

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



# **COUNCIL MEETING**

## ***Agenda***

Thursday, 11th April, 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  
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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, 11th April, 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 Meetings of the Council held on 21 February and 26 March 2019 (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. INQUORATE PARISH COUNCILS - LOCAL GOVERNMENT ACT 1972 - SECTION 91** (Pages 5 - 6)

To consider the recommendation contained within the report.

**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 7 - 8)
- 2) **Development - Councillor R Blunt** (Pages 9 - 11)
- 3) **Housing and Community - Councillor A Lawrence** (Pages 12 - 14)
- 4) **Environment - Councillor I Devereux** (Pages 15 - 16)
- 5) **Facilities and IT - Councillor Mrs K Mellish** (Pages 17 - 18)
- 6) **Performance - Councillor P Hodson** (Pages 19 - 21)
- 7) **Deputy Leader and Culture, Heritage and Health - Councillor Mrs E Nockolds** (Pages 22 - 23)
- 8) **Leader and Resources - Councillor B Long** (Pages 24 - 25)

**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: 26 March 2019** (Pages 26 - 28)

CAB134: Review of the operation of the Planning Sifting Panel

CAB135: Risk Management Policy and Strategy Review

CAB138: Treasury Management Strategy 2019/20

Ray Harding  
Chief Executive

**REPORT TO COUNCIL**

<b>Open</b>	
Lead Member: Councillor Long E-mail: cllr.brian.long@west-norfolk.gov.uk	Lead Officer: Ray Harding E-mail: ray.harding@west-norfolk.gov.uk Direct Dial: 01553 616281

Date of meeting: 11 April 2019

**INQUORATE PARISH COUNCILS – LOCAL GOVERNMENT ACT 1972 – SECTION 91**

**Summary**

The Law states that the Borough Council, where there are so many vacancies in the office of parish councillor that the parish council is unable to act, may by order appoint persons to fill all or any of the vacancies, until other councillors are elected to take up office.

As the close of nominations is 3 April 2019 any parishes which are inquorate will be known after that time. A list of those parishes will be reported after the close of nominations.

**Recommendation**

That pursuant to section 91 of the Local Government Act 1972, the Chief Executive be delegated to make Order/s for the filling any vacancies on inquorate Parish Councils, until such time as other Councillors are elected.

**Reason for Decision**

To ensure any Parishes which are inquorate are made quorate so they can continue to act.

**1.0 PURPOSE OF THE REPORT**

1.1 The close of nominations for parish councils is on 3 April 2019. In the event there are any parish councils which are inquorate this Council is requested to grant delegated authority to the Chief Executive to make Order/s to appoint persons to fill all or any vacancies to make the Parish/es quorate.

**2.0 NEW ELECTION TO FILL THE VACANCIES**

2.1 The Returning Officer will arrange for an election for the election of Councillor/s to fill the vacancy/ies.

### **3.0 STATUTORY CONSIDERATION**

- 3.1 Section 91 of the Local Government Act 1972 makes provision for the Borough Council to appoint persons to fill vacancies in this circumstance. Section 39 of the Representation of the People Act 1983 provides that the Borough Council shall direct the holding of an election.

### **4 ACCESS TO INFORMATION**

Statement of persons nominated – after 3 April 2019.

**CABINET MEMBERS REPORT TO COUNCIL****11 April 2019****COUNCILLOR ALISTAIR BEALES - CABINET MEMBER FOR CORPORATE PROJECTS & ASSETS**

For the period 21 February to 1 April 2019

**1 Progress on Portfolio Matters.**

As members will be aware, the Council has in place an ambitious programme of house building on difficult sites that are undeliverable via the private sector. As well as building some 320 properties to date, major improvements to infrastructure have been made including a new road, new and improved play areas, parking improvement and significant upgrades to sports facilities.

Sales at the Marsh Lane site (now named Orchard Place to reflect its historic use and the preserved orchard), have been such that of the 130 properties, only 6 are yet to be released to the market, and only 5 completed homes remain unsold.

At Dewside (along Greenpark Avenue at Lynnsport), 7 homes are for sale, 34 are under construction and 35 properties of the 89 in total are either sold, exchanged, reserved or subject to early bird offers. 13 affordable homes are in the process of being sold to the Council's wholly owned not for profit company, West Norfolk Housing Company.

**2 Forthcoming Activities and Developments.**

The success of the house building programme has led to the Council being a finalist at the UK Housing Awards 2019 in the Council of the Year category. The winners will not be known until after local Govt. elections so hopefully, either me or a colleague will be able to report in due course!

**3 Meetings Attended and Meetings Scheduled**

27-2-19 – HAZ Unlocking Brownfield Sites Informal Working Group.  
6-3-19 – meeting with Corporate Projects Officer (re UK Housing Awards).

7-3-19 – visit of Under Secretary of State for Housing & Local Govt.  
11-3-19 – UK Housing Award pitch with Lovells senior management and Corporate Projects Officer.  
11-3-19 – Audit Committee  
12-3-19 R&D Panel (last minute apologies given).  
26-3-19 – Cabinet  
26-3-19 – Special Council  
2-4-19 – meeting with Chief Executive  
3-4-19 – CPP Panel  
9-3-19 – R&D Panel  
10-3-19 – Leziate PC (the last one after 12 years as ward councillor).



**CABINET MEMBERS REPORT TO COUNCIL**

**11 April 2019**

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

For the period 08 February 2019 to 28 March 2019

**1 Progress on Portfolio Matters.**

**Planning Applications**

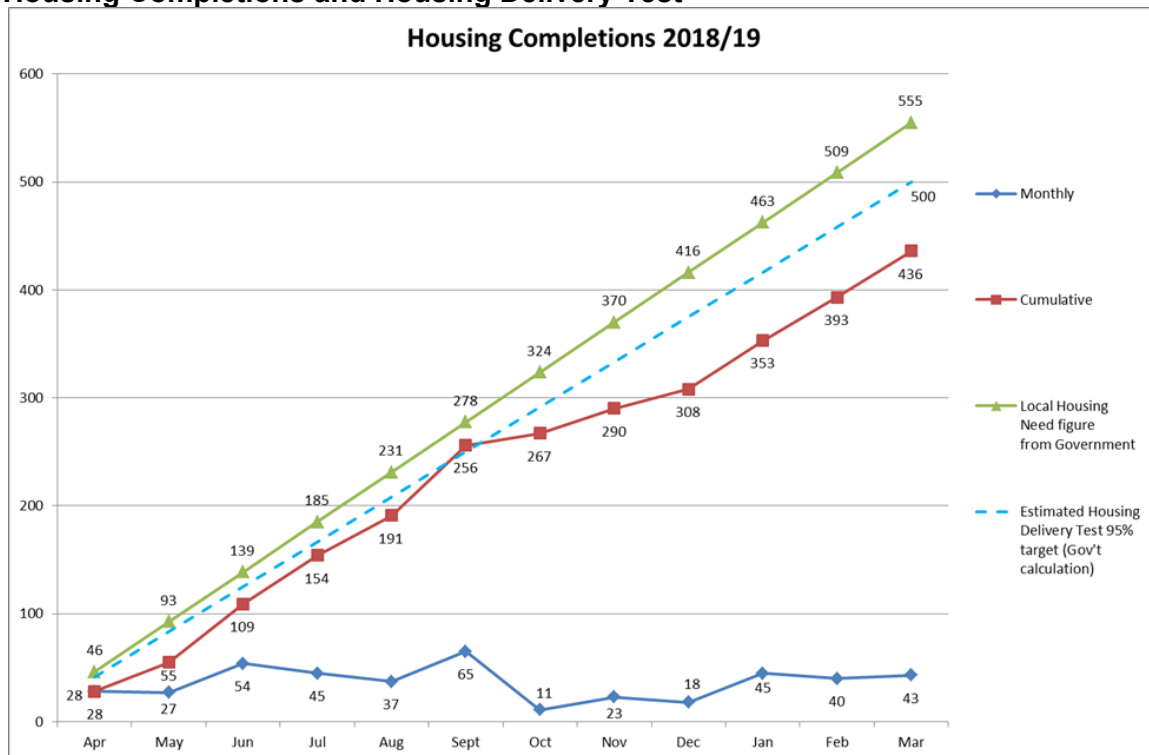
Planning and discharge of condition applications received



**The Gayton Planning Inquiry**

Following the completion the Gayton appeal last week we are awaiting a decision.

## Housing Completions and Housing Delivery Test



### Local Plan Review consultation

- Consultation started on 4 March and runs until 29 April.
- Three drop in sessions held in King's Lynn, Downham and Hunstanton, total of 200+ attendees
- So far some 50 registered comments on the plan document, but still a month to go.

### Custom and Self Build

- A report from specialist consultants has been received on the demand and supply of land to help us plan for the future. It will be discussed at the next Task Group.

### Neighbourhood Plans

- An Examiner has been appointed for the Sedgeford Neighbourhood Plan.
- Drafts of plans have been received for Heacham and Downham Market, Upwell and Tilney All Saints.
- A 'health check' has been undertaken for the Brancaster, and shortly will be for Terrington St John.
- We have reviewed Topic Papers for Holme next the Sea.

## 2 Meetings Attended

Portfolio Meeting  
Cabinet Sifting  
Cabinet  
Cabinet Briefings

Various meetings with officers  
Gayton Planning Inquiry  
Local Plan Consultation Drop in sessions at Downham Market, Hunstanton and Kings  
Lynn  
Planning Committee  
Planning Sifting  
Planning Committee Training  
Council

**CABINET MEMBERS REPORT TO COUNCIL**

**11 April 2019**

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

For the period 21 February to 1 April 2019

**1 Progress on Portfolio Matters.**

**Housing Options**

Figure for the month of February

261 new applications/change of circumstances

1109 live applications

1 emergency

170 high

327 medium

611 low

37 people housed

**West Winch Strategic Growth Area**

The Infrastructure Delivery Plan (IDP) was completed in Oct 2018 and endorsed by the Borough Councils Cabinet on 13th Nov 2018.

On 13th November 2018 the Cabinet decided to take a positive approach and agreed to prepare for southern growth area (approx. 2,900 homes)-

- Landowners agreement
- Masterplan
- Outline Planning application

The Borough Council recognises that this can only be achieved by working collaboratively with landowners. Cabinet requested that a Delivery Group with landowners, Borough Council, Norfolk County Council and Parish Councils be formed. The Borough Council is here to assist the growth area coming forward for the benefit of all.

Since January 2019 officers and consultants working on our behalf have been engaging with all of the landowners of the growth area. A landowner event was held on 31st January 2019. The event was well attended and positively received. This was followed by 1-1 sessions between the Councils consultant

and landowners throughout February and March. There has also been on going dialogue with both West Winch and North Runcton Parish Councils with further meetings to be held over the next few months.

### **Accelerated Construction Programme (ACP)**

On the 6th August 2018 the Council received confirmation from Homes England that seven sites were identified as being suitable for Accelerated Construction Programme funding and with a funding offer of grant attached to each site. Each site has been offered an individual grant amount.

The grant can be used to fund site enabling and infrastructure works that unlock barriers to development and allows housing to be developed. The sites must be owned and in the control of Local Authorities. In September 2018 Cabinet agreed to accept the grant offer and enter into final negotiations with Homes England.

A key requirement is that all infrastructure and enabling works funded must be completed and funding drawn down on an arrears basis by March 2021.

### **Final contracts-ACP**

Legal due diligence and final negotiations has been undertaken by Homes England solicitors and the Borough over the last few months. This work is nearing completion. The first contract has just been completed. It is anticipated that the remaining 6 contracts will be completed over the next couple of months.

### **Homelessness and Rough Sleeping King's Lynn and West Norfolk**

The picture in King's Lynn and West Norfolk has mirrored national trends over the last 2-3 years. Homelessness is measured in a number of different ways – with measures such as the use of temporary accommodation and rough sleeping showing increases from 2016/17. In 2016/17 the Borough had one of the biggest increases in rough sleeping in the country. The area had not experienced rough sleeping like this before.

There has been some plateauing in the measures this year. The rough sleeper count has reduced significantly based on the fact a Night Shelter has operated over the winter months. Some new services that we have commissioned in conjunction with Norfolk County Council and have come on stream this year have started to make a significant impact.

### **What have we done in the last 12 months to respond to challenges?**

Much of the focus has been on new support services including:-

- New multi-agency team approach
- Newly commissioned Rough Sleeper outreach service
- On-going tracking of rough sleepers or those of risk of rough sleeping
- Establish and embed new Home Group's 'Community Support' service to prevent homelessness
- Benjamin Foundation – young person's floating support

- Purfleet Trust support service
- Home from hospital service – 12 month pilot
- Early help hub co-ordinator post

**New temporary accommodation and winter shelter options:**

- Broad Street – Conversion of Council owned underused town centre office space to self-contained temporary accommodation completed winter 2018
- Vacant housing association flats back into use for temporary accommodation
- Night Shelter - Working with King’s Lynn Night Shelter project charity (formed from an initiative from Churches Together) in order to address challenges of accommodating rough sleepers, the charity has provided an emergency winter shelter this winter for 7 nights a week.

**What are we planning to do in 2019?**

Deliver on New Homelessness and Rough Sleeper Strategy 2019 which will include

- Mental Health Nurse working alongside rough sleeper outreach service
- Cabin style modular temporary housing development
- Policy changes designed to improve supply of new affordable housing
- Direct delivery of new housing including affordable housing and Private Rented Housing

**Finally**

This is my last cabinet report for this administration, may I thank all the officers and their teams in all departments for all their hard work. Things have been very difficult at times but we have always managed to find a solution and work our way forward.

**2 Meetings Attended**

Portfolio meetings  
 Planning Committee  
 West Norfolk Housing Company  
 West Norfolk Property Company  
 ACP Meeting  
 Full Council  
 Meetings with Officers

**CABINET MEMBERS REPORT TO COUNCIL****11 April 2019****COUNCILLOR IAN DEVEREUX- CABINET MEMBER FOR ENVIRONMENT**

For the period 11 February to 28 March 2019

**1 Progress on Portfolio Matters.**

**Clinical Sharps.** The transfer date of the responsibility for the collection of clinical sharps to our Borough Council is still under consideration by the NHS and could now slip to mid-year. Once the date has been agreed we will communicate with all service users outlining the change in collections and offering reassurance that the new arrangements will meet their needs.

I supported the County-wide **SCRAP Fly-Tipping** campaign **Road Show** that came to Conduit St, King's Lynn on Saturday 23<sup>rd</sup> March. Manned by our CSNN Staff and a County Waste Officer, it attracted much interest, as have the SCRAP Posters put up in our local bus-shelters!

Despite some public perception to the contrary, a direct comparison with last year, shows 63 fewer fly tipping incidents in the Borough so far this year: a 4.5% reduction.

The campaign provides guidance on how we can each play our part to prevent fly-tipping by using only authorised waste carriers to take our waste away. Use the SCRAP code on our Website, summarised as follows:

**SSUSPECT** all waste carriers until you know they are legitimate  
**CCHECK** your waste carrier Registration by phoning 03708 506506  
**REFUSE** unexpected offers from non-registered waste carriers  
**ASK** what will happen to your rubbish and the disposal route  
**PPAPERWORK** should be obtained: eg invoice, waste transfer note.

I am working with local Ward Members to address complaints of rubbish dumping in private back-alleys in North Lynn, and exploring cost-effective approaches for resolution with the CSNN Team.

**Joint Waste Collection Procurement.** Following a short delay with ESPO, the National Procurement Agency, the Tendering process was announced to the Industry on 19 March. The planned completion dates will be maintained.

Our Waste Management and Clean-Up Teams have worked hard to provide support to our communities to help them clear litter and improve their local streets, using funds just granted by the Ministry of Housing, Communities and Local Government as part of their "**High Street Community Clean-Up**" programme.

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

At the recent meeting of the Habitat Regulations Assessment, Monitoring, Mitigation and Green Infrastructure Panel, we heard that two of the projects we have helped fund are nearing completion, ready for roll out late spring. The first is a comprehensive recreational guide for the Wash and Norfolk Coast, showcasing our wildlife and habitats, and how to experience them whilst conserving them for posterity. This will be widely available in paper form through Tourist Information Centres and other public outlets as well as through a smart-device App. The second is an incident reporting system covering the same scope that will help to identify problems, damage and concerns about wildlife and habitats, so that rapid corrective action can be initiated by partner organisations. These will be formally launched in due course.

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

Single Use Plastics Informal Working Group (12 Feb)  
Environment Agency – Flood Risk Management for the Fens (13 Feb)  
Corporate Performance Panel (19 Feb)  
Alive Leisure Trust Full Board (20 Feb)  
Cabinet and associated Sifting and Briefing meetings  
Council  
HRAMMGI Panel (26 Feb)  
Environment Agency – Attendance at FloodEx19 (28 Feb)  
LGA Coastal Special Interest Group (1 Mar)  
Environment & Community Panel (5 Mar)  
Minister for Local Government Visit (7 Mar)  
Alive Leisure Trust Board- Business Continuity Group Meeting (11 Mar)  
Audit Committee (11 Mar)  
Joint Employee Committee (14 Mar)  
Norfolk Waste Partnership Board (19 Mar)  
Portfolio Meetings on Waste Management, Coastal Planning & Community Safety and Neighbourhood Nuisance  
Wash & North Norfolk Marine Partnership Board (21 Mar)  
Launch of SCRAP Fly Tipping Campaign in King' Lynn (23 Mar)  
Special Council (26 Mar)  
Alive Leisure Trust Full Board (27 Mar)

### Scheduled

Environment Agency Eastern Coastal Group (29 Mar)  
Environment Agency Integrated River Catchment Area Study Day (2 Apr)  
E&C (2 Apr)  
Norfolk Coastal Partnership Management Meeting (8 Apr)  
R&D (9 Apr)  
Anglian (Central) Regional Flood & Coastal Committee (11 Apr)



**CABINET MEMBERS REPORT TO COUNCIL****11 April 2019****COUNCILLOR MRS KATHY MELLISH - CABINET MEMBER FOR FACILITIES AND ICT**

For the period 22 February 2019 to 11 April 2019

**1 Progress on Portfolio Matters.**

As this will be my last Cabinet report it gives me the chance to reflect on my time not only as a Cabinet member but past Panel Chairman, Deputy and Mayor of this Borough over the last 16 years.

Looking back I can honestly say I have been very proud to be a Member of this Council, it has been a 'real eye opener' to work with all my colleagues on many major projects. My real interest and sense of satisfaction however has been just to find out how the Borough actually 'ticks' along and to be part of that process, making decisions in sometimes difficult circumstances. How does it function on a day to day basis and what effort does there need to be to ensure this continues seamlessly so that the public can expect events to be available, car parks to be ready and open for use, CCTV to help support our safety around the Town, facilities to be there to be used, clean streets, parks and gardens tidy and well stocked to spend time in, the Crematorium, churchyards, business units, housing, bins to be emptied, rubbish to be cleared and in emergencies staff available to assist our partners be it flooding or Policing are just a few thoughts that immediately cross my mind. All this was something I had taken for granted until I found out exactly what made it happen. Perhaps those odd people who take to social media channels might like to spare a thought before they start their armchair warrior rants. Our Council officers work very hard to assist Members to ensure the Borough flows in a seamless way providing all the above and more. All Members are part of this process and accountable whatever political party they belong to. Members actually do not have lavish parties on the proceeds of Council tax paid, now that would be something to join up for! Every penny we receive from the public goes towards a function for the public who pay it and visitors, and remember it is also collected on behalf of the County Council, the Police, the Parish Councils and any special expense towards Parish Council requirements, it is not all for one authority. We have to account for every penny collected for our needs and our budget records are available to view.

It is not easy being a Member, we have Ward work, many meetings, the feeling of being on call 24/7 (some of us also work full time as well), difficult decisions and not all can be the result everyone would like. Yes, we make mistakes from time to time we are human, but those who want to complain about our actions I would suggest should themselves stand for public office.

It can be a thankless task, but it's a responsibility we take on and are

accountable for, those who want to complain should spare a thought, why not also be accountable and take responsibility rather than just complain?

The easy route is to do nothing, moan and take to social media.

I have to put on record my thanks for the support and guidance of my Portfolio officers over the last few years. They have the patience of a saint have put up with my moans, groans and demands for action and have provided the services that have kept my areas running smoothly. It's the calm swan image with feet peddling like mad under the water quite often, but it works!

Across the board I would also thank all the officers I have personally worked with over the years who I may not now have daily contact with. Again, I will state the Officers are a credit to the Council and without their help and guidance we would struggle. There is no I in team, a well-used saying and one I can categorically endorse.

Good luck for the future with financial constraints ever more increasing and good luck to all those seeking election in a few weeks, I wish you well. Look after our Borough it is a wonderful place to be and we should all be very proud of it.

## **2 Meetings Attended and Meetings Scheduled**

Officer meetings  
Cabinet meeting and Portfolio updates  
Cabinet Sifting

**CABINET MEMBERS REPORT TO COUNCIL****11 April 2019****COUNCILLOR P HODSON - CABINET MEMBER FOR PERFORMANCE & ECONOMIC DEVELOPMENT**

For the period 21 February to 1 April 2019

**1 Progress on Portfolio Matters.****The borough's Expression of Interest (application for the Ministry of Housing, Communities & Government's (HCLG) Futures High Streets Fund (FHSF).**

An opportunity for the borough to access funding from the government's recently announced Future High Streets Fund (FHSF) has arisen. The FSHF was set up to help local town centers become more vibrant and arrest declining footfall. The £675m Fund has been created by government to support places by co-funding regeneration projects that will help transform and promote economic growth in town centers and wider local areas. The fund operates on a two-round process with two phases in each round. The first round opened in December 2018 with a Phase 1 call for Expressions of Interest to be submitted by the deadline of March 22<sup>nd</sup>. The government expects the majority of successful bids will be in the region of £5m to £10m for a town the size of King's Lynn and will need to be co-funded by public and private sector partners.

The full timetable is set out below:

- 22 March 2019: expression of Interest (Eol) submissions
- Summer 2019: announcement of places moving to Phase 2 for business case development
- Late 2019: first round of final business cases for Phase 2 to be submitted by local authorities
- Spring 2020: all remaining business cases for Phase 2 to be submitted

It is important to note that if our Phase 1 Eol application is successful funding will only be secured following a full business plan being submitted and accepted as part of the Phase 2 stage. Phase 1 will be a highly competitive process with most town centres in the UK, some suffering quite high levels of multiple deprivation, applying for funding. A second round of FHSF may be available post 2020.

**The Application:**

A project team led by the Chief Executive and Executive Director, Leisure and Public Space put together and submitted an EoI application on March 21<sup>st</sup> prior to the deadline. The two key eligibility criteria areas within the application required setting out the specific challenges the town center faces and how local stakeholder’s vision and ambition can address those challenges. *The Town centre vision and ambition for change* section within the application was informed by a comprehensive range of engagement and consultation activities with a wide group of local residents, businesses and local partner organisations.

In summary Our Town Centre Challenge seeks to arrest ongoing declining footfall and shop closures to create a vibrant community hub by widening the centre’s appeal to residents and visitors beyond just the retail offer.

Our summary strategy for doing this falls under three broad themes:

1. Harness and enhance the existing heritage assets to attract more visitors and business investment
2. Improve and enhance the cultural & arts offer to create an exciting, attractive and safe environment for residents and visitors
3. Through housing provision encourage more people to live and work within the town centre boundary while improving the principal gateways and access points into the town

The application was submitted with support letters from King’s Lynn and West Norfolk residents, businesses, and local, regional and national partner organisations. The application set out the heritage, housing, public realm and economic regeneration achievements that the borough along with, both its public and private sector partners, has achieved with the purpose of highlighting our track record so far and the skills and experience we have to make things happen. This reputation was further reinforced by the inclusion of the very positive comments made about the borough by The Minister for Local Government Parliamentary Under-Secretary Rishi Sunak when he visited on Thursday 7<sup>th</sup> March.

Overall the community wish to create an ‘**Open Town Centre**’, building on the heritage assets which are King’s Lynn’s USP, and opening up the town center so that it becomes special again. The vision which is emerging is one with a more open community offer that includes young people’s and family interests, more culture, entertainment and eating places, quality shops that are open for longer, better access, and a safe and inclusive town center that gives the traditional Norfolk friendly open welcome to all.

**2 Meetings Attended and Meetings Scheduled**

Cabinet Meetings  
Cabinet Siftings  
Portfolio Meeting

Chris Bamfield  
BID Meetings  
Local Investor  
Informal River Front Working group  
Mayors Award Evening  
Parish Council Meeting  
Mayors Reception  
Housing Minister Rushi Sunak  
Audit Committee  
R & D  
Kim Kennedy KL Port  
E & C

**CABINET MEMBERS REPORT TO COUNCIL**

**11th April 2019**

**COUNCILLOR MRS EA NOCKOLDS**  
**CABINET MEMBER FOR CULTURE, HERITAGE AND HEALTH**  
For the period 21st February to 5th April 2019

**1 Progress on Portfolio Matters.**

The Council has recently received a grant from the Local Authorities Parks Improvement Funding from The Ministry of Housing, Communities and Local Government amounting to £23,849. This will be allocated to improve children's play areas and public open spaces.

As part of the Stories of Lynn project the Norfolk Record Office has been developing a crowdsourcing platform for transcribing and tagging the Kings Lynn Hall Books. This was launched in October, Two introductory sessions were held at which 27 people attended the first launch and the second one had 18 people attended. These volunteers are now transcribing records from the Georgian period and have resulted in 355 pages transcribed.

The free entry to Lynn Museum, managed through the SLA with NMS, has ended until next October. The summer 2019 exhibition will be 'Journeys, People, Place & Pilgrimage', the theme being Green Pilgrimage and Coastal Treasures. The exhibition will draw upon the nationally significant collection of pilgrim badges found in the river Purfleet. Many of the badges are of medieval lead souvenirs from the shrine of Walsingham. Additional pilgrim badges will be on loan from a collection at Walsingham and also from the Oscott College Birmingham.

2 Teaching Museum trainees, who are funded through the Governments Coastal Communities Fund, have worked on a project which promotes sustainable tourism and new ways of accessing the wealth and heritage in our coastal area between Kings Lynn and Holme. The project has developed walking & cycling trails and is using new technology to bring heritage assets of this area to life. This project joins up with our very own similar project 'Explore west Norfolk' which focuses on our rural area. I reported on this in February's Council report.

**2 Forthcoming Activities and Developments.**

Norfolk will play host to the 'Great British Cycling Festival' during a weekend celebration of cycling of all levels. On Thursday 27th June Time Trials will start and finish at Sandringham Royal Estate.

Street Art is a project initiated by the Heritage Learning Forum. The project outcome has been set to improve the appearance of some areas of the town and to transform the Town centre by reflecting its history, culture and heritage through Art and planting.

The Local Cultural Education Partnership has received funding from the Co-Op to enable a survey to take place with young people in Kings Lynn, named 'Youth Loneliness', consultation. The consultation's purpose is to engage with 100 young people which will show the level of interest in arts and culture activities, what it means to grow up in King's Lynn and what's good, what could change and how. The locations of working are South Lynn, North Lynn and Fairstead. The survey has a digital focus as well as at creative workshops.

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

Portfolio meetings with;

Ray Harding, Chief Executive

Lorraine Gore, Deputy Chief Executive & Director of Finances

Chris Bamfield, Director of Commercial Services

Claire Thompsett, Grounds and Open Spaces

Martin Chisholm, Business Manager

Rachael Williams, Stories of Lynn Learning & Engagement Officer

Undina Reinfelde, WN Tourism Trails Development Officer

Cabinet

LILY Project Group

Norfolk Armed Forces Covenant Board

Alive Management Board

KL & WN Area Museums Committee

E & C Panel

R & D Panel

Street Art working party

WN Primary Care Commissioning Committee

WN Local Cultural Education Partnership

WN Cultural Board

Health & Well Being District Councils Sub-Committee

Norfolk Records Committee

Mayors Business Awards

Trues Yard AGM

Shakespeare Guildhall Trust

KL Internal Drainage Board

Launch of Visit East of England web-site

HLF Strategic Funding Seminar

Anglia In Bloom Seminar

**CABINET MEMBERS REPORT TO COUNCIL**

**11 April 2019**

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

For the period 21 February to 1 April 2019

**1 Progress on Portfolio Matters.**

**Council's Financial Position:**

As at the February monitoring report the revenue budget has a further favourable report variance of £105,460. This, combined with other savings made during the 2018/19 year means we should finish the year nearly £500,000 more going to reserves than initially expected. This is down to multiple factors but is well ahead of the just over £100k expected at the start of this financial year. In putting this balance to reserves we have a better starting position to 2019/20 than envisaged when budget papers were presented in February.

**Norfolk Coast Partnership - Charitable Trust.**

I attended the launch of a new charity the Norfolk Coast Trust which is being set up to accompany the Norfolk Coast Partnership to further its aspirations to improve and enhance the area of outstanding natural beauty. The Launch event was held at the visitor centre at Cley Next The Sea. The Charity which is now about to look for formal incorporation with the Charity Commission will help to deliver practical outcomes and projects that are not within the remit of the NCP at present.

**Association of Drainage Authorities.**

I recently attended the local branch meeting for ADA – Welland and Nene Branch and was delighted to be made branch vice chairman. Despite not having held the Environment portfolio for over two years I still keep closely involved in water management and drainage issues. This has given me a further platform to present how Drainage Boards affects local government finances. A point that I also made to Rishi Sunak MP on his recent visit to Kings Lynn.



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

This being the last report prior to the Elections, my forthcoming activity will be of course affected by the outcome of those elections. I would however like to use this report to thank all Councillors for their input and questions to all of my previous reports as Leader.

Also, I especially would like to thank Cllr. Elizabeth Nockolds, for her efforts as my deputy and the rest of my Cabinet Colleagues and group for their support.

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

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

Norfolk Coast Partnership – Various meetings including a review of protected landscape bodies.

Kings Lynn Internal Drainage Board.

Association of Drainage Authorities – Welland and Nene Branch

Meeting with apprentices for apprentice week

West Norfolk Housing Company Board

West Norfolk Property Board

Mayors Business Awards

Various Meetings as Board Member – Freebridge Community Housing

Fenland District Council – Scrutiny task group for Economic Development

Meeting with Local Government Minister – Rishi Sunak MP.

Exhibition launch at Trues Yard – Bygone Shops of Lynn

Meeting with Norse Care – Future provision of care in West Norfolk.

Meeting with new port Manager ABP Kings Lynn

**RECOMMENDATIONS TO COUNCIL ON 11 APRIL 2019**  
**FROM CABINET ON 26 MARCH 2019**

**CAB134: REVIEW OF THE OPERATION OF THE PLANNING SIFTING PANEL**

Councillor Blunt presented a report which set out the details of the review of the Planning Sifting Panel which had been carried out after 12 months operation. In addition the detail of what is meant by 'exceptional circumstances' as set out in the original Cabinet report is to be reviewed. It was noted that the correspondence sent to the Chairman of the Corporate Performance Panel had been forwarded on to the Cabinet.

Under Standing Order 34, Mrs S Fraser addressed the Cabinet. She had attended the majority of the sifting meetings as an observer and whilst had started out not supporting it was now fully in support of it and considered that the views of the parishes were heard in the process.

Councillor T Parish addressed the Cabinet expressing the view that parish councils should have been consulted as they were the customers. He also had reservations about the amount of time permitted to call an item in to committee as he considered it too short.

The Assistant Director responded that the statutory consultation requirement was 21 days notice, but the Council gave 28 days from the publication of the weekly list, which was more generous than most others.

Councillor Blunt also referred to the fact that parishes were asked for planning reasons for objections but were often not given. However, if the Panel had any concerns the decision would be taken by Committee. He confirmed that further planning training was to be offered to parishes and if their objections meant the items were submitted to Committee they were encouraged to speak at the meeting.

Under Standing Order 34, Councillor Mrs V Spikings addressed the Cabinet in support of the sifting panel. She explained that all the statutory consultees had to be taken into account and this was checked in the sifting panel. She acknowledged that some parishes did still need further training on the issue. She drew attention to the fact that officers could concentrate on writing fewer report and the Committee could concentrate fully on a more manageable number of items being submitted to it.

Under Standing Order 34, Councillor J Moriarty addressed the Cabinet and referred to the fact that the original item was called in to the Corporate Performance Panel, and to the Chief Executive's comments permitting that call in to be heard, but which was rejected by the Panel when heard. He made reference to a meeting of the sifting panel he had studied where parish views were not deemed to be planning reasons. He suggested that the parishes should be asked if they wanted the sifting process to be continued or not.

The Executive Director explained that it would have been helpful for Councillor Moriarty to have sat in on a few of the meetings as there were a number of incidences where there were valid planning reasons given and these went to committee. The number of applications being submitted to Committee was too high with the capacity to hold the attention pressed to the limit on occasions. The agendas were now more manageable. It was noted that the Chairman of the sifting panel was happy for any Councillor could attend the sifting panel to observe if they wished.

Councillor Blunt commented that the changes were better use of officers time. The Leader, in proposing the recommendations, commented that it would be for the Corporate Performance Panel to decide if they wished to monitor its progress further.

**RECOMMENDED:** 1) That the results of the review of the sifting panel which has been operating for 12 months and the comments of the Corporate Performance Panel be noted.

2) That the continued operation of the sifting panel be endorsed

3) That the comments made on the issue of 'exceptional circumstances' be noted.

#### **Reason for Decision**

The operation of the sifting panel has reduced the amount of applications going to Planning Committee by 19% compared to the previous year. This enables the committee to concentrate better on those applications that do go, and has also helped free up capacity within the section. It is considered that the panel has worked well over the 12 months it has been in operation.

#### **CAB135: RISK MANAGEMENT POLICY AND STRATEGY REVIEW**

Councillor Hodson presented a report which explained that the Council's Risk Management Policy and Strategy was last reviewed and approved by Council on 1 March 2016. That review split the existing document into two documents, policy and strategy, and linked risk management more closely to the achievement of the council's objectives. The risk appetite was formally recognised within the policy, and the strategy provided a means of escalating risks from service and project level to the corporate risk register where necessary.

The policy had reached its scheduled review point and a refreshed version had been considered by Audit Committee in November 2018 and January 2019.

It was also noted that the Corporate business plan would be reviewed post- election, which meant that the risks would be re-assessed at that time.

A discussion ensued on when risks should be reported to the Cabinet, it was agreed that the Audit Committee would consider those, but significant risks would be drawn to Cabinet Members attention when they arose.

**RECOMMENDED:** That Council approve the Risk Management Policy and Strategy.

#### **Reason for Decision**

To ensure there is a comprehensive and up to date framework for the Council's management of risk.

#### **CAB138: TREASURY MANAGEMENT STRATEGY 2019/20**

The Deputy Chief Executive presented a report which explained that the Council was required to receive and approve a Treasury Management Strategy Statement; Annual Investment Strategy; and Minimum Revenue Provision Policy Statement which covered:

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

- An Investment Strategy

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

The Council's Treasury Advisor, Link Asset Services, provided a template document for the Treasury Management Strategy Statement.

The Council had used this template in preparing the report.

The report looked at the period 2019-2023 which fitted with the Council's Financial Plan and Capital Programme. The report was based upon the Treasury officers' views on interest rates, supplemented with leading market forecasts provided by Link Asset Services. The Deputy Chief Executive undertook to publish the latest version of the rates for members attention.

Under Standing order 34 Councillor Joyce addressed Cabinet and commented that the Strategy was to ensure that background checks were done on anyone wanting to go into partnership with the Council and be paid any money. He considered that checklist had not been followed. He commented that the Council should be in a position where it could pull back if it needed to.

The Leader thanked officers for preparing the document, acknowledged that it was a challenging programme ahead for the Council which often meant pushing the envelope and that professional advisors were relied upon.

**RECOMMENDED:** 1) That the Treasury Management Strategy Statement 2019/2020, including treasury indicators for 2019-2023 be approved.

2) That the Minimum Revenue Provision Policy 2019/2020

3) That the Investment Strategy 2019/2020

#### **Reason for the Decision**

The council must produce a Treasury Management Strategy Statement, Minimum Revenue Provision Policy Statement and Annual Investment Strategy 2019/2020 by 31 March 2019.