

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



COUNCIL MEETING

Agenda

Thursday, 24th January, 2019
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, 24th January, 2019** 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 29th November 2018 (previously circulated).

4. DECLARATION OF INTEREST

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

5. MAYOR'S COMMUNICATIONS AND ANNOUNCEMENTS

To receive Mayor's communications and announcements.

6. URGENT BUSINESS

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

7. PETITIONS AND PUBLIC QUESTIONS

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

8. CABINET MEMBERS REPORTS

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

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

- 1) **Corporate Projects and Assets - Councillor A Beales** (Pages 6 - 7)
- 2) **Development - Councillor R Blunt** (Pages 8 - 10)
- 3) **Housing and Community - Councillor A Lawrence** (Pages 11 - 12)
- 4) **Environment - Councillor I Devereux** (Pages 13 - 14)
- 5) **Facilities and IT - Councillor Mrs K Mellish** (Page 15)
- 6) **Performance - Councillor P Hodson** (Pages 16 - 17)
- 7) **Deputy Leader and Culture, Heritage and Health - Councillor Mrs E Nockolds** (Pages 18 - 20)
- 8) **Leader and Resources - Councillor B Long** (Pages 21 - 22)

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: 8 January 2019** (Pages 23 - 25)

CAB104: Council Tax Support Scheme 2019/20 – Final Scheme

CAB108: Minor Amendments to Scheme of Delegation

CAB109: Polling District and Place Review

Exempt Item

CAB111: West Norfolk Property Ltd – Governance and Business Plan

11. APPOINTMENTS TO OUTSIDE BODIES - KING'S LYNN CONSERVANCY BOARD (Pages 26 - 27)

To consider the appointment of Members to the King's Lynn Conservancy Board.

12. POLLING DISTRICTS AND POLLING PLACES (Pages 28 - 30)

13. NOTICE OF MOTION

To consider the following Notice of Motion (1/19), submitted by Councillor C E Joyce.

"That this Council establish an independent inquiry into the partnership of Norfolk and Waveney Enterprise Services, and its subsidiary companies, regarding the award of, administration of and financial relationship with the Borough Council of King's Lynn and West Norfolk.

To ensure the impartiality and independence of the inquiry the chair and personnel of such an inquiry be chosen by an outside body, notably the Local Government Association to report back to the Full Council no later than 28th February 2019.

The independent inquiry will have full access to all council documents associated with Norfolk and Waveney Enterprise Services and its subsidiary companies"

Ray Harding
Chief Executive

CABINET MEMBERS REPORT TO COUNCIL

24 January 2019

**COUNCILLOR ALISTAIR BEALES
CABINET MEMBER FOR CORPORATE PROJECTS & ASSETS**

For the period 29 November 2018 to 24 January 2019

1 Progress on Portfolio Matters.

The Major Housing Project continues apace. Of the 110 open market homes on Orchard Place (formerly known as the Marsh Lane site), nearly half are completed and sold (some 53 homes) with a further 16 contracts exchanged, 30 units reserved under Early Bird reservation and 3 homes still for sale with only 8 homes yet to be released onto the market. Of the 42 open market homes on the third phase of the Nar Ouse Regeneration Area (NORA), some 7 homes are completed and sold, 17 have contracts exchanged, 2 have Early Bird reservations with 11 on the market and 5 yet to be released.

Progress is somewhat slower on Dewside (Lynnsport 4/4/sites along Greenpark Avenue) and price increases have stalled. Without entering into the politics of Brexit, it is likely that the current uncertainty around the issue has contributed to this, as would be the case with any issue of similar importance.

Members may have noticed that planning permission has been granted for the new £8.5 million primary school on the Lynnsport site (behind Dewside off Greenpark Avenue), which will accommodate 420 school pupils and 56 nursery children. The new school replaces the current school on Kilhams Way and school pupils will no longer have to cross the busy Edward Benefer Way to get to school. This is very welcome new infrastructure for our Borough and worth highlighting that the Borough Council gifted the site free of charge to Norfolk County Council to enable the project which demonstrates the constructive and close working relationship between the two authorities.

2 Forthcoming Activities and Developments.

The scoping and assessment of further development sites across the Borough continues and will be reported in due course or a report taken through Panel and Cabinet/Council as appropriate and if supported.

The commercial process continues to arrive at the best policy and taxpayer

outcome at the KLIC building. The building is now within BCKLWN freehold ownership, agreement has been reached upon repayment of interest on the monies loaned and efforts continue to conclude arrangements with NWES and ensure the best outcome for the taxpayer and the continued smooth running of the KLIC for the benefit of existing tenants and the many others that use the KLIC building for business meetings etc. It is important to highlight, that in terms of policy objectives, the KLIC building has done exactly as intended and the landmark building has acted as an anchor tenant, generating commercial opportunities that would otherwise not exist and creating new jobs and employment. KLIC is currently 94% occupied and since opening in June 2016, has supported 47 tenant companies, employing over 100 people on the site, with a gross rent roll of circa £300K per annum. Due in no small part to support services delivered by NWES in KLIC, 54 new businesses have been created generating over 80 new net jobs.

3 Meetings Attended and Meetings Scheduled

04-12-18 – Hunstanton seafront masterplan meeting.
06-12-18 – meeting with Property Services Manager.
06-12-18 – Mayor’s At Home Reception.
07-12-18 – meeting with NWES board.
11-12-18 - Regeneration & Development Panel (funeral – apologies sent).
19-12-18 -Meeting with developers and major contractor of H&M development
19-02-18 – portfolio briefing.
08-01-19 – Cabinet.
09-01-19 – meeting with NCC re Better Broadband for Norfolk (BBFN).
11-01-19 – meeting with Commercial Projects officer.
22-01-19 – portfolio briefing.
24-01-19 – full Council.

CABINET MEMBERS REPORT TO COUNCIL

24 January 2019

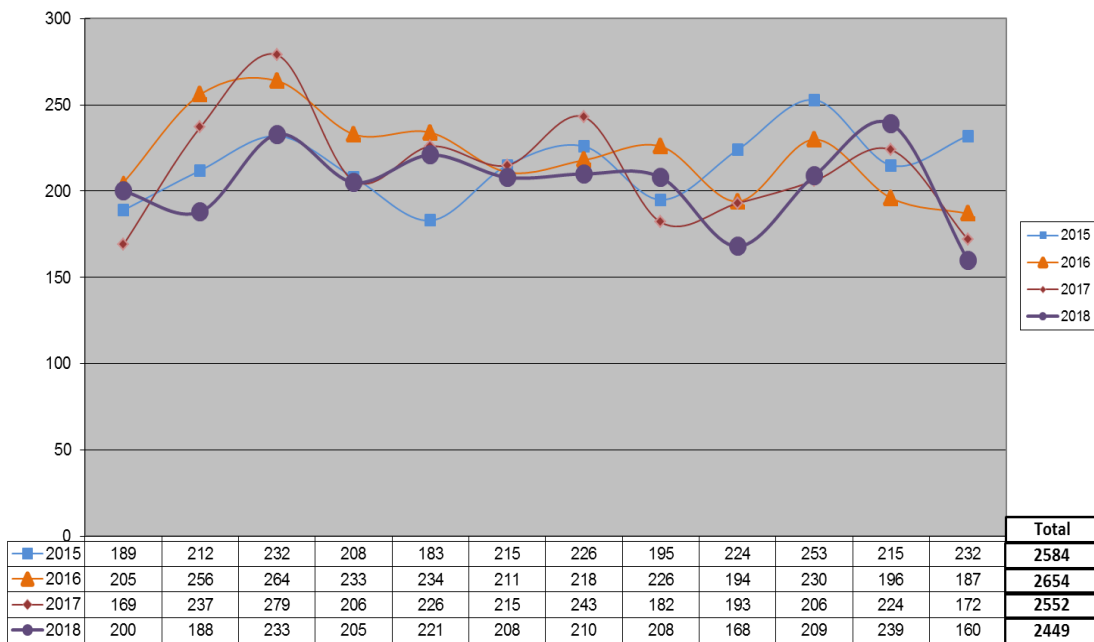
COUNCILLOR RICHARD BLUNT - CABINET MEMBER FOR DEVELOPMENT

For the period 29 November 2018 to 10 January 2019

1 Progress on Portfolio Matters.

Planning Applications

Planning and discharge of condition applications received

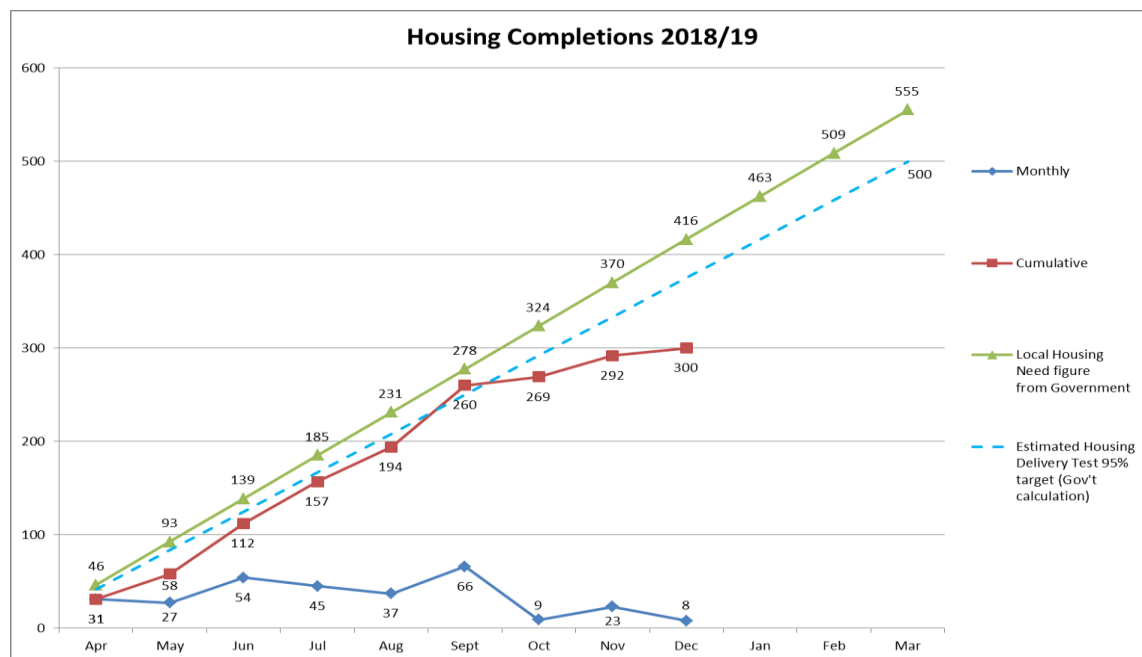


Planning Applications

There has been a slight drop in planning and discharge of condition applications received for the 2018 calendar year (2449) compared to 2017 (2552), this represents a 4% decrease, see chart above.

Planning income for the financial year 2018/19 (Apr – Dec) stands at £935,503 compared to the same period for 2017/18 of £784,320, this represents a 19% increase. However, there was a national 20% increase to planning fees in January 2018 and therefore the income is comparable over the two years.

Housing Completions and Housing Delivery Test



Local Plan Task Group

The Local Plan Task Group has been working on a draft of the Local Plan Review for some time, but hopes to be able to present a version to Cabinet on 5 February for them to endorse for consultation. If agreed we would hope to consult on the document and associated material from early March for some 6 weeks. As well as the consultation document being readily available and sent to parishes, consultees and other interested parties, there will be drop in sessions at locations in the Borough.

Authority Monitoring Reports (AMR)

Monitoring is a key aspect of the planning process of plan, monitor and review.

AMRs contain the following information:

- Local Plan preparation progress as per the Local Development Scheme (LDS)
- duty to cooperate activity
- dwelling completions
- collected monitoring information which relate to our Local Plan policies
- information relating to CIL and Neighbourhood Plans

AMRs are based on the financial year period 1 April to 31 March. The 2017 – 2018 report has just been presented to the Local Plan Task Group and is now available on the Council's web site. Use link below;

https://www.west-norfolk.gov.uk/downloads/download/51/monitoring_reports

Neighbourhood Plans

Snettisham Neighbourhood Plan

On Thursday 29 November 2018, a referendum poll was conducted asking the

following: "Do you want the Borough Council of King's Lynn and West Norfolk to use the Neighbourhood Plan for Snettisham to help it decide planning applications in the neighbourhood area?". The results are as follows:

The total number of votes cast in favour of a YES was 450 (77%) and the total number of votes cast in favour of a NO was 138 (23%).

Hunstanton Neighbourhood Plan

The Town Council have reached an important stage in the preparation of their Neighbourhood Plan with a consultation on the draft version. We welcome the progress they have made with this detailed and comprehensive document. The Borough Council's comments are requested on the content of the NP. We will be requesting clarification as to how some of the policies might affect the Borough's landholdings and seeking to understand how the NP's visions match with current consultations about regeneration in the town.

Kings Lynn Transport Study

Members of the King's Lynn Transport Study team are scheduled to give an update to the Cabinet in due course.

Meetings Attended

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

CABINET MEMBERS REPORT TO COUNCIL

24 January 2019

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

For the period 29 November 2018 to 24 January 2019

Progress on Portfolio Matters.

Home Choice

There were 145 new applications/change of circumstances received in December.

There are 1068 live applications

189 high
316 medium
562 low

28 housed

Community Led Housing scheme, Sheep Field, Hunstanton

There will be a community consultation event of our community led housing initiative in Hunstanton this month (Hunstanton Town Hall 31 January 2019 2pm - 8pm). After some early consultation an alternative access route via Waveney Road and a Victory Housing scheme. Plans will be available to view.

As you may recall The Sheep Field, a borough council-owned piece of land behind Tesco in Hunstanton, has been identified as the site for an innovative new community-led housing development. The development will feature approximately 30 new homes. These homes will offer predominantly a range of low cost home ownership options and some affordable rented homes. The affordable homes will be available through various schemes including part-buy, part-rent options. By offering low-cost home ownership, this scheme could help people in the local area get on the housing ladder.

Visit our webpage www.west-norfolk.gov.uk/sheepfieldhousing for more information and to register your interest.

The Human Habitation Act

The private member's bill sponsored by Karen Buck MP passed for Royal Assent on the 20 December and comes into force after 20th March 2019 as the Homes (Fitness for Human Habitation) Act 2018 for new tenancies in England. Existing tenancies and secure tenancies will be under the new rules after 12 months. This may well prove to be of significance for the private sector and corrects an anomaly in the legislation that has previously meant that landlords were unlikely to suffer financial liability unless someone had actually come to harm as a consequence of a property defect. Landlords have hitherto only usually faced a civil action where they failed to carry out a repair in a reasonable time.

The previous position could potentially leave out a whole host of defects that may have been present in the property but were not as consequence of 'disrepair'. Landlords may well find themselves challenged by a tenant for allowing a property to be rented out with identifiable hazards present or for allowing it to become so. This brings the civil legislation into line with the requirements of the Housing Act 2004, which enables the Council to require the landlord to make sure that any hazards present are remediated or face prosecution or a penalty charge. Both Acts now rely on a system of assessment called the Housing Health and Safety Rating System and it is likely that the activities of the council in identifying these hazards in rented properties may lead tenants to seek compensation from their landlord through the courts.

Landlords Forum

The Housing Standards and Housing Options teams attended the Private Rented Housing Forum in November.

DWP provided an update on Universal credit. Housing Standards presented the details of the HMO licensing changes and gave information on the Warm Homes Fund – grant funding for first time gas central heating. A discussion took place on 'county lines' activity, where gangs involved in drug crime and child exploitation operate in rented properties.

The landlords provided good feedback on the variety of important issues discussed including Universal Credit.

Meetings Attended and Meetings Scheduled

Cabinet Sifting
Cabinet
Meetings with Officers
Portfolio meeting

CABINET MEMBERS REPORT TO COUNCIL**24 January 2019****COUNCILLOR IAN DEVEREUX-CABINET MEMBER FOR ENVIRONMENT**

For the period 29 November 2018 to 14 January 2019

1 Progress on Portfolio Matters.

The Government Waste & Resource Strategy was published late December in support of its 25 Year Environment Plan. Comprising two substantial volumes, it sets out a 30+ year programme laying out Government ambitions and milestones to preserve material resources by minimising waste, promoting resource efficiency and moving towards a circular, reuse & recycling economy. The Strategy will significantly affect our BCKLWN Waste policy and operations over coming years.

It invokes the **'polluter pays' principle** to ensure that packaging producers pay the full cost of disposal for the packaging they place in the market, through better design, materials and taxation: and may include specific solutions such as a plastic bottle deposit system. It will be interesting to see how such funds will reach us to pay for our Waste collection service!

Also **Key for BCKLWN** will be the drive to improve recycling rates through ensuring **a consistent set of dry recyclable materials** is collected nationally. This should simplify and standardise the guidance on what should be put into our Green Bins! Similarly, greenhouse gas emissions from landfill will be reduced by **universal weekly separate food waste collection** and more efficient 'Energy from Waste' plant.

We have ensured that the future Waste Collection Procurement arrangements make provision to accommodate the practical consequences of the new Strategy and related evolving legislation.

Another key theme of the Strategy is **'Tackling Waste Crime'** across a broad spectrum from International fraud through to local fly-tipping. This will create a supportive context for our current endeavours which are delivering hard-won prosecutions, also accelerate the new Norfolk wide **'SCRAP' Fly Tipping** campaign that will be launched on 31st January...so, watch out for the publicity and guidance on what Householders need to know to help prevent illegal dumping of waste!

2 Forthcoming Activities and Developments.

Over the last year I have been working with Officers to improve the way we can help members of our Communities use our Website to care for their environment by telling us about incidents requiring Council 'Clean-Up' Services. And in a way that they can see if the problem has already been reported and eventually, to provide confirmation that appropriate action has been completed.

Such incidents range from dead seals on the beach, to road kill of both domestic pets and wild animals, through to graffiti and fly-tipping. Reporting has often involved significant CIC interactions and time across several reporting channels. A new web-based 'Occurrence Reporting System' is now undergoing final testing ready for roll out and will support the SCRAP Fly Tipping campaign in due course. It will enable Users to pinpoint the location on a digital map over their smart-phone, to describe the occurrence and append supporting photographs. With some types of issue, this will enable automated emails to be sent directly to the appropriate clean-up team for action and close-out.

3 Meetings Attended and Meetings Scheduled

E&C Panel

Local Government Association-Coastal Special Interest Group in London
Norfolk Coastal Partnership Core Management Group at Sculthorpe
Norfolk Waste Partnership Board at Brecklands DC

R&D Panel

Cabinet and Sifting Meetings

Portfolio Meetings (Waste collection, Flood&Coastal Planning, CSNN)

Launch of NWP Christmas 'Scrunch' Campaign in Norwich

HRAMMGI Panel.

Alive Leisure Trust Board

Visit by A(C)RFCC Secretariat

Environment Agency-East Anglia Coastal Group in Norwich

Scheduled

Cabinet Sifting (16 Jan)

Anglian (Central) Regional Flood & Coastal Committee at Brampton (17 Jan)

East of Ouse, Nar and Polver Internal Drainage Board (22 Jan)

Alive Leisure Trust – Business Continuity Group (25 Jan)

CABINET MEMBERS REPORT TO COUNCIL**24 January 2019****COUNCILLOR MRS KATHY MELLISH - CABINET MEMBER FOR FACILITIES AND ICT**

For the period 30 November to 24 January 2019

1 Progress on Portfolio Matters.

Firstly a Happy New Year to you all.

Near the end of 2018 we held our first Christmas Carol concert at Mintlyn crematorium. Not sure how well this would be attended we were very happy to see at least 75% of the seating full and the comments received apart from what a lovely service, was, will you be running another one next year, so I'm quite sure this will be a regular event. Thank you to all the team who organised this, it was very worthwhile and very well received.

Whilst most of us were sitting at home enjoying family time it's good to spare a thought for those of our staff who were still on normal duties. The team in the CCTV room, supporting our contracted service partners and this year the added skeleton cover at King's Court to support DWP and CCG teams who were also working over the holiday period. Apart from departments under my Portfolio there is also the rest of the Council which works 24/7 providing services to the public, holiday periods or not, and they should not go without the thought of a thank you.

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
Carol Concert at Mintlyn
Cabinet Sifting

CABINET MEMBERS REPORT TO COUNCIL
24 JANUARY 2019

COUNCILLOR PETER HODSON
CABINET MEMBER FOR PERFORMANCE AND ECONOMIC
DEVELOPMENT

For the period 29 November 2018 - 24 January 2019

1 Progress on Portfolio Matters.

International Aerospace Academy RAF Marham (IAA-M)

The project appraisal has been completed and the borough council is working with the Aviation Skills Partnership (ASP) on preparing a bid to be submitted to the Local Enterprise Partnerships' Growth Deal Fund in October. IAA-M follows Norwich, RAF Syerston and RAF Cosford as 'first of kind' Academies for the United Kingdom by providing the complete integration of education, training and industry pathways for the aerospace and aviation industry. Aviation Skills Partnership (ASP) has identified six areas of aerospace skills and aviation skills requirements and the IAA-M will provide pathways through school, college and university for all skills levels and for all job types.

Hunstanton Southern Seafront.

Hemingway Design are well underway with the masterplanning study of the Southern Seafront area, an online portal was launched in August inviting the public to suggest and respond to the initial ideas and suggestions put forward by Hemingway Design. The portal closed on 14th October and the results will inform the masterplan options to be developed by Hemingway Design. Public consultation on the option is anticipated in early 2019.

Good news - Jemma Curtis has successfully processed and passed stage 1 of the application to the Coastal Community Fund for the 'Sail The Wash' Project.

- The Council is the lead applicant but the project is in partnership with Fenland District Council and Lincolnshire County Council.
- We are seeking 100% capital and revenue grant for the project which specifically for King's Lynn includes an extension to the South Quay pontoons, improved anchorage and navigation around the Wash.
- A 2 year Marine Officer for King's Lynn and Sail the wash marketing officer post
- All funds must be spent by March 2021

We can now apply for stage 2.

King's Lynn Town Centre Lighting

In regard to the towns street lighting NCC have agreed to upgrade King's Lynn's town centre with new LED lighting, which should brighten things up a bit. Date to be confirmed.

3 Meetings Attended and Meetings Scheduled

Cabinet Meetings
Cabinet Siftings
Coastal Community Meeting
Hunstanton Coastal team meeting
Martin Chisholm
Ostap Paparega
R & D Panel Meeting
Portfolio Meeting
Chris Bamfield
Watlington Wildlife Park Developers
Paul Harrison

CABINET MEMBERS REPORT TO COUNCIL

24 January 2019

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

For the period 29 November 2018 to January 11th 2019

1 Progress on Portfolio Matters.



During the Festive Season Your Local Paper donated 4 Christmas hampers as extra prizes to the first 4 lottery winners which was drawn just before Christmas.

The news regarding the hampers was released on 8th November. Lottery tickets sales at the beginning of November were 1,291 and by the 15th December the sales rose to 1,349. There are now over 60 Good Causes on the web-site for the public to support. For every £1 ticket, 60pence will go directly to a good west Norfolk cause. Funds raised since the launch in April is £34,762.00. The first draw took place on 26th May 2018.

The Lynn Museum and Stories of Lynn are working together on the project named, 'Norfolk Journeys', which is funded through the HLF through their 'Kick the Dust' programme, with match funding support from the Borough Council. Norfolk Journeys is a four year project that has been designed to deliver a journey of active participation for young people aged 11 - 25years old. There is specific focus on working with young people who face significant and moderate barriers to participating in heritage and arts activities.

As mentioned in my last Council report, the new LILY online directory is now live. The online directory lists organisations, services and activities that help people from the age of 18 years old to live healthy, active and independent lives. The project is linked to the "No Lonely Day" initiative and encourages our residents to develop friendships and engage in our local communities. it is funded by the Borough Council, WNCCG and Norfolk County Council. The Lily Project is also supported by the East of England Local Government Association. The project covers the whole of West Norfolk plus the area surrounding Swaffham.

2 Forthcoming Activities and Developments.

Kings Lynn has been invited to represent Anglia in the 2019 RHS Britain in Bloom UK Finals in BIDs, Town Centres & City Centres category. Hunstanton has been invited to represent the Coastal Category. The judging will take place during the first 2 weeks of August. Kings Lynn will be working not just with our community and voluntary groups but with Discover Kings Lynn BID.

To mark the WW1 Armistice Anniversary six heritage and educational organisations across Kings Lynn have been working together on a project named 'Scars of War'. The project has focussed on graffiti, using the soldiers graffiti found on KL Library tower as inspiration to create 6 permanent memorials using lino-cutting and printing. The project will include the production of a town wide Graffiti Trail involving all six sites. The trail will be launched on 19th January at the Town Hall with the Military Wives Choir performing.

3 Meetings Attended and Meetings Scheduled

Portfolio meetings with
Ray Harding Chief Executive
Lorraine Gore Deputy Chief Executive & Director of Finance
Chris Bamfield Director of Commercial Services
Claire Thompsett Grounds & Open Space
Karen Robson LIY Co-ordinator
John Greenhalgh Environmental Health Manager

Cabinet
Arts Council East
Environment & Community Panel
Regeneration and Development Panel
KL & WN Area Museums Committee
Alive Management Board
Health & Well Being Board Conference
Norfolk Records Committee
Joint Norfolk Museums Committee
KL&WN Cultural Board
West Norfolk Community Transport Committee
KL Festival Board
KL Festival Too
Downham Market Transport Strategy meeting
KL Heritage Forum
KLFM Local Hero Awards

CABINET MEMBERS REPORT TO COUNCIL**24 January 2019****COUNCILLOR BRIAN LONG
LEADER & CABINET MEMBER FOR RESOURCES**

For the period 29 November 2018 to 14 January 2019

1 Progress on Portfolio Matters.**Finance**

The Local Government Revenue Support Grant settlement from central Government was announced just before Christmas and was broadly in line with expectations, being the last year of an agreed 4 year settlement. Of note was an increase in Rural Services Delivery Grant of some £95,000. It is of course good to note that pressure both from us, our partner Councils and bodies such as the District Council Network is slowly having some effect on Government thinking on delivery of services in rural areas and the extra costs involved over urban areas / Cities.

Norfolk has been selected as a pilot area for Business Rates Retention, with a bid similar to last year. We will have to be minded that recent increases in Business Rates for renewables could be reset as part of this process, however I am broadly pleased as this will further allow us to be in some control of our own local spending as a council.

2 Forthcoming Activities and Developments.**Council Tax Collection**

As a Council we have a good collection rate for our council tax however following many years of non-payment of Council Tax by one individual we have secured payment by taking legal action. The total sum recovered from this action amounted to £83756.00 of which £36850 was Council tax arrears with the balance being legal fees and Court Costs. I must give credit to the persistence of our officers and our legal team in their pursuance of this case. The money recovered from this case was paid following multiple charging orders that culminated in a forced sale of the property involved.

3 Meetings Attended and Meetings Scheduled

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

Planning Committee (as a substitute)

Reception for the launch of Reveal Kings Lynn

Attended Gayton Primary School – Talk on Recycling and Waste

Various Meetings with Freebridge Community Housing

Meeting with Shakespeare's Guildhall Trust

East of England LGA – Assembly of Council Leader

Alive Management Board Meeting

West Norfolk Housing Company – Board

Disability Forum – With the Disability Champion Cllr Fraser.

Water management Alliance

KLFM Young Hero's Awards

Norfolk Coast Partnership and Trust.

To be attended at the time of writing

Meetings with each group of Drainage Boards regarding future plans for levy.

Kings Lynn Internal Drainage Board

East of Ouse Polver and Nar Drainage Board

Local Hero Awards.

RECOMMENDATIONS TO COUNCIL ON 24 JANUARY 2019 FROM CABINET ON 8 JANUARY 2019

CAB104: **COUNCIL TAX SUPPORT SCHEME 2019/2020 FINAL SCHEME**

Cabinet considered a report which explained that the council must review and agree its 2019/2020 Council Tax Support (CTS) scheme for working age people by 11 March 2019. A 'no change' draft CTS scheme was agreed for 2019/2020 by delegated decision. The draft CTS scheme was then opened to public consultation from 25 September 2018 to 9 November 2018.

The report detailed the results of the consultation and the recommended final CTS scheme for 2019/2020. Disappointment was expressed at the small number of comments received on the draft proposal.

RECOMMENDED: 1) That the responses from the Council Tax Support scheme consultation at Section 3 and Appendix B to the report be noted, and

2) That the draft Council Tax Support scheme be approved as the final Council Tax Support scheme for 2019/2020

Reason for Decision

To ensure a Council Tax Support scheme for 2019/2020 is agreed by full council by the deadline

CAB108: **MINOR UPDATE TO THE SCHEME OF DELEGATION**

The Leader presented a report which recommended an updated scheme of delegation for approval. The Scheme had been amended to take account of an additional area of responsibility, and to provide the Chief Executive with a formal Deputy Returning Officer and Electoral Registration Officer.

Councillor Long reported on a question from Councillor Moriarty which asked if the proposal to create a Deputy returning Officer would cost any more. It was confirmed that it would not cost any more.

RECOMMENDED: 1) That Council approve the amended Scheme of Delegation
2) That the Chief Executive, in consultation with the Leader be given delegated Authority to make minor amendments to the Scheme to resolve any anomalies which may occur.

Reason for Decision

To ensure that the Delegation Scheme mirrors the decision making structure

CAB109: **POLLING DISTRICT AND PLACE REVIEW**

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. The review was last conducted in 2013 and needed to be concluded again by January 2020. However in the meantime the Local Government Boundary Commission for England had published new electoral arrangements for the Borough Council of King's Lynn & West Norfolk, which required an interim review to be undertaken ahead of the May 2019 elections. It was the Returning Officer's responsibility to keep polling stations under review.

Comments had been received as shown with the report, with an amendment proposed for approval with a further review of the other station in the future.

RECOMMENDED: The Polling District and Polling Place Review Schedule attached to the report be adopted.

Reason for Decision

To ensure that the Council meets its statutory obligations.

Exempt Report

CAB111: **WEST NORFOLK PROPERTY COMPANY - GOVERNANCE AND BUSINESS PLAN**

The Housing Services Manager presented a report which explained that previous Cabinet reports, most recently on 9 January 2018, agreed the setup of West Norfolk Property Ltd (WNPL), a wholly owned local authority company. WNPL had been established to hold and manage private rented housing units being developed by the Council. The Council continued to look for opportunities to generate additional income to support its revenue budget and the retention of some of its housing development for private rental provides such an opportunity.

WNPL would manage the properties and grow a portfolio over time, providing a return to the Council.

This report presented the Business Plan for WNPL and proposed amendments to the structure of WNPL.

The Housing Services Manager reminded Members that the Council as the enforcer of housing standards intended to raise the bar in terms of housing quality and management practices. An assessment of demand would be carried out, the homes would transfer at market value and the future arrangements for developments would be examined. He also responded to questions relating to the level of finance to be held for repairs etc in the future. It was noted that the Business Plan would be regularly reviewed and updated.

The Deputy Chief Executive reminded Cabinet that the company had been set up in order to provide new revenue stream for the Council in times of reducing Government subsidy.

RECOMMENDED: 1) That the Business Plan for WNPL be approved and delegated authority be granted to the Deputy Chief Executive (S151 Officer) to make

amendments to the Business Plan in respect of recommendation 3 in consultation with the Portfolio Holders for Corporate Projects and Assets, Portfolio Holder for Housing and Community, Chief Executive, Monitoring Officer and Housing Services Manager.

2) That the principle of retention for private rent of a minimum of 20% of the housing units developed by the Council on the large urban sites over 50 units as detailed in the report be approved.

3) That delegated authority be given to the Deputy Chief Executive (S151 Officer) to approve the amendments to the Articles of Association for WNPL as set out in the report in consultation with the Portfolio Holders for Corporate Projects and Assets, Portfolio Holder for Housing and Community, Chief Executive, Monitoring Officer and Housing Services Manager.

4) That delegated authority be given to the Deputy Chief Executive (S151 Officer) to agree the financing arrangements as detailed in the report in consultation with the Portfolio Holders for Corporate Projects and Assets, Portfolio Holder for Housing and Community, Chief Executive, Monitoring Officer and Housing Services Manager.

Reason for Decision

To ensure that the Council has a suitable vehicle to hold, manage and develop private rented housing.

REPORT TO COUNCIL

Lead Member: Councillor Brian Long E-mail: cllr.brian.long@west-norfolk.gov.uk		Other Cabinet Members consulted:		
		Other Members consulted:		
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: 24 January 2019

APPOINTMENT OF REPRESENTATIVES TO SERVE ON OUTSIDE BODY – KING’S LYNN CONSERVANCY BOARD

Purpose of Report

This report seeks the nomination of two representatives to serve on King’s Lynn Conservancy Board to the period to 31st January 2022.

Recommendation

That Council nominates two Borough Council representatives to serve on the King’s Lynn Conservancy Board.

Reason for decision

To ensure that the Council has continued representation on the King’s Lynn Conservancy Board.

1. BACKGROUND

Council are invited to nominate four representatives to serve on the King’s Lynn Conservancy Board. Appointments are made for a three year period and representatives are able to serve for a maximum of three terms, plus a further term if they become the Chairman.

Current Borough Council representation is as follows:

- Councillor Ayres – to 31st January 2019
- Councillor Sampson – to 31st January 2019
- Councillor Howland – to 31st January 2020
- Councillor Kunes – to 31st January 2021

2 APPOINTMENT OF REPRESENTATIVES

Councillors Ayres and Sampson’s term of office will expire on 31st January 2019. Council are required to nominate 2 representatives to serve on King’s Lynn Conservancy Board. (Both Councillors have served 2 terms to date).

3 CONSTITUTION OF KING'S LYNN CONSERVANCY BOARD

The King's Lynn Conservancy Board Constitution states that each member appointed shall be a person who appears to the Board to have special knowledge, experience or ability appropriate to the efficient, effective and economic discharge by the Board of their functions including in particular (but without prejudice to the generality of the foregoing) special knowledge, experience or ability in one or more of the following matters:

- (a) Management of harbours
- (b) Industrial and commercial activities
- (c) Shipping or other forms of transport
- (d) Navigation
- (e) Environmental matters affecting harbours and management of water related activities.
- (f) Administration and finance
- (g) Community and leisure interests
- (h) Any other skills and matters considered relevant from time to time by the Board to the discharge by them of their functions.

and each appointing body shall secure, so far as reasonably practicable, that the members appointed by them respectively will, between them, have special knowledge, experience and ability in a broad and complementary range of matters relevant to the efficient, effective and economic discharge by them of their functions.

4 BACKGROUND PAPERS

Outside Bodies Database.

REPORT TO COUNCIL - 24 JANUARY

Despite booking Polling Stations some time ago, Brancaster Village Hall may no longer be available for use as a Polling Station for the Borough and Parish Council Elections on 2 May.

Council is therefore asked to endorse the attached amendment to the relevant page of the Polling District Schedule, so far as the area of the Polling Place is concerned. This will enable the Returning Officer to use the Village Hall, Main Road, Brancaster Staithe as the Polling Station for both wards of Brancaster Parish and the Parish of Titchwell.

BOROUGH COUNCIL OF KING'S LYNN AND WEST NORFOLK

POLLING DISTRICTS AND POLLING PLACES

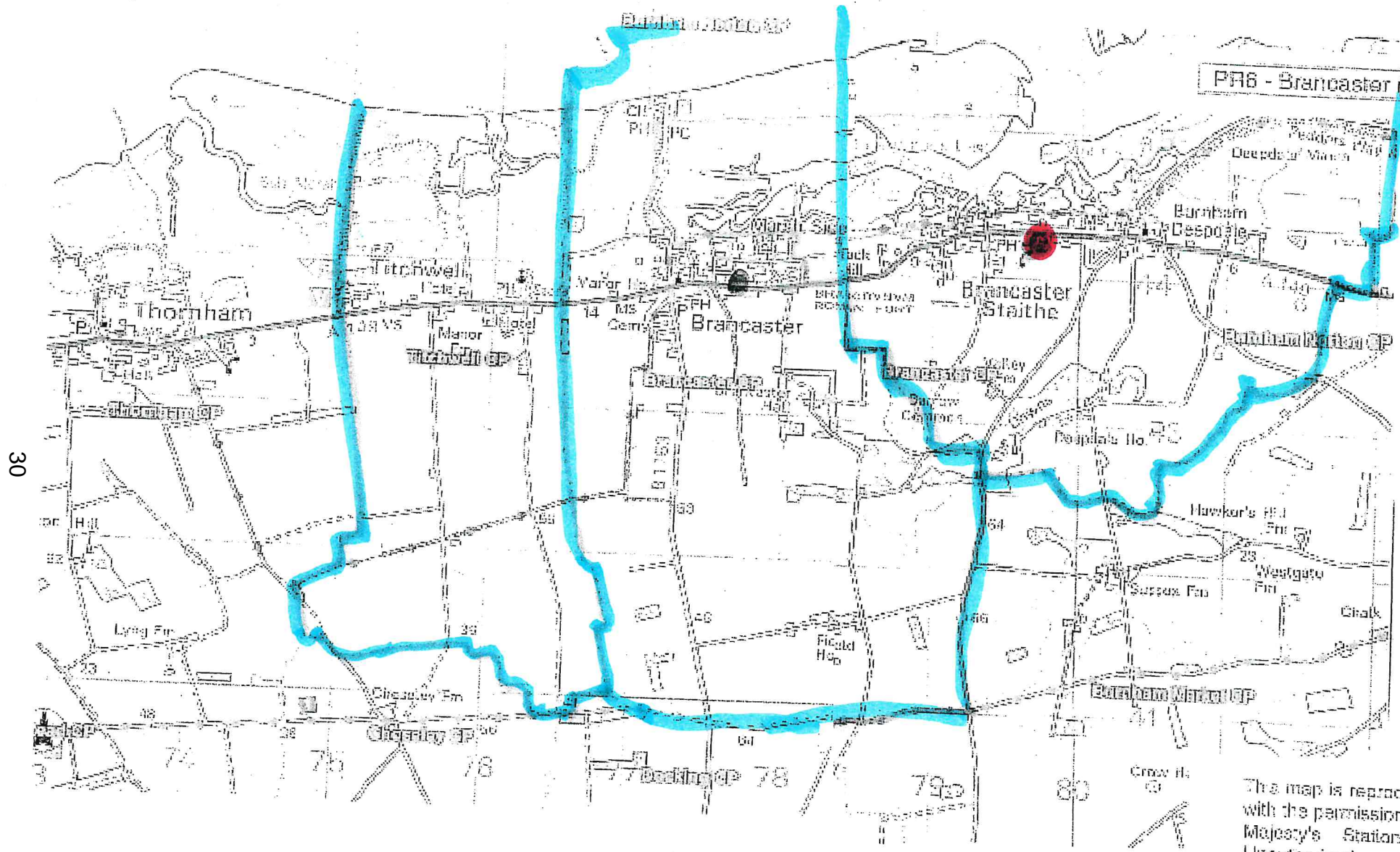
Polling District – the area created by the division of a constituency, division or ward into smaller parts, within which a polling place can be determined which is convenient to the electors – **Responsibility of the Council to designate**

Polling Place – the area in which polling stations will be selected by the Returning Officer – **Responsibility of the Council to designate**

Polling Station – the room or building where the poll takes place – **Responsibility of the Returning Officer to designate**

<u>Ward</u>	<u>Map Reference/Polling District</u>	<u>Area of Polling Place</u>	<u>Polling Station</u>	<u>10.1.2019</u> <u>Ward</u> <u>Electorate</u>
28 Brancaster (1)	(19) PQ1 - Brancaster (Brancaster Ward)	The Parish of Brancaster	Village Hall, Main Road, Brancaster Staithe	
	(19) PQ7 - Titchwell	The Parish of Titchwell and that part of the Parish of Brancaster containing its Polling Station	Village Hall, Main Road, Brancaster Staithe	
	(19) PR6 - Brancaster (Staithe Ward)	The Parish of Brancaster	Village Hall, Main Road, Brancaster Staithe	

PA6 - Brancaster (Staithe Ward)



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