

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



COUNCIL MEETING

Agenda

Thursday, 14th June, 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
Fax: 01553 691663

Dear Councillor

You are hereby summoned to attend a meeting of the **Borough Council of King's Lynn and West Norfolk** which will commence at **6.30 pm** on **Thursday, 14th June, 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 Meetings of the Council held on 12 April and 10 May 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. LOCAL GOVERNMENT BOUNDARY COMMISSION - REVIEW OF BOROUGH WARDS (Pages 6 - 47)

To note the final recommendations of the Local Government Boundary Commission review of the Borough which will be placed before Parliament for approval and to come into effect for the May 2019 Borough elections.

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 48 - 49)
- 2) **Development - Councillor R Blunt** (Pages 50 - 52)
- 3) **Housing and Community - Councillor A Lawrence** (Pages 53 - 55)
- 4) **Environment - Councillor I Devereux** (Pages 56 - 57)
- 5) **Facilities and IT - Councillor Mrs K Mellish** (Pages 58 - 59)
- 6) **Performance - Councillor P Hodson** (Pages 60 - 61)
- 7) **Deputy Leader and Culture, Heritage and Health - Councillor Mrs E Nockolds** (Pages 62 - 64)
- 8) **Leader and Resources - Councillor B Long** (Pages 65 - 66)

10. MEMBERS QUESTION TIME

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

11. RECOMMENDATIONS FROM COUNCIL BODIES

(Members are reminded this is a debate, not a question and answer session)

To consider the following recommendations to Council:

- 1) **Cabinet: 17 April 2018** (Page 67)
CAB147: Review of Key Decision Level
- 2) **Cabinet : 29 May 2018** (Pages 68 - 69)

CAB12: Update to the Health and Safety Policy
CAB13: Uncontested Parish Council Election Costs
CAB14: Reduction in Parish Council Numbers - Dersingham & Nordelph
CAB15: Hillington Polling Place

12. APPOINTMENTS TO OUTSIDE BODIES 2018/19 (Pages 70 - 75)

Ray Harding
Chief Executive

Final recommendations on the new electoral arrangements for King's Lynn & West Norfolk Borough Council

Electoral review

April 2018

Translations and other formats

To get this report in another language or in a large-print or Braille version contact the Local Government Boundary Commission for England:

Tel: 0330 500 1525

Email: reviews@lgbce.org.uk

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Table of Contents

Summary.....	1
Who we are and what we do	1
Electoral review	1
Why King’s Lynn & West Norfolk?	1
Our proposals for King’s Lynn & West Norfolk.....	1
What is the Local Government Boundary Commission for England?	2
1 Introduction	3
What is an electoral review?	3
Consultation.....	3
How will the recommendations affect you?.....	4
2 Analysis and final recommendations.....	5
Submissions received.....	5
Electorate figures.....	5
Number of councillors	6
Ward boundaries consultation	6
Draft recommendations consultation	7
Final recommendations	8
North King’s Lynn & West Norfolk.....	10
The Woottons, Gayton, Grimston and Dersingham	12
West King’s Lynn & West Norfolk	16
South King’s Lynn & West Norfolk.....	18
East King’s Lynn & West Norfolk	20
Downham Market.....	22
King’s Lynn	24
Conclusions.....	26
Summary of electoral arrangements.....	26
Parish electoral arrangements.....	26
3 What happens next?	29
Equalities.....	29
Appendix A.....	30
Final recommendations for King’s Lynn & West Norfolk Borough Council.....	30
Appendix B.....	33
Outline map	33
Key	34
Appendix C.....	35
Submissions received.....	35
Appendix D.....	36
Glossary and abbreviations	36

Summary

Who we are and what we do

1 The Local Government Boundary Commission for England (LGBCE) is an independent body set up by Parliament. We are not part of government or any political party. We are accountable to Parliament through a committee of MPs chaired by the Speaker of the House of Commons.

2 Our main role is to carry out electoral reviews of local authorities throughout England.

Electoral review

3 An electoral review examines and proposes new electoral arrangements for a local authority. A local authority's electoral arrangements decide:

- How many councillors are needed
- How many wards or electoral divisions should there be, where are their boundaries and what should they be called
- How many councillors should represent each ward or division

Why King's Lynn & West Norfolk?

4 We are conducting a review of King's Lynn & West Norfolk Borough Council ('the Council') as the value of each vote in borough council elections varies depending on where you live in King's Lynn & West Norfolk. Some councillors currently represent many more or fewer voters than others. This is 'electoral inequality'. Our aim is to create 'electoral equality', where votes are as equal as possible, ideally within 10% of being exactly equal.

Our proposals for King's Lynn & West Norfolk

- King's Lynn & West Norfolk should be represented by 55 councillors, seven fewer than there are now.
- King's Lynn & West Norfolk should have 35 wards, seven fewer than there are now.
- The boundaries of all but four of the existing wards will stay the same.

5 We have now finalised our recommendations for electoral arrangements for King's Lynn & West Norfolk.

What is the Local Government Boundary Commission for England?

6 The Local Government Boundary Commission for England is an independent body set up by Parliament.¹

7 The members of the Commission are:

- Professor Colin Mellors OBE (Chair)
 - Susan Johnson OBE
 - Alison Lowton
 - Peter Maddison QPM
 - Steve Robinson
 - Andrew Scallan CBE
-
- Chief Executive: Jolyon Jackson CBE

¹ Under the Local Democracy, Economic Development and Construction Act 2009.

1 Introduction

8 This electoral review was carried out to ensure that:

- The wards in King's Lynn & West Norfolk are in the best possible places to help the Council carry out its responsibilities effectively.
- The number of voters represented by each councillor is approximately the same across the borough.

What is an electoral review?

9 Our three main considerations are to:

- Improve electoral equality by equalising the number of electors each councillor represents
- Reflect community identity
- Provide for effective and convenient local government

10 Our task is to strike the best balance between them when making our recommendations. Our powers, as well as the guidance we have provided for electoral reviews and further information on the review process, can be found on our website at www.lgbce.org.uk

Consultation

11 We wrote to the Council to ask its views on the appropriate number of councillors for King's Lynn & West Norfolk. We then held two periods of consultation on warding patterns for the borough. The submissions received during consultation have informed our draft and final recommendations.

12 This review was conducted as follows:

Stage starts	Description
20 June 2017	Number of councillors decided
27 June 2017	Start of consultation seeking views on new wards
4 September 2017	End of consultation; we begin analysing submissions and forming draft recommendations
31 October 2017	Publication of draft recommendations, start of second consultation
15 January 2018	End of consultation; we begin analysing submissions and forming final recommendations
3 April 2018	Publication of final recommendations

How will the recommendations affect you?

13 The recommendations will determine how many councillors will serve on the Council. They will also decide which ward you vote in, which other communities are in that ward, and, in some cases, which parish council ward you vote in. Your ward name may also change.

2 Analysis and final recommendations

14 Legislation² states that our recommendations should not be based only on how many electors³ there are now, but also on how many there are likely to be in the five years after the publication of our final recommendations. We must also try to recommend strong, clearly identifiable boundaries for our wards.

15 In reality, we are unlikely to be able to create wards with exactly the same number of electors in each; we have to be flexible. However, we try to keep the number of electors represented by each councillor as close to the average for the council as possible.

16 We work out the average number of electors per councillor for each individual local authority by dividing the electorate by the number of councillors, as shown on the table below.

	2017	2023
Electorate of King's Lynn & West Norfolk	119,326	128,139
Number of councillors	55	55
Average number of electors per councillor	2,170	2,330

17 When the number of electors per councillor in a ward is within 10% of the average for the authority, we refer to the ward as having 'good electoral equality'. All but two of our proposed wards for King's Lynn & West Norfolk will have good electoral equality by 2023.

18 Our recommendations cannot affect the external boundaries of the borough or result in changes to postcodes. They do not take into account parliamentary constituency boundaries. The recommendations will not have an effect on local taxes, house prices, or car and house insurance premiums and we are not able to take into account any representations which are based on these issues.

Submissions received

19 See Appendix C for details of the submissions received. All submissions may be viewed at our offices by appointment, or on our website at www.lgbce.org.uk

Electorate figures

20 The Council submitted electorate forecasts for 2023, a period five years on from the scheduled publication of our final recommendations in 2018. These forecasts were broken down to polling district level and predicted an increase in the electorate of around 7% by 2023.

² Schedule 2 to the Local Democracy, Economic Development and Construction Act 2009.

³ Electors refers to the number of people registered to vote, not the whole adult population.

21 We considered the information provided by the Council and are satisfied that the projected figures are the best available at the present time. We have used these figures to produce our final recommendations.

Number of councillors

22 King's Lynn & West Norfolk Council currently has 62 councillors. We looked at evidence provided by the Council and concluded that decreasing the council size by eight would still enable the Council to carry out its roles and responsibilities effectively.

23 We therefore invited proposals for new patterns of wards that would be represented by 54 councillors.

24 In response, the Council put forward borough-wide proposals based on a council size of 54. In formulating the draft recommendations, we had concerns about the Council's proposals to include part of Wiggshall St Germans parish in a ward with the south area of King's Lynn town. We considered that this area of Wiggshall St Germans parish would be best retained with the remainder of the parish. However, by retaining the whole parish in a single ward we noted that it would be difficult to draw up a coherent warding pattern in the rural area to the south and west of King's Lynn.

25 We concluded that the inclusion of an additional councillor facilitates a stronger warding pattern across this area. We therefore based the draft recommendations on a 55-member council, rather than the 54 members on which the warding pattern consultation was based. This approach is consistent with our council size guidance where we explain that it may be necessary to alter council size by plus or minus one councillor to secure better, more clearly identifiable boundaries.

26 In response to our draft recommendations we received no significant comments on Council size. We have therefore maintained 55 councillors for our final recommendations.

Ward boundaries consultation

27 We received 32 submissions in response to our consultation on ward boundaries. These included a borough-wide scheme from King's Lynn & West Norfolk Borough Council for a pattern of wards to be represented by 54 elected members.

28 The Council's proposals provided for a mixed pattern of one- and two-councillor wards for King's Lynn & West Norfolk. We received significant objections to the Council's proposals for the Burnham and Docking wards, with support instead for a coastal ward, which respondents considered would better reflect community identity and interests. We also received objections to the inclusion of Roydon parish in a ward with South Wootton, which respondents argued would separate Roydon from the neighbouring parishes of Congham and Grimston.

29 We carefully considered the evidence received, noting the opposition to the Council's proposals identified above and the other submissions received.

30 Our draft recommendations were based on a combination of the Council's borough-wide proposals, with modifications in response to other evidence received, and a number of our own concerns about elements of the Council's proposals. We also visited the area in order to look at the various different proposals on the ground. This tour of King's Lynn & West Norfolk helped us to decide between the different boundaries proposed.

31 In the north and south of the borough – the Gayton, Grimston and the Woottons areas – we based our recommendations on the Council's proposal, but subject to a number of significant amendments to reflect the other evidence received and to address poor access within the wards in the Wootton area.

32 In the west of King's Lynn & West Norfolk we based our draft recommendations on the Council's proposals. These proposals were amended so that part of Wiggshall St Germans parish was no longer included in a ward with King's Lynn town.

33 In Downham Market we based our draft recommendations on the Council's scheme but proposed a number of amendments to strengthen boundaries or better reflect communities. Finally, in King's Lynn town we based our draft recommendations on the Council's proposals, but subject to a number of amendments.

34 Our draft recommendations were for two three-councillor wards, 16 two-councillor wards and 17 one-councillor wards. We considered that our draft recommendations provide for good electoral equality while reflecting community identities and interests where we have received such evidence during consultation.

Draft recommendations consultation

35 We received 26 submissions during the consultation on our draft recommendations. The Council expressed concerns that the draft recommendations created a number of three-councillor wards, provided for poorer levels of electoral equality in some wards than they had proposed, and gave greater weight to comments from some individual submissions than its proposals. We received a number of other comments about the creation of multi-member wards and the levels of electoral equality.

36 We received significant objections to our three-councillor The Woottons ward, particularly regarding the inclusion of Sandringham parish in this ward. We also received objections to our two-councillor Gayton & Grimston ward. A number of respondents also requested that the single-councillor Methwold ward be combined with the two-councillor Feltwell ward to create a three-councillor Denton ward, reflecting the existing electoral arrangements in the area.

37 We note the Council's concerns about the creation of three-councillor wards but have only proposed these where we were unable to identify alternative warding patterns that adhered to our statutory criteria. We make no presumption on the creation of single-, two- or three-councillor wards. Indeed, as the evidence arguing for the retention of a three-councillor Denton ward suggests, opinions on the merits or otherwise vary. However, in this instance we do not consider there to be strong evidence to support a three-councillor Denton ward and consider that the smaller single-councillor Methwold and two-councillor Feltwell wards provide the best electoral arrangements.

38 We also note concerns about the creation of wards with poorer levels of electoral equality than the Council's own proposals but have only recommended these in areas where we considered that the strength of the community identity or effective and convenient local government arguments was great enough to accommodate a lower level of electoral equality. As stated above, in response to the draft recommendations we have received strong evidence against the inclusion of Sandringham in a three-councillor The Woottons ward. The evidence pointed to its strong links with Dersingham and also argued that the inclusion of the more rural Sandringham parish with the more urban Wootton North and Wootton South parishes would not provide for effective and convenient local government.

39 Although including Sandringham parish in the two-councillor Dersingham ward would worsen electoral equality in this ward with 14% more electors than the borough average by 2023 and 11% fewer in the three-councillor The Woottons ward, we consider that the evidence from Sandringham Parish Council is stronger than the other evidence and considerations. We are therefore modifying our draft recommendations to include Sandringham parish in the Dersingham ward.

40 We give equal weight to all submissions received during consultation, regardless of who they come from. All the Commission's decisions are based on the quality and strength of the evidence put forward.

Final recommendations

41 Pages 10–25 detail our final recommendations for each area of King's Lynn & West Norfolk. They detail how the proposed warding arrangements reflect the three statutory⁴ criteria of:

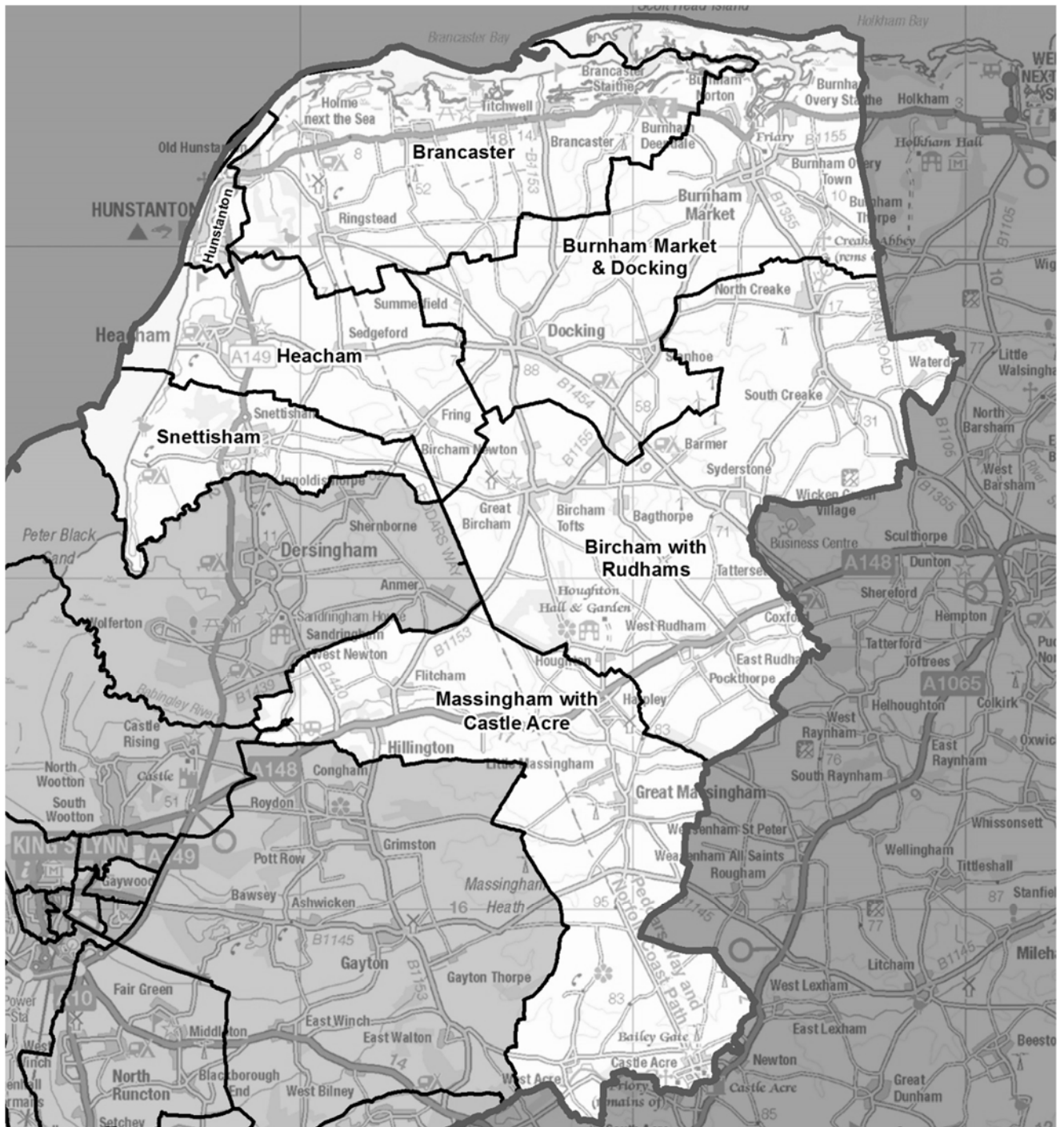
- Equality of representation
- Reflecting community interests and identities
- Providing for effective and convenient local government

42 Our final recommendations are for 17 single-councillor wards, 16 two-councillor wards and two three-councillor wards. We consider that our final recommendations will provide for good electoral equality while reflecting community identities and interests where we have received such evidence during consultation.

⁴ Local Democracy, Economic Development and Construction Act 2009.

43 A summary of our proposed new wards is set out in the table on pages 30–2 and on the large map accompanying this report.

North King's Lynn & West Norfolk



Ward name	Number of Cllrs	Variance 2023
Bircham with Rudhams	1	7%
Brancaster	1	-4%
Burnham Market & Docking	1	7%
Heacham	2	3%
Hunstanton	2	-5%
Massingham with Castle Acre	1	9%
Snettisham	1	2%

Brancaster, Burnham Market & Docking and Hunstanton

44 We received support for the draft recommendations in this area from Councillor Watson, Brancaster Parish Council and Thornham Parish Council. However, both the Council and Councillor Beales expressed concern about the long-term level of electoral equality for the proposed Brancaster ward, arguing that it is likely to worsen as more properties become second homes. South West Norfolk & North West Norfolk Conservative Association proposed that the Brancaster ward be renamed as Saxon Shore ward.

45 The Commission can only have regard for electorate forecast figures five years from the end of the review and cannot consider changes in the electorate beyond this. We consider that the -4% variance for the Brancaster ward is acceptable and should reflect any changes to housing ownership with time. The forecast variance of -4% for 2023 is still well within the range that the Commission considers to represent good electoral equality.

46 We note that the South West Norfolk & North West Norfolk Conservative Association proposed that the ward be renamed Saxon Shore. However, we are not persuaded that area of the Saxon Shore is clearly defined. In addition, we consider that Brancaster is a locally recognised name, reflected in Brancaster Bay and Brancaster Harbour. Brancaster is also the existing ward name for a broadly similar area. We are therefore retaining the name Brancaster ward.

47 We received no other significant comments on the wards in this area and are therefore confirming the Brancaster, Burnham Market & Docking and Hunstanton wards as final.

Bircham with Rudhams and Massingham with Castle Acre

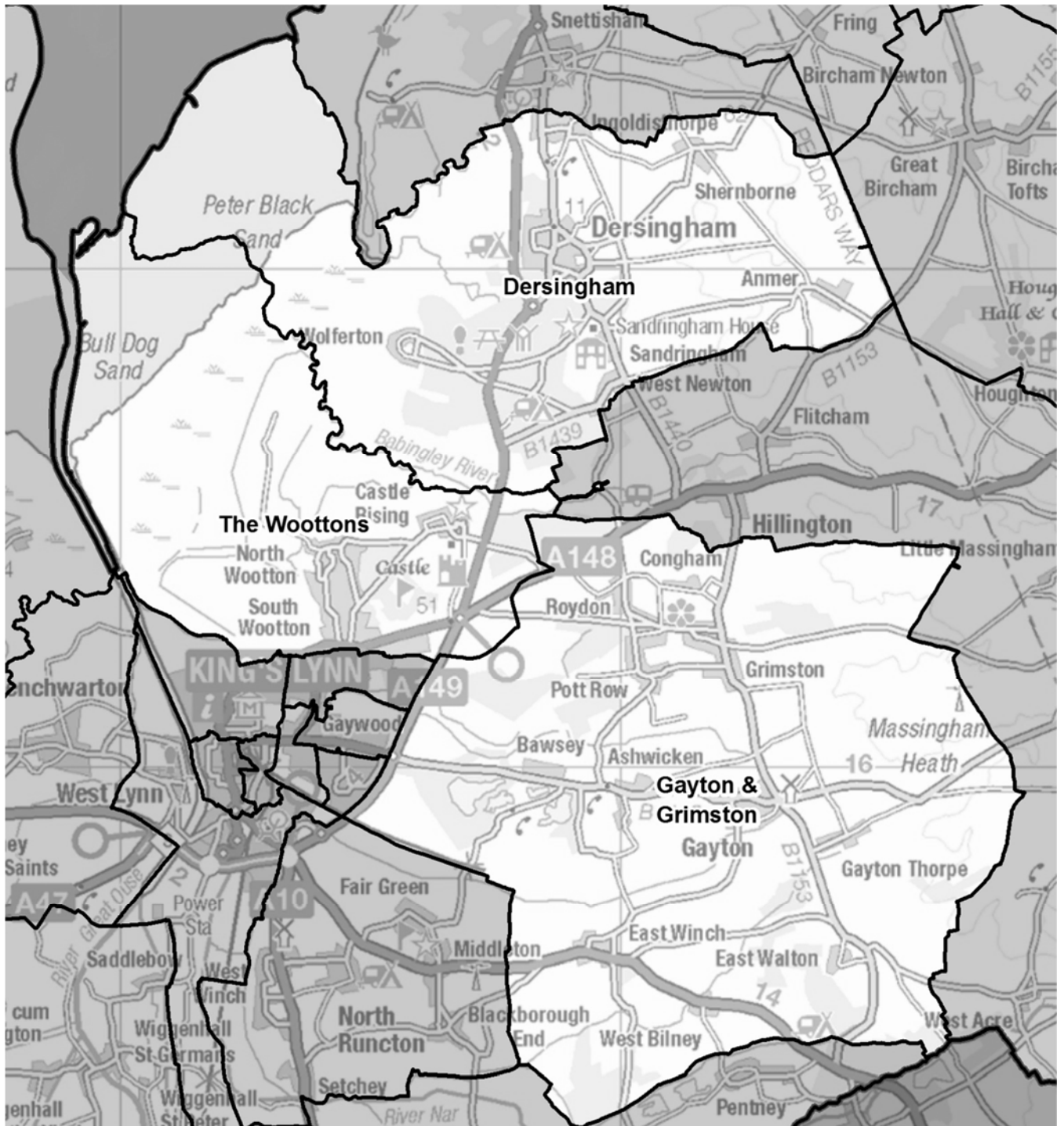
48 A local resident argued that residents in the Birchams look to Docking not Rudhams for their local facilities. However, the Commission were not persuaded that the evidence received was compelling enough to justify significantly worsening the electoral equality in this area. We are therefore confirming the Bircham with Rudhams ward as final.

49 Castle Acre Parish Council and Councillor Moriarty argued that Massingham with Castle Acre ward should include Priory or Priors in the ward name, reflecting the presence of priories in Castle Acre and Great Massingham villages. We note the request for a name change. However, while the Castle Acre Priory is an English Heritage site, desk research suggests that Massingham Priory is largely gone, with limited remnants visible in Abbey Farm House. In addition, although the new ward covers part of the existing Priory ward, it is significantly different in its final extent, and we consider that calling it Priory or Priors may be confusing. We are therefore confirming the Massingham with Castle Acre ward as final.

Heacham and Snettisham

50 We did not receive any comments regarding these wards and are therefore confirming them as final.

The Woottons, Gayton, Grimston and Dersingham



Ward name	Number of Cllrs	Variance 2023
Dersingham	2	14%
Gayton & Grimston	2	10%
The Woottons	3	-11%

Gayton & Grimston

51 Councillor Beales objected to the inclusion of Gayton and Grimston in a two-councillor Gayton & Grimston ward, arguing that they are distinct and vibrant communities, and would be better served by two single-councillor wards. In drawing up our draft recommendations we had explored options for two single-councillor wards but were unable to identify a warding pattern which secured good electoral equality. The 'best' proposal we identified would have resulted in a Gayton ward with 24% more electors than the borough average by 2023 and we did not consider that the evidence received justified a ward with such poor electoral equality. We do not consider there to be any new evidence to persuade us that we can create viable single-councillor wards for this area.

52 Parish Councillor Starling expressed support for the draft recommendations, and particularly the transfer of Roydon parish to a Gayton & Grimston ward from a ward with the Woottons parishes.

53 Congham Parish Council objected to its inclusion in the Gayton & Grimston ward, arguing that it would be subsumed by the larger Gayton village. It stated that it wished to remain in the existing Valley Hill ward; however, the draft recommendations did not retain the existing Valley Hill ward. Transferring Congham parish to the new Massingham with Castle Acre ward would worsen electoral equality for this ward with 17% more electors than the borough average by 2023. We do not consider there to be sufficient evidence to justify this high variance and note that Congham Parish Council also acknowledges that it has links with Grimston as part of the neighbourhood plan.

54 We are therefore confirming the Gayton & Grimston ward as final.

Dersingham and The Woottons

55 We received significant objections to our proposed three-councillor The Woottons ward.

56 Sandringham Parish Council put forward strong objections to its inclusion in a large three-councillor The Woottons ward. They argued that the proposed ward not only mixes the more urban Wootton parishes with the rural Sandringham, but also cuts its community links to Dersingham. They stated that Dersingham is the County's designated Local Service Centre for Sandringham parish and it is here that residents have their nearest doctor's surgery, hostelry, chemist, supermarket, post office, newsagent, solicitor, accountant and butcher. They argued that these links should be balanced against electoral equality, and that that the Commission had made a number of amendments to other areas to better reflect communities. Finally, while suggesting that Sandringham should be in a ward with Dersingham, they also argued that Anmer parish has links to Bircham.

57 Councillor Nockolds also stated that Sandringham has links to Dersingham, including bus and shop links. However, she proposed that if it was not possible to reflect this then Sandringham parish should be in a single-councillor ward with North Wootton parish, with South Wootton parish joining Castle Rising parish in a two-councillor ward.

58 Councillor Tillbrook and the South West Norfolk & North West Norfolk Conservative Association also supported broadly similar proposals to the Council's original scheme, although Councillor Tillbrook argued that if this was not possible to adopt then Sandringham parish should be in a ward with Dersingham parish.

59 We did not receive any significant comments on the Dersingham ward.

60 We note the objections to the draft recommendations for The Woottons ward and that a number of respondents have restated support for wards broadly similar to those originally proposed by the Council. However, these proposals do not address the concerns about the lack of internal road links between North Wootton parish and Sandringham parish. Therefore, we are not minded to reconsider these proposed warding arrangements.

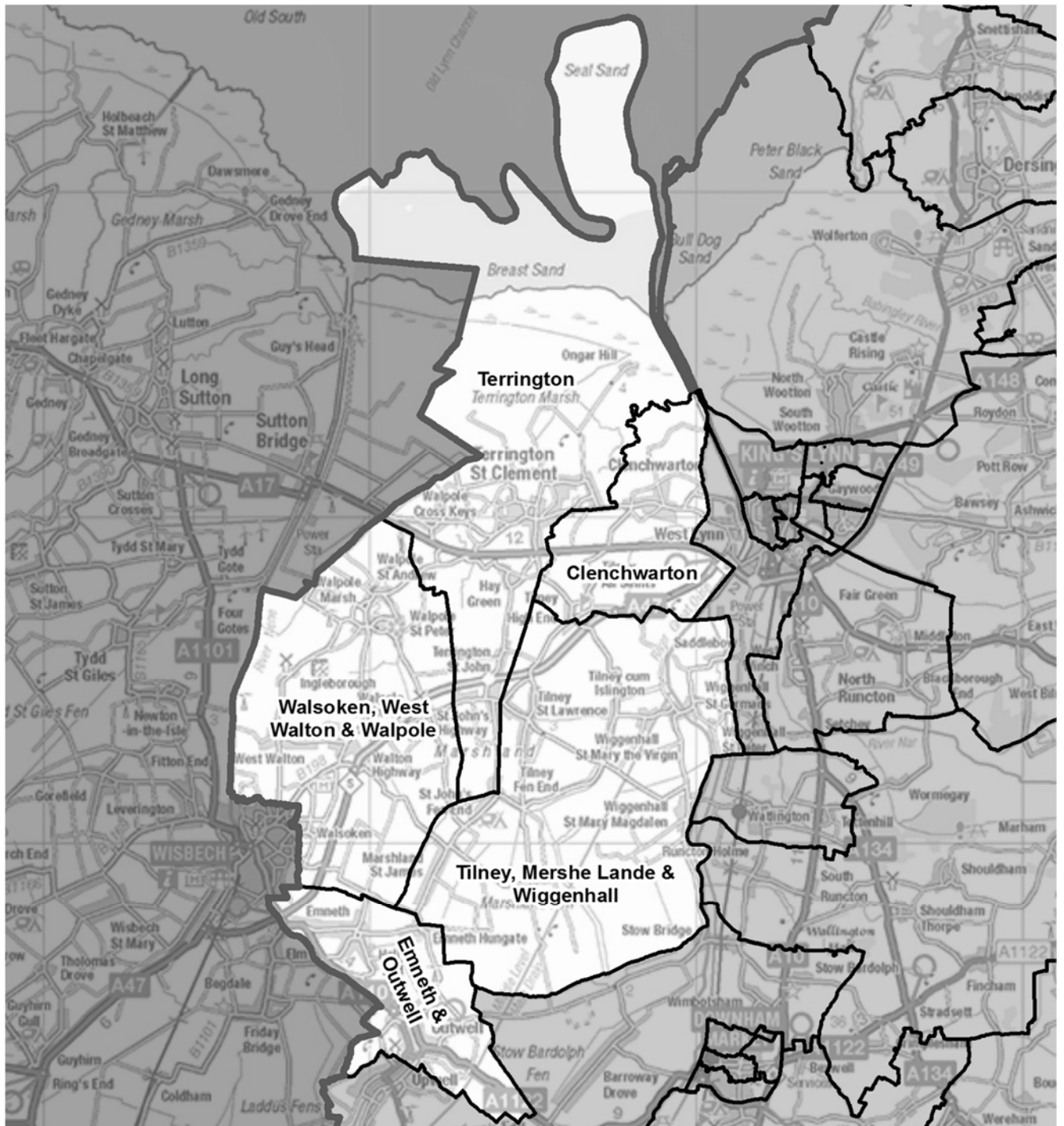
61 We also note Sandringham Parish Council's argument for its inclusion in the Dersingham ward. This proposal was considered as part of our draft recommendations, but rejected on the grounds of the poor level of electoral equality that would result in the Dersingham and The Woottons wards, with 14% more and 11% fewer electors than the borough average by 2023, respectively.

62 However, we acknowledge Sandringham Parish Council's concerns about placing the parish in a ward with a mix of urban and rural areas. In addition, we consider that it has provided strong evidence of its community links with Dersingham. Therefore, although including Sandringham parish in the Dersingham ward will create a ward with relatively poor levels of electoral equality, in this instance we consider that the community argument outweighs the electoral equality argument.

63 As part of its submission, Sandringham Parish Council proposed that Anmer parish be transferring to the Bircham ward. However, we have not received any evidence to suggest that it shares community links with Bircham and therefore we propose retaining it with Sandringham as part of our revised Dersingham ward.

64 Our revised two-councillor Dersingham ward and three-councillor The Woottons ward will have 14% more and 11% fewer electors than the borough average by 2023.

West King's Lynn & West Norfolk



Ward name	Number of Cllrs	Variance 2023
Clenchwarton	1	7%
Emmeth & Outwell	2	-5%
Terrington	2	2%
Tilney, Mershe Lande & Wiggenhall	2	-9%
Walsoken, West Walton & Walpole	2	6%

Clenchwarton, Terrington and Tilney Mershe Lande & Wiggshall

65 We received limited comments in response to our draft recommendations for these wards. A local resident stated that Clenchwarton parish should be in a ward with West Lynn. Marshland St James Parish Council argued for the retention of the 'Mershe Lande' name. A local resident argued that the Tilney & Wiggshall ward should include 'Marshland' in the ward name.

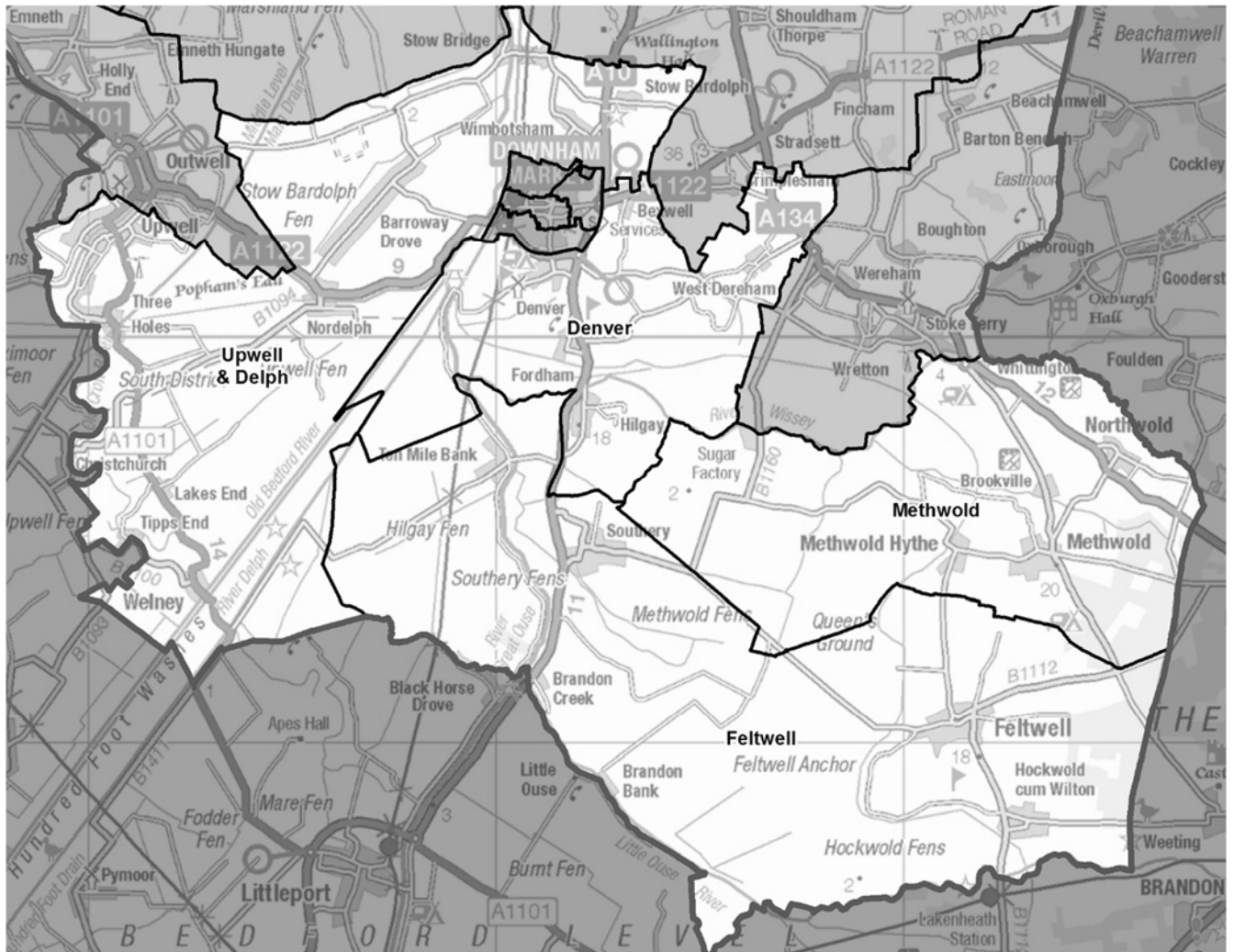
66 We do not consider there to be any strong evidence for including Clenchwarton parish in a ward with West Lynn. We are therefore confirming the Clenchwarton ward as final.

67 We note the concerns about the Tilney & Wiggshall ward name. Our proposed Tilney & Wiggshall ward takes in the majority of the existing Mershe Lande ward, therefore we are content that the historically significant 'Mershe Lande' name should be reflected. We are therefore renaming Tilney & Wiggshall ward as Tilney, Mershe Lande & Wiggshall ward.

Emneth & Outwell and Walsoken, West Walton & Walpole

68 We received limited comments in response to our draft recommendations for these wards. Councillor Crofts argued that Emneth with Outwell ward should be called Emneth & Outwell to reflect the fact that the Emneth and Outwell parishes contain similar numbers of electors. On balance, we are persuaded by Councillor Crofts' argument. Subject to renaming Emneth with Outwell ward as Emneth & Outwell ward, we are confirming the draft recommendations for these wards as final.

South King's Lynn & West Norfolk



Ward name	Number of Cllrs	Variance 2023
Denver	1	-9%
Feltwell	2	-6%
Methwold	1	-4%
Upwell & Delph	2	10%

Upwell & Delph

69 We did not receive any significant comments regarding this ward and are therefore confirming it as final.

Denver

70 We did not receive any comments regarding this ward and are therefore confirming it as final.

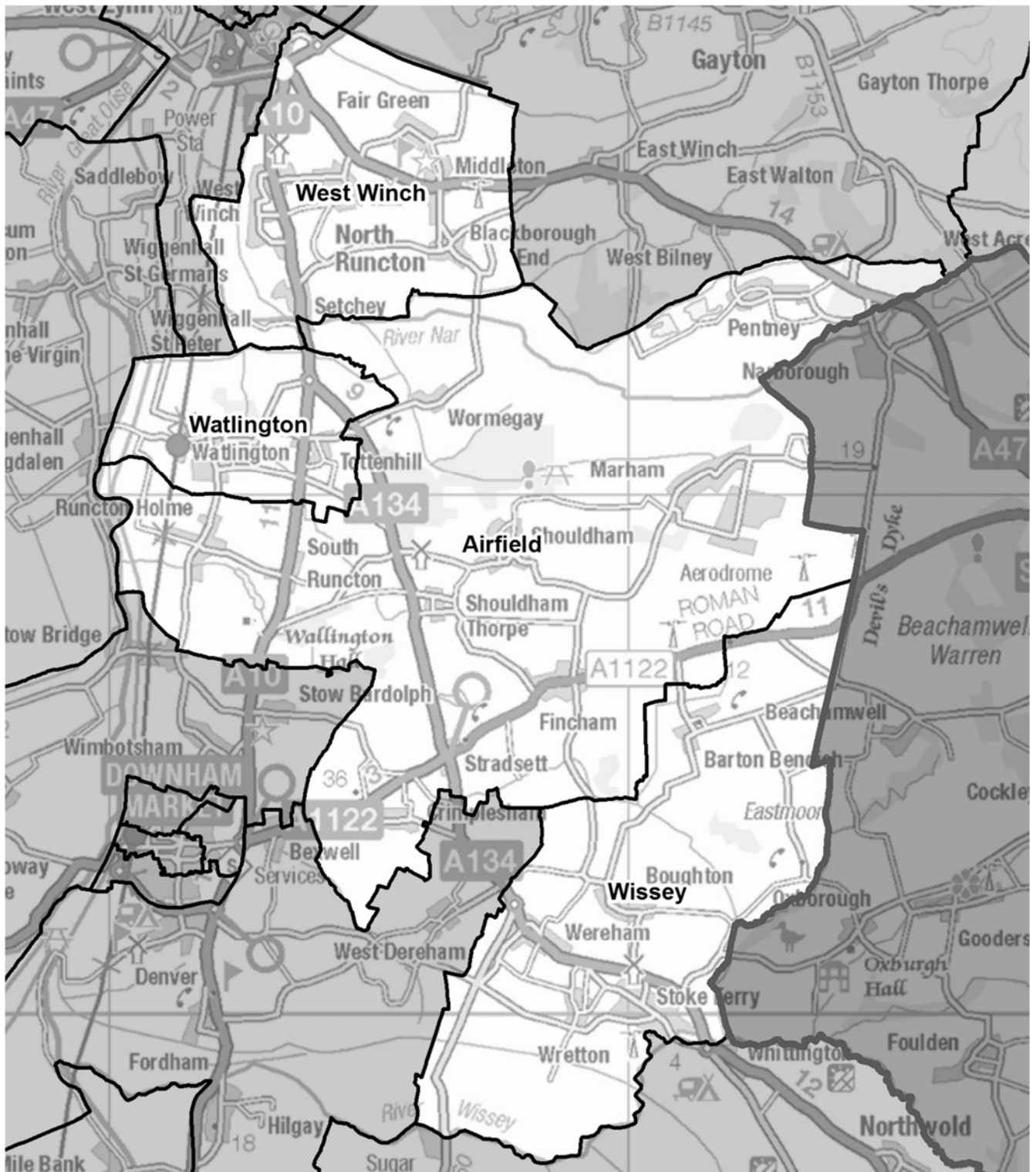
Feltwell and Methwold

71 Northwold & Whittington, South West Norfolk & North West Norfolk Conservative Association and a local resident argued for the retention of a three-councillor Denton ward, covering the area of Feltwell and Methwold stating that multiple-councillor wards are easier to manage as there are more councillors.

72 We note the argument for retaining a three-councillor ward. However, we have only heard from one of the parishes in the proposed ward, and as stated in the draft recommendations consultation section (paragraph 35), we also received several more general objections to the creation of multi-councillor wards in the borough. Therefore, on balance we are not persuaded to adopt a three-councillor Denton ward.

73 We are confirming our draft recommendations for these wards as final.

East King's Lynn & West Norfolk



Ward name	Number of Cllrs	Variance 2023
Airfield	2	2%
Watlington	1	-4%
West Winch	2	-1%
Wissey	1	4%

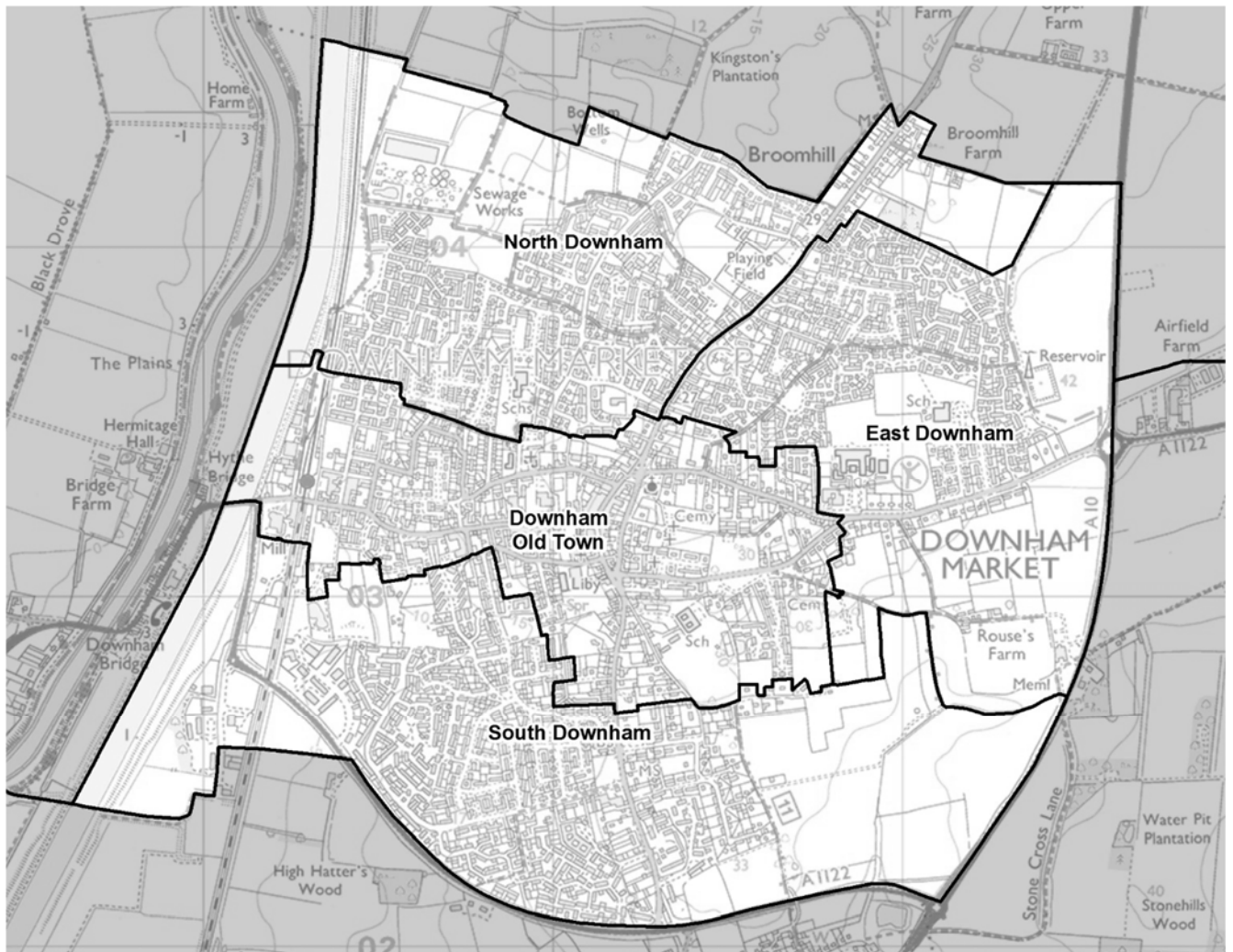
Airfield and Wissey

15 We did not receive any comments on our draft recommendations for these wards, so we are confirming them as final.

Watlington and West Winch

16 We did not receive any comments on our draft recommendations for these wards, so we are confirming them as final.

Downham Market



Ward name	Number of Cllrs	Variance 2023
Downham Old Town	1	1%
East Downham	1	0%
North Downham	1	-5%
South Downham	1	3%

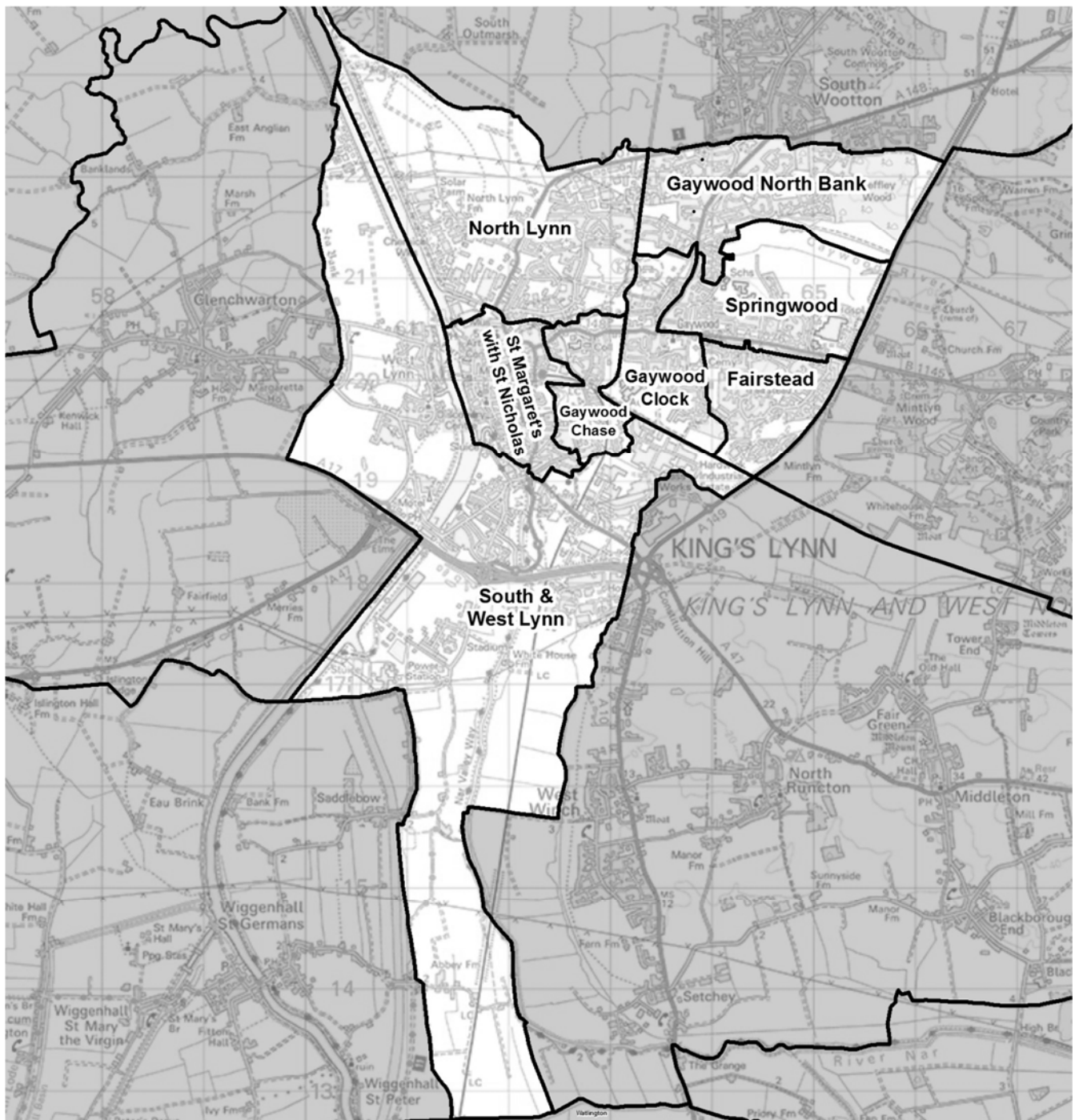
Downham Old Town and East Downham

17 We did not receive any comments on our draft recommendations for these wards, so we are confirming them as final.

North Downham and South Downham

18 We did not receive any comments on our draft recommendations for these wards, so we are confirming them as final.

King's Lynn



Ward name	Number of Cllrs	Variance 2023
Fairstead	2	-2%
Gaywood Chase	1	-7%
Gaywood Clock	1	3%
Gaywood North Bank	3	1%
North Lynn	2	6%
South & West Lynn	2	-3%
Springwood	1	-7%
St Margaret's with St Nicholas	2	-6%

Gaywood Clock and Gaywood North Bank

19 The Council expressed concern about the draft recommendations for a three-councillor Gaywood North Bank ward, arguing that although its original proposals for three single-councillor wards were not based on community groups, it did not consider this an issue for an urban area.

20 We have given consideration to the evidence received. However, we are not persuaded by the Council's argument that the boundaries in an urban area are less important than in other areas. Therefore, we do not propose to adopt its proposal for single-councillor wards and are confirming the three-councillor Gaywood North Bank as final.

21 A local resident argued that the Gaywood Clock ward should be called The Chase ward, to reflect the area. However, the proposed ward contains the Gaywood clock tower and the suggested name of The Chase would potentially cause confusion with the neighbouring Gaywood Chase ward. We are therefore confirming Gaywood Clock as final.

Fairstead and Springwood

22 We received no comments regarding the Fairstead and Springwood wards and are therefore confirming our draft recommendations as final.

St Margaret's with St Nicholas and South & West Lynn

23 Councillor Kemp expressed support for the concept of a South & West Lynn ward, but argued that the area to the south of Vancouver Avenue in the proposed St Margaret's with St Nicholas ward should be included in the South & West Lynn ward. Councillor Kemp stated that residents in this area identify with South Lynn.

24 We note Councillor Kemp's argument but removing this would significantly worsen the electoral equality in the St Margaret's with St Nicholas ward. In addition, we do not consider there to be persuasive evidence about links explicitly to the south. We are not therefore adopting this proposal and confirm both the South & West Lynn ward and St Margaret's with St Nicholas ward as proposed at draft recommendations as final.

Gaywood Chase and North Lynn

25 We received no comments regarding the Gaywood Chase and North Lynn wards and are therefore confirming our draft recommendations as final.

Conclusions

74 The table below shows the impact of our final recommendations on electoral equality, based on 2017 and 2023 electorate figures.

Summary of electoral arrangements

	Final recommendations	
	2017	2023
Number of councillors	55	55
Number of electoral wards	35	35
Average number of electors per councillor	2,170	2,330
Number of wards with a variance more than 10% from the average	7	2
Number of wards with a variance more than 20% from the average	0	0

Final recommendation

The Borough of King's Lynn & West Norfolk should be made up of 55 councillors serving 35 wards representing 17 single-councillor wards, 16 two-councillor wards and two three-councillor wards. The details and names are shown in Appendix A and illustrated on the large maps accompanying this report.

Mapping

Sheet 1, Map 1 shows the proposed wards for King's Lynn & West Norfolk.

You can also view our final recommendations for King's Lynn & West Norfolk Borough Council on our interactive maps at <http://consultation.lgbce.org.uk>

Parish electoral arrangements

26 As part of an electoral review, we are required to have regard to the statutory criteria set out in Schedule 2 to the Local Democracy, Economic Development and Construction Act 2009 (the 2009 Act). The Schedule provides that if a parish is to be divided between different wards it must also be divided into parish wards, so that each parish ward lies wholly within a single ward. We cannot recommend changes to the external boundaries of parishes as part of an electoral review.

27 Under the 2009 Act we only have the power to make changes to parish electoral arrangements where these are as a direct consequence of our recommendations for principal authority warding arrangements. However, King's Lynn & West Norfolk Borough Council has powers under the Local Government and Public Involvement in Health Act 2007 to conduct community governance reviews to effect changes to parish electoral arrangements.

28 As a result of our proposed ward boundaries and having regard to the statutory criteria set out in schedule 2 to the 2009 Act, we are providing revised parish electoral arrangements for Downham Market and Hilgay.

29 As result of our proposed ward boundaries and having regard to the statutory criteria set out in schedule 2 to the 2009 Act, we are providing revised parish electoral arrangements for Downham Market parish.

Final recommendation	
Downham Market Town Council should comprise 20 councillors, as at present, representing four wards:	
Parish ward	Number of parish councillors
East	5
North	5
Old Town	5
South	5

30 As result of our proposed ward boundaries and having regard to the statutory criteria set out in schedule 2 to the 2009 Act, we are providing revised parish electoral arrangements for Hilgay parish.

Final recommendation	
Hilgay Parish Council should comprise 13 councillors, as at present, representing two wards:	
Parish ward	Number of parish councillors
Hilgay	9
Ten Mile Bank	4

3 What happens next?

75 We have now completed our review of King's Lynn & West Norfolk Borough Council. The recommendations must now be approved by Parliament. A draft Order – the legal document which brings into force our recommendations – will be laid in Parliament. Subject to parliamentary scrutiny, the new electoral arrangements will come into force at the local elections in 2019.

Equalities

76 The Commission has looked at how it carries out reviews under the guidelines set out in Section 149 of the Equality Act 2010. It has made best endeavours to ensure that people with protected characteristics can participate in the review process and is sufficiently satisfied that no adverse equality impacts will arise as a result of the outcome of the review.

Appendix A

Final recommendations for King's Lynn & West Norfolk Borough Council

	Ward name	Number of councillors	Electorate (2017)	Number of electors per councillor	Variance from average %	Electorate (2023)	Number of electors per councillor	Variance from average %
1	Airfield	2	4,593	2,297	6%	4,744	2,372	2%
2	Bircham with Rudhams	1	2,354	2,354	9%	2,499	2,499	7%
3	Brancaster	1	2,134	2,134	-2%	2,228	2,228	-4%
39 4	Burnham Market & Docking	1	2,260	2,260	4%	2,484	2,484	7%
5	Clenchwarton	1	2,312	2,312	7%	2,495	2,495	7%
6	Denver	1	2,023	2,023	-7%	2,117	2,117	-9%
7	Dersingham	2	5,219	2,610	20%	5,305	2,653	14%
8	Downham Old Town	1	2,289	2,289	6%	2,347	2,347	1%
9	East Downham	1	2,160	2,160	0%	2,327	2,327	0%
10	Emneth & Outwell	2	3,990	1,995	-8%	4,418	2,209	-5%
11	Fairstead	2	4,589	2,295	6%	4,589	2,295	-2%
12	Feltwell	2	4,102	2,051	-5%	4,364	2,182	-6%

	Ward name	Number of councillors	Electorate (2017)	Number of electors per councillor	Variance from average %	Electorate (2023)	Number of electors per councillor	Variance from average %
12	Gayton & Grimston	2	4,863	2,432	12%	5,134	2,567	10%
14	Gaywood Chase	1	2,156	2,156	-1%	2,156	2,156	-7%
15	Gaywood Clock	1	2,229	2,229	3%	2,399	2,399	3%
16	Gaywood North Bank	3	6,522	2,174	0%	7,063	2,354	1%
17	Heacham	2	4,578	2,289	6%	4,803	2,402	3%
18	Hunstanton	2	3,709	1,855	-15%	4,406	2,203	-5%
19	Massingham with Castle Acre	1	2,457	2,457	13%	2,530	2,530	9%
20	Methwold	1	2,013	2,013	-7%	2,235	2,235	-4%
21	North Downham	1	2,141	2,141	-1%	2,207	2,207	-5%
22	North Lynn	2	4,315	2,158	-1%	4,929	2,465	6%
23	Snettisham	1	2,265	2,265	4%	2,370	2,370	2%
24	South & West Lynn	2	3,496	1,748	-19%	4,538	2,269	-3%
25	South Downham	1	2,056	2,056	-5%	2,396	2,396	3%
26	Springwood	1	2,155	2,155	-1%	2,165	2,165	-7%
27	St Margaret's with St Nicholas	2	4,006	2,003	-8%	4,375	2,188	-6%

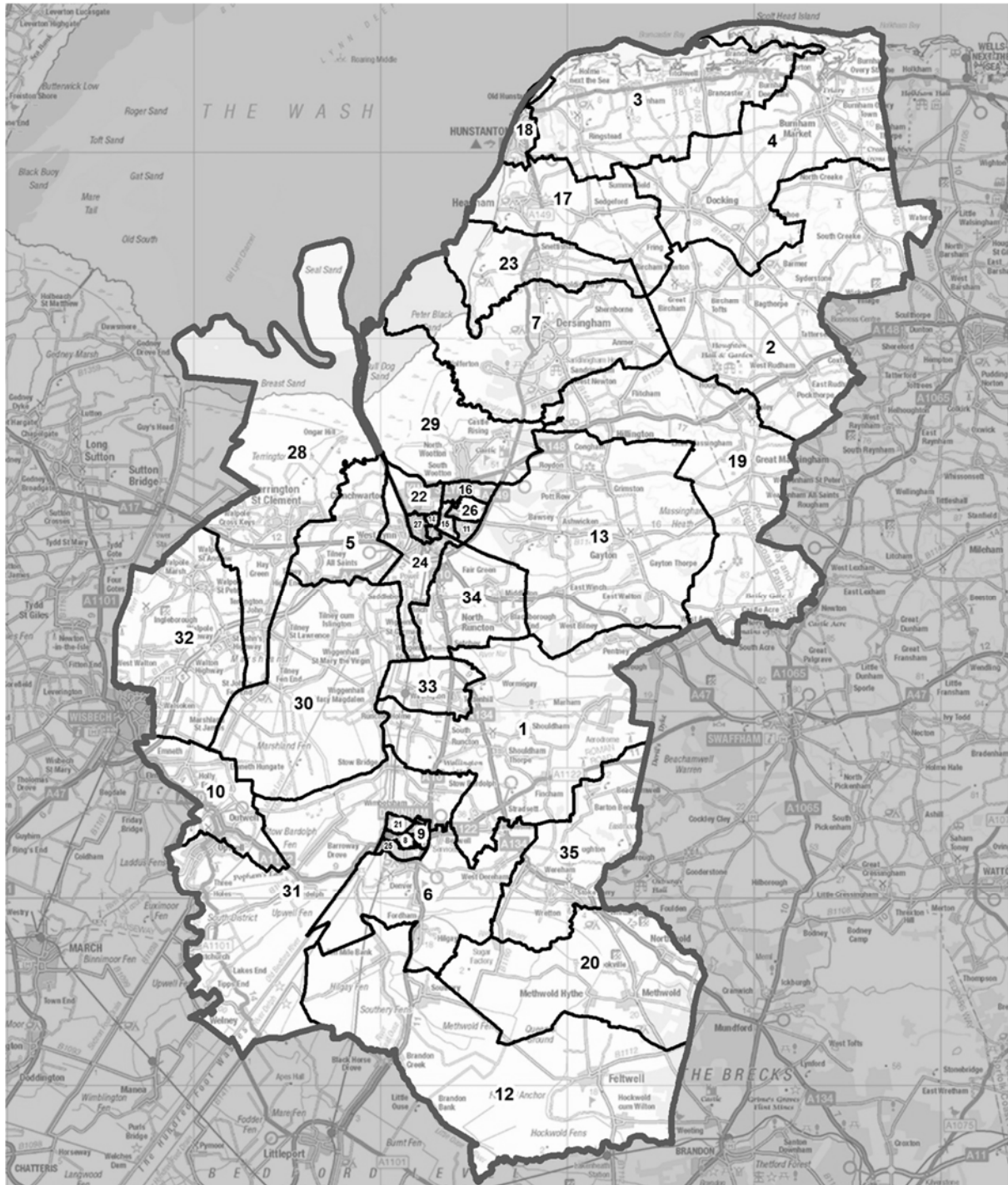
Ward name	Number of councillors	Electorate (2017)	Number of electors per councillor	Variance from average %	Electorate (2023)	Number of electors per councillor	Variance from average %
28 Terrington	2	4,496	2,248	4%	4,740	2,370	2%
29 The Woottons	3	5,680	1,893	-13%	6,195	2,065	-11%
30 Tilney, Mershe Lande & Wiggshall	2	4,046	2,023	-7%	4,231	2,116	-9%
31 Upwell & Delph	2	4,958	2,479	14%	5,107	2,554	10%
32 Walsoken, West Walton & Walpole	2	4,755	2,378	10%	4,961	2,481	6%
33 Watlington	1	2,207	2,207	2%	2,241	2,241	-4%
34 West Winch	2	3,995	1,998	-8%	4,627	2,314	-1%
35 Wissey	1	2,203	2,203	2%	2,414	2,414	4%
Totals	55	119,326	-	-	128,139	-	-
Averages	-	-	2,170	-	-	2,330	-

Source: Electorate figures are based on information provided by King's Lynn & West Norfolk Borough Council.

Note: The 'variance from average' column shows by how far, in percentage terms, the number of electors per councillor in each electoral ward varies from the average for the borough. The minus symbol (-) denotes a lower than average number of electors. Figures have been rounded to the nearest whole number.

Appendix B

Outline map



A more detailed version of this map can be seen on the large map accompanying this report, or on our website: <http://www.lgbce.org.uk/current-reviews/eastern/norfolk/kings-lynn-and-west-norfolk>

Key

1. Airfield
2. Bircham with Rudhams
3. Brancaster
4. Burnham Market & Docking
5. Clenchwarton
6. Denver
7. Dersingham
8. Downham Old Town
9. East Downham
10. Emneth & Outwell
11. Fairstead
12. Feltwell
13. Gayton & Grimston
14. Gaywood Chase
15. Gaywood Clock
16. Gaywood North Bank
17. Heacham
18. Hunstanton
19. Massingham with Castle Acre
20. Methwold
21. North Downham
22. North Lynn
23. Snettisham
24. South & West Lynn
25. South Downham
26. Springwood
27. St Margaret's with St Nicholas
28. Terrington
29. The Woottons
30. Tilney, Mershe Lande & Wiggshall
31. Upwell & Delph
32. Walsoken, West Walton & Walpole
33. Watlington
34. West Winch
35. Wissey

Appendix C

Submissions received

All submissions received can also be viewed on our website at

<http://www.lgbce.org.uk/current-reviews/eastern/norfolk/kings-lynn-and-west-norfolk>

Local Authority

- King's Lynn & West Norfolk Borough Council

Political Group

- South West Norfolk & North West Norfolk Conservative Association

Councillors

- Councillor Kemp (Norfolk County Council)
- Councillor Beales (King's Lynn & West Norfolk Borough Council)
- Councillor Crofts (King's Lynn & West Norfolk Borough Council)
- Councillor Moriarty (King's Lynn & West Norfolk Borough Council)
- Councillor Nockolds (King's Lynn & West Norfolk Borough Council)
- Councillor Tillbrook (King's Lynn & West Norfolk Borough Council)
- Councillor Watson (King's Lynn & West Norfolk Borough Council)
- Councillor Starling (Roydon Parish Council)

Parish and Town Council

- Brancaster Parish Council
- Castle Acre Parish Council
- Congham Parish Council
- Marshland St James Parish Council
- Northwold & Whittington Parish Council
- Sandringham Parish Council
- Thornham Parish Council

Local Residents

- Nine local residents

Appendix D

Glossary and abbreviations

Council size	The number of councillors elected to serve on a council
Electoral Change Order (or Order)	A legal document which implements changes to the electoral arrangements of a local authority
Division	A specific area of a county, defined for electoral, administrative and representational purposes. Eligible electors can vote in whichever division they are registered for the candidate or candidates they wish to represent them on the county council
Electoral fairness	When one elector's vote is worth the same as another's
Electoral inequality	Where there is a difference between the number of electors represented by a councillor and the average for the local authority
Electorate	People in the authority who are registered to vote in elections. For the purposes of this report, we refer specifically to the electorate for local government elections
Number of electors per councillor	The total number of electors in a local authority divided by the number of councillors
Over-represented	Where there are fewer electors per councillor in a ward or division than the average

Parish	A specific and defined area of land within a single local authority enclosed within a parish boundary. There are over 10,000 parishes in England, which provide the first tier of representation to their local residents
Parish council	A body elected by electors in the parish which serves and represents the area defined by the parish boundaries. See also 'Town council'
Parish (or Town) council electoral arrangements	The total number of councillors on any one parish or town council; the number, names and boundaries of parish wards; and the number of councillors for each ward
Parish ward	A particular area of a parish, defined for electoral, administrative and representational purposes. Eligible electors vote in whichever parish ward they live for candidate or candidates they wish to represent them on the parish council
Town council	A parish council which has been given ceremonial 'town' status. More information on achieving such status can be found at www.nalc.gov.uk
Under-represented	Where there are more electors per councillor in a ward or division than the average
Variance (or electoral variance)	How far the number of electors per councillor in a ward or division varies in percentage terms from the average

Ward

A specific area of a district or borough, defined for electoral, administrative and representational purposes. Eligible electors can vote in whichever ward they are registered for the candidate or candidates they wish to represent them on the district or borough council

CABINET MEMBERS REPORT TO COUNCIL

14 June 2018

COUNCILLOR ALISTAIR BEALES - CABINET MEMBER FOR CORPORATE PROJECTS AND ASSETS

For the period April to June 2018

1 Progress on Portfolio Matters.

Nelson Quay - the scheme is the only one in Norfolk and one of three in the East of England to have been included in the government's UK Capital Investment portfolio, which was launched by Dr Liam Fox, Secretary of State for International Trade on 17 May 2018 and is aimed at attracting more than £30 billion of investment to the UK.

Key dates:

7 June – visit from the Department for International Trade's Investor Relations Team

12 June – soft market testing day – meeting with potential investors

15 August – webinar at the Department for International Trade HQ with trade and investment advisors posted at British Embassies and Consulates overseas.

St Margaret's THI - with just over a year left to the end of the THI scheme, 77% (or £1,185,675) of the total grant has been offered to properties within the eligible area. All 3 critical properties have been addressed, 9 priority projects and 5 reserve projects. Three more priority projects will be offered grants in the next few weeks. In total, 20 properties around Saturday Market Place, St James Street and Tower Street will have been improved or significantly improved by the end of the THI scheme next summer.

In terms of the learning and training activities, £64,415 has been spent and £18,385 committed to date (equating to 82.8% of the total budget) for a series of training courses delivered in partnership with the Prince's Trust, College of West Anglia and Society for the Protection of Ancient Buildings (SPAB) as well as community engagement activities and events.

2 Forthcoming Activities and Developments.

Enterprise Zone (on part of NORA) – a Reserved Matters planning application will be forthcoming for industrial units and infrastructure. Currently outline permission is in place.

CABINET MEMBERS REPORT TO COUNCIL

14 June 2018

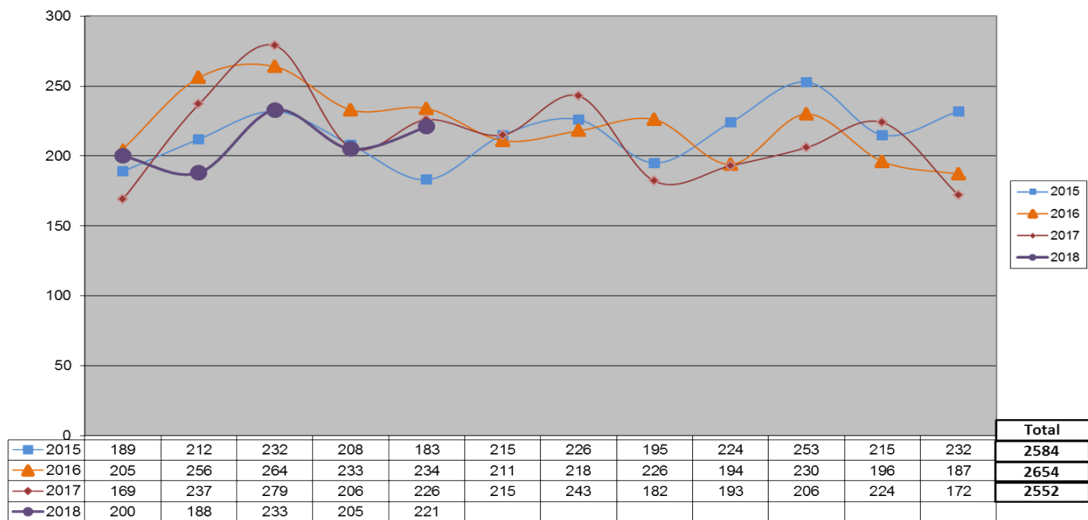
COUNCILLOR RICHARD BLUNT - CABINET MEMBER FOR DEVELOPMENT

For the period 1 April 2018 to 31 May 218

1 Progress on Portfolio Matters.

Planning Applications

Planning and discharge of condition applications received



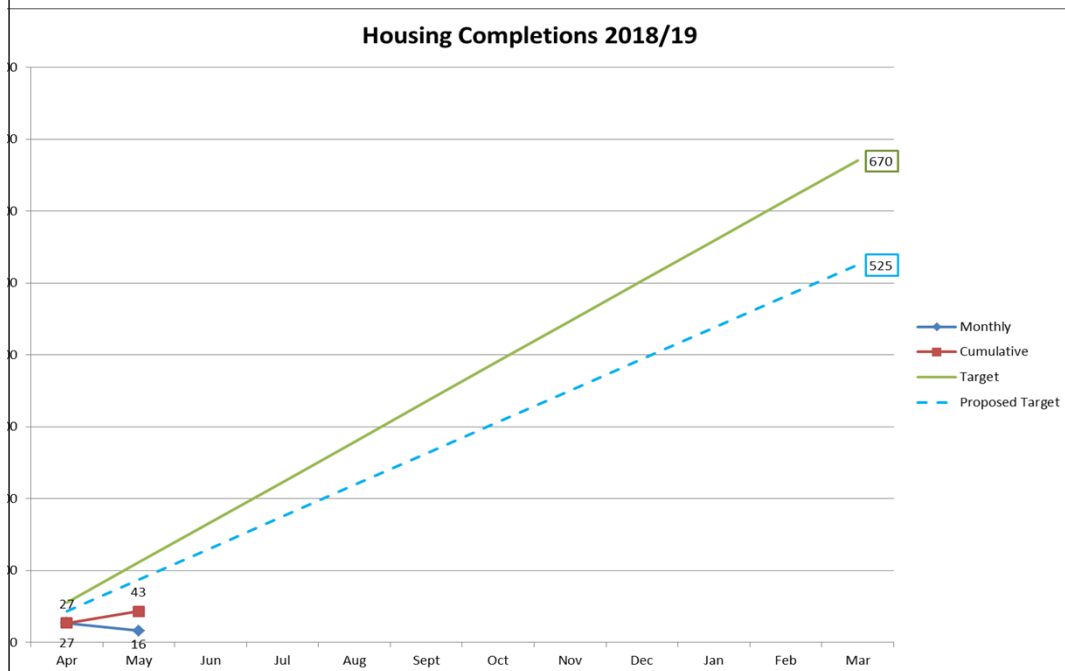
Planning Appeal

An appeal against the refusal of an application for up to 300 dwellings to the south of Downham Market, has recently been allowed. The site is allocated in the Local Plan for at least 140 dwellings.

Gold Achievement Award for Address data

Corporate address data is managed by the Address Management Team within my Portfolio and it was announced at the annual GeoPlace Exemplar Awards that the team are winners of a Gold Achievement Award for Address Data, this is an excellent and well deserved achievement by the team. It shows that the official address data held is of a high quality and ensures that the address based systems used in the council that take a feed from the database matches with official addresses. GeoPlace also share the address data with other external organisations, including the emergency services where it is vital they

can arrive at the correct address as quickly as possible.



Housing Completions

I have included for the first time a graph showing Housing Completions. The blue line shows completions per month and red shows Cumulative completions.

The green illustrates the current 670 annual target and the dotted blue line the possible target currently being proposed in next plan (yet to be confirmed).

The monthly figures will be adjusted as more information on completions is available.

NPPF consultation

The Local Plan Task Group considered the draft NPPF and a response was submitted to Government on 10 May. A revised version is anticipated before the summer recess in late July.

West Winch Growth Area

There was a very successful visit from the Housing and Planning Minister, Dominic Raab, on 11 May. He was given a presentation about the housing development at West Winch, and toured the site. Sir Edward Lister the Chairman of the Homes England and Henry Bellingham MP also attended the event.

Kings Lynn Transport Study

A workshop event took place at the Town Hall on 16 April for stakeholders, and this was followed with a presentation to the Regeneration and Development

Panel on 22 May and a question session for that group. A further workshop will take place with the R+D Panel on 26 June to bring out issues and options.

Neighbourhood Plans

The Snettisham NP is out to consultation at the moment (until 22 June), and an Examiner appointed to decide whether it can proceed to Referendum.

2 Meetings Attended

Planning Committee
Cabinet Sifting
Cabinet
Various meetings with Officer
CNC meeting
A47 Dualling Business Meeting

CABINET MEMBERS REPORT TO COUNCIL**14 June 2018****COUNCILLOR ADRIAN LAWRENCE - CABINET MEMBER FOR HOUSING & COMMUNITY**

For the period 12 April to 14 June 2018

1 Progress on Portfolio Matters.**Home Choice**

There are 912 live applications

1 Emergency

165 High

243 Medium

503 Low

46 applicants were housed in the month of May

Houses in Multiple Occupation

We are preparing for changes to the licencing regime for Houses in Multiple Occupation. This will mean a significant number of additional properties are likely to fall within the licencing regime. Currently the regime applies to 3 stories or more where five or more individuals live together as 2 or more households. From October 2018 properties of any type i.e. less than 3 storeys occupied in this way will require a licence. We will engage with landlords over the months ahead and support and incentivise landlords through the process. A new digital application process is currently being developed with a software partner that will be live by October.

Minimum Energy Efficiency Standard

I will be bringing forward a report on the new Minimum Energy Efficiency Standard – these new regulations are aimed at ensuring private landlords take reasonable actions to ensure properties they let out are as energy efficient as they can be. The regulations mean that from 1 April 2018 private rented properties must have an EPC rating (Energy Performance Certificate) of E or better (unless an exemption applies). There are a number of exemptions that can be sought, and the Government is currently undertaking further consultation on these. Again we will be working on arrangements for supporting landlords to meet these new regulations.

Ministerial visit – 11th May

Along with some of my Colleagues, Officers and Sir Henry Bellingham MP we welcomed The Minister for Housing Dominic Raab MP and Sir Edward Lister Chair of the new Homes England. A presentation was given on the progress of our major housing delivery programme, and future opportunities that we have for development on Council owned sites as well as joint working opportunities with Freebridge Community Housing. We took time to take our guests to the Council's key strategic housing site at West Winch. Discussing plans for a housing access road we will continue to explore options with Homes England on how the access road, and associated highways improvements can be funded.

The Council continues a process with Home England following selection of 7 Council owned sites under the Accelerated Construction programme. I hope to report some progress on this soon.

Fixed Odds Betting Terminals

On 17th May 2018 the Minister for Sport and Civil Society Tracey Crouch announced that the maximum stakes on Fixed Odds Betting Terminals (FOBTs) are to be reduced from £100 to £2 to reduce the risk of gambling-related harm.

Changes to the stake will be through secondary legislation. The move will need parliamentary approval and the Government will also engage with the gambling industry to ensure it is given sufficient time to implement and complete the technological changes.

The Animal Welfare (Licensing of Activities Involving Animals)(England) Regulations 2018

On 16th April new Animal Welfare regulations were made, coming into force on 1st October 2018. The changes include animal boarding establishments, animal breeding, pet shops, riding establishments and exhibition of animals. There will be risk rated premises and up to 3 year licenses.

Contraband Tobacco

On 24th May a joint working operation including Trading Standards, Norfolk Constabulary and the Borough Council seized large quantity of illicit tobacco, a CCTV hard drive and over £1000 in cash from a premises within the Borough.

3 Meetings Attended and Meetings Scheduled

Full Council
Cabinet
Cabinet sifting
Meeting with Housing Minister
Mayor Making
Portfolio Meetings
Various Meetings with Officers

CABINET MEMBERS REPORT TO COUNCIL

14 June 2018

COUNCILLOR IAN DEVEREUX- CABINET MEMBER FOR ENVIRONMENT

For the period 13 April to 14 June 2018

1 Progress on Portfolio Matters.

Brown Bin sales have continued strongly early in the year with an increase to 27,353 bins, an increase of 708 since last December. Without a formal marketing campaign, this achievement is a tribute to the quality and perceived benefit of this very cost-effective service.

I was delighted to be able to join the Mayor last month in making a presentation to Marshland and District Community Centre of a cheque for £3,000 for winning the Community Chest Challenge as part of our final phase of community awards under our West Norfolk Green Points Scheme. The two runners-up Dersingham Village Hall and Wereham Village Hall received awards of £1,500 each. The awards recognized their superb efforts to increase recycling and food waste collection, and to reduce residual waste levels collected. We also benefitted from the teamwork and leadership of the National Project Manager for the Green Points scheme who has just won the accolade of the most Influential “under 35 year old” in the Waste & Recycling Industry!

Last year we achieved our overall target for waste recycling. With more than 25,000 tonnes of material recycled we have helped to reduce carbon emissions and depletion of resources. Receipt of the associated recycling credits has generated more than £1.4 million of effective income for the Council, to help keep down Council Tax, with similar benefits for Norfolk County Council. But for the poor early spring weather which reduced garden waste levels by 300 tonnes compared to last year, this income would have been even higher!

I have asked officers to keep me informed on progress made by Norwich City Council, who are using money from the national charity WRAP to run a campaign to increase the use of their food waste collection service.

The public consultations on the Hunstanton Coastal Management Plan were successfully concluded so that the various options can now be refined and costed as part of our long-term investment programme.

2 Forthcoming Activities and Developments.

I will be attending the Norfolk Waste Partnership Board in early June. This will also provide the opportunity for an informal meeting with colleagues from North Norfolk District Council and Breckland District Council to review our progress on our joint procurement of the next waste collection contract. The contract will start in April 2021 but, due to the scale and importance of the service, work is already well underway for this to go to market this summer for tender submissions.

The Team and I will be actively contributing to the June Environment & Community Panel which will be addressing the vexed question of Plastics!

3 Meetings Attended and Meetings Scheduled

Cabinet and associated Briefing and Sifting meetings
King's Lynn for Climate Change Earth Day Event
Norfolk Coast Partnership Core Management Group
Local Green Points Awards Event
Environment & Community Panel
Mayor Making & Annual Council
Corporate Performance Panel
Appointments Board
Various Portfolio Meetings

Scheduled key Meetings

Norfolk Waste Partnership Board
East of Ouse, Nar and Polver Internal Drainage Board
MoD Panel Discussion at the Norfolk Show

CABINET MEMBERS REPORT TO COUNCIL

14 June 2018

COUNCILLOR MRS KATHY MELLISH - CABINET MEMBER FOR FACILITIES AND ICT

For the period 13 April to 14 June 2018

1 Progress on Portfolio Matters.

At the first meeting of the Corporate Performance panel this year two items under my Portfolio were on the agenda for update and post evaluation.

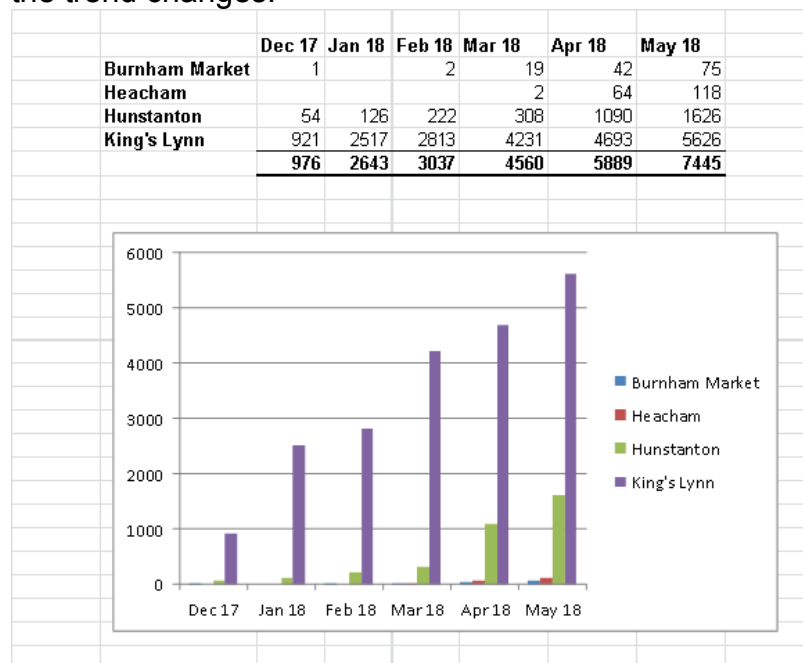
The first was OneVu or My Account as we know it on the Council website, <https://my.west-norfolk.gov.uk> Members were given an overview of the position so far and what could be accessed which is specific to you and where you live. A good example is bin collection, once you have set up your account you can find out which day which bin is to be emptied in the week. Particularly useful when we have a Bank Holiday week as I for one always forget and need to check not only the day but which bin it happens to be. The take up for account opening is 15,500 and growing since it's live release in February 2017. It works out around 27 daily of which 44% are out of normal office hours. E forms are designed to mirror the questions regularly asked when calls are placed to the CIC team and this is checked for ease of use and the correct information being in place as an ongoing real time exercise. Forms can be part completed and are then saved for you to continue at another time so if anyone needs further documentation or information it can be continued later rather than having to start the whole process again.

The second presentation was a post evaluation of the work to allow DWP and JCP to join us at King's Court. This was a massive undertaking which in turn opened other issues which had not been initially considered. Overall the project was a success and a great example of joint working with other organisations. Any last-minute issues were covered with little or no change to the original plan. There are the usual minor snagging issues to resolve but the last of the major changes has now been completed with the division of the old Heritage room into two new meeting rooms, so they can be used more efficiently. They will be called Kempe and Tornado, so they are easier to distinguish from the normal meeting room numbers we have at King's Court.

Due to the impressive flow of visitors at Mintlyn last year we have agreed to hold another Open Day this year on Saturday 7 July. This may not be a yearly event however feedback proved it was well received so it gives another chance for those who missed the previous opening.

I was interested to see how the cashless car parking is working now the initial first interest has been exhausted. Attached are the current figures from December 2017.

This demonstrates it has been a successful project and suits many people for ease of use. Once a full year has been completed we will have a better idea if the trend changes.



I'm sure no one has missed the General Data Protection Regulations messages and the addition of this in the Members training session recently. The ICT team have been looking to ensure we are compliant within the Council but we as Members must also be aware as we hold Ward work information on our IT equipment. We have considered the best way forward and this will be relayed out in due course but please be aware any information you hold for Ward matters is included in the GDPR legislation so only hold this for the time required to deal with the matter in hand, after that delete and then also empty your deleted items folder. Emails which are sent out containing information which may require a response or a comment, please do not 'reply all'. This spreads information further than necessary, adds data to our servers and fills even more 'inboxes'. Reply to the author only, as required, which will limit data traffic and in the long run save us from ever increasing 'inbox' information which then needs to be viewed before it is deleted.

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
 CPP meeting
 Cabinet Sifting

CABINET MEMBERS REPORT TO COUNCIL

14 June 2018

COUNCILLOR PETER HODSON - CABINET MEMBER FOR PERFORMANCE AND ECONOMIC DEVELOPMENT

For the period 13 April to 5 June 2018

1 Progress on Portfolio Matters.

King's Lynn Town Centre

Markets in conjunction with the BID all going well, the Farmers Market for Saturday 9th of June should be the biggest yet.

Good News - Poundstretcher opened by our new Mayor in King's Lynn creating 25 new jobs.

Hunstanton Coastal Community Team:

Hemmingway Design have been appointed to prepare a masterplan for the southern seafront area to investigate feasibility of potential development on seafront sites, public realm enhancements and feasibility of a marine lagoon. Hemmingway Design will be carrying out wide ranging consultation as part of their study in the summer. The Hunstanton Prosperity Coastal Community Team secured the match funding required for the study from the Norfolk Business Rates Pool.

Coastal Community Fund:

A Stage 1 application has been submitted to the Coastal Community Fund for the 'Sail the Wash' project.

Working in partnership with Fenland District Council and Lincolnshire County Council, the aim of the project is to develop the waters of the Wash, making them more 'user friendly' and accessible for the leisure sailor, to change adverse perceptions of the Wash as somewhere to go sailing. The outcome of the stage 1 application is expected in June-July. If successful a stage 2 application will need to be submitted by mid-October for a decision in early 2019.

2 Meetings Attended and Meetings Scheduled

Cabinet Meetings
Coastal Community Meeting
Hunstanton Coastal team meeting
Paul Harrison

Mathew Henry
Martin Chisholm
Ostap Paparega
Cabinet Sifting
C.P.P

CABINET MEMBERS REPORT TO COUNCIL

14 June 2018

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

For the period May 2018 to 13th June 2018

1 Progress on Portfolio Matters.

Launched in March the community lottery, West Norfolk Wins, has 50 good causes signed up. With over 1200 tickets sold the first draw was held on May 26th at 8pm. Thanks to Lovells and Hughes an additional prize of a 50inch television and sound bar was the first extra prize won. Each Saturday evening the draw takes place. This initiative led by the Borough Council is an excellent way for everyone to help their good causes. It is predicted to make over £30,000 during the year to be shared between the good causes registered.

The Borough Council's Inaugural meeting of the Local Cultural Education Partnership was held in March organised by Festival Bridge who are a partner of the Norfolk & Norwich Festival. This is supported by our Cultural Prospectus and administered by Creative Arts East. Festival Bridge have a mandate to develop arts and cultural opportunities for children and young people including providing Partnership Investment. At the first meeting the Terms of Reference, key priorities in enhancing the cultural opportunities for children and young people in KL&WN were discussed by the partnership. The next steps are mapping existing provision, identifying gaps, incorporating the youth voice and an activity plan with an outcomes framework.

An On-Air and Digital Marketing campaign to promote the West Norfolk mobile APP was held during March and April. The objective of the campaign was to raise awareness of the visitwestnorfolk APP to a local audience both to residents and businesses within a 40 mile radius of Kings Lynn. The total audience reached on social media was 73,000. There were 174 radio spots on KLFM and advert messages on mobile phones amounted to over 500,000 was delivered.

The Stories of Lynn mobile phone APP has also been promoted this spring. This APP not only gives up-to-date information about Stories of Lynn it is an audio visual guide to the historic town of Kings Lynn.

The Lynn Museums partnership with Google Cultural Institute currently explores the whaling industry. In addition it is planned to show an online exhibition on pilgrimage and pilgrim badges using the Museums collection. Also the documentation of the collection is going to be improved during the

Summer by students. The Museum is now open on Sundays until September. A joint ticket is available for visitors to the Stories of Lynn, also to explore the Customs House and the Lynn Museum. The Museum is working in partnership with NCC by providing free admission cards to Children & Adult Services for care leavers.

The LEADER project titled 'WN Explorer Tourism Trails', has 3 themes, celebrating and promoting our churches and other religious sites, linking sites together which tells the history of our rural area especially in the southern part of our Borough and thirdly highlighting and exploring the Great Ouse via the use of public transport. The project Officer is gathering evidence and information about our Churches, villages heritage, walking and cycling routes and visiting village businesses in preparation for developing a website and 2 mobile phone APPS. Distance Way markers for the Fen Rivers Way are being designed which will also promote public transport. A photographer for the story/information boards, which will be installed at certain locations in villages, has been appointed. As part of the themed promotion 6 short videos will be produced which will be aimed at encouraging people to explore on foot, cycle or using public transport from Kings Lynn into the heart of the Fens and West Norfolk countryside. the videos will be suitable for use on Social media. The completion date for this project is May 2019.

2 Forthcoming Activities and Developments.

On Norfolk Day 27th July as part of the celebrations, we, with Stories of Lynn and the Customs House, are working in partnership with Lynn Museum and Trues Yard to offer visitors the opportunity to access all four museums for one price. There will be Frederick Savage themed activities.

The 2018 Hunstanton Soap Box Derby has been officially launched. After an incredibly successful first year, 2017, the Soap Box Derby will return on 23rd September. The entry level limit has been raised from 40 to 50 teams this year due to the 2017 demand.

3 Meetings Attended and Meetings Scheduled

Portfolio Meetings with

Ray Harding Chief Executive
Chris Bamfield Executive Director Commercial Services
Lorraine Gore Executive Director Finances
Claire Thompsett KL Area Grounds Manager
Martin Chisholm Business Manager
Ostap Paparega Regeneration & Heritage Dev. Manager
Roger Partridge Activity Co-Ordinator-Hunstanton Gardens
Undina Reinfelde LEADER Project Officer
Rachael Williams Stories of Lynn Engagement Officer

Cabinet

Norfolk Records Committee

Norfolk Joint Museums Committee
KL & WN Area Museums Committee
Norfolk Arts Forum
Heritage Action Zone Board
KL Transport Plan Committee
Ely North Junction Rail Summit
Health & Wellbeing Board
WN Primary Care Commissioning Committee
Local Cultural Education Partnership Board
West Norfolk Community Transport
Norfolk Armed Forces Covenant Conference
Hunstanton Town Council Liaison Forum
KL Festival Board
Internal Drainage Board
NCC Walking and Cycling working Group
Keep Britain Tidy Seaside Award Cromer

CABINET MEMBERS REPORT TO COUNCIL**14 June 2018****COUNCILLOR BRIAN LONG – LEADER OF THE COUNCIL & PORTFOLIO HOLDER FOR RESOURCES**For the period April 2018 to 4th June 2018**1 Progress on Portfolio Matters.****Council Budget 17/18**

The draft statement of accounts to 17/18 was posted online as required on the 31st May as is the latest requirement. This report shows a favourable outturn for last year and this will be reported to Cabinet at its June Meeting.

The Draft Statement of Accounts 2017/2018 can be found here

https://www.west-norfolk.gov.uk/info/20160/budgets_spending_and_performance/361/final_accounts

Visit of Housing Minister

Whilst not within my portfolio I was pleased to welcome Dominic Raab MP to Kings Lynn for a visit. The ability to demonstrate to him what we are doing as a council with regards to housing provision within West Norfolk together with the work of our partner Freebridge Community Housing, was one not to be missed. Input from our MP Sir Henry Bellingham was very much appreciated. Credit must go to our team for what was a smoothly run visit and the progress at Marsh Lane / Lynnsport, Nora and Hillington Square was really good to see.

2 Forthcoming Activities and Developments.**Audit**

Our External Auditors (Ernst & Young) will commence their annual inspection work next week. They attended Audit Committee including the training session which was very positive.

A47 Campaign

I chaired a meeting to look at progress of the campaign to see the A47 improved from the A1 right through to Great Yarmouth. This is in addition to the work of the A47 Alliance and concentrates on the part of the road in West Norfolk. There was a very positive outcome with strong support from Business and our Local MPs. It is intended that the Development portfolio will in future include Transport within its remit. This alteration will be proposed formally and dealt with by Cabinet / Council within the next cycle.

3 Meetings Attended and Meetings Scheduled

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

Environment & Community Panel

Various meetings with Business Owners

RAF100 Parade and Freedom of The Borough for RAF Marham

KL Transport Planning Meeting

Annual Council & Mayor making

Visit by the Housing Minister Dominic Raab MP

Meeting with Local Police Commander

Freebridge Housing Board Meeting

Kings Lynn Town Centre Partnership

Liaison Meeting with Hunstanton Town Council & Councillors.

Training Session on General Data Protection Regulations

Kings Lynn Internal Drainage Board – Board Meeting

Corporate Performance Panel

A47 Duelling Campaign Meeting

Norfolk Leaders Meeting

Follow up Meeting with Kings Lynn B Power Station Representative

Meeting with Labour Group Leaders

Audit Committee

Meeting with Director of “Your Own Place”.

RECOMMENDATION FROM CABINET ON 17 APRIL 2018 TO COUNCIL ON 14 JUNE 2018

CAB147: REVIEW OF KEY DECISION LEVEL

Councillor Long presented a report which reminded Members that The Scheme of Delegation set out the areas delegated to Portfolio Holders to make decisions and complied with the Council's Financial Regulations. Key Decisions were not delegated to Portfolio Holders and must be considered in Cabinet. Key Decisions were defined as:-

an executive decision which is likely –

(a) to result in the local authority incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the decision relates;

or

(b) to be significant in terms of its effect on communities living or working in the area comprising two or more wards and electoral divisions in the Council's areas where significant under a) above is £250,000 or more and significant under b) above is one third of the resident population in a ward.

It was noted that the level of key decisions had not been reviewed since it was originally approved and as many contractual decisions amounted to a key decision when the finances were added for the life of the contract, the decision would need to go to Cabinet even when the tender had come in under budget. Raising this level would permit a decision to be taken by individual Cabinet Members / and or Officers where delegation permits, but would still be transparent with decisions published as required.

RECOMMENDED: That the Key Decision Limit be set at £500,000.

Reason for Decision

To permit relatively modest revenue contracts which run for a number of years to be procured more speedily, and to reflect the impact of inflation since the original figure of £250,000 was agreed when Executive arrangements were originally set up.

**RECOMMENDATIONS FROM CABINET ON 29 MAY 2018
TO COUNCIL ON 14 JUNE 2018**

CAB12: UPDATE TO THE HEALTH AND SAFETY POLICY

D Gates, Executive Director presented a report which outlined the authority's statutory obligation to have an appropriate Health, Safety and Welfare Policy. The report highlighted the changes required to the Policy to ensure it remained fit for purpose.

RECOMMENDED: That the revision of the Health, Safety and Welfare General Policy be supported.

Reason for Decision

To ensure that our Policy is compliant with legislative requirements and meets the needs for the policy to be current and relevant to our work.

CAB13: UNCONTESTED PARISH COUNCIL ELECTION COSTS

Councillor Long presented a report which proposed 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.

Under Standing Order 34, Councillor C Joyce asked who set the numbers for petitioning for an election, to which it was confirmed that all the elements were set out in legislation.

Under Standing Order 34, Councillor Moriarty asked for a precis of the response to Snettisham Parish Council, to which Councillor Long explained that he considered that a parish should fund its own election expenses, and it not be paid for by areas which were not affected by it.

Councillor Moriarty expressed the view that political parties should not put up "paper" candidates for election causing what he considered unnecessary elections. Cabinet considered that candidates standing for election or standing down in Parishes was more prevalent than the Borough positions. It was considered that if standing for a seat the election should be hard fought giving voters the opportunity of choosing from a selection of candidates.

The Chief Executive referred to the letter from Snettisham Parish and commented that the work involved in preparing for an election was far more than listed.

RECOMMENDED: To confirm the proposal to charge Parish Councils for all their own uncontested elections, at a rate not exceeding the actual costs incurred.

Reason for Decision

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

CAB14: REDUCTION IN PARISH COUNCIL NUMBERS - DERSINGHAM & NORDELPH

Councillor Long presented a report which explained that under Schedule 5 of the Local Government and Public Involvement in Health Act 2007, Section 4, 3A(b) the number of Parish Councillors for each Parish is fixed from time to time by the Borough Council. The last occasion this matter was reviewed was in 1991, when the following scale was agreed:

Electorate	Number of Parish Councillors
Up to 300	7
For every additional 300 or part thereof	1

Dersingham Parish Council had requested a reduction in its parish council numbers, but with their current electorate the figure should be 19. Therefore the request for a reduction by 2 or 3 councillors was considered too large and therefore recommended against.

Nordelph Parish Council had requested a reduction by 1 councillor which was in line with the formula. It was recommended that this be approved.

RECOMMENDED: 1) That the variation in Parish Councillor numbers for Dersingham not be approved.
(2) That the variation in Parish Councillor numbers for Nordelph be approved.

Reason for Decision

To ensure that the Council meets its statutory obligation, whilst maintaining the scale previously set by the Council.

CAB15: HILLINGTON POLLING PLACE

Councillor Long presented a report which reminded members of the Council's duty to undertake a review of the polling districts and polling places in respect of Parliamentary electoral areas that fall within the boundaries of the Borough. This review was last conducted in 2013, but it is the Returning Officer's responsibility to keep polling stations under review.

Because there are other buildings which were more suitable, accessible and cost effective, the Returning Officer had inspected available premises and makes the proposal that the Polling Place for Hillington be moved from the Ffolkes Arms to Tapping House. This was supported.

RECOMMENDED: The Polling District and Polling Place Review Schedule attached to the agenda incorporating the change to Hillington Polling Place be adopted.

Reason for Decision

To ensure that the Council meets its statutory obligations.

REPORT TO COUNCIL

Lead Member: Councillor Brian Long E-mail: cllr.brian.long@west-norfolk.gov.uk		Other Cabinet Members consulted:		
		Other Members consulted: Environment and Community Panel Corporate Performance Panel		
Lead Officer: Samantha Winter E-mail: sam.winter@west-norfolk.gov.uk 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: 14 June 2018

APPOINTMENTS TO OUTSIDE BODIES AND PARTNERSHIPS

Purpose of Report

The report seeks the appointment of representatives to serve on outside bodies and partnerships, which fall within the General, Parished and Unparished categories. Nominations for representatives to serve on outside bodies and partnerships which fall within the Scrutiny and Regulatory categories will be made by the Environment and Community Panel and Corporate Performance Panel and are also submitted for approval by Council as set out in point 4.1 of the report.

Recommendations

- 1) That the Council appoints representatives to serve on the outside bodies and partnerships listed in the Parish level and General categories as shown at Appendix 1.
- 2) That Council approves the appointment of representatives nominated by the Environment and Community Panel and Corporate Performance Panel to serve on outside bodies and partnerships which fall within the Scrutiny and Regulatory categories as shown in part 4.1 of the report and Council nominates members to serve on the scrutiny outside bodies if no nominations were made by the Panels.
- 3) That the reporting arrangements be noted, as shown in section 3 of the report.
- 4) That the Hunstanton Green Joint Management Committee be disbanded.

Reason for decision

To ensure continued involvement in the community by the Council

1.0 BACKGROUND

1.1 The Cabinet at its meeting on 29 May 2018 confirmed a number of Executive appointments to outside bodies and partnerships. Further appointments are made by the Council in the following categories:

- Scrutiny and regulatory roles

- Parish level representation, parished and unparished areas
- General appointments

2.0 INSURANCE COVER FOR BOROUGH COUNCILLORS

2.1 The Council's insurance will indemnify any employee or member arising from their service on the board or participation in the capacity of governor, officer, trustee, director, committee member or other official of any not-for profit entity other than the insured.

Provided always that:

- a) The service or participation by the employee or member is specifically requested by or under the specific direction of the insured.
- b) The insured is legally entitled to approve the service or participation and to indemnify the employee or member in respect of it.
- c) Any payment will only be made by the insurer for an amount in excess of any indemnification or insurance coverage provided by the not-for-profit entity or afforded from any other source and to which the employee or member is entitled.

2.2 When a member is appointed to serve on an outside body, they should also ensure that as well as completing the Register of Financial and Other Interest form, they should complete the annual "Related Party Transactions form", with the details of those bodies on which they serve.

3.0 FEEDBACK FROM MEMBERS ON OUTSIDE BODIES

3.1 Arrangements for reporting back by Members serving on Outside Bodies are approved every year at Council as follows:

3.1.1 The Environment and Community Panel and Corporate Performance Panel should be able to request reports from Councillors serving on outside bodies which fall within their remit. By programming the reports over the Panel's annual timetable of meetings, it would be possible for members both to assess the usefulness of making appointments to bodies and be informed of any relevant matters.

3.2 Cabinet Members serving on outside bodies will report via their Cabinet Members' reports to Council.

3.3 It is not intended that reports would be required from Councillors serving on bodies local to their wards. All would be encouraged, however to use the Members' Bulletin to report on the work of any such organisation.

4.0 APPOINTMENT OF REPRESENTATIVES

4.1 Scrutiny and Regulatory Roles

The Corporate Performance Panel nominated Councillor P Beal as their representative on Hunstanton Sailing Club Development Sub-Committee.

Nominations made by the Environment and Community Panel at their meeting on 12th June, in respect of the following outside Bodies, will be tabled at the Council meeting.

- Borough Council/College of West Anglia Liaison Board
- King's Lynn and West Norfolk Area Museums Committee
- Norfolk County Council – Norfolk Countywide Community Safety Partnership Scrutiny Sub-Panel
- Norfolk Health Overview and Scrutiny Committee
- West Norfolk Community Transport Project
- King's Lynn Town Football Club

4.2 General Appointments, Parish Level Representation, Parished and Unparished Areas

Appendix 1 attached lists the bodies for which representatives are to be appointed and details the current representative.

5.0 HUNSTANTON GREEN JOINT MANAGEMENT COMMITTEE

It is recommended that the Hunstanton Green Joint Management Committee be disbanded. Regular meetings are held between the Council and Hunstanton Town Council that incorporate the work of the Hunstanton Green Joint Management Committee.

6.0 FINANCIAL IMPLICATIONS

Mileage and subsistence allowances for Councillors attending meetings.

7.0 ACCESS TO INFORMATION

Current lists of member representation

APPENDIX 1

APPOINTMENTS TO BE MADE BY FULL COUNCIL ON 14 JUNE 2018

For information Scrutiny and Executive appointments are shown in italics

<u>NAME OF OUTSIDE BODY</u>	<u>NUMBER OF REPRESENTATIVES PERMITTED</u>	<u>CURRENT REPRESENTATIVE/S</u>	<u>TERM OF OFFICE</u>
Backhams Almshouses Trust	1 Parish	Sally Twyman (non-council)	Annual
Bexwell Poors Land Charity	1 Parish	T White	Annual
Borough Council/College of West Anglia Liaison Board	1 Scrutiny <i>1 Exec</i>	To confirm the nomination put forward by the Environment and Community Panel <i>B Long (appointed by Cabinet)</i>	Annual
Brancaster Commons Committee	1 Parish	Mrs E Watson	Annual
Burnham Overy Harbour Management Committee	1 Parish	Miss S Sandell	Annual
Downham Market Leisure Centre Joint Management Committee	2 General <i>1 Exec</i>	Mrs J Westrop and M Howland <i>Mrs K Mellish (appointed by Cabinet)</i>	Annual
Freebridge Community Housing Board	2 General	M Hopkins and B Long	Annual
Gaywood Allotment Trust	4 General	T Smith, G Middleton, M Shorting and Mrs S Young	Annual
Hunstanton and District Festival of Arts	1 Parish	Mrs C Bower	Annual
Hunstanton Regeneration Project Team	3 Parish <i>1 Exec</i>	P Beal, Mrs C Bower and R Bird <i>A Beales and P Hodson (appointed by Cabinet)</i>	Annual
Hunstanton Sailing Club Development Sub Committee	1 Scrutiny	To confirm the nomination put forward by the Corporate Performance Panel – Councillor P Beal	Annual
John Sugars Almshouses	2 General	L Bambridge, Sally Twyman (non-council) and Janice Minns	Annual

Charity		(non-Council)	
King's Lynn and West Norfolk Area Museums Committee	3 Scrutiny 1 General <i>1 Exec</i>	To confirm the nominations made by the Environment and Community Panel. Councillor A Tyler <i>Mrs E Nockolds</i>	Annual
King's Lynn Emmerich Twinning Club	2 General	A Tyler and T Smith	Annual
King's Lynn Town Centre Partnership	2 Parish level <i>2 Exec</i>	L Bambridge and 1 vacancy <i>B Long and P Hodson</i>	Annual
King's Lynn Town Football Club	1 Scrutiny	To confirm the nomination made by the Environment and Community Panel.	Annual
Marriott's Warehouse	3 General	P Gidney, Dr Richards (non-council) and 1 vacancy	Annual
Norfolk Countywide Community Safety Partnership Scrutiny Sub-Panel	1 Scrutiny and 1 sub	To confirm the nominations made by the Environment and Community Panel.	Annual
Norfolk Health Overview and Scrutiny Committee	1 Scrutiny and 1 sub	To confirm the nominations made by the Environment and Community Panel.	Annual
North End Trust	1 Parish	Mrs E Nockolds	Annual
Outwell Charities	1 Parish	C J Crofts	Annual
Queen Elizabeth Hospital Governors Council	1 General	P Kunes	Annual
Safer Neighbourhood Action Panel – Downham Market	2 Parish	D Pope and B Long	Annual
Safer Neighbourhood Action Panel – Hunstanton	2 Parish	P Beal and T Bubb	Annual
Safer Neighbourhood Action Panel – King's Lynn	2 Parish	L Bambridge and A Tyler	Annual
Sibelco – Leziate Quarry Liaison Committee	2 Parish	A Beales and J Moriarty	Annual

West Norfolk and King's Lynn Girls School Trust	1 General	Mrs E Nockolds	Annual
West Norfolk Community Transport Project	1 Scrutiny	To confirm the nomination made by the Environment and Community Panel.	Annual
West Norfolk Youth Advisory Group	1 General	1 vacancy	Annual
West Walton Poors Charity	1 General	Mrs B Porter (non-council)	Annual
William Cleave Educational Foundation	2 Parish	L Bambridge and S Fraser	Annual