

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



# **COUNCIL MEETING**

## ***Agenda***

Thursday, 19th July, 2018  
at 6.30 pm

in the

**Assembly Room  
Town Hall  
Saturday Market Place  
King's Lynn**





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

You are hereby summoned to attend a meeting of the **Borough Council of King's Lynn and West Norfolk** which will commence at **6.30 pm** on **Thursday, 19th July, 2018** in **The Assembly Room, Town Hall, Saturday Market Place, King's Lynn** to transact the business shown below.

Yours sincerely

Ray Harding  
Chief Executive

#### **BUSINESS TO BE TRANSACTED**

**1. PRAYERS**

**2. APOLOGIES FOR ABSENCE**

**3. MINUTES**

To confirm as a correct record the Minutes of the Meeting of the Council held on 14 June 2018 (previously circulated).

**4. DECLARATION OF INTEREST**

Please indicate if there are any interests which should be declared. A declaration of an interest should indicate the nature of the interest (if not already declared on the Register of Interests) and the agenda item to which it relates. If a disclosable pecuniary interest is declared, the member should withdraw from the room whilst the matter is discussed.

**5. MAYOR'S COMMUNICATIONS AND ANNOUNCEMENTS**

To receive Mayor's communications and announcements.

**6. URGENT BUSINESS**

To receive any items of business which in the opinion of the Mayor are urgent.

**7. PETITIONS AND PUBLIC QUESTIONS**

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

## **8. CABINET MEMBERS REPORTS**

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

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

- 1) **Corporate Projects and Assets - Councillor A Beales** (Page 6)
- 2) **Development - Councillor R Blunt** (Pages 7 - 9)
- 3) **Housing and Community - Councillor A Lawrence** (Pages 10 - 12)
- 4) **Environment - Councillor I Devereux** (Pages 13 - 14)
- 5) **Facilities and IT - Councillor Mrs K Mellish** (Pages 15 - 16)
- 6) **Performance and Economic Development - Councillor P Hodson** (Pages 17 - 18)
- 7) **Deputy Leader and Culture, Heritage and Health - Councillor Mrs E Nockolds** (Pages 19 - 21)
- 8) **Leader and Resources - Councillor B Long** (Pages 22 - 23)

## **9. MEMBERS QUESTION TIME**

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

## **10. RECOMMENDATIONS FROM COUNCIL BODIES**

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

To consider the following recommendations to Council:

- 1) **Cabinet: 25 June 2018** (Pages 24 - 26)

CAB28: Compliance and Enforcement - Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015

CAB32: Code Of Good Practice For Licensing

Exempt Items

CAB35: King's Lynn Strategic Land Property Acquisition

CAB36: Changes to West Norfolk Housing Company, Business Plan and Intra Group Agreement

Ray Harding  
Chief Executive

**CABINET MEMBERS REPORT TO COUNCIL**

**19 July 2018**

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

For the period 15 June to 10 July 2018

**1 Progress on Portfolio Matters.**

Waterfront – progress continues following the successful visit from the Investor Relations team from the Department of Trade. This is a follow up to the announcement (17<sup>th</sup> May 2018) by International Trade Secretary, Dr Liam Fox of a global investment drive by his department aiming to bring more than £30 billion of investment to the UK. See hyperlink below:

<https://www.gov.uk/government/news/dr-liam-fox-launches-global-investment-drive-bringing-more-than-30-billion-to-the-uk>

Sommerfield & Thomas warehouse – Levitate Architects are developing concept proposals for the grain silo and Sommerfield & Thomas site combined.

**2 Forthcoming Activities and Developments.**

Enterprise Zone – a planning application will soon be forthcoming for phase 1 units and site infrastructure detail.

**3 Meetings Attended and Meetings Scheduled**

18<sup>th</sup> June – meeting with Property Services Manager  
20<sup>th</sup> June – West Norfolk Property Ltd. (Last minute apologies).  
25<sup>th</sup> June – Cabinet  
2/7/18 – Enterprise Zone briefing  
10/7/18 – Hunstanton Southern Sea Front Masterplan  
16/7/18 – portfolio briefing  
18/7/18 – Custom & Self Build Task Group

**CABINET MEMBERS REPORT TO COUNCIL**

**19 July 2018**

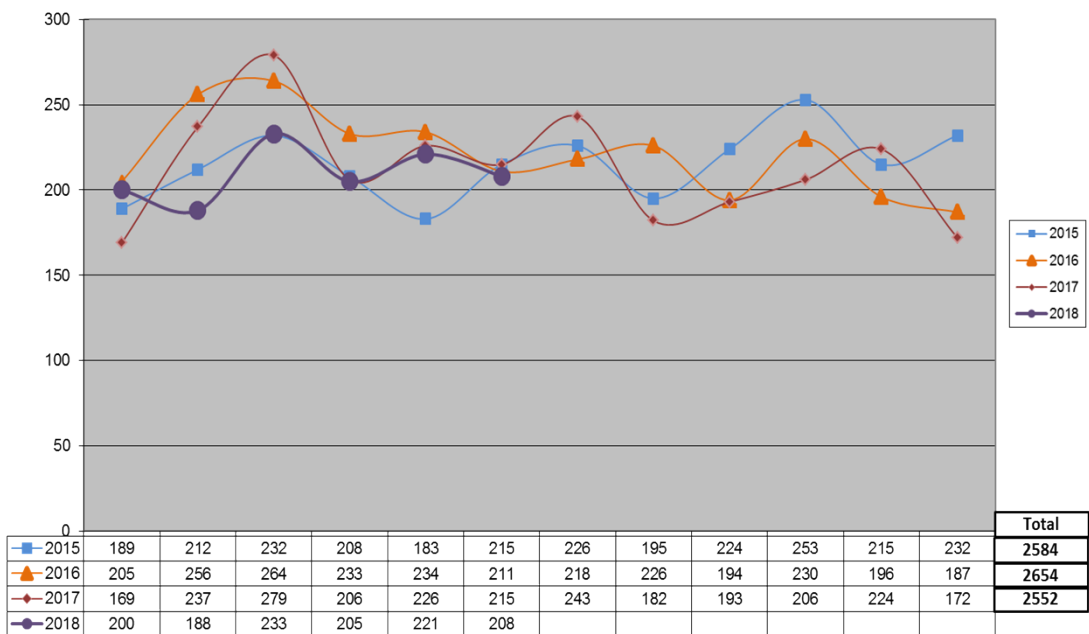
**COUNCILLOR RICHARD BLUNT - CABINET MEMBER FOR DEVELOPMENT**

For the period 15 June 2018 to 6 July 218

**1 Progress on Portfolio Matters.**

**Planning Applications**

Planning and discharge of condition applications received



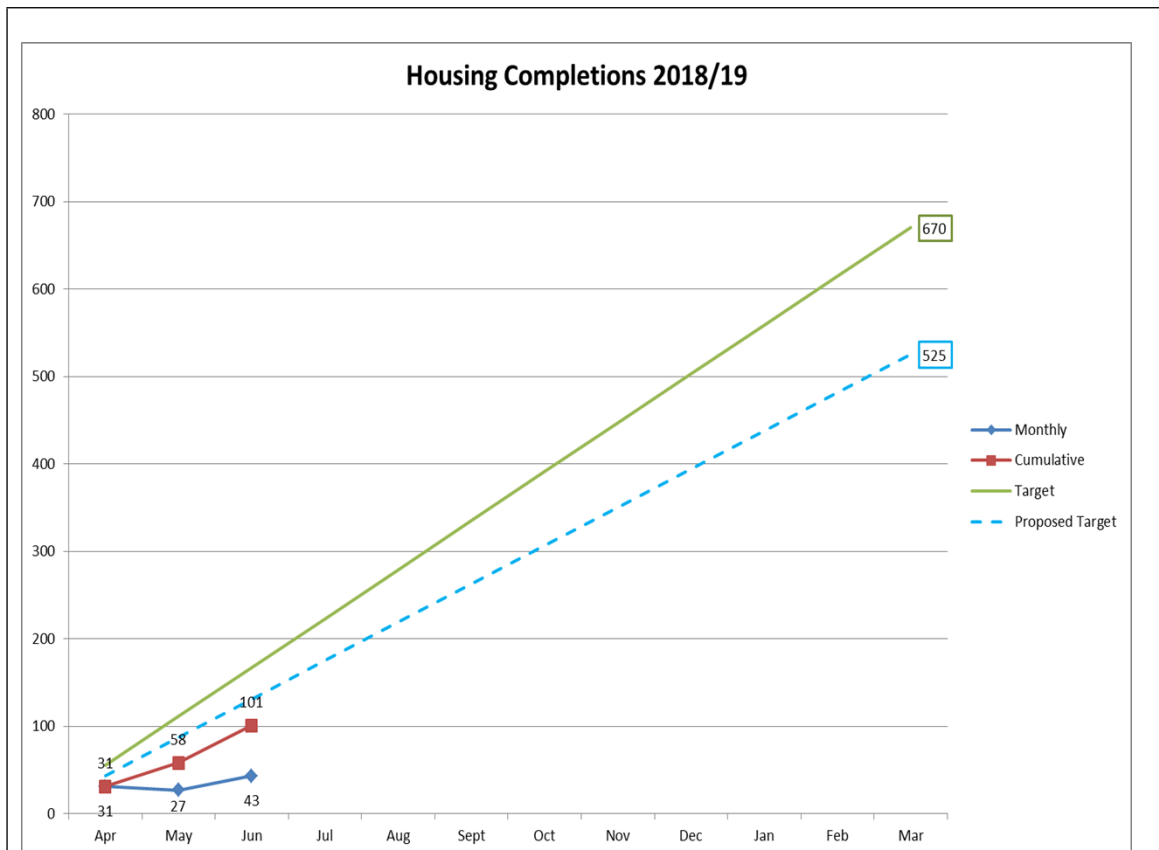
Application numbers are the same as the first quarter last year (546), although fee income is up by £22,000, partially reflecting the increase in fees introduced in January.

First quarter performance for speed of determining planning applications was as follows:

Majors – 100% against a national target of 60%

Minors -89.4% against a national target of 70%

Others - 92.8% against a national target of 80%



## NPPF

The Government have consulted on a draft revised National Planning Policy Framework and associated guidance. The consultation ran from 5 March to 10 May 2018. The Borough Council of course took part in this process and provided detailed comments on many of the topic areas consulted upon. Clearly revised national policy will have implications for the Borough Council and these will of course need to be taken into consideration, especially with regard to the preparation of our own Local Plan review. Key areas of change are the proposed method for calculating housing numbers and new categories of people to provide housing for.

In speaking with senior members of the Ministry of Housing and Local Government (MHLG) it is currently anticipated that the revised NPPF will be published to coincide with the parliamentary summer recess (24 May 2018).

## Local Plan Review Site Selection

In total approximately 600 sites have been submitted to date as part of this process. Initial assessment of all these sites was completed earlier this year, through our Housing and Economic Land Availability Assessment (HELAA). Those sites which 'passed' the assessment are to be assessed further through our Sustainability Appraisal (SA) – this is the main tool we will use for site selection. The first set of settlements and potential sites for allocation will shortly go before the Local Plan Task Group for consideration.



Those sites agreed upon for allocation (known as preferred options) will go into the draft version of Local Plan review, which will be published for public consultation, along with the SA, HELAA and other associated supporting documents. This consultation will offer the opportunity for further sites to be submitted for consideration and information supporting sites previously proposed.

### **Kings Lynn Transport Study**

The study comprises of series of work streams

- Traffic surveys during summer 2018
- Analysis of the current and future transport problems and issues
- Development of possible transport options identified by both BCKL&WN and NCC to address the issues
- Building a microsimulation traffic model of the central area of the town and using this to test possible transport schemes
- Stakeholder consultation/workshop and identification of a preferred strategy for BCKL&WN and NCC to pursue

Work has started on the various work streams and the final report will be completed early 2019.

## **2) Meetings Attended**

Cabinet Sifting  
Cabinet  
Various meetings with Officer  
Council  
Local Plan Task Group  
Custom and Self Build Task Group

**CABINET MEMBERS REPORT TO COUNCIL**

**19 July 2018**

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

For the period 15 June to 9 July 2018

**Progress on Portfolio Matters.**

**Home Choice**

In the month of June there were

935 live applications -

168 High

250 Medium

517 Low

44 applicants were rehoused

**Custom and self-build event**

The Council organised an event to raise awareness of the opportunities for landowners to consider creating custom and self-build plots. One of the speakers was Mario Wolfe the Director of a national task force supported by the Government and the National Custom and Self-build Association. Mario outlined ways in which councils can create more opportunities. A company called Potton who provide off-site timber packages attended to outline how they would work with land owners. Central government agency Homes England attended to explain the financial packages and assistance available to landowners interested in pursuing this route of delivery. My colleagues Cllr Blunt and Cllr Beales supported the event. The event was very well attended (55 approx.) and we received some extremely positive feedback.

**LGA Housing Adviser Support for Custom Build study**

This expression of interest has been prepared by the Borough Council in relation to a funding opportunity through the LGA. The proposal relates to meeting the costs associated with some research examining the demand for Custom and Self-build (CSB) housing. It will be one of the first such studies in the country, and it is proposed that the study area will encompass Breckland DC area and South Holland Dc areas.

### **Nigh Shelter provision**

I have circulated a delegated decision in relation to supporting proposals for a night shelter provision for 2018/19 to be operated by Churches Together. Building on the work started last year the proposal is to run 7 nights a week from November to March. The Council is committed to eradicating rough sleeping in the long term, but recognises the huge value of such a provision given the current situation. The approach is planning for the worst, in order that adequate resources are made available to cover this period on a continuous basis. The Council and its partner organisations will work alongside Churches Together and engage with people accessing the shelter to assist them find appropriate accommodation and /or support.

### **Accelerated Construction Programme**

Following my report in February in relation to funding opportunities from Homes England it seems that we should hear imminently on a funding offer for a number of identified Council owned sites. The funding is designed to help councils' bring forward land more quickly where there are barriers to delivery. In discussions with Homes England this week it appears that news of the Council's efforts in direct delivery of new housing has reached some of the key decision makers. It would appear that the efforts to tell our story during the ministerial visit in May are paying dividends.

### **Licensing**

Our new statement of principles (policy) under the Gambling Act 2005 is out for full consultation – end date 1<sup>st</sup> October 2018.

There was a massive seizure of illicit tobacco – 1 million cigarettes. Connected to premises in King's Lynn. There will be a review of a licensed premises within our area as a result of that seizure.

### **Meetings Attended**

Full Council  
Meetings with Officers  
Freebridge Community Housing  
Cabinet  
Planning Committee



**CABINET MEMBERS REPORT TO COUNCIL****19 July 2018****COUNCILLOR IAN DEVEREUX- CABINET MEMBER FOR ENVIRONMENT**

For the period 14 June to 19 July

**1 Progress on Portfolio Matters.**

As a consequence of widespread local concern about the introduction of charges for disposal of DIY waste at the NCC Recycling Centres, we have obtained a commitment from the NCC Waste Manager that any evidence of increased fly-tipping in the borough will be examined by the Norfolk Waste Partnership Board in September, as part of an ongoing review of the policy. As reported in Council, the only available fly-tipping evidential comparison so far, is between April 2017 with 152 events and April 2018 with 173. We will need several months' evidence to confirm the significance of any trend.

At the recent Local Government Association Coastal Group, I was able to get acknowledgment by the Environment Agency, of the benefit of including the impact of flooding on Tourism as part of any revision to the Flood Protection funding formula. This could be a valuable input to the recently convened House of Lords Select Committee on Regenerating Seaside Towns and Communities and improve the business case for the Hunstanton Coastal Management Plan.

Efforts to engage with our communities to improve recycling and raise awareness of plastic waste decisions include:-

- The pop-up Stall run by RECOUP ( the plastics recycling company), our Waste Management Leadership and myself, which attracted much interest. A photo of one of my interactions got some 702 views on twitter on the day, and overall some 11 tweets were seen 7471 times. RECOUP were very pleased with the overall response and has encouraged them to increase their national coverage.
- The launch of the #RecyclingWorldCup campaign, conceived in-house with a variety of "BurtMotson" football orientated recycling advice is clearly accessing the football follower communities! At the time of writing, 20 tweets have been seen 13,781 times, and 20 "Recycling World Cup" Facebook posts have reached 7615 people!

The recent Habitat Regulations Assessment, Monitoring, Mitigation and Green Infrastructure (HRAMMGI) Coordination Panel approved in principle eight bids for Monitoring and Mitigation Projects. These wide ranging projects seek to alleviate the impact of population growth due to our extensive housing

development programme over the next decade on increased visitor levels to our major wildlife and conservation areas: principally the 'Natura 2000' sites and other designated Special Areas of Conservation. This initial set of projects was proposed individually by The National Trust, Natural England, The Norfolk Wildlife Trust and The Wash & North Norfolk Marine Partnership. Further detail will be published on completion of contract negotiation.

I commend our Borough Emergency Response Team for their professionalism in coordinating the actions following the recent sighting and demise of the afflicted Fin Whale in the Great Ouse.

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

Following a National recruitment programme, I have been appointed by the Environment Agency as their Coastal Member on the Anglian (Central) Regional Flood and Coastal Committee.

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

Council

Cabinet and associated Briefing and Sifting meetings

Planning meeting with Norfolk Coast Partnership Manager and NCC

HRAMMGI (Habitat Regulations Assessment, Monitoring, Mitigation and Green Infrastructure) Coordination Panel and pre-meetings.

Environment & Community Panel

Regeneration & Development Panel

MoD Armed Forces Employment event at the Royal Norfolk Show

RECOUP Plastics Roadshow Event

LGA Coastal Special Interest Group

Various Portfolio Meetings with Officers

Scheduled key Meetings

Anglian (Central) Regional Flood and Coastal Committee.

**CABINET MEMBERS REPORT TO COUNCIL****19 July 2018****COUNCILLOR MRS KATHY MELLISH - CABINET MEMBER FOR FACILITIES AND ICT**

For the period 15 June to 19 July 2018

**1 Progress on Portfolio Matters.**

This report was written after having just returned from a very positive Open Day at Mintlyn Crematorium. We had visitors ready to enter well before the 11am start so as all the team were ready and well prepared we kicked off early! Yes, it was on the same day as the England – Sweden match.

There were well over 300 visitors which I gauged via the feed back cards. All visitors were willing to complete the cards and an average of three per card gave me a less than scientific but realistic count. There were quite a few families in groups of 5/6 but most were in pairs, however it was enough to ensure there were more than the 300 estimate. The feedback comments included: interesting, informative, courteous, respectful, reassuring, clean, dignity, together with 'put my mind at rest', 'dispelled myths', 'no longer morbid' as the main responses. Everyone without a doubt left pleased they had made the effort and totally in awe of the way the 'back of public area' is handled. Overall, they were impressed with the way the team deal with a sensitive situation from start to finish and although nationally cremations have increased to 75% I believe 100% of our visitors today will have either changed their mind or confirmed in their mind that a cremation is their preferred option. Mintlyn is not generally promoted by the Council but I believe the Open Days go a long way to reassure the public that it is an area they can visit not just when the need arises but anytime for any reason.

I would like to thank the team for their total commitment to their job, professionalism and good nature in spending a very hot day explaining to the public any and every question that was asked.

Both they and the England team did us proud on Saturday!

On a less happy note our Civil Enforcement Officers are having to regularly visit Gayton Road in Bawsey (adjacent to the pits) due to the hot weather. The clearway restrictions prevent vehicles parking on both the carriageway and the adjacent verges, clearly as a safety matter. However, on occasions they have issued 30 tickets in a single day which demonstrates the scale of the problem in this area. Our staff have been subjected to threats and abuse whilst undertaking their work and I stress, it is a matter of safety to keep this road vehicle-free. Anyone driving along that road will know how dangerous it can be especially if another driver is not sticking to the speed limit or if people/children walk onto the road to their cars, other drivers will have to cross the central line to avoid them.

We are actively working with the Police to ensure this area is kept as free as possible, but I would ask for everyone to help spread the message that, we will not tolerate aggression toward our staff, they are doing a job to keep us safe, and illegal parking will result in a fine.

More positive news is that there will have also been a further donation at Mintlyn to Theresa's Tiny Treasures from the medical implant recycling scheme run by the Institute of Cemetery and Crematorium Management during this period. We have been fortunate to have donated £62,000 since we joined the scheme in October 2011, the money going to local charities who are linked in various ways to bereavement work.

## **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  
Mintlyn Open Day  
Cheque Presentation at Mintlyn to Theresa's Tiny Treasures.  
Cabinet Sifting



**CABINET MEMBERS REPORT TO COUNCIL****19 July 2018****COUNCILLOR PETER HODSON - CABINET MEMBER FOR PERFORMANCE AND ECONOMIC DEVELOPMENT**

For the period 15 June to 10 July 2018

**Forthcoming Activities and Developments.**

The Borough Council is working with the Aviation Skills Partnership (ASP) on the feasibility of creating a new International Aviation Skills Academy at RAF Marham. Building on ASP's world-first Academy at Norwich, this project is being delivered under the RAF Inspire 100 legacy, to ensure that the region can offer young people the training they need to meet the growing demand globally for a broad range of aviation skills. These include career opportunities across the six areas of aviation Pilot, Air Traffic Control, Airport Operations, Operations & Crewing, Cabin Crew, and Engineering & Maintenance. The first phase of the project, expected to be completed by the end of the summer, involves the completion of an initial project appraisal process to assess the feasibility of the proposal."

**Meetings Attended and Meetings Scheduled**

Cabinet Meeting  
 Coastal Community Meeting  
 Hunstanton Coastal Team meeting  
 Martin Chisholm  
 Ostap Paparega  
 Cabinet Sifting  
 R & D Panel Meeting  
 Hemmingway Design



**CABINET MEMBERS REPORT TO COUNCIL****19 July 2018**

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

For the period 15 June to 9th July 2018

**1 Progress on Portfolio Matters.**

A new winter festival, which will be created by Collusion on behalf of the Borough Council, has received funding from the Arts Council England amounting to £49,000 together with partnership funding from KL Business Improvement District, NCC, GCGP LEP and the Borough Council which together amounts to £97,000. The festival will be created in Kings Lynn, from mid November to mid January. The artists will explore the towns heritage in contemporary ways combining live performance, augmented reality and includes up to 6 light projections. People will be able to interact with the shows live and online using mobile technology.

Lynn Museum is to benefit from a share of £745,500 of new funding. Norfolk Museums Service has been awarded the money through the Heritage Lottery Fund, 'Kick The Dust' programme. The Museums service will work in partnership with YMCA Norfolk, Norfolk Library Service, Great Yarmouth and Lynn Museum. The Borough Council has contributed towards this project. The project, named 'Norfolk Journeys' is to encourage young people to develop their own pathways into Norfolk's heritage. The project will work with 8,000 11 to 25-year olds during the next 4 years.

As part of the funding from HLF for 'Stories of Lynn', an element of the funding included digitalization of the archives. Norfolk Record Office and our Trainee Archivist are progressing with this element of the project. This will include an Access to Archives cataloguing system which our digitized images will be linked to on a specific web-site. A tailored version of Zooniverse crowdsourcing platform will be developed to enable transcription of the Charters by individuals/volunteers either whilst onsite or remotely via the web site. The transcriptions will be confirmed as being correct by an archivist before being attached to the image on the web-site. Amongst the items which will be digitized are Royal Charters, 15th-19th century Hall Books, Land & Window Tax Commissioners minutes and the 16th-17th century Guildhall Court books.

After an initial 12 week pilot scheme at Norfolk & Norwich hospital which identified a way to reduce delayed transfer of patients to their home the Borough Council are now working with the QE hospital to improve the

discharge of patients. The scheme has been agreed for one year during which 2 Housing Officers will be based at the QE hospital. They will be working with the integrated hospital discharge hub. At the point of admission if the discharge co-ordinator identifies patients who may have an issue which would delay their discharge, with the patient's admission, they will be referred to our housing officers. Our housing team will be able to offer support to those who are homeless and make referrals to the Care & Repair service to provide home adaptations, equipment such as Careline.

The 12 week pilot scheme halved the average length of stay in Geriatric medical wards and saved 203 bed days over 11 weeks.

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

The Annual Allotment Challenge judging has taken place with 18 entries together with 5 Association sites. The Presentation will take place with The Mayor on July 30th.

Downham Mkt, Hunstanton. Kings Lynn and South Wootton are being judged by Anglia In Bloom judges during July. Businesses, schools, community groups, individuals and our Grounds Maintenance staff have all worked to a good quality high standard to what is expected in West Norfolk. Comments on Social Media from visitors and residents are all very positive.

At the end of June 'The West Norfolk Wins' lottery had its first jackpot lottery winner of £25,000. This is only the second time the jackpot has been won from a Council lottery run by Gatherwell. The £1 lottery ticket is distributed as follows; 50% will go to specific nominated good causes, 10% distributed by the Council through the financial assistance scheme, 20% to prize fund, 17% to the external lottery Management company and 3% to VAT.

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

Portfolio meetings with;

- Ray Harding Chief Executive
- Chris Bamfield Exe Director of Commercial Services
- Lorraine Gore Exe Director Financial Services
- Ostap Paparega Regeneration & Heritage Dev. Manager
- Claire Thompsett KL Area Grounds Manager
- Martin Chisholm Business Manager
- Roger Partridge Activity Co-Coordinator-Heritage Gardens Hunstanton
- Racheal Williams Stories of Lynn Engagement Officer
- Luke Shackell KL Trainee Archivist

Cabinet

- Alive Management
- Health & Wellbeing Board
- Improving Discharge Launch at QE
- KL & WN Cultural Board
- Local Cultural Education Partnership

KL Transport Plan  
KLACC  
GEAR 10K Review meeting  
Creative Industry Feasibility Study Interviews.  
LGA Conference  
Allotment Judging  
St Margaret's Trust  
Internal Drainage Board

**CABINET MEMBERS REPORT TO COUNCIL**

**19 July 2018**

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

For the period 15 June to 9 July 2018

**1 Progress on Portfolio Matters.**

**LGA Conference.**

I attended the full LGA conference, this year in Birmingham. The conference included a number of plenary sessions, including addresses from The Secretary of State for Housing Communities and Local Government, James Brokenshire MP and the Under Secretary of State for Local Government Rishi Sunak MP. Both acknowledged that Local Government had delivered in relation to cost efficiencies over the last few years, and both acknowledged that the pressures of Adult Social Care had to be looked at. Questions from the audience did focus on this and also that the pressure of Children's services and the cost burden was hitting upper tier and unitary authorities. The conference was given absolute assurance that forced reorganisation was not on the agenda at present and would only be considered where there was a complete consensus.

At the conference the LGA launched "Moving the Conversation on" a document outlining the work of Local Government and a case for long term funding investment from Central Government.

Details are available at [www.local.gov.uk/moving-the-conversation-on](http://www.local.gov.uk/moving-the-conversation-on)

**Budget Monitoring**

The first budget monitoring report for 2018/19 (May) has just been circulated to members. This report showed a favourable variance of £70,340 with this amount going to general fund balances, that we continue to increase towards 2019/2020.

**2 Forthcoming Activities and Developments.**

**Refit Scheme**

During June tenderers were met and tenders appraised for those bidding to provide us with environmental and financial savings across our estate. This process will be evaluated and will result in a Cabinet agenda item on how we

can proceed and likely savings to be made.

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

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

#### **KLACC**

Visit to Broad Street - Scheme for emergency accommodation.

West Norfolk Housing Company

West Norfolk Property Ltd.

Armed Forces Flag Raising Ceremony

Alive Management - Directors Board meeting

Meeting with Downham Market Town Council – ref Jubilee Community Centre

Water Management Alliance

LGA Annual Conference 2018

Funeral of the late Cllr Cliff Jordan

To be attended at the time of writing:

Hunstanton Liaison Meeting

Launch of Time Machine Kings Lynn

Meeting ref future for Fairstead Surgery

Kings Lynn Internal Drainage Board

AONB – National Conference (Kent)

**RECOMMENDATIONS FROM CABINET ON 25 JUNE 2018  
TO COUNCIL ON 19 JULY 2018**

**CAB28: COMPLIANCE AND ENFORCEMENT - ENERGY EFFICIENCY (PRIVATE RENTED PROPERTY) (ENGLAND AND WALES) REGULATIONS 2015**

Cabinet considered a report which explained that the Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015 fulfilled a duty placed upon the Secretary of State in the Energy Act 2011 to introduce Regulations to improve the energy efficiency of buildings in the domestic private rented sector.

Every Local Authority was the enforcement authority for their area and would be responsible for enforcing compliance with the minimum level of energy efficiency provisions.

The report outlined these duties and set out proposals regarding the levels of financial penalties to be adopted.

**RECOMMENDED:** 1) That the policy statement in relation to the enforcement of the Energy Efficiency (Private Rented Property)(England and Wales) Regulations 2015 be approved.

2) The financial penalties be adopted in line with the maximums as set by the Regulations and the issuing of publication penalties for a period of 12 months.

**Reason for Decision**

To note the new duties placed upon the Council and adopt a policy in relation to enforcement and the imposition of penalties in accordance with the Regulations.

**CAB32: CODE OF GOOD PRACTICE FOR LICENSING**

Cabinet considered a report which recommended adoption of a Code of Good Practice for Licensing. It promoted high standards of decision making for Licensing Matters and was in line with the Planning Committee requirements.

**RECOMMENDED:** That the Code of Good Practice for Licensing as attached to the report be adopted.

**Reason for Decision**

To ensure high standards of decision making and conduct of Members.

**EXEMPT ITEMS**

**CAB35: KING'S LYNN STRATEGIC LAND PROPERTY ACQUISITION**

Cabinet considered a report which set out outline terms for two proposed strategic land and property acquisitions at a prominent location in King's Lynn. Authority was sought from Cabinet to progress these acquisitions through to completion, subject to agreeing acceptable terms in consultation with the relevant Portfolio Holder.



A discussion was held on other land and properties in the surrounding area.

**RECOMMENDED:** 1) That the acquisition of the land asset is progressed along the lines set out within the report.

2) That the Capital Programme is adjusted to accommodate the acquisition of the site identified within the report.

3) That delegated authority is given to the Property Services Manager to finalise the terms of the proposed disposals set out within this report in consultation with the Portfolio Holder for Corporate Projects and Assets.

4) That authority is granted to the Legal Services Manager to progress the necessary transfer, or any other associated, documentation through to completion.

### **Reason for Decision**

The sites are located at one of the major vehicle interchanges in King's Lynn and this is considered to be a "gateway" site. The proposal set out within this report fits well with the regeneration proposals for King's Lynn and the recommendations set out by the Regeneration and Economic Development Member Task Group, and the Heritage Member Task Group in 2014.

### **CAB36: CHANGES TO WEST NORFOLK HOUSING COMPANY, BUSINESS PLAN AND INTRA GROUP AGREEMENT**

Cabinet considered a report which primarily set out the proposal to change the status of the West Norfolk Housing company (WNHC) from that of a 'for profit' company limited by shares to 'not-for profit' company limited by shares, in order to complete the process of becoming a registered provider of social housing.

It was further proposed that a revised Business Plan attached in appendix A to the report be agreed, and also that future developer contributions for affordable housing were used where appropriate for supporting WNHC by way of grant funding in its investment in new affordable housing.

In response to questions on monitoring the key performance indicators of the Company, Councillor Lawrence explained that information would be collated for member's consideration and monitoring.

**RECOMMENDED:** 1) That the Council as the shareholder of West Norfolk Housing Co. agree to the required constitutional changes being made to the Company that embed its not-for-profit status – the detailed changes to be agreed by Chief Executive in consultation with Legal Services Manager.

2) That changes be made to the governance documents in relation to 'quorum' to ensure decisions are made that reflect the independent composition of the board, and embed in the governance documents the independent membership of the board and independent Chair.

- 3) That the WNH Company Business Plan (revised 2018) be approved.
- 4) That, future affordable housing developer contributions will be utilised to fund affordable housing development sites identified in the Company Business Plan.
- 5) That the draft intragroup agreement (Appendix B to the report) between the Council and West Norfolk Housing Co. be approved and delegate to an Executive Director (not involved with WNHC) and a Cabinet Member (not involved with WNHC) the finalisation and signing of the agreement and incorporated Service Level Agreement.

**Reason for Decision**

The proposed changes to the organisation are required in order to successfully complete the registration process to become a registered provider of social housing.