

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



Environment and Community Panel

Agenda

Tuesday, 1st May, 2018
at 6.00 pm

in the

**Council Chamber
Town Hall
Saturday Market Place
King's Lynn**



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

Friday 20 April 2018

Dear Member

Environment and Community Panel

You are invited to attend a meeting of the above-mentioned Panel which will be held on **Tuesday, 1st May, 2018 at 6.00 pm** in the **Council Chamber, Town Hall, Saturday Market Place, King's Lynn** to discuss the business shown below.

Yours sincerely

Chief Executive

AGENDA

1. Apologies for absence

To receive any apologies for absence.

2. Minutes (Pages 6 - 11)

To approve the minutes of the previous meeting.

3. Declarations 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.

Those declarations apply to all Members present, whether the Member is part of the meeting, attending to speak as a local Member on an item or simply observing the meeting from the public seating area.

4. Urgent Business

To consider any business which, by reason of special circumstances, the Chairman proposed to accept as urgent under Section 100(b)(4)(b) of the Local Government Act, 1972.

5. Members Present Pursuant to Standing Order 34

Members wishing to speak pursuant to Standing Order 34 should inform the Chairman of their intention to do so and on what items they wish to be heard before the meeting commences. Any Member attending the meeting under Standing Order 34 will only be permitted to speak on those items which have been previously notified to the Chairman.

6. Chairman's Correspondence

If any.

7. Creative Arts East (40 mins) (Verbal Report)

Members may wish to view the following background paper:

- [Cultural Prospectus](#)

8. Parish Council Election Costs - Uncontested Elections (20 mins) (Pages 12 - 15)

To consider the attached Cabinet Report and make any appropriate recommendations to Cabinet.

9. Community Car Scheme (40 mins) (To Follow)

10. Updates on Outside Bodies (10 mins)

a) **King's Lynn Football Club** (Page 16)

b) **Norfolk Countywide Community Safety Partnership Sub Committee** (Page 17)

11. Work Programme and Forward Decision List (Pages 18 - 26)

12. Date of the next meeting

To note that the next meeting of the Environment and Community Panel is scheduled to take place on 12th June 2018 at 6.00pm in the Council Chamber, Town Hall, Saturday Market Place, King's Lynn.

To:

Environment and Community Panel: Miss L Bambridge (Vice-Chairman), A Bubb, Mrs S Collop, Mrs S Fraser, G Hipperson, C Sampson (Chairman), T Smith, M Taylor, Mrs J Westrop, D Whitby and Mrs M Wilkinson

Portfolio Holders:

Councillor B Long – Leader of the Council

Councillor Mrs E Nockolds – Portfolio Holder for Culture, Heritage and Health

Officers

Mary Colangelo – Electoral Registration Manager

Lorraine Gore – Executive Director

Honor Howell – Assistant Director

By Invitation

Natalie Jode – Creative Arts East

Members of the Corporate Performance Panel for Agenda Item 8

BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK

ENVIRONMENT AND COMMUNITY PANEL

Minutes from the Meeting of the Environment and Community Panel held on Tuesday, 27th March, 2018 at 6.00 pm in the Council Chamber, Town Hall, Saturday Market Place, King's Lynn PE30 5DQ

PRESENT: Councillor C Sampson (Chairman),
Miss L Bambridge, A Bubb, Mrs S Collop, Mrs S Fraser, G Hipperson, T Smith,
D Whitby and Mrs M Wilkinson

Portfolio Holders

Councillor Mrs E Nockolds, Portfolio Holder for Culture, Heritage and Health

Officers:

Ged Greaves, Senior Policy and Performance Officer
Ray Harding, Chief Executive
Honor Howell, Assistant Director

By Invitation:

John Webster, Accountable Officer, CCG

EC86: **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Mrs Westrop.

EC87: **MINUTES**

RESOLVED: The Minutes from the previous meeting were agreed as a correct record and signed by the Chairman.

EC88: **DECLARATIONS OF INTEREST**

There were no declarations of interest.

EC89: **URGENT BUSINESS**

There was none.

EC90: **MEMBERS PRESENT PURSUANT TO STANDING ORDER 34**

Councillor Pope – all agenda items.

EC91: **CHAIRMAN'S CORRESPONDENCE**

There was none.

EC92: **SUSTAINABILITY TRANSFORMATION PLAN**

John Webster, Accountable Officer from the Clinical Commissioning Group (CCG) was present at the meeting and provided the Panel with an update on the Sustainability and Transformation Partnership. A copy of his presentation is attached.

The Chairman thanked John Webster for his presentation and invited questions and comments from the Panel, as summarised below.

In response to a question John Webster explained that consultation on projects and plans would be carried out as required with other organisations or the public. He explained that all constituent organisations made contributions to the upkeep of the Sustainability and Transformation Partnership and budgets were looked at locally for engagement work.

Councillor Mrs Fraser referred to a recent article in a Parish Magazine which stated that the local GP would no longer treat minor injuries such as scalds and burns and suggested that people go to A&E. John Webster explained that he was aware of the article and this approach was not supported by the CCG. It was explained that the CCG worked with practices to try and reduce unnecessary admissions to hospital and there was services available such as advice from GP's or Pharmacists and 111.

John Webster responded to questions about Fairstead and St James Surgery and explained that expansion of the area and population growth would have an impact on the services and facilities provided in the future. He explained that the CCG needed to ensure that there was sufficient care for the population and would work with individual surgeries and GP's as required.

Councillor Mrs Nockolds, Portfolio Holder for Culture, Heritage and Health explained that the Sustainability Transformation Partnership also dealt with social isolation and social prescribing. She explained that Lily played an active part in this and had been awarded social isolation. She also explained that investigations were ongoing as to if there could be a Member of Staff placed in the hospital to look at the discharge service and ways that people could receive care at home. John Webster explained that the CCG would be looking at ways to increase capacity at the hospital, occupancy levels and the discharge service.

In response to a question from Councillor Bubb, regarding attracting Doctors to Norfolk, John Webster felt that there was not a problem in this area and a group of local organisations did meet to promote West

Norfolk an attractive place to live and work. He explained that it was often the case that people moved out of the area for training and then returned for work.

In response to a question from Councillor Mrs Wilkinson, John Webster explained that some care homes did not accept weekend discharges and there were also cases where people came into A&E and did not need to be admitted, but they did not have the right support available out of Hospital, so they had to be admitted. The Sustainability Transformation Partnership would look at ways to expand access to services as part of the integration work.

The Portfolio Holder for Culture, Heritage and Health, Councillor Nockolds explained that Lily had an interactive stand at the Hospital which provided useful contact details for people which were being discharged.

Councillor Fraser commented that it was also important that strong support was provided for carers during the discharge process. John Webster agreed that this was important and the support available would be looked at. He explained that the Hospital would not risk discharging someone unless the proper support was available.

The Chairman, Councillor Sampson asked about longer opening times in surgeries and access to GP's, which could assist in taking the pressure off A&E. John Webster explained that extended access hours were something that was being looked at nationally as part of the GP 5 year forward view. He explained that the nature of GP's contracts meant that they were not required to provide out of hours services and any changes would need to be carried out nationally and be accepted by the GP's. John Webster explained that the CCG was responsible for out of hours cover in Norfolk and this was provided by services such as 111.

RESOLVED: 1. The update was noted.
2. A further update to be provided to the Panel in 12 months' time or sooner if there were any major developments which the Panel should be made aware of.

EC93: **CORPORATE PERFORMANCE MONITORING REPORT - QUARTER 3 2017/2018**

The Senior Policy and Performance Officer presented the report which monitored progress against agreed performance indicators for the year. The Panel was reminded that in January 2018, following recommendations from the Scrutiny Structures Task Group, Cabinet had agreed that Panels should consider their own indicators. The Senior Policy and Performance Officer explained that thirteen performance indicators were within the remit of the Environment and

Community panel and these were included in the report. There were three indicators which had not met target as follows, and a mitigation plan was in place to address issues:

- CC6 - % of Careline alarms installed within 10 days from date of enquiry.
- CC7 – time take (in weeks) from first visit to completion of work on Disabled Facility Grants.
- CC8 – Time taken (in weeks) from first visit to completion of work on adapt passported cases with a value under £6,000.

The Chairman thanked the Senior Policy and Performance Officer for his report and invited questions and comments from the Panel, as summarised below.

In response to a question from Councillor Bubb, the Senior Policy and Performance Officer explained that reasons why the targets had not been met had included the recent bad weather.

The Chairman explained that the Panel would regularly receive Performance Monitoring information and next time could look at if improvements had been made.

Councillor Smith suggested that information be provided in future reports on what action was being taken to improve the target and timescales for improvement. The Senior Policy and Performance Officer agreed to add this into the next report.

RESOLVED: The Panel agreed the actions outlined in the Action Report.

EC94: **UPDATES FROM REPRESENTATIVES ON OUTSIDE BODIES**

a College Council Liaison Board - Councillor Smith

Councillor Smith presented the report as included in the agenda.

RESOLVED: The update was noted.

b Area Museums Committee - Councillors Smith and Bubb

Councillor Smith presented his report, as included in the agenda. He reminded the Panel that the free entry period for the Lynn Museums ran until the end of March. He commented that there were lots of new exhibitions in the museum and work to conserve paintings had been carried out. He commented that Hardwick Cemetery paintings had been brought over from America. Ways to engage children now that pre-history was part of the curriculum was also being looked at.

Councillor Bubb commented that the Museum was open on Sundays, but shut on Mondays.

The Portfolio Holder for Culture, Heritage and Health, Councillor Nockolds commented that there was a good working relationship with Norfolk Museums Service and there were Service Level Agreements in place. She explained that as part of 'Norfolk Day' they were looking into joint tickets which could be purchased for Stories of Lynn, Trues Yard and the Museum.

RESOLVED: The update was noted.

c King's Lynn Football Club - Councillor Westrop

Councillor Mrs Westrop had sent her apologies for the meeting. Members were invited to submit questions to her in advance, which could be responded to at the next meeting.

RESOLVED: The update on the King's Lynn Football Club be considered at the Environment and Community Panel Meeting on 1st May 2018.

d Norfolk Countywide Community Safety Partnership Scrutiny Sub Panel - Councillor Westrop

Councillor Mrs Westrop had sent her apologies for the meeting. Members were invited to submit questions to her in advance, which could be responded to at the next meeting.

RESOLVED: The update on the Norfolk Countywide Community Safety Partnership Scrutiny Sub Panel be considered at the Environment and Community Panel Meeting on 1st May 2018.

e Norfolk Health Overview Scrutiny Committee - Councillor Fraser

Councillor Fraser presented her report, as included in the agenda. She commented that she had enjoyed participating in this Committee and had learnt a lot.

RESOLVED: The update was noted.

f West Norfolk Community Transport Project - Councillor Fraser

Councillor Fraser presented her report, as included in the agenda. She referred to the routes which were being taken over by West Norfolk Community Transport from Stagecoach. Councillor Fraser and the Chairman congratulated West Norfolk Community Transport on their ability to take over some of the strategic routes.

Councillor Fraser commented that Trustees were very willing and helpful and representatives from West Norfolk Community Transport would be attending an event that Councillor Fraser, as Disabilities Champion, would be hosting later on in the year.

RESOLVED: The update was noted.

EC95: **WORK PROGRAMME**

Members of the Panel were reminded that an eform was available on the Intranet which could be completed and submitted if Members had items which they would like to be considered for addition to the Work Programme.

The following items were suggested for addition to the Work Programme:

- Markets – an update had been scheduled for October.
- Homelessness Reduction Act – update to be scheduled for June.
- Surface Water Management
- Single use plastics.

RESOLVED: The Panel's Work Programme was noted.

EC96: **DATE OF THE NEXT MEETING**

The next meeting of the Environment and Community Panel would be held on Tuesday 1st May 2018 at 6.00pm in the Council Chamber, Town Hall, Saturday Market Place, King's Lynn.

The meeting closed at 7.37 pm

REPORT TO CABINET

Open		Would any decisions proposed :		
Any especially affected Wards	Mandatory/	Be entirely within Cabinet's powers to decide	NO	
	Discretionary /	Need to be recommendations to Council	YES	
	Operational	Is it a Key Decision	YES/NO	
Lead Member: Brian Long E-mail: brian.long@west-norfolk.gov.uk		Other Cabinet Members consulted:		
		Other Members consulted:		
Lead Officer: Mary Colangelo E-mail: mary.colangelo@west-norfolk.gov.uk Direct Dial: 01553 616281		Other Officers consulted: Chief Executive, Exec Director – D Gates, Democratic Services Manager		
Financial Implications YES	Policy/Personnel Implications NO	Statutory Implications YES	Equal Impact Assessment NO If YES: Pre-screening/ Full Assessment	Risk Management Implications NO

Date of meeting: 17 April 2018

PARISH COUNCIL ELECTION COSTS – UNCONTESTED ELECTIONS

Summary

This report proposes to pass on the full costs of uncontested Parish Council Elections to the Parish Councils concerned, both at the four-yearly Parish Council Elections as well as any Casual Vacancies in between.

Recommendation

To confirm the proposal to charge Parish Councils for their own uncontested elections.

Reason for Decision

To re-coup costs incurred by the Borough Council in the organisation of elections on behalf of Parishes.

1 Background

At its meeting on 16 November 2010, Cabinet agreed to:

- pass on the full cost of Parish Council Elections and Parish Polls to the Parish Councils concerned. This has applied to the Parish Council Elections in 2011 and 2015 so far, as well as casual vacancy elections.

2 Policy Implications

It is now proposed to re-charge Parishes for the cost of uncontested elections, both four yearly and casual vacancies in between in order to re-coup some of the costs associated with service provided.

3 Financial Implications

At the May 2015 Parish Council Elections, 12 Parish Councils had contested elections (13 wards). No charge was made for the other approximately 100 uncontested elections. When a Parish election is uncontested, there is a degree of administrative work required of the Borough Council elections team, as clearly it cannot be known at the outset whether a contested election will take place. This does of course have a real and measurable cost to the Borough.

It is estimated that costs for an uncontested election will be in the region of £200 per election; at this year's rate of uncontested elections this equates to approximately £20,000 cost to the Borough Council (every four years).

Charging for elections as a result of casual vacancies could also recover approximately £2,000 over a four year period, based on historic information available.

4 Personnel Implications

There are no personnel implications.

5 Statutory Considerations

The Borough Council has a statutory obligation to run Parish Council Elections. The proposal is to re-coup the costs of the service from its users.

6 Equality Impact Assessment (EIA)

There are no Equality Impact Assessment implications.

7 Risk Management Implications

There are no immediate risks identified in the proposal.

8 Declarations of Interest / Dispensations Granted

None identified.



**Pre-Screening Equality Impact
Assessment**

Name of policy/service/function					
Is this a new or existing policy/ service/function?		New / Existing (delete as appropriate)			
Brief summary/description of the main aims of the policy/service/function being screened. Please state if this policy/service rigidly constrained by statutory obligations					
Question	Answer				
<p>1. Is there any reason to believe that the policy/service/function could have a specific impact on people from one or more of the following groups according to their different protected characteristic, for example, because they have particular needs, experiences, issues or priorities or in terms of ability to access the service?</p> <p>Please tick the relevant box for each group.</p> <p>NB. Equality neutral means no negative impact on any group.</p>		Positive	Negative	Neutral	Unsure
	Age				
	Disability				
	Gender				
	Gender Re-assignment				
	Marriage/civil partnership				
	Pregnancy & maternity				
	Race				
	Religion or belief				
	Sexual orientation				
	Other (eg low income)				
Question	Answer	Comments			
2. Is the proposed policy/service likely to affect relations between certain equality communities or to damage relations between the equality communities and the Council, for example because it is seen as favouring a particular community or denying opportunities to another?	Yes / No				
3. Could this policy/service be perceived as impacting on communities differently?	Yes / No				
4. Is the policy/service specifically designed to tackle evidence of disadvantage or potential discrimination?	Yes / No				
<p>5. Are any impacts identified above minor and if so, can these be eliminated or reduced by minor actions? If yes, please agree actions with a member of the Corporate Equalities Working Group and list agreed actions in the comments section</p>	Yes / No	Actions:			
		Actions agreed by EWG member:			
Assessment completed by: Name					
Job title	Date				

Please Note: If there are any positive or negative impacts identified in question 1, or there any 'yes' responses to questions 2 – 4 a full impact assessment will be required.

Report to the Environment and Community Panel

Members' Feedback from Outside Bodies/Partnerships 2017/2018

Name of Organisation/Outside Body	King's Lynn Football Club
Name of appointed representative/s	Cllr Jacqueline D Westrop
Number of meetings held	4 + e-mal correspondence with officers
Number of meetings attended	4
Brief summary of key decisions discussed	Issues included the disposal of grass waste, sale of the ground and asbestos in buildings, and exploring fund raising opportunities for team and volunteer development
Implications for the Borough Council (if any)	Ongoing – to date informal briefings have occurred about the future involvement of the Borough
Any other information you would like to report	Update at panel

Report to the Environment and Community Panel

Members' Feedback from Outside Bodies/Partnerships 2017/2018

Name of Organisation/Outside Body	Norfolk Countywide Community Safety Partnership Scrutiny Sub Panel
Name of appointed representative/s	Cllr Jacqueline D Westrop
Number of meetings held	0
Number of meetings attended	0
Brief summary of key decisions discussed	Not applicable
Implications for the Borough Council (if any)	Not applicable
Any other information you would like to report	No

ENVIRONMENT AND COMMUNITY PANEL WORK PROGRAMME 2018/2019

DATE OF MEETING	TITLE	TYPE OF REPORT	LEAD OFFICER/ ATTENDEE	OBJECTIVES AND DESIRED OUTCOMES
1st May 2018				
	Creative Arts East	Information	Creative Arts East	To inform Members of the work being carried out by Creative Arts East.
	Community Car Scheme		Lorraine Gore	
	Update on Outside Bodies: <ul style="list-style-type: none"> - King's Lynn Football Club - Norfolk Countywide Community Safety Partnership Scrutiny Sub Committee 	Information		To consider the Outside Bodies reports from Councillor Westrop which slipped from the previous meeting.
	Charging for Uncontested Parish Elections	Cabinet Report	Electoral Registration Manager	At Cabinet in April it was agreed that the item be deferred so that it could be considered at a Panel meeting and then brought back to Cabinet.
12th June 2018	Appointments to Outside Bodies	Consultation		To nominate representatives to serve on Scrutiny Outside Bodies for 2018/2019.
	Single Use Plastics – Workshop Session	Policy Development		Added to the Work Programme by Members of the Panel. To provide a steer on the Council's approach to Single Use Plastics.
	Appointment of Vice Chairman	Operational		To appoint a Vice Chairman for the municipal year 2018/2019.
24th July 2018				
	Q4 2017-2018 Corporate Performance Monitoring Report	Monitoring	Becky Box/Ged Greaves	To monitor progress against agreed performance indicators for the year relevant to the Environment and Community Panel.

4th September 2018				
	Q1 2018-2018 Corporate Performance Monitoring Report	Monitoring	Becky Box/Ged Greaves	To monitor progress against agreed performance indicators for the year relevant to the Environment and Community Panel.
16th October 2018	Advice Services Update	Update	Sarah Dennis and representatives from CAN and Shelter	The Panel last received an update on advice services in September 2017 and it was agreed that a further update be provided in thirteen months.
	Markets	Update	Martin Chisholm	To receive an update on Markets.
4th December 2018	Budget		Lorraine Gore	To receive a presentation on the Budget and have the opportunity to make any comments before it is presented to Cabinet
	Q2 2018-2019 Corporate Performance Monitoring Report	Monitoring	Becky Box/Ged Greaves	To monitor progress against agreed performance indicators for the year relevant to the Environment and Community Panel.
22nd January 2019				
5th March 2019				
2nd April 2019				
	Q3 2018-2019 Corporate Performance Monitoring Report	Monitoring	Becky Box/Ged Greaves	To monitor progress against agreed performance indicators for the year relevant to the Environment and

FORWARD DECISIONS LIST

Date of meeting	Report title	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
17 April 2018						
	Review of Key Decision Levels	Non	Council	Leader Chief Executive		Public
	Procurement Strategy Update	Non	Council	Leader		Public
	Staff Pay Award	Non	Cabinet	Leader Exec Dir – D Gates		Public
21	Management Structure - Deputy Chief Executive	Non	Cabinet	Chief Executive Leader		Private - Contains exempt information under para 1 – information relating to an individual

Date of meeting	Report title	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
29 May 2018						
	King's Lynn Property Acquisition	Key	Cabinet	Corporate Projects and Assets Exec Dir - C Bamfield		Private - Contains exempt information under para 3 – information relating to the business affairs of any person (including the authority)

	Lynnsport Community Facilities	Key	Council	Corporate Projects and Assets Exec Dir - C Bamfield		Public
	Major Housing Phase 3 – Enabling Work for Lynnsport 1	Key	Council	Corporate Projects and Assets Exec Dir - C Bamfield		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	East Wisbech Broad Concept Plan	Non	Cabinet	Development Exec Dir – G Hall		Public
	Local Government and Public Involvement in Health Act 2007 – Requests for variation of number of Parish Councillors Dersingham and Nordelph	Non	Council	Leader Chief Executive		Public
22	Polling Place Review – Hillington	Non	Council	Leader Chief Executive		Public
	Accelerated Construction Scheme	Key	Cabinet	Housing & Community Chief Executive		Public
	Health and Safety Policy Update	Non	Council	Leader		Public
	Cultural Prospectus	Non	Cabinet	Deputy Leader and Culture Heritage and Health		Public
	NORA Phase 4	Key	Council	Corporate Projects and Assets Exec Dir - C Bamfield		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)

	Financial Update for Major Housing Scheme	Non	Cabinet	Corporate Projects and Assets Exec Dir - C Bamfield		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Outside Body appointments 2018/19	Non	Cabinet	Leader Exec Dir – D Gates		Public
	Appointment to Sub Committees/Task Groups – 2018/19	Non	Cabinet	Leader Exec Dir – D Gates		Public
	South East King's Lynn Strategic Growth Area / West Winch Relief Road	Key	Cabinet	Development Exec Dir - G Hall		Public
23	West Norfolk Housing Company – conversion to not for profit organisation	Non	Cabinet	Housing & Community Chief Executive		Public
	Tree and Woodland Strategy	Non	Council	Culture, Heritage and Health Exec Dir – C Bamfield		Public
	Charging for Uncontested Parish Elections	Non	Council	Leader Chief Executive		Public

Date of meeting	Report title	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
25 June 2018						
	King's Lynn Property Acquisition	Key	Cabinet	Corporate Projects and Assets Exec Dir - C Bamfield		Private - Contains exempt Information under para 3 – information

						relating to the business affairs of any person (including the authority)
	Revenue and Capital Outturn	Key	Council	Leader Exec Director – L Gore		Public
	Leisure Services Provision	Key	Council	Culture, Heritage and Health Exec Dir - C Bamfield		Private – Contains exempt information under para 3 – information relating to the business affairs of any person (including the authority)
24	Difficult to Deliver Site – Hunstanton – Housing With Care	Key	Council	Corporate Projects and Assets Exec Dir - C Bamfield		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Private Sector Housing Policy	Key	Council	Housing & Community		Public

Date of meeting	Report title	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
21 August 2018						
	King's Lynn Property Acquisition	Key	Cabinet	Corporate Projects and Assets Exec Dir - C Bamfield		Private - Contains exempt Information under para 3 – information

						relating to the business affairs of any person (including the authority)
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Date of meeting	Report title	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
2 October 2018						
25	Spec Unit – NORA	Key	Cabinet	Corporate Projects and Assets Exec Dir – C Bamfield		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	King's Lynn Property Acquisition	Key	Cabinet	Corporate Projects and Assets Exec Dir - C Bamfield		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Council Tax Discounts	Key	Cabinet	Leader Exec Director – L Gore		Public

Date of meeting	Report title	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
13 November 2018						

Date of meeting	Report title	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
8 January 2019	Council Tax Support	Key	Cabinet	Leader Exec Director – L Gore		Public