

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



COUNCIL MEETING

Agenda

Thursday, 4th July, 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, 4th July, 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 11 April (2 meetings) and 16 May 2019.

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) **Business Development - Councillor G Middleton** (Pages 6 - 8)
- 2) **Commercial Services - Councillor P Kunes** (Page 9)
- 3) **Development - Councillor R Blunt** (Pages 10 - 12)
- 4) **Environment - I Devereux** (Pages 13 - 14)
- 5) **Housing - Councillor A Lawrence** (Pages 15 - 17)
- 6) **Project Delivery - Councillor P Gidney** (Pages 18 - 19)
- 7) **Deputy Leader and Culture, Heritage and Health - Councillor Mrs E Nockolds** (Pages 20 - 22)
- 8) **Leader and Resources - Councillor B Long** (Pages 23 - 24)

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: 18 June 2019** (Pages 25 - 29)

- | | |
|--------|---|
| CAB9: | KLIC External Enquiry - Terms of Reference and Appointment of Chair |
| CAB13: | Food and Garden Waste Treatment – Procurement |
| CAB14: | King's Lynn Area Consultative Committee - Review |
| CAB15: | Council Governance |
| CAB16: | Amendments to the Scheme Of Delegation |

EXEMPT ITEM

- | | |
|--------|--------------------|
| CAB22: | Cinema Development |
|--------|--------------------|

**11. APPOINTMENTS TO OUTSIDE BODIES AND INTERNAL DRAINAGE
BOARDS (Pages 30 - 37)**

Ray Harding
Chief Executive

CABINET MEMBERS REPORT TO COUNCIL

4 July 2019

COUNCILLOR GRAHAM MIDDLETON – CABINET MEMBER FOR BUSINESS DEVELOPMENT

For the period 17 May to 24 June 2019

1 Progress on Portfolio Matters.

I am delighted to have been asked by the Leader to take on the portfolio for Business Development for the forthcoming municipal year. Many challenges are facing us with one being town centre promotion. I am in the process of driving my vision for the future which will be to make King's Lynn centre a destination place for those living, visiting and investing within our wonderful borough.

HAZ BID (HERITAGE ACTION ZONE)

The Property and Regeneration Team is in the process of compiling a bid for High Street Heritage Action Zone funding. Historic England has launched a new £40 million fund which will allow them to work with partners, such as the borough council, to find new ways to champion and revive historic high streets. The programme is administered by Historic England on behalf of the Department for Digital, Culture, Media and Sport. Under this programme we can apply for a grant of between £250,000 and £2,000,000 to set up a four-year partnership from April 2020 to March 2024 to deliver physical improvements together with cultural and community activities to regenerate historic high streets and town centres. We believe that King's Lynn fits well with the bidding criteria and we hope to put in a strong submission.

Whilst attending the R&D Meeting this month I was fortunate to observe a break-out session held. I'd like to thank all councillors in attendance for their input. Myself and officers have made some detailed notes and will be putting these into consideration, not only with regards to the HAZ bid but also future regeneration projects. Many thanks Cllr Judy Collingham for her wonderful execution of the break-out session.

FUTURE HIGH STREETS

Government set out in this year's budget an over £600 million pound pot for district councils to bid into for high street regeneration. The council has submitted a phase 1 bid as part of this. On the 5th of June I was delighted to have been invited to attend an all-party parliamentary group to discuss Britain's high streets. This gave me a great opportunity to discuss our plans

for west Norfolk, projects we have completed, and future growth plans. We await a response to this bid and should hopefully hear in July as to whether we can progress to stage 2.

APPRENTICESHIPS

Officers have been working with the College of West Anglia on an initiative to try to identify additional funding which might be used to increase apprenticeship training locally. Officers have approached 34 of the more significant businesses in the borough with a view to identifying whether they are using all funds available to them from their payment of the Apprenticeship Levy, and if not whether they would be willing to transfer any surplus (which would otherwise revert to HM Treasury) to support the costs of apprenticeship training in smaller local businesses. A number of these approached have responded positively and have been introduced to colleagues at the college so that they can explore this further.

2 Forthcoming Activities and Developments.

During my induction and familiarisation with my new portfolio I have been looking at some of the strategic acquisitions that we as a council have been undertaking over the past few years, for example around the Southgates roundabout. This programme of proposed improvements at “gateway” sites on arterial roads in and out of the town I believe to be extremely important and I will be exploring other opportunities around King’s Lynn in particular that may, at the moment, be giving visitors the wrong first impression.

We are in the process of compiling a group of active stakeholders in Hunstanton in line with work undertaken by the Hunstanton CCT. To look into options for community engagement within the regeneration area on and near to the sea front.

Soon we will be receiving detailed final proposals on the plan from Wayne Hemingway and will be working closely with stakeholders to consider realistic projects to undertake.

EVENTS

The council and its partners have a fantastic range of events coming up over the next couple of months, festival too, mini meet, heritage open day to name a few. I look forward to seeing Councillors and public there and I will update you on the success of these in due course.

3 Meetings Attended and Meetings Scheduled

HAZ Briefing
Cabinet sifting
Parliamentary group. High streets (district council network) at parliament

BID introduction meeting
Tour of industrial estates and commercial interests
CPP panel
Tour of corn exchange for cinema project
R&D Panel
Portfolio session with exec Director (Chris Bamfield)
Cabinet
Local enterprise partnership workshop
Portfolio session with various officers (half day)

CABINET MEMBERS REPORT TO COUNCIL

4 July 2019

COUNCILLOR PAUL KUNES CABINET MEMBER FOR COMMERCIAL SERVICES

For the period 17 May to 4 July 2019

1 Progress on Portfolio Matters.

Full approval has now been given to commence the project to enable “cashless” parking in the St James multi-storey car park. This will enable drivers to register on entry by simply touching their card (or phone) and pay the same way on leaving. Ticket and cash method will remain as an alternative.

2 Forthcoming Activities and Developments.

I have now been briefed by officers on most areas of my portfolio. Including visits to the Crematorium, Gayton Road Cemetery, and various car parks, to enable me to better understand ongoing projects and developments.

3 Meetings Attended and Meetings Scheduled

Council IT team
 Licensing team
 Health and Safety
 Car parks
 On street parking
 Crematorium and Cemeteries
 R&D panel
 Corporate Performance panel
 Environment and Community panel
 QE Trust Board of Governors
 Conservancy Board.
 SNAP meeting
 Licensing training
 Planning training.

CABINET MEMBERS REPORT TO COUNCIL

4 July 2019

COUNCILLOR RICHARD BLUNT - CABINET MEMBER FOR DEVELOPMENT

For the period 17 May 2019 to 21 June 2019

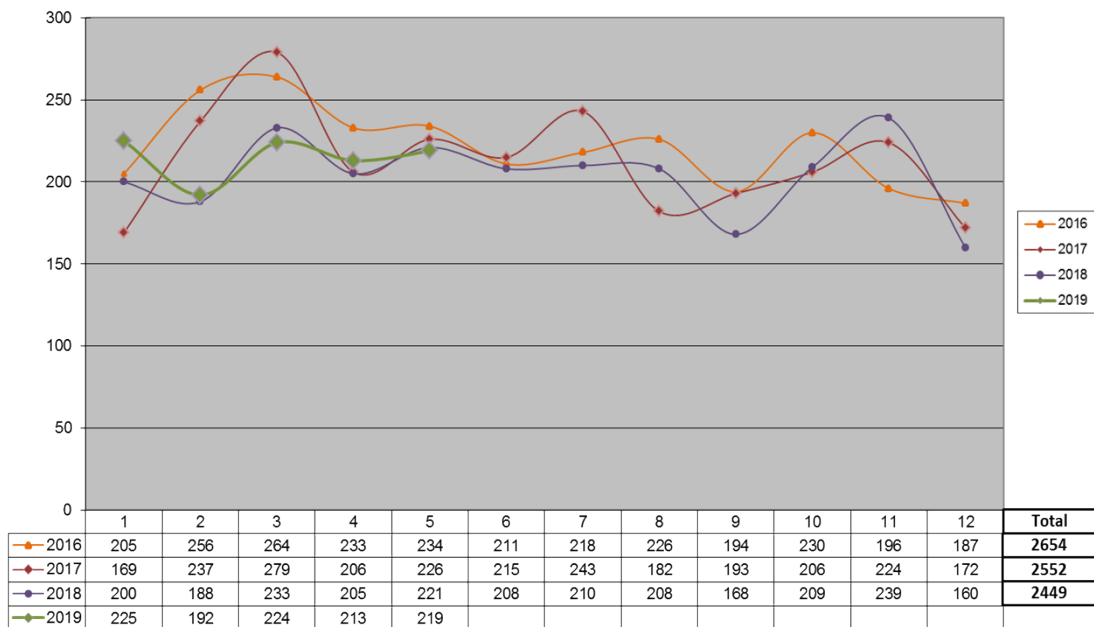
1 Progress on Portfolio Matters.

Planning Applications

Planning applications received between January and May are consistent with the same period last year, 1047 in 2018 and 1073 in 2019.

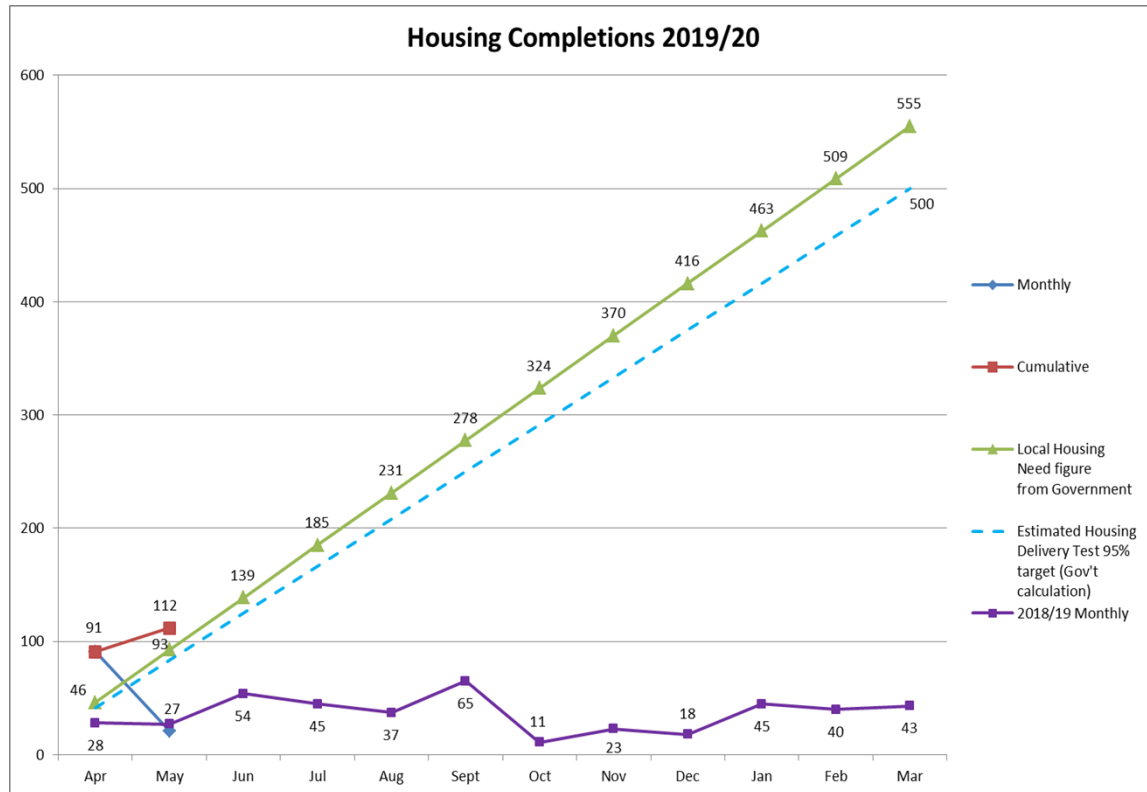
Income for the first two months of the financial year is slightly lower than the same period last year but still above projected income, £218,000 in 2018 and £192,000 in 2019.

Planning and discharge of condition applications received



Housing completions

Monitoring of housing completions commences on the 1st April each year. It's been a healthy start to the year with 112 completions in the first two months, this is double the amount compared to 2018.



Planning Appeals – changes to the Public Inquiry process

The Planning Inspectorate is introducing changes to help speed up the appeal decision making process, in particular for appeals being heard by Public Inquiry (PI). Appellants requesting a PI into their appeal must now notify the Local Planning Authority (LPA) and Planning Inspectorate at least 10 days prior to appeal submission. The Planning Inspector will require the LPA to confirm whether a PI is the most appropriate procedure within 1 day of the appeal submission. The Public Inquiry is then likely to take place between 13 – 16 weeks after appeal submission.

Appeal performance 1/1/19 – 31/5/19

	Dismissed	Allowed
Planning appeals	22	5
	81.5%	18.5%
Enforcement appeals	4	1
	80%	20%

The national average figure for planning appeals allowed is around 34%.

Parish Council update sessions

Sessions are held annually so officers can update Parish Councils on planning matters. Two sessions will be held on 25th September, afternoon and evening, and invitations will be sent in the next few weeks.

Local Plan Review consultation

- The consultation closed on 29 April and all comments have been recorded.
- Some 1252 comments and new / amended sites have been received – these are being analysed.
- Proposed actions and changes will be discussed at the Local Plan Task Group over the next few meetings.

Neighbourhood Plans (NP)

- The Sedgeford NP is at Examination.
- Significant statutory stages have been reached at Thornham and Holme.
- Gayton, Terrington St John and Castle Acre are reaching a draft plan stage.

2 Meetings Attended

Portfolio Meeting
Cabinet Sifting
Cabinet
Cabinet Briefings
Various meetings with officers
Planning Committee
Planning Sifting
Planning Committee Training
Council
IT Training
Wisbech Access Strategy Steering Group Project Meeting

CABINET MEMBERS REPORT TO COUNCIL**4 July 2019****COUNCILLOR IAN DEVEREUX- CABINET MEMBER FOR ENVIRONMENT**

For the period 17 May to 21 June 2019

1 Progress on Portfolio Matters.

The Environment Agency launched a consultation on its Draft National Flood and Coastal Erosion Risk Management Strategy for England with a response date of 4th July. With the **“Vision: a nation ready for, and resilient to, flooding and coastal change—today, tomorrow and to the year 2100”**, this 64 page document will have a profound influence on pluvial, fluvial and coastal flood protection across the length and breadth of our Borough for many decades to come. As the local “Risk Management Authority”, I am working with Borough Officers, colleagues in the Lead Local Flooding Authority (NCC) and the LGA to ensure that we are fully engaged in ensuring that our views, needs and requirements are understood and taken into account as the strategy is defined and refined.

The major procurement of a “common” Domestic Waste Collection contract, jointly by BCKLWN, North Norfolk and Brecklands District Councils is reaching its final stages. A negotiated outcome is expected by September with initial implementation by NNDC in Spring 2020 and the other two Councils a year later in 2021. Cabinet has agreed to seek procurement of two associated Waste Disposal procurements by BCKLWN for separately collected food waste and its treatment by anaerobic digestion and for separately collected garden waste and grounds maintenance waste treatment by composting. We aim to achieve a low cost, environmentally effective outcome.

As a consequence of enquiries into the cause of the short notice closure of the NHS Dental Surgery in Snettisham, and similar closures elsewhere in the County, I worked with Borough and County colleagues to research these matters to assist our MP, Sir Henry Bellingham. At his invitation, I represented our Borough with Sir Henry at a meeting in London with the Public Health Minister, Seema Kennedy MP and several Policy Staff on 21st May. Our concerns about NHS Dental Surgery closures, the lack of a pipeline of qualified Dentists entering the NHS, the onerous and uneconomic nature of NHS Contracts for Dental Treatment were heard positively and we now await a formal response on the measures being undertaken to address the concerns.

2 Forthcoming Activities and Developments.

As a result of discussions hosted by the Leader with representatives of Climate Concern, I have initiated a project to generate a new Environmental Impact Assessment for the Council, including our Carbon Footprint. This will provide a Baseline that will help us plan any future course of action addressing our contribution to resolving such concerns. The work will be based on the **“Energy and the Environment – Monitoring Report”** published by this Council in 2014.

3 Meetings Attended and Meetings Scheduled

Armed Forces Covenant – Reserves Training Evening – 15 May
Annual Council – 16 May
Food & Farming in the Fens/Future Fens Flood Protection (EA) - 17 May
Meeting with Sir Henry Bellingham MP and The Public Health Minister-Seema Kennedy MP - 21 May
Portfolio Meeting with the Waste Management Team – 28 May & 17 June
Alive Leisure Trust Board Meeting – 30 May
Meeting with Leader and a Visitor on Climate Change – 31 May
Chaired HRA Habitat, Monitoring & Mitigation Panel - 4 June
East of Ouse, Nar & Polver IDB Meeting – 4 June
Meeting with Leader and Climate Change Representatives – 10 June
Corporate Performance Panel – 10 June
Future Flood Risk Management for the Fens- Technical Group (EA) – 11 June
Environment & Community Panel – 12 June
Officer Meetings on FCERM Strategy Consultation – 13 & 19 June
Norfolk Coastal Partnership Core Management Group – 17 Jun
Cabinet and associated Meetings 18 & 19 June
Flood & Coastal Conference (EA) 20 June
Induction, IT & Planning Training sessions

Scheduled Meetings

Armed Forces Day Commemoration – 24 June
Portfolio Meeting with Food Hygiene Team – 26 June
FCERM Strategy Consultation with A(C)RFCC Chair (EA) – 1 July
Council – 4 July

CABINET MEMBERS REPORT TO COUNCIL**4 July 2019****COUNCILLOR ADRIAN LAWRENCE - CABINET MEMBER FOR HOUSING**

For the period May to July 2019

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

There were 254 new applications/change of circumstances received in May

There are 1131 live applications

1 Emergency

162 High

316 Medium

652 Low

47 Housed

Rough Sleeper funding

The Council has successfully bid for funding which the Government has made available to tackle rough sleeping (Rapid Rehousing Pathway). The £106K allocated for 2019/20 will fund 3 posts hosted by The Purfleet Trust. Two rough sleeping 'navigators' will help rough sleepers into settled accommodation, and support them in an intensive way to access health and other services they need. A further role will involve on-going support in a less intensive way to those re-settled in private rented accommodation to ensure their tenancy is sustained. The Purfleet Trust is working with some private landlords to identify some properties for this purpose.

West Norfolk Housing – new affordable housing

The Council's wholly owned Registered Provider of social housing West Norfolk Housing Co. (WNHC) Ltd is marketing its first shared ownership property. Shared ownership is a low cost home ownership product and a fantastic opportunity for people who wish to buy a property but cannot afford to buy outright. Shared ownership enables you to buy a share in the home via a mortgage or savings and you pay a reduced rent on the part you do not own. The initial percentage that you buy would be between 25% and 75%

based on what you can afford. WNHC will initially have a 3 bed house available at Nar Valley Park and 2 and 3 bed houses on the Dewside development at Lynnsport.

Home First

The pilot that involved staff from Care and Repair and Housing Options team working directly with members of the hospital discharge team at the QEH has proved a success 12 months on. One of the drivers for this service was the situation of people being discharged with no home to go to. The early identification of housing issues (including the need for adaptations; disrepair; homelessness) at a point someone is admitted, rather than when they are leaving creates time for some planning and co-ordination of services. This valuable time is resulting in fewer inappropriate hospital discharge cases.

Housing Advice and Money Advice services

The Council has re-tendered the advice and information services relating to housing and homelessness and debt and income maximisation. These two services will be delivered by two different organisations.

I am pleased to say that Shelter will deliver the housing advice service, and a new organisation 'Money Advice Hub' the debt management advice service. Both will have a local presence and will both be focussed making services highly accessible. The services will start to operate next month and further details will follow in a press release and other forms of marketing.

Early Help Hub

The Council together with other public sector organisations including the police, children's and adults social services as well as voluntary sector partners have come together to form a new service. The service exists to help professionals involved in supporting individuals or families in need find the most appropriate services that can help. The needs could be associated with people struggling as lone parents, domestic abuse, housing or debt issues. The 'Help Hub' co-coordinator facilitates weekly meetings where cases referred in can be presented and decisions made on getting the right help in a timely way. For further information follow this link
https://www.west-norfolk.gov.uk/info/20001/housing/730/west_norfolk_help_hub

2 Meetings Attended

Cabinet Sifting
Cabinet

Cabinet Briefing
Full Council/ Mayor Making
Meetings with Officers
Portfolio meeting
Cabinet and Officers Briefing

CABINET MEMBERS REPORT TO COUNCIL

4 July 2019

COUNCILLOR PETER GIDNEY - CABINET MEMBER FOR PROJECT DELIVERY

For the period 17 May to 4 July 2019

Progress on Portfolio Matters.

To date I have been familiarising myself with the current ongoing projects. With officers I am looking at the projects in the long and medium terms in context with sustainability issues as well as future opportunities within Kings Lynn and West Norfolk. Working with other members of the Cabinet as there are shared issues to be accounted for in the planning and development stages of any project.

Important issues for the town include our rail link to Cambridge, road links with Cambridge and Norwich. Improvements and developments for A149 to Hunstanton and the coast. Kings Lynn Transport Strategy. This work is progressing well, there should be some 'integrated' proposals for scrutiny to be presented by the Autumn.

Looking at other future projects, there seem to be a lot of exciting opportunities to be realised any development will go through the appropriate Panels. These will be looked at not only from the direct commercial viability but from the contribution towards the well-being of our community, in terms of sustainability, utility and aesthetics.

Hunstanton Southern Seafront Masterplan (HSSMP) –Hemingway Design are consultants working to produce the masterplan for us. There is a mix of options being considered and this could include a waterfront hotel. Consultants are also working (with Environmental Health officers) on a Coastal Management Plan, which includes the site for the HSSMP.

There are some housing opportunities in Hunstanton: these sites, considered as one site, are part of the Accelerated Construction Programme, (ACP) which is a central government initiative (through Homes England) to provide grant funding to help accelerate housing delivery, as part of the grant, modern methods of construction must be used. Bus Station / Library site in Hunstanton – The Bus Station is an identified ACP/ One Public Estate site, as NCC own the freehold of the library, the Borough own the rest of the site and we are working together on an integrated development.

[There are 7 ACP sites within this borough, 5 in KL and 2 in Hunstanton].
Car parking strategy is key and forms a major component relating to all projects.

Signage and wayfinding project – we have a grant from the Coastal Community Fund to deal with signage and wayfinding. Hemingway Design are involved with this; we are also looking to assist local traders with a weekend food event this summer.

HAZ

Interviews for the potential Architects for one of the areas were carried out on Friday 21st June, results are being analysed now.

Kings Lynn Transport Strategy. This work is progressing well, there should be some 'integrated' proposals for scrutiny to be presented by the Autumn.

2 Forthcoming Activities and Developments.

Analysis of future opportunities in Kings Lynn to create a cohesive approach to the development and improvement of existing facilities for all within the town.

3 Meetings Attended and Meetings Scheduled

Attended

28 May Portfolio meeting
29 May Site visits KL
31 May Car Park proposals update
3 June HAZ project update
11 June R and D Panel
18 June Cabinet pre Meeting
18 June Cabinet Meeting
21 June Interview panel for appointment of Architectural Services for a HAZ project
24 June Portfolio meeting

CABINET MEMBERS REPORT TO COUNCIL

4 July 2019

**COUNCILLOR MRS E A NOCKOLDS
CABINET MEMBER FOR CULTURE HERITAGE & HEALTH**

For the period 17 May to 28 June 2019

1 Progress on Portfolio Matters.

The Tourism Department have been heavily involved in recent months with updating our usual annual publications, leaflets and brochures for printing and promoting our area for the main holiday and extended holiday season. As an example our 'Discover Kings Lynn' map 160,000 copies and the 'Where to go in West Norfolk' 200,000 copies. Other material for visitors are the KL Guided Walks, KL Maritime Trail and guides for both Hunstanton and Downham Market.

The regional glossy magazine, 'Eastlife' requested editorial content and photographs to promote the local area especially Kings Lynn. Similar information has also been placed in Norfolk Coast Guardian focussing more on Hunstanton. In April the UK Travel Guide for The Guardian featured a quarter page promoting West Norfolk along with our new 'Explore West Norfolk' apps. The Coach Drivers Yearbook has content for our three towns, including maps and photographs. The supplement for 'Coach Touring' magazine has 5 pages of content relating to our Borough for touring groups. Our 'Explore West Norfolk' app including the web-site and 'Walk West Norfolk' app which was funded through the LEADER programme via the EU is fully completed which will include 16 trails from NCC 'Coastal Treasures' project. The visitwestnorfolk web-site is constantly being updated which includes all events happening in west Norfolk.

Members of the west Norfolk Tourism Forum will be attending the National Championships Cycling Time Trial Event at Sandringham with a display of our Tourism marketing information.

The Lynn Museum current major exhibition is 'Journeys, People, Place and Pilgrimage'. This has been designed in partnership with NCC Environment team who have been exploring Green Pilgrimage and the Museum Service Coastal Treasures. One of the spectacular treasures from the coastal area is the Snettisham Iron Age gold torcs which are displayed in the Museum on loan from the British Museum until end of August. The display features medieval pilgrim badges which were discovered in the mud of the rivers Purfleet and Ouse as well as a collection from Walsingham and Canterbury. The Lynn Museum continues to host monthly coffee, cake and collection mornings and a monthly Mini Museum club aimed at under 5's.

The Stories of Lynn and Lynn Museum are working with the Norfolk Museum Service with the 'Kick the Dust' project. It's a 4 year project supported by the National Lottery Heritage Fund with match funding from the Borough Council. The project is aimed at young people aged 11-15 years of age with a focus on young people who face significant barriers to participate in heritage and art activities.

2 Forthcoming Activities and Developments.

During July many In Bloom activities will be taking place starting on 1st July with the Annual Allotment judging in King's Lynn, sponsored by KL Horticultural Society, 'Best KL Pub' Award sponsored by 2 residents of King's Lynn and the Anglia In Bloom judges will be visiting west Norfolk during the early part of July.

The Activities Co-ordinator in Hunstanton financed through the Heritage Lottery project, has continued to organise many activities and events in Hunstanton for both residents and visitors. During the summer months events such as Open-air cinema, Theatre, story telling, art activities and the Annual Soap Box Derby will take place. The Soap Box Derby is sponsored by Searles and supported by the Borough Council staff.

I am continuing the dialogue with the National Trust and the Shakespeare Guildhall Trust and will be consulting all stakeholders to achieve the final aim of applying for a National Heritage Lottery grant.

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

John Greenhalgh

Roger Partridge Hunstanton Heritage Gardens Activities Co-ordinator

Cabinet

Kathryn Boddy Arts Council East Relationship Officer

Norfolk Community Foundation

Regeneration & Development Panel

KL Festival Board

KL Horticultural Society Committee

Civic Society AGM

Freebridge Housing/Discovery

Woodcraft Folk Club Discovery Centre

Shakespeare's Guildhall Trust

Community Action Norfolk

Barbican Box project with the Local Cultural Education Partnership Board
Lost in Translation Circus & Creative Arts East
CWA Students of the Year Awards

CABINET MEMBERS REPORT TO COUNCIL**4 July 2019****COUNCILLOR BRIAN LONG - LEADER & CABINET MEMBER FOR RESOURCES**

For the period 17 May to 25 June 2019

1 Progress on Portfolio Matters.

As this report is the start of a new council and new municipal year my activities have mainly revolved around forming a new corporate strategy for the council for the next four years based on our manifesto commitments laid out in our election literature. Interestingly this aligns well with much that had been asked for by new councillors attending induction training so I am hoping that by all working together we can really achieve many positive outcomes for the people of West Norfolk.

To achieve this the largest challenge over the next four years will be the financial stability of the organisation. It is my intention to achieve this by a mix of measures, but mainly in growing our income, without hitting the taxpayer unduly.

Schemes that will deliver a higher income return than monies currently sitting in banks, will be invested locally to produce higher income potential.

This follows on from investments already made that have delivered new homes, this will need to be expanded to include more homes for renting both commercially and socially. Investments in our corporate estate that have income potential will also be included.

2 Forthcoming Activities and Developments.

Following mine and Cllr Deveraux's meeting with local representatives from Extinction Rebellion, I have asked that he prepare an Environmental state of the Council document, to show what we are already achieving. Following this it is my intention to hold further talks with interested bodies ahead of adopting a "Climate Emergency". It seemed to me only tokenism to declare an emergency without setting a baseline given something to work and learn from.

3 Meetings Attended and Meetings Scheduled

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

Interview for Chief Operating Officer – Alive West Norfolk
Various Board and Committee Meetings with Freebridge Community Housing
New Anglia LEP Board Meeting
New Anglia Local Industrial Strategy Workshop
Kings Lynn Internal Drainage Board
Demonstration on De-silting the rivulet in The Walks By ADC.
Liaison Meeting with Hunstanton Town Council
Code Of Conduct Training Session
Meeting with Representatives from Extinction Rebellion – West Norfolk.
Great Ouse Branch Executive Meeting (Association of Drainage Authorities)
Meeting with Chair of Trustees – Queen Elizabeth Hospital.
Norfolk Coast Partnership
Audit Committee
R&D Panel
CPP Panel
E&C Panel

To be attended at the time of writing:

LGA – Annual Conference (Local Government Association)
National Association of Areas of Outstanding Natural Beauty – Conference
Meeting with Armed Forces Commissioner – Armed Forces Covenant
Launch of New Exhibition at Trues Yard – House of History

RECOMMENDATIONS TO COUNCIL ON 4 JULY 2019 FROM CABINET ON 18 JUNE 2019

CAB9 **KLIC EXTERNAL ENQUIRY - TERMS OF REFERENCE AND APPOINTMENT OF CHAIR**

Cabinet considered a report responding to the Council's decision of 26th March 2019:

“That the Council establish an independent inquiry into the partnership with Norfolk and Waveney Enterprise Services (NWES) and its subsidiaries and associated companies and those with common shareholders or directors, regarding the award of and administration of the KLIC project and all aspects of its (their) 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 to be chosen by an outside body, such as the Local Government Association (LGA) and consideration be given to requesting further assistance from such an outside body if required.

This enables the proposed Audit Committee Task Group to focus on the future composition and operation of the Major Projects Board, the Major Projects Progress overview and other lessons learnt from the 'KLIC Lessons Learnt Review'.

The independent Inquiry will have access to all council documents associated with NWES, subsidiaries etc as detailed above.”

Members were reminded that the Audit Committee established a cross party Audit Committee working group to further examine the findings of the Internal Audit Committee report into the KLIC project. This group held an initial meeting prior to the May elections and recommended terms of reference for the review to the Audit Committee meeting of the 3rd June. These were attached at appendix 1 to the report.

This report presented proposed terms of reference to cabinet for the external review which sought to build upon and add value to the work of the Audit Committee Cross Party Working Group. This approach was designed to be cost effective and to focus the external enquiry onto areas not covered by the Working Group. The draft terms of reference were set out at Appendix 2 to the report. The report also made proposals for the selection of a Chair for the inquiry from the persons identified by the Local Government Association.

Under standing order 34 Councillor Joyce expressed the view that the LGA would know what to look for and where and that it should be new councillors who make the appointment of the chairman and panel.

Under standing order 34 Councillor Pope asked whether the cost of the inquiry could be reclaimed from NWES. It was confirmed that as the Council had requested the inquiry it would have to pay the associated costs.

RECOMMENDED: That Council approve the following:

1. The terms of reference for the external KLIC inquiry as set out in Appendix 2 of the report
2. To delegate to the leaders of the Councils three groups the appointment of the Chair of the External Inquiry.

Reason for Decision

To respond to the Notice of Motion agreed by Council on 26th March 2019. To ensure that external expertise and insights are utilised to assist the council in improving its systems procedures for the management of large scale capital projects and partnerships.

CAB13 FOOD AND GARDEN WASTE TREATMENT - PROCUREMENT

Councillor Devereux presented a report which explained that it had previously decided that this council should enter into a procurement for the provision of a single waste collection contract with North Norfolk District Council and Breckland District Council (Cab 39 dated 1 August 2017 refers). The contract covered collecting all waste but not the treatment of collected garden waste and food waste. The council in preparation of the implementation of any contract awarded under the current procurement must also procure the arrangements for the treatment of any collected food waste and garden waste. These will be procured separately to maximise the economic benefits to the council.

Cabinet noted that the Environment and Community Panel had supported the recommendations.

Under standing order 34 Council de Whalley commended the Council on the proposal and encouraged the Cabinet to encourage other Norfolk authorities to do the same. This approach was supported.

Under standing order 34 Councillor Kemp commended the proposal and also encouraged colleagues around the county to do the same.

RECOMMENDED: That the Executive Director for Commercial Services be authorised to commence two procurements for the Borough Council's treatment of separately collected food waste and separately collected garden waste and grounds maintenance wastes.

- a) Food Waste treatment (anaerobic digestion) is procured within the existing Joint Venture arrangements.
- b) Garden Waste treatment (composting) is procured in the open market

Reason for Decision

The potential for savings in the procurement of the two treatment contracts for the separate waste streams was not delivered in previous procurement and by the very nature of the wastes local sites are required for the receipt of these wastes for treatment. The joint venture company NEWS Ltd operates the only well placed transfer station available for the receipt of food waste and has experience in the receipt and arrangements for the treatment of food waste through anaerobic digestion.

CAB14 **KING'S LYNN AREA CONSULTATIVE COMMITTEE - REVIEW**

Cabinet received a report which reminded members that at Council on the 1 May 2015, it was resolved that the King's Lynn Area Consultative Committee (KLACC) continue for a further period of 4 years. This report sought authority for KLACC to continue to operate in accordance with its revised (current) terms of reference, for a further 4 years.

Under standing order 34 Councillor A Tyler spoke in support of the continued operation of the Committee.

Under standing order 34 Councillor Joyce spoke in support of the Committee particularly their ability to comment on planning applications in King's Lynn.

Cabinet members also supported the proposal to continue the Committee.

RECOMMENDED: That the King's Lynn Area Consultative Committee continues to operate after 1 May 2019 for a further 4 years.

Reason for Decision

To allow KLACC to continue to operate.

CAB15 **COUNCIL GOVERNANCE**

The Chief Executive presented a report which made proposals to Council to set up a non proportional task group of six members (2 Con, 2 Ind and 2 Lab) to review and examine alternative governance models to the current Strong Leader and Cabinet model.

Under standing order 34 Councillor Moriarty thanked the Leader for setting the Task Group up so quickly. He indicated he would be happy with a proportional group.

Under standing order 34 Councillor Kemp asked whether the Council would look at what the County do and piggy back on the research they had undertaken. The Leader confirmed that the Council would be looking at the merits of different schemes to see which would be the right one for the Council.

It was proposed that the Task Group be proportional 3 Con, 2 Ind and 1 Lab.

RECOMMENDED: 1) That a proportional Council Task Group to consider Governance Models, consisting of 6 members (3 Con, 2 Ind, 1 Lab) be established.

2) That a budget of up to £25,000 is established to provide officer support to the task group.

Reason for Decision

To enable members to examine alternative governance models and assess their suitability for the Borough Council.

CAB16 **AMENDMENTS TO THE SCHEME OF DELEGATION**

Cabinet considered a report which recommended an updated scheme of delegation for approval. The Scheme had been amended to take account of the changes to the portfolio responsibilities.

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

EXEMPT ITEM

CAB22 **CINEMA DEVELOPMENT**

Councillor Mrs Nockolds presented a report which detailed progress on the proposal to construct two cinema screens in the upper bar area at the Corn Exchange.

The original proposal had been developed to a detailed design to allow a tender exercise to take place. Cabinet approval was requested to changes from the original report considered by Cabinet in November 2018, the main issues were;

- Revised capital costs including roof replacement to the bar area
- Final Design
- Consideration of ground floor toilet improvements
- Works to façade and foyer area

A full detailed design had now been produced for the cinema offer and costed at 2nd quarter 2020 construction rates. This increased the cost of the scheme substantially. The revenue budget for the proposals had also been revised based on the detailed scheme. The original proposal delivering a 22% rate of return on capital investment, the revised scheme deliver a 15% rate of return.

Subject to Cabinet approval the construction works would be tendered in July and August with the aim to let the contract in September and works to commence in January 2020 and completion in May 2020 with cinemas opening in June.

Under Standing Order 34 Councillor Lowe addressed the Cabinet on the proposed development of the cinema, he expressed concerns about the affordability of the proposals for lower earners. The Leader responded to the comments by way of commenting on the freedom of choice to attend either venue and the additional boost it would give to the town centre economy.

Under standing order 34 Councillor Ryves commended the proposal and the offer of an alternative to the current provision, he expressed the hope that the highest quality seating would be provided and asked about the borrowing arrangements and terms, and whether free parking would be provided.

Under standing order 34 Councillor Pope agreed with the comments expressed by the previous councillors, and commented that he felt it was too much to spend on such a development which he considered would be short term.

Under standing order 34 Councillor de Whalley expressed some concerns at the business plan, and felt that the capital expenditure should be paid back over 5 years. He referred to the reduced space available at intervals which he felt could be off putting.

It was explained that the money for building elements would be borrowed over a 50 year period, the sound and seating equipment would be over 10 years. The Exec Director also explained that it was proposed to future proof the lift design in case of any future amendments in years to come.

Councillor Gidney supported the proposals which he considered widened the scope of the Corn Exchange, and agreed with the comments on the best seating possible.

RECOMMENDED: 1) Agree to proceed with the Corn Exchange cinema proposals and amend the Capital Programme as detailed in the report at 2.4.5.

2) Include options in the tender for ground floor toilets, façade, foyer area as separate cost items.

3) Delegate authority to the Executive Director, Commercial Services in consultation with the Portfolio Holder to proceed with the procurement and construction of the cinema screens and associated works.

Reason for Decision

To enable the cinema proposal to proceed, reduce the revenue cost of the Corn Exchange, contribute to the Council's cost reduction plan and assist with creating a vibrant town centre leisure offer.

REPORT TO COUNCIL

Lead Member: Councillor B 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: 4th July 2019

APPOINTMENTS TO OUTSIDE BODIES, PARTNERSHIPS AND INTERNAL DRAINAGE BOARDS

Purpose of Report

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

Recommendations

- 1) That the Council appoints representatives to serve on the outside bodies and partnerships listed in the Parish level and General categories as shown at Appendix 1.
- 2) That Council approves the appointment of representatives nominated by the Panels to serve on outside bodies and partnerships which fall within the Scrutiny and Regulatory categories as shown in point 4.1 of the report and Council nominates members to serve on the scrutiny outside bodies for which no nominations were made by the Panels.
- 3) That Council appoints representatives to serve on the Internal Drainage Boards listed in Appendix 2 attached.
- 4) That nominations be invited from appropriate Parish Councils to fill any vacancies on the Internal Drainage Boards not taken up by Borough Council, in accordance with current Council policy.
- 5) That the reporting arrangements be noted, as shown in section 3 of the report.
- 6) That Council notes that the Safer Neighbourhood Action Panels have been disbanded, therefore no appointments are necessary.

Reason for decision

To ensure continued involvement in the community by the Council

1.0 BACKGROUND

1.1 The Cabinet at its meeting on 18th June 2019 confirmed a number of Executive appointments to outside bodies and partnerships. Further appointments are made by the Council in the following categories:

- Scrutiny and regulatory roles
- Parish level representation, parished and unparished areas
- General appointments

1.2 The majority of appointments are made annually, although some appointments are for a longer period. As we are now in a new term all appointments have been included in the table below, including those that are not due for reappointment this year.

2.0 INSURANCE COVER FOR BOROUGH COUNCILLORS

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

Provided always that:

- a) The service or participation by the employee or member is specifically requested by or under the specific direction of the insured.
 - b) The insured is legally entitled to approve the service or participation and to indemnify the employee or member in respect of it.
 - c) Any payment will only be made by the insurer for an amount in excess of any indemnification or insurance coverage provided by the not-for-profit entity or afforded from any other source and to which the employee or member is entitled.
- 2.2 When a member is appointed to serve on an outside body, they should also ensure that as well as completing the Register of Financial and Other Interest form, they should complete the annual "Related Party Transactions form", with the details of those bodies on which they serve.

3.0 FEEDBACK FROM MEMBERS ON OUTSIDE BODIES

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

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

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

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

4.0 APPOINTMENT OF REPRESENTATIVES

4.1 Scrutiny and Regulatory Roles

Nominations made by the Panels are listed below:

- Borough Council/College of West Anglia Liaison Board - **Councillor Lowe**
- King's Lynn and West Norfolk Area Museums Committee - **Councillors Bubb, de Whalley and Kemp.**
- Norfolk County Council – Norfolk Countywide Community Safety Partnership Scrutiny Sub-Panel – **Councillor Kemp. No substitute was nominated therefore Council will need to appoint a substitute.**
- Norfolk Health Overview and Scrutiny Committee – **Councillor Kemp. No substitute was nominated therefore Council will need to appoint a substitute.**
- West Norfolk Community Transport Project – **Councillor Moriarty**
- King's Lynn Football Club – **The Panel nominated Councillor Pope who has subsequently declined the nomination. The only other nomination made by the Panel was Paul Bland (non-Council).**
- Hunstanton Sailing Club – **CPP deferred nomination of a representative to a future meeting after an update from the Sailing Club had been provided to Members.**

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

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

4.3 Internal Drainage Board Appointments

Appendix 2 (attached) lists the Internal Drainage Boards and the number of representatives being sought for each. Nominations are for a four year period.

Current Council policy is to invite nominations for Parish Council representatives to fill any vacancies not taken up by Borough. Members are invited to recommend that this policy should continue. The existing representatives for both Borough and Parish are also shown in Appendix 4 (attached).

5.0 FINANCIAL IMPLICATIONS

Mileage and subsistence allowances for Councillors attending meetings.

6.0 ACCESS TO INFORMATION

Current lists of member representation
ACSeS report on liabilities of Outside Bodies

APPENDIX 1

APPOINTMENTS TO BE MADE BY FULL COUNCIL ON 4TH JULY 2019

Executive appointments (for information) and Scrutiny nominations (to be confirmed by Council) are shown in italics.

For information Scrutiny and Executive appointments are shown in grey italics

<u>NAME OF OUTSIDE BODY</u>	<u>NUMBER OF REPRESENTATIVES PERMITTED</u>	<u>CURRENT REPRESENTATIVE/S</u>	<u>TERM OF OFFICE</u>
Backham Almshouse Trust	1 Parish Level	Sally Twyman	Annual
Bexwell Poors Land Charity	2 Parish Level	T White	4 years
Brancaster Commons Committee	1 Parish Level	E Watson	Annual
Burnham Overy Harbour Management Committee	1 Parish Level	S Sandell	Annual
Downham Market Leisure Centre Joint Management Committee	2 General 1 Exec	J Westrop and M Howland <i>K Mellish</i>	Annual
Freebridge Community Housing Board	2 General	M Hopkins and B Long	Annual
Gaywood Allotment Trust	4 Parish	T Smith, G Middleton, S Young and M Shorting	4 years. Next appointment due May 2019.
Hunstanton and District Arts Festival	1 Parish	C Bower	Annual
Hunstanton Coastal Prosperity Community Team	3 Parish 1 Exec	C Bower, R Bird and 1 vacancy <i>A Beales</i>	Annual
John Sugars Almshouses Charity	4 Parish Level	L Bambridge, Sally Twyman and Janice Minns	Annual
King's Lynn and West Norfolk Area Museums Committee	1 General 1 Exec	A Tyler <i>E Nockolds</i>	Annual

	<i>3 Scrutiny</i>	<i>Smith, Bubb, Westrop</i>	
King's Lynn Borough Charity	2 General	R Groom and T Bubb	4 years
King's Lynn Conservancy Board	4 Parish Level	B Ayres (to 31 st January 22) C Sampson (to 31 st January 22) P Kunes (to 31 st January 21) M Howland (to 31 st January 20)	3 years
King's Lynn Emmerich Twinning Club	2 General	A Tyler and M Taylor	4 years (next appointment due May 19)
King's Lynn Town Centre Partnership	2 Parish <i>1 Exec (+sub)</i>	L Bambridge and M Taylor <i>B Long and P Hodson</i>	Annual
Marriotts Warehouse	3 General	J Westrop, P Gidney and Dr Richards.	4 years
North End Trust	1 Parish Level	E Nockolds	Annual
Outwell Charities	1 General	C Crofts	Annual
Queen Elizabeth Hospital Council	1 General	P Kunes	Annual
Sibelco – Leziat Quarry Liaison Committee	2 Parish Level	A Beales and J Moriarty	Annual
West Norfolk and King's Lynn Girls School Trust	1 General	Mrs E Nockolds	4 years (next appointment due May 2019)
West Norfolk Youth Advisory Group	1 General	1 vacancy	Annual
West Walton Poors Charity	1 Parish Level	Mrs B Porter – Parish Council	3 years
William Cleave Educational Foundation	2 Parish Level	Miss L Bambridge and S Fraser	2 years

APPENDIX 2

INTERNAL DRAINAGE BOARD REPRESENTATIVES

Drainage Board -	No of reps Council permitted nominate	<u>Parishes in Drainage Board area</u>	Borough representatives Council
East of Ouse, Polver and the Nar	12	St Germans/St Peter KL West Winch Blackborough End East Winch Pentney Wormegay Tottenhill Watlington Runcton Holme Marham Shouldham Stow Bridge	C Crofts M Howland D Whitby I Devereux D Pope G Hipperson P Gidney M Hopkins B Long S Squire
Churchfield and Plawfield	9	Outwell Upwell Three Holes	D Pope C Crofts
Downham and Stow Bardolph	4	Stow Bardolph (Stow Bridge & Barroway Drove) Downham West Outwell Marshland St James	G Wareham C Crofts D Tyler D Pope
King's Lynn	Reconstituted Sept 2012 from 15 to 10 Agd Cncl 27.9.12 Reversed back to 15 on 30.11.12 Agreed 10 Members at Council on 26 June 2014	Those previously served by the following IDBs: Gaywood Magdalen Marshland Smeeth & Fen West of Ouse Wingland	M Chenery C Crofts R Groom Lord Howard E Nockolds B Long D Whitby S Young T Smith B Ayres
Littleport and Downham	1	Welney Denver Hilgay Southery	A White

Drainage Board Name of Clerk	No of reps Council permitted to nominate	Parishes in Drainage Board area	Borough Council representatives
Manea and Welney	1	Welney	C Crofts
Middle Level Commissioners	1		R Groom
Needham and Laddus	9	Outwell Upwell	C Crofts D Pope
Norfolk Rivers	1	Those previously served by the following IDBs: North Norfolk Upper Nar	E Watson
Southery and District	8	Southery Hilgay Feltwell Hockwold Methwold	M Peake M Storey A White J Westrop M Chenery
Stringside	1	Fincham Barton Bendish Boughton Stradsett Oxborough	S Squire
Stoke Ferry	9	Stoke Ferry Wereham Wretton West Dereham Ryston Fordham Roxham Denver Downham Market Wimbotsham Stow Bridge	S Squire D Tyler M Peake G Wareham A White C Crofts J Westrop
Upwell	3	Upwell Downham West Lakesend Welney	C Crofts D Pope V Spikings