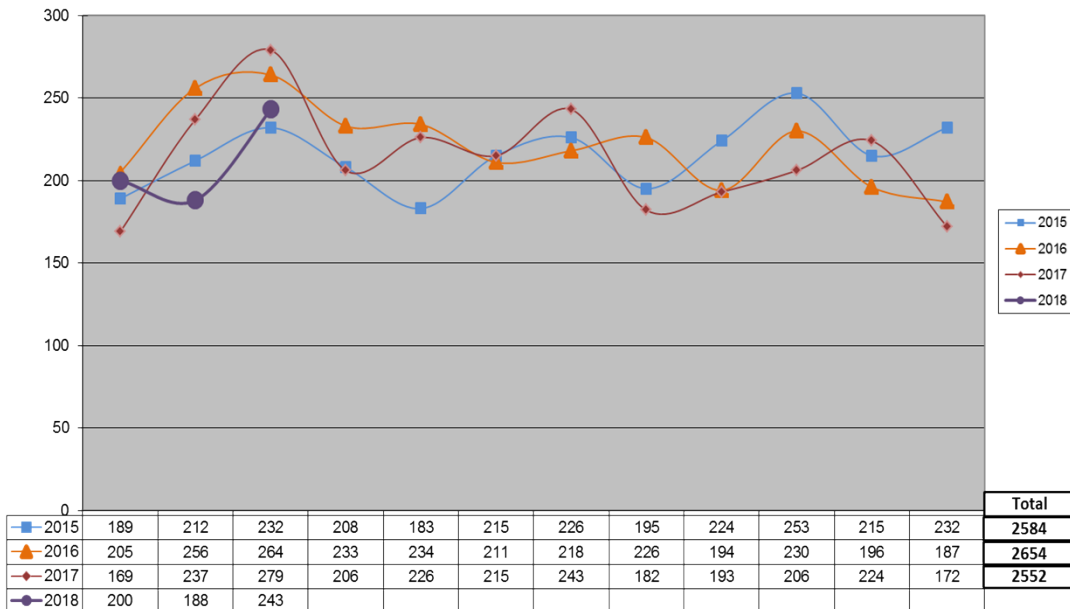
COUNCILLOR RICHARD BLUNT - CABINET MEMBER FOR DEVELOPMENT

For the period 09 February 8 to 31 March 2018

1 Progress on Portfolio Matters.

Planning Applications

Planning and discharge of condition applications received



Planning

Despite the 20% increase in Planning Fees which came into force on the 17 January 2018, the number of applications returned to a normal level in March. The number of applications and associated fees are on budget.

The legal challenge to the Gayton appeal decision is still awaiting final decision from the High Court Judge. Both the first (SoS) & second (developers) defendants have agreed not to defend the case so it should be a formality.

The Parish planning update scheduled for Monday 5th and Tuesday 6th March was attended by about 50 Parishes.

Draft revised National Planning Policy Framework (NPPF)

The officers and myself have been reading and attempting to understand the revised NPPF. I have attended a seminar by Nplaw explaining the proposed NPPF.

I have included some headlines from the draft NPPF.

Greater responsibility

Local authorities will have a new housing delivery test focused on driving up the numbers of homes actually delivered in their area, rather than numbers planned for. Developers will also be held to account for delivering the commitments, including affordable housing and the infrastructure needed to support communities.

Maximising the use of land

More freedom will be given to local authorities to make the most of existing brownfield land to build homes that maximise density. Redundant land will be encouraged such as under utilised retail or industrial space for homes, with more flexibilities given to extend upwards on existing blocks of flats and houses as well as shops and offices. This will mean we can build the homes the country needs while maintaining strong protection for the Green Belt.

Maintaining strong protections for the environment

Ensuring developments result in a net gain to the environment where possible and increases the protection given to ancient woodland so they are not lost for future generations.

Ensuring the right homes are built

Delivering more affordable homes that meet the housing needs of everyone wherever they are in their life, including sites dedicated for first time buyers, build to rent homes with family friendly tenancies, guaranteed affordable homes for key workers and adapted homes for older people.

Higher quality and design

Introducing new quality standards so well designed new homes are built in places people are proud to live in and live next door to.

More transparent planning process

Local authorities will be encouraged to work together and continue to close the gap between planning permissions granted and homes built. A new standardised approach to assessing housing need will be introduced with new measures to make the system of developer contributions clearer, simpler and more robust, so developers understand what's expected of them and will be in no doubt that councils will hold them to their commitments.

2 Meetings Attended

Planning Committee
Cabinet Sifting
Cabinet
Various meetings with Officers
Local Plan Task Group
Custom Build and Self Build Task Group
A47 Alliance Steering Group
NPIaw Seminar The Government's Proposals on Planning

CABINET MEMBERS REPORT TO COUNCIL

12 April 2018

COUNCILLOR ADRIAN LAWRENCE - CABINET MEMBER FOR HOUSING & COMMUNITY

For the period 22 February to 2 April 2018

1 Progress on Portfolio Matters.

Home Choice

The home choice figures for March are as follows:

There were 856 live applications –

152 High
232 Medium
472 Low

There were properties 22 let
And 218 new applications or change of circumstances received

Homelessness Reduction Act 2017 implementation

We continue to make preparations for the implementation of the Homelessness Reduction Act. This is the most significant change to the law around this area of the Council's work since the original legislation 40 years ago. The Act puts homelessness prevention on a statutory footing. From next month everyone who is homeless or threatened with homelessness will be assessed and a personal housing plan will be prepared for everyone. Additional staff have been recruited to meet the additional work load. Work is underway on developing a new homelessness and rough sleeping strategy.

Warm Home Fund

I previously mentioned a fund launched by The National Grid and a company called Affordable Warmth Solutions. A county wide bid was made – led by Broadland District Council. The bid was successful with an award of £3.1M over 2.5 years. The scheme will primarily provide new heating solutions for fuel poor households including air source heat pumps in non-gas areas. Further details will be announced in due course.

New Floating Support service – Stonham

A new floating support service has been commissioned. It is different from the previous Stonham service, as it has a greater focus on crisis intervention. This new service started on 1st April 2018.

New Rough Sleeping Outreach service – Genesis

A rough sleeping outreach service (the first of its kind) will address the needs of those rough sleeping. There has been an increase in rough sleeping in the Borough over the last 2 years. This new service will help connect people who may not be accessing support services to those that can help. Genesis is uniquely placed to provide this service, as the organisation is the principle provider of direct access and emergency accommodation. The service officially started on the 1st April 2018 although mobilisation arrangements have been taking place throughout March.

Homelessness and Rough Sleeper Strategy 2018-2021

Work has commenced on the new strategy. A number of focused sessions with service providers and statutory services have been arranged. A very positive response from all providers has been received. We are looking forward to getting this important piece of work well underway.

2 Meetings Attended

Full Council
Cabinet Sifting
Cabinet
Meetings with Officers
Local Authority Housing Company
Joint Meeting with Cabinet Members and Freebridge
Planning Training

CABINET MEMBERS REPORT TO COUNCIL

12 April 2018

COUNCILLOR IAN DEVEREUX- CABINET MEMBER FOR ENVIRONMENT

For the period 12 February to 23 March

1 Progress on Portfolio Matters.

The Wash & North Norfolk Marine Partnership Board discussed the forthcoming “Wild Seas Week” to be celebrated around the Wash from 3-12 August. It will include the theme of ‘**Litter Free Coast and Sea**’ as well as ‘**Marine Culture**’, ‘**Sustainable Coastal Food**’ and related matters. We are examining how we can most effectively contribute to the programme. The Chair, the CEO of The Eastern Inshore Fisheries Conservation Authority, also reported that their latest research into the recent incidence of Shellfish Poisoning Syndrome indicated that although some contamination of Dabs had been detected earlier, there was no subsequent evidence of such contamination in commercial fishery species.

We are near to completing a project to assist concerned beach users who wish to report **incidents of dead seals** being washed up on the shoreline. Disposal, or, otherwise is the responsibility of the owners of the inter-tidal areas and we have now mapped this ownership around the borough’s coastline together with contact details. This will be published on our website in the near future and provide a valuable resource for those requiring the information.

The ‘Beast from the East’ caused major disruption to the Waste Collection schedule across the Borough. We lost over 2 full day’s work due to the severity of the snow, ice and low temperature conditions, with some rural areas impacted more severely because of access issues. Our Teams performed well beyond the call of duty and provided support to many, without incident, whilst the conditions were still deteriorating. Collections resumed in King’s Lynn on the Friday, and the 2 day, delayed schedule used for Christmas and Easter was implemented from the following Monday. This was communicated to Borough Councillors and Parish Clerks and put onto the website as soon as it was agreed.

Participation in the LGA Coastal SIG enabled me to outline the special nature and magnitude of the **cost of Internal Drainage Boards on the Borough**

Council Tax Bill in seeking support from LGA colleagues. It is clear that IDBs are a very special and essential feature of very few Councils across the Nation and we have made specific representations for relief for the cost of this function as part of the Government Fair funding Review.

Whilst attendance at the WECMS Stakeholder Review was much reduced by snow storms, local Councillors, our Officers and Consultants, participated in a very constructive discussion on the draft stage of the **Hunstanton Coastline Management Plan**. Over twenty Members of the Public attended the subsequent Public consultation drop-in session.

I participated in the launch of a 'Community Fridge' with Downham Town Council, Local Businesses and The Heritage Society at the Downham Heritage Centre as part of the **"Sainsbury's Discover Communities"** initiative in conjunction with the Norfolk Waste Partnership as part of a County wide programme. This will help to reduce food waste and provide benefits to the residents of Downham Market.

The sales of the Brown Bin garden waste service have now exceeded the target of 26,200 with **26,895 sold as of 20th March**. This is a reflection of the excellence of this environmentally responsible service, delivered well and bringing benefits to the whole community.

2 Forthcoming Activities and Developments.

As a result of the question raised in Council, I requested Officers to review the use of 'single use plastics' at Alive Leisure. The current stock of plastic straws is now being run down and replaced by paper straws, with a review of other procurements underway across the Council.

We will be responding to the HM Treasury consultation paper entitled **"Tackling the plastic problem: Using the tax system or charges to address single-use plastics"** which closes mid-May.

On the question of Street Lighting, a full programme of visual and functional surveys is underway with the potential for structural survey if needed. Repair and Replacement will be addressed through our implementation of the Government sponsored REFIT campaign.

3 Meetings Attended and Meetings Scheduled

NCC Leaders Meeting
Corporate Performance Panel
Regeneration & Development Panel

Council

Habitat Regulation Assessment, Monitoring Management & Green Infrastructure Panel

Cabinet and associated Briefing and Sifting meetings

Wash East Coast Management Strategy Stakeholder Forum

Hunstanton Coastal Management Plan: Public Consultation

Local Government Association: Coastal Special Interest Group

Wash & North Norfolk Marine Management Partnership: Full Management Board

Various Portfolio Meetings

Cabinet Meeting with FreeBridge

Launch of the NWP Community "Fridge" Project at Downham Market Heritage Centre

CABINET MEMBERS REPORT TO COUNCIL**12 April 2018****COUNCILLOR MRS KATHY MELLISH - CABINET MEMBER FOR FACILITIES AND ICT**

For the period 23 February to 12 April 2018

1 Progress on Portfolio Matters.

It's that time of year again when the annual council tax bills have been posted. This always generates additional calls to the Council Information Centre (CIC) having an additional stream of questions and they are therefore very busy responding to these queries. On the busiest day, call volumes increased by 168% compared to same day the week before (5th March 279 council tax enquiries received and 749 on the 12th March). The CIC received a large number of calls from customers mainly about the overall increase, although there were more enquiries in respect of the way in which the increase in the Adult Social Care portion of the bill had been calculated and displayed on the bill. This was a format which was prescribed by Central Government and which County had no discretion over either but did cause a significant number of enquiries. It is always very difficult for us as the collecting agency as it is thought we are the main reason for any increase, but the CIC staff are ready each year and can explain how the bills are made up. Sometimes as you pass the team and catch the conversation you could be forgiven for considering a recorded message might be useful at this time of year....

Over the main billing period, an average of 43 new 'MyAccount' accounts were created by customers utilising our digital services platform. 44% of these were created out of office hours which indicates that a good proportion of potential enquiries were resolved by the customers themselves. It also shows that many people conduct their business out of hours from the normal 9-5 so the necessity of the website and getting it right is very important, e-forms especially which is something the team are working hard to ensure are fit for purpose.

The medical implant recycling initiative we have with the Institute of Cemetery and Crematorium Management has for the first time been able to award a double refund so we are very pleased to be able to offer a donation to two worthwhile causes shortly. Our first cheque will be for Alzheimer's Society Norfolk and Suffolk branch toward the end of April and our second is still being organised so details to follow.

I was pleased to attend the official opening of the new ground floor and welcome the DWP/JCP team to King's Court on 28 March. It is a very good example of joint working with efficiencies for all parties to include sharing of space, facilities, infrastructure and staff.

It must be mentioned that this was a very time-consuming venture and involved endless officer input for planning and management of the project however not withstanding the usual last minute issues it has come together on time so thank you to all who were involved in this and your efforts have not gone unnoticed.

Since the last report Chris Black has started in his role as the new Cemeteries and Crematorium Manager. He has a high bar already set by David Clayton who should be thanked for his years of service and the high standard he set for his role at the Council. I have met with Chris and am very interested in seeing where his thoughts may be for the future of the department once he has been able to work through the first few months to get a good idea of what may be issues or actions that he would like to investigate further.

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
Official Opening of the new DWP office and Ground Floor facilities
ICT Development Group
Joint Employee meeting
Cabinet Sifting

CABINET MEMBERS REPORT TO COUNCIL**12 April 2018****COUNCILLOR PETER HODSON - CABINET MEMBER FOR
PERFORMANCE AND ECONOMIC DEVELOPMENT**

For the period 23 February to 3 April 2018

1 Progress on Portfolio Matters.

In January and February footfall in King's Lynn town centre was down compared to last year, but we are faring better than the national average. The Beast from the East had a dramatic effect on March footfall for the month to date. The national situation has been reflected nationally with a number of retail chains under pressure including New Look, M&S, and Prezpos, although all are performing well in King's Lynn.

Early discussions are taking place with the King's Lynn BID and the Vancouver Quarter for a campaign to increase footfall levels.

In conjunction with the BID a Farmers Market has been organised for Saturday 14 April 2018 on the Saturday Market Place.

I am working with officers to look at improvements and replacement for Christmas lights. Most of the current lights are 14 years old, any new lights will be more energy efficient and help to enhance town centres at a crucial time of the year for retailers. Discussions are taking place with the King's Lynn BID who are keen to enhance the council's investment.

With Lincolnshire County Council and Fenland District Council the borough is a partner in a grant application to the Coastal Communities Fund for an initiative to increase water based tourism under the "Sail the Wash" banner. If successful, the application will help to improve physical arrangements for vessels and improve marketing and promotion. Further applications under the Coastal Communities programme are being considered for future funding rounds.

2 Meetings Attended and Meetings Scheduled

Cabinet Sifting
Portfolio Meetings
Mayor's Business Award

BID meeting
Cabinet
Ely Task Force meeting
Martin Chisholm (Markets)
Jason Richardson (Hunstanton Coastal Communities Team (HCCT))
Ostap Paparega (Grant Funding)
Norfolk Chamber Of Commerce
A47 Alliance Meeting
HCCT Hunstanton
Becky Box
Brian Long
Paul Harrison
Jason Richardson
Freebridge (Town Hall)

CABINET MEMBERS REPORT TO COUNCIL**12 April 2018****COUNCILLOR MRS EA NOCKOLDS
CABINET MEMBER FOR CULTURE HERITAGE AND HEALTH**

For the period 16th February to 6th April 2018

1 Progress on Portfolio Matters.

'West Norfolk Wins' our new Community Lottery held a successful launch last month with over 40 groups represented. This Lottery will benefit local good causes, 16 of which have already registered on the Lottery web-site. The Lottery has had some excellent media coverage. The ticket sales will start on 17th April and the first draw on 26th May.

To continue the development of the Guildhall complex, to build on new audiences, both local and national and improve existing work streams for the Arts in our Borough the Council are working with external bodies and stakeholders such as Creative Arts East, Look Sideways East, Arts Council and Norfolk Museums Service. A Cultural Prospectus is currently being developed to build on our Corporate Plan and help to integrate the Councils work with key stakeholders.

Creative Arts East, a National Portfolio Organisation, (NPO), are applying for Arts Council funding to support, "Celebrating Age in West Norfolk" which is a 2 year project.

Look Sideways East, Phase2, is a New Anglia LEP Cultural Board initiative to develop cultural tourism across Norfolk and Suffolk. The Borough Council and KL Festival have been identified as one of four areas to benefit from the development of the cultural economy across the tourism and culture sectors. The Council are continuing to work with Collusion, who predominately work with emerging and digital art, to develop a bid to the Arts Council for a future project based on interactive technology which will utilise our light projections during the Christmas season. Financial support has been obtained from the KL Business Improvement District, (BID).

We have obtained funding from the Norfolk Business Rates Pool to support work around the feasibility of setting up a Creative Hub in Kings Lynn and the potential for this to be based within the Guildhall complex. An inaugural meeting has been held with another NPO, which is Norwich based, Festival Bridge, to plan and place together a Local Cultural Education Partnership Board. This Boards aim is to consult with young people in West Norfolk both during school hours and their free time which in turn will be offering cultural

activity.

Ask LILY directory has reached over 35,000 people during 2017/18. This success is thanks to our LILY Coordinator and Advisors from 5 local charities, working in local Libraries, Book shops, GP Surgeries and the QE Hospital and attending local events and activity days. Although funding from Safer & Well Being Fund will cease this month our staff has been successful in been awarded Combating Loneliness and Social Isolation funding for the next 3 years. This funding will enable Ask LILY to expand to supporting all adults, (18+).

2 Forthcoming Activities and Developments.

The coastal resorts have been prepared for the forthcoming holiday season amenities put into place for operation, chalets decorated, seasonal staff appointed and the Hunstanton promenade swept. During March due to heavy storms extra equipment and staff from other areas of work in West Norfolk took part in sweeping and cleaning the promenade. On one occasion 30 staff were working on the cleaning operation.

The Resorts activities and events are being marketed on the visitwestnorfolk web-site, North Norfolk web-site, KLFM and 'Where to Go & What to Do' leaflets.

Seahenge, the Holme Bronze Age timber circle, conserved and displayed at the Lynn Museum is to feature in a regional BBCTV programme as part of the Civilisations series, presenter Ray Mears, was filmed at the Museum in February. The programme about Bronze Age is due to be broadcast within the next 2 months.

During last month ITV film crew visited over 4 days to film the third series of a six part Crime Drama called "Forgotten". Our Town Centre Manager helped with several logistical issues including providing car parking for over 20 large vehicles both in King's Lynn and Hunstanton. Many of the crew were also visiting West Norfolk for the first time and commented how impressed they were with the area.

During April at Stories of Lynn a programme of Talks will be given. The subjects are Female Mayors, Norfolk Suffragettes and Norfolk's Forgotten Wives and Mothers.

The extra exhibition at the Stories of Lynn during the next 4 weeks is at least 60 replica King John cups made by pupils at local schools.

Run for All GEAR 10K has almost 3,000 runners registered, this is a 20% increase on last year. To cater for the extra runners the route has changed just slightly. The Marshal Co-ordinator is requesting for more volunteers to take part in Marshalling.

The Activities Co-ordinator at Hunstanton has arranged a family fun day

during the school Easter holidays which will take place on the Green. This is the first of many on the programme.

3 Meetings Attended and Meetings Scheduled

Portfolio meetings with

Ray Harding Chief Executive
Chris Bamfield Exec Director Commercial Services
Lorraine Gore Exec Director Finance Services
Martin Chisholm Business Manager
David Morton Resorts Manager
Claire Thompson Grounds Manager
Rachael Williams Learning & Engagement Officer
Roger Partridge Hunstanton Heritage Gardens Activities Coordinator

Cabinet

Health & Wellbeing Board

Area Museums Committee

Norfolk Records Committee

Joint Norfolk Museums Service Committee

E&C Panel

R&D Panel

Alive Management meeting

WN Primary Care Commissioning Committee

LILY Board meeting

Mary Muir NCC Arts Officer

BC & Hunstanton Town Council Liaison Forum

National Trust

Guildhall Complex Informal Working Party

Alive Trust & Alive Management Joint Board meeting

Local Educational Cultural Partnership

St Margaret's Trust

West Norfolk Wins Lottery launch

West Norfolk Community Sports

Financial Assistance Grants Awards

Anglia in Bloom Conference

Look Sideways-East Evaluation meeting

Internal Drainage Board

CABINET MEMBERS REPORT TO COUNCIL

12 April 2018

COUNCILLOR BRIAN LONG - LEADER & CABINET MEMBER FOR RESOURCES

For the period 22nd February 2018 to 3rd April 2018

1 Progress on Portfolio Matters.

Budget and Efficiency Savings

Following the setting of our 2018/19 budget in February our latest monitoring report figures for February 2018 shows our financial position better than budgeted for with additional money available to put to reserves. Initially we were expected to “break even” for 2017/18. Additional funding carried forward to 2018 will help with financial pressures we have in 18/19. Included in these sums will be a sum for Guild Hall emergency repairs needed ahead of any additional works being undertaken on this complex.

Boundary & Ward Review.

Today the details of the review of the Boundary Commission has been made available to us. The conclusions are broadly in line with their draft submission. However notable changes have been made to the Sandringham parish that moves from Woottons Ward to Dersingham, as was requested by the Parish Council. Each point raised by the consultation seems to have been addressed although most have been rejected and reasons given.

The next part of this process is that the commission will submit to Parliament for changes to be put in place. Following which new ward boundaries will be in place for the 2019 local elections.

2 Forthcoming Activities and Developments.

Joint Working with Freebridge Community Housing

As part of our need to deliver more housing within West Norfolk we have had an initial meeting between the Borough Council Cabinet and Freebridge Board. It is hoped that following this initial meeting we can both work together on joint projects where we have adjacent land holdings.

3 Meetings Attended and Meetings Scheduled

In addition to my usual round of cabinet and portfolio meetings I have also attended the following:

A47 Alliance launch of the Just Dual It Campaign
Association of Drainage Authorities – Great Ouse Branch AGM
Meeting with Mayor of Cambridgeshire Combined Authority
Kings Lynn Internal Drainage Board
Meeting with Doctor Ahmed (Fairstead Surgery)
Meeting with Borough Apprentices
Meeting with Bidders for the Re-fit Scheme at Lynnsport
Commonwealth Flag Raising at Kings Court
Kings Lynn Town Centre Partnership
Norfolk Leaders Meeting
Planning Training Session
Hunstanton Town Council Liaison Meeting
Opening of new Facilities within Kings Court for the Department Of Work & Pensions
College of West Anglia Liaison Meeting
Norfolk Coast Partnership – Charity Meeting
Liaison Meeting between Freebridge Community Housing & Cabinet.

CABINET RECOMMENDATIONS FROM 13 MARCH 2018 CABINET MEETING TO COUNCIL ON 12 APRIL 2018

CAB132: NON DOMESTIC RATES DISCRETIONARY RELIEF POLICY UPDATE

The Revenues and Benefits Manager presented the report which invited Members to agree the refreshed wording of the Discretionary Relief policy.

There were no changes to the actual criteria for receiving relief, or to any of the Discretionary Reliefs already awarded.

The Council was able to award Discretionary Relief to its ratepayers to reduce or remit their Non Domestic Rates (Business Rates) bill.

The Council must approve any awards of Discretionary Relief. This was achieved by having a Discretionary Relief Policy agreed by Members, allowing Officers to award reliefs where the policy criteria were met. For many years the Council had operated a Discretionary Relief policy that gave help to charitable, not for profit and sporting organisations, based in the Borough and whose work benefits the local community.

The Discretionary Relief Policy had been updated on an ad hoc basis over the years and now lacked a logical flow. Some government funded reliefs had also ended. The policy had been reviewed and refreshed and the report contained the updated policy and noted the changes which had been made.

Delegated authority to the Council Leader was also requested to decide any applications not meeting the criteria in the relief policy.

Under Standing Order 34 Councillor Pope asked if those categories in 3.1 that had been removed were charged business rates. The Revenues and Benefits Manager explained that if the category came below a certain Rateable Value, there were no business rates to pay.

RECOMMENDED: 1) That the changes to the refreshed policy be adopted from 1 April 2018.

2) That delegated authority be given to the Council Leader to decide any applications not meeting the criteria in the relief policy.

Reason for Decision

To ensure a current Non Domestic Rates Discretionary Relief policy is in place.

CAB134: TREASURY MANAGEMENT STRATEGY 2018/19

The Group Accountant presented the report which explained that the Council was required to receive and approve a Treasury Management Strategy Statement, Minimum Revenue Provision Policy Statement and Annual Investment Strategy which covered:

- Capital plans, including prudential indicators
- A Minimum Revenue Provision (MRP) Policy
- The Treasury Management Strategy
- An Investment Strategy

The report covered the requirements of the Local Government Act 2003, the Chartered Institute of Public Finance Accountants (CIPFA) Prudential Code, the Ministry of Housing, Communities and Local Government (MHCLG), MRP Guidance, the CIPFA Treasury Management Code and the MHCLG Investment Guidance.

The report looked at the period 2018/2022 which fitted with the Council's Financial Plan and Capital Programme. The report was based upon the Treasury officers' views on interest rates, supplemented with leading market forecasts provided by the Council's treasury advisor, Link Asset Services.

Under Standing Order 34, Councillor Pope asked the following with the answers given or made the comment:

- Were Link Asset Services the old Capita – yes
- Were some of the figures achievable – such as the new homes being built if the capital receipts weren't achieved due to the housing market dropping. Councillor Beales explained that the elements of the major developments had been split into phases, each of which required approval. The Council already owned the land and it was always a possibility to stop building. The risks were mitigated. It was also commented that it was providing much needed housing for the area and the Government was now pushing Councils to build houses.
- The counter party risks still needed to be considered – short term borrowing would be better than long term. It was confirmed that short term borrowing would be cheaper than the long term, but borrowing was amended for the benefit of the Council.
- The report referred to the decision making body in 12 c – which body was that – it was confirmed it was Cabinet and Council if required.
- Was it a possibility to cancel loans mid way if not favourable (14b) – it wasn't possible to cancel loans, the risk was reflected in the interest rate paid.
- Concern was raised about the £10m in lobo loans 10 years ago – Cabinet was reminded that the loans were taken out for the Housing Transfer which could not have taken place without them, and over their lifetime the rates were acceptable.

Councillor Beales asked how the level of authorised limit of borrowing was reached, to which it was explained that it was an internal calculation of the level of internal debt and space to cover anything required.

RECOMMENDED: 1) That the Treasury Management Strategy Statement 2018/2019, including treasury indicators for 2018/2022 be approved.

2) That the Investment Strategy 2018/2019 be approved.

3) That the Minimum Revenue Provision Policy 2018/2019 be approved.

Reason for the Decision

The Council must produce a Treasury Management Strategy Statement, Minimum Revenue Provision Policy Statement and Annual Investment Strategy 2018/2019 by 31 March 2018.

CAB135: POLLING DISTRICT AND POLLING PLACES REVIEW - MARSHLAND ST JAMES

Councillor Long presented the report which presented a revised Polling District and Polling Place Review Schedule. The proposal moved the Polling station from the Jubilee Hall Marshland St James to the new Marshland Hall.

RECOMMENDED: That the Polling District and Polling Place Review Schedule attached to the report, with the change to Marshland St James Polling Station be adopted.

Reason for Decision

To ensure that the Council meets its statutory obligations.