

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



# **COUNCIL MEETING**

## ***Agenda***

Thursday, 9th September, 2021  
at 4.30 pm

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

**Also available for the public to view on  
[WestNorfolkBC on You Tube](#)**





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Wednesday 1<sup>st</sup> September 2021

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 **4.30 pm** on **Thursday, 9th September, 2021** in the **Assembly Room, Town Hall, Saturday Market Place, King's Lynn** to transact the business shown below.

Yours sincerely

Lorraine Gore  
Chief Executive

### **BUSINESS TO BE TRANSACTED**

**1. PRAYERS**

**2. APOLOGIES FOR ABSENCE**

**3. MINUTES**

To confirm as a correct record the Minutes of the Meeting of the Council held on 8 July 2021 (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. REVIEW OF PROPORTIONALITY (Pages 6 - 7)**

**9. 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: 3 August 2021 (Pages 8 - 14)**

CAB26: Parkway

CAB27: Members Enquiries Inbox

CAB28: Council Meetings Interim Arrangements

CAB29: Appointment of a Monitoring Officer to the Borough Council

CAB30: Councillor Community Grant Scheme **(a copy of which is attached)**

**2) Cabinet : 24 August 2021 (Pages 15 - 17)**

CAB37: King's Lynn Town Deal

**10. NOTICE OF MOTION**

To consider the following Notice of Motion (3/21), submitted by Councillor Kunes:

'This Council has recognised the scientific and moral need to act decisively on 'climate change' for sometime and has introduced a portfolio, policy and measures to significantly reduce its impact on its carbon emissions and the environment, with an intent to support these going forward with a specific budget. It is now the right time with this Council focussed activity well underway for us to now declare a 'climate emergency' to magnify the global message of the need for action to local residents, businesses and partners in West Norfolk and signal our strong commitment to help them make positive changes.'

**11. APPOINTMENTS TO OUTSIDE BODIES AND INTERNAL DRAINAGE BOARDS (Pages 18 - 21)**

**12. CABINET MEMBERS REPORTS**

In accordance with Standing Order 11, to receive reports from Cabinet Members moved en bloc, under Standing Order 11.2 Members of the Council may ask questions of Cabinet Members on their reports and Portfolio areas. The order of putting questions shall commence with a Member from the largest opposition group, proceeding in descending order to the smallest

opposition group, followed by a non-aligned Member and finally a Member from the ruling group. This order shall repeat until the time for questions has elapsed or there are no more questions to be put.

The period of time for putting questions and receiving responses shall not exceed 50 minutes for all Cabinet Members, excluding the Leader.

The period of time for putting questions and receiving responses to the Leader shall not exceed 15 minutes.

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

- 1) **Corporate Services - Councillor Long** (Pages 22 - 23)
- 2) **Environment - Councillor Paul Kunes** (Pages 24 - 25)
- 3) **Development - Councillor Richard Blunt** (Pages 26 - 30)
- 4) **Finance - Councillor A Dickinson** (Pages 31 - 33)
- 5) **Property - Councillor Adrian Lawrence** (Page 34)
- 6) **People and Communities - Councillor Sandell** (Pages 35 - 38)
- 7) **Deputy Leader - Councillor Graham Middleton** (Page 39)
- 8) **Leader - Councillor Stuart Dark** (Pages 40 - 41)

### **13. MEMBERS QUESTION TIME**

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

Lorraine Gore  
Chief Executive

**REPORT TO COUNCIL**

<b>Open</b>				
Lead Officer: Sam Winter E-mail: sam.winter@west-norfolk.gov.uk Direct Dial: 01553 616327			Other Officers consulted: Chief Executive, Monitoring Officer	
Financial Implications NO	Policy/Personnel Implications NO	Statutory Implications YES	Equality Impact Assessment req'd NO	Risk Management Implications NO

Date of Meeting : 9 September 2021

**REVIEW OF PROPORTIONALITY**

It is the duty of the Council to review annually the entitlement of political groups to seats on committees in line with the proportionality rules set out in the Local Government and Housing Act 1989. The rules allow adjustments to be made to make whole numbers of seats and, once the Council has determined how adjustments should be made, appointments are made to committees on that basis. As there has been a change in Group membership following the Group membership change from Labour to Independent Member by Councillor Gary Howman, it is being presented for review.

**RECOMMENDED: That proportionality be amended by the change of seats as follows:**

**That Labour lose 2 seats – 1 from the Licensing and Appeals Committee and 1 from the Appointments Board.**

**Those 2 seats to dealt with as follows:**

- **Conservative Group to have the additional seat on the Licensing and Appeals Board**
- **Independent Group to have the additional seat on the Appointments Board.**

**1 Background**

The rules around proportionality are as set out below:

- (1) No political group can have all the places on a committee (the exception is the Cabinet).
- (2) A group having an overall majority on the Council is entitled to a majority of seats on each committee.

- (3) The aggregate number of seats across all committees is allocated in accordance with each group's entitlement.
- (4) The number of seats on each committee is allocated in accordance with each group's entitlement.

## **2 Proportionality Change**

Following a change in Group membership across the Council it has required the proportionality to be reviewed.

The change is that following the move from the Labour Group to an Independent Member by Councillor Gary Howman. This means that the group numbers are currently 29 Conservative, 16 Independent, 8 Labour. The 2 Independent Members are not in a group and are not taken into account in the proportionality calculations, but any Group may offer seat/s to those independents should they wish.

## **3 Amended level of Seats Allocated**

To take into account the amended proportionality, Council is invited to approve the change.

## **RECOMMENDATIONS TO COUNCIL ON 9 SEPTEMBER 2021 FROM CABINET ON 3 AUGUST 2021**

### **CAB26: PARKWAY**

Cabinet was presented with a report on the proposed development at Parkway. The report presented a financial viability assessment relating to the development of the COWA housing allocation, and sought cabinet approval to enter into a contract with Lovell to develop approximately 228 homes following the viability assessment set out in the report.

**RECOMMENDED:** That the following be approved:

- 1) A new planning application be submitted for a revised scheme of approximately 228 dwellings
- 2) Capital funding allocation of £45.2m for the development of the site
- 3) Approve optional environmental enhancements of £1.71m (included within the Capital funding allocation above) as detailed in section 8 of this report

### **Reasons for Decision**

To progress the Major Housing Project:

- To achieve significant delivery of sustainable housing over a 4-5 year period
- To achieve a commercial return to the Council (through Capital and Revenue receipts)
- To stimulate economic activity in the local area through direct and indirect employment
- To create apprenticeships within the local construction industry
- To deliver the pace of construction required by the Accelerated Construction Programme funding

### **CAB27: MEMBERS ENQUIRIES INBOX**

The Assistant to the Chief Executive presented a report which explained that in August 2020, due to resource constraints caused by the response to the COVID-19 pandemic, the council introduced the Members Inbox to coordinate responses to enquiries from Members. Its purpose was to free up senior officer time to focus on their covid response work, ensuring that Members still received timely responses to their queries. The new process was agreed by all group leaders and their deputies and was an informal change and not reflected in the Council's Constitution. The report recommended making the arrangement permanent.

Under standing order 34, Councillor Morley commented that he used the service regularly and supported its continuation. He commented on the limited number of members who had responded to the survey.

Under standing order 34, Councillor Joyce referred to his experience of the service, which was dependent on other officers answering questions. He considered that whilst the Corporate Performance recommendation of referring to Directors if not responded to by officers, that cabinet member non responses should go to the Leader.

In debating the report Cabinet members supported the proposals, along with those from the Corporate Performance Panel. The Leader encouraged members not receiving responses from Cabinet Members should either go through their Group Leaders or contact him.

**RECOMMENDED:** That the council's constitution be amended to retain the Members Inbox as a permanent measure to respond to general Member enquiries to enable them to carry out their roles within their constituencies, subject to the suggested amendments in recommendation 1 from Corporate Performance Panel to add the Member Officer protocol timeframes to the timecales, with referral to the Executive Director or Chief Executive if no response was received.

#### Reason for Decision

To continue to provide a forum for Members to ask questions and receive responses in a timely manner. The council's constitution be amended to retain the Members Inbox as a permanent measure to respond to general Member enquiries to enable them to carry out their roles within their constituencies.

#### **CAB28: COUNCIL MEETINGS INTERIM ARRANGEMENTS**

Cabinet considered a report explaining that following the expiry of the powers granted by Section 78 of the Coronavirus Act 2020, from 7th May the council had reverted to face-to-face meetings for Members, supported by Democratic Officers in the room. This report considered the impact of the decision not to extend the facility of virtual meetings for councils and to recommend to Cabinet/Council, interim measures to enable the council to fulfil their statutory obligations in respect of council meetings whilst maintaining social distancing and COVID-19 safety measures at all times.

The council was mindful that although regulations would no longer be in place, there was a responsibility to keep members and officers safe during this time until the impact of the relaxation of the rules was known.

The following interim arrangements for council meetings were suggested:

- Pending any outcome of the government's consultation process, the existing arrangements for council meetings would continue and be reviewed again at the end of September 2021.
- Council meetings would be held in the Assembly Room or the Stone Hall at the Town Hall if necessary.
- Members of each committee or panel would be required to physically join the meeting or apologies should be sent
- Members attending under SO34 may do so in person, but alternatively may join via Zoom.
- Members of the public may attend in person or view via the YouTube channel. Public speakers in Council and Planning can join via Zoom as they do now.
- Live streaming of all council meetings will continue • Democratic Services officers will attend the meetings in person, with support from ICT and other Democratic Services Officers will carry out the administration of the live stream remotely
- All other council officers attending meetings will join remotely to keep numbers in the room to a minimum except for the member of senior management team supporting the panel.

- Whilst not compulsory, we strongly recommend that all members undertake lateral flow testing prior to attending a meeting. If that test is positive, that Member should self-isolate until a PCN test can be carried out.

Under standing order 34 Councillor Morley commented that whilst recognising the benefits of hybrid meetings he preferred officers were in the room and recognised the benefits of face to face networking.

Under Standing order 34 Councillor Joyce in supporting the arrangements commented that the health and safety of all involved was paramount, and felt the hybrid was a superior system, with large savings on travel to be made.

Under standing order 34 Councillor de Whalley supported hybrid arrangements and streaming and recording meetings. In debating the report attention was drawn to the work being carried out to improve the technology, and that the use of headsets by members and officers on zoom assisted. In discussing the presence of officers in the room it was felt that the option should be kept open, and it was agreed to add “may” attend via zoom. The numbers of people present in the room would be monitored.

**RECOMMENDED:** 1) That the recommendations for the interim arrangements for council meetings be approved.

2) That Council and Scrutiny Panel meetings continue to meet at their current start times.

3) That Officers may attend meetings via Zoom to limit the number of people in the room at one time

4) Members attending under SO34 may do so via Zoom or in person

5) That a further review of council meetings is conducted at the end of September 2021, when the impact of the relaxing of national covid measures are more widely known.

### **Reason for Decision**

To enable council meetings to proceed according to legislation whilst maintaining COVID-19 secure at all times, reducing any associated risk to officers, members or the public.

## **CAB29: APPOINTMENT OF A MONITORING OFFICER TO THE BOROUGH COUNCIL**

Cabinet considered a report which reminded members that the Local Government and Housing Act 1989 required the council to appoint a Monitoring Officer to be responsible for specified statutory functions. The Monitoring Officer could not be the councils Head of Paid Service or it's Chief Finance (Section 151) Officer.

The council had a Service Level Agreement with its legal services provider, Eastlaw, to provide the Monitoring Officer function for two days a week. This arrangement was due to expire at the end of September 2021. Unless the council renegotiates this agreement, the Monitoring Officer service would reduce to one day a week.

The report explained that the borough council was increasing involved in large, innovative and complex projects which required legal support, advice and due diligence as well as other work such as Code of Conduct investigations and support for Parish Councils.

The workload of the Monitoring Officer had increased significantly over the last 18 months and had reached a level that was unmanageable under the existing arrangements and more resource was required to undertake this role.

Under standing order 34 Councillor Morley supported the proposal.

Under standing order 34 Councillor Joyce agreed with the proposal, and drew attention to the cost implications and the fact that some parishes were referring high numbers of issues to the monitoring officer.

Under standing order 34 Councillor de Whalley supported the proposal. In debating the proposal Cabinet referred to the potential to come to arrangements with Parishes to pay for the legal advice if sufficient resource was available. It was noted that the corporate performance Panel had supported the recommendations.

**RECOMMENDED:** That the borough council create a post and proceed with the recruitment and appointment of a full time Monitoring Officer to be employed solely by the council.

#### **Reason for Decision**

To ensure the council is able to carry out its statutory functions and has the resource to provide the relevant advice, guidance and legal opinion on the many functions it carries out.

#### **CAB30: COUNCILLOR COMMUNITY GRANT SCHEME**

The Assistant to the Chief Executive presented a report which explained that the borough council was proposing to introduce a Councillor Community Grant Scheme with the aim of funding community projects and initiatives that would deliver better outcomes for residents in their Ward as well as contributing to the achievement of the Council's Corporate Business Plan priorities. Each ward councillor would be given a budget of £1,000p.a. to assist their constituents with funding for projects which met the criteria for the scheme.

Under standing order 34 Councillor Morley reminded members that members governance obligations and reputational impact needed to be taken into account in the usage of the scheme. It was noted that training would be provided for members on its use.

Under standing order 34 Councillor Joyce supported the scheme.

Under standing order 34 Councillor de Whalley expressed concern about conflicts of interests for members.

In debating the item Cabinet supported its introduction as ward members knew their areas needs well, but also wished to ensure its administration on both sides was not time consuming. It was noted that the funding could be used to encourage other funding opportunities. Following discussions it was noted that the fine tuning of the scheme was still to be agreed, therefore Cabinet agreed to delegate the wording of the final version to be submitted to Council for approval to the Chief Executive in consultation with the Leader.

**RESOLVED:** That the Chief Executive, in consultation with the Leader agree the final submission of the policy to be presented at Council for decision.

**RECOMMENDED:** That the Councillor Community Grant Scheme be introduced and Council sets aside the budget required for the scheme. Reason for Decision To give councillors the means of providing financial support to local communities, with projects and initiatives that meet the proposed criteria and provides clear and demonstrable benefits to the people and environment of their local communities.

## **Councillor Community Grant Scheme – Policy Document**

Every Borough Council of King's Lynn and West Norfolk District Councillor will be given a grant budget of £1,000 to award for projects/initiatives/events that will offer community benefits in their own ward area.

The council is committed to promoting equality and diversity and welcomes applications from all sectors of the community, regardless of race, gender, disability, sexual orientation, age, status, religion, or belief.

### **Basic rules of the scheme**

- Projects/initiatives/events must benefit the community in the councillor's ward area.
- The minimum grant is £50 and the maximum £1,000 for each councillor.
- A councillor can fund up to 100 per cent of the total cost of a project, initiative or event
- The grant should be spent within 12 months of the grant award decision.
- All the councillor's budget should be allocated by the end of the financial year. Any unallocated budgets at the end of the financial year will return to the council's general reserves.
- Councillors should make their decisions whether to award a grant within six weeks of receiving an application

### **Eligibility**

Local constituted groups or organisations whose primary purpose is to benefit the residents of their community.

### **Who is not eligible?**

- Other local authorities/public sector bodies
- Individuals not part of a community group
- Profit-based businesses
- Political and lobbying groups
- Nationwide organisations

### **What we will fund**

Applications should focus on projects, initiatives or events that deliver a clear and demonstrative benefit to the people of west Norfolk, specifically in the ward area of the district councillor considering the request. The Borough council accepts no liability or responsibility for any of the projects/initiatives/events funded by this grant scheme, now or in the future and should not involve officer time or any ongoing costs such as maintenance.

Appropriate projects could include, but are not limited to:

- Replacement equipment or improvements to community centres/halls
- A community newsletter
- A contribution towards a specific event (lunch club, celebrations of national events such as the Platinum Jubilee, community picnics, refreshments after community events etc)
- Improvements to community facilities (for example accessibility improvements)
- The purchase of equipment for community use
- One of hire costs

## APPENDIX A

- One-off repairs
- Major repairs such as repairing a section of roof or major boiler repairs (but not routine servicing) to community buildings.
- Contributions towards initiatives with a specific purpose of improving the health, social mobility, social isolation and wellbeing of members of the community

### **What we will not fund**

- Retrospective funding for work/projects already commenced
- Statutory activities that are either the council or another public sector organisation responsibility
- Building or repairs costs which are the responsibility of another organisation or landlord
- Recurring revenue costs (salaries, rent, maintenance)
- Projects that benefit private businesses
- Political activities, lobbying or campaigning
- Projects that, in the assessment of the borough council show actual unlawful discrimination within the terms of the Equality Act 2010

Applications will not be considered during the period of purdah up to borough and county elections.

### **Application and Award Process**

Organisations can apply using the council's online form available from our website. Applicants should read the guidance notes on our website before completing an application. Once submitted, it will be passed to the appropriate borough councillor the councillor will then carry out an evaluation of the application to confirm eligibility, their decision, any additional grant conditions and noting any declarable interests. The councillor may contact the applicant to complete their evaluation. Once the councillor submits their completed evaluation an officer will either:

- Send a grant award offer to the applicant that will include our standard (and any additional) conditions
- Inform the applicant that they were unsuccessful
- The applicant must sign and return the grant award offer, confirming they will meet all our conditions and the bank details for their organisation.
- On receipt of the signed grant offer the council will release the grant payment.
- The council will only make payments by BACs to accounts in the name of the applying organisation/individual representing the community group

### **Standard Conditions**

The following Standard Conditions will be attached to each grant offer:

- The organisation/group will only spend the grant on the project/initiative/event listed in their application and must do so within 12 months of the award date or they will return the funding
- The organisation/group will return a proportionate amount of the grant if the costs are less than expected or they receive additional funding towards the project/initiative/event
- The funding is non-transferrable and must be spend on the project/initiative/event listed in the application
- The organisation/group will comply with all relevant regulations, objectives, and delivery of its core activities

## APPENDIX A

- The organisation/group agrees to have regard to the need to safeguard and promote the welfare of children, young people, and vulnerable adults
- The organisation/group will consult with the ward member before making significant changes to the project/initiative/event work covered by the grant
- The organisation/group must comply with any planning or legal requirements applicable to the project
- The organisation/group will acknowledge the council's support in any press, publicity, or promotion of the project (consulting our communications team beforehand)
- The organisation/group acknowledges the council accepts no responsibility or liability for this project/initiative/event or the facilities it provides now or in the future

### **Monitoring of the Grants**

Ward councillors will have an annual budget of £1,000 and will be expected to monitor each grant awarded to ensure spending is appropriate and will be required to produce sufficient evidence to show that the grant has been spent appropriately, including providing receipts, invoices or evidence of the grant spend. The borough councillor will be responsible for collecting this information for scrutiny by the council. If the awarded project has not started by the grant expiry date (12 months from the award date), the organisation must repay the grant in full to the council

## **RECOMMENDATION TO COUNCIL FROM THE SPECIAL CABINET MEETING ON 24<sup>TH</sup> AUGUST 2021**

### **CAB37: TOWN DEAL BOARD**

Cabinet considered a report which explained that King's Lynn was one of 101 towns invited by Government to develop proposals for a 'Town Deal' and following submission of the Town investment Plan had been offered the maximum award of £25m.

The objective of the Towns Fund programme was to drive the sustainable economic regeneration of towns to support long term economic and productivity growth. A Town Deal was a three way agreement in principle between Government, the lead local authority and the Town Deal Board. The report set out the next steps required to progress and implement the Town Deal for King's Lynn.

Authority was sought to progress the Town Deal in the Council's capacity as the "Accountable Body" to MHCLG and as part of the Council's role on the Town Deal Board.

It was noted that the Portfolio Holder and Chair and Vice Chair of the Town Deal Board Deal Board would attend meetings of the Local Accountability Framework. The paper was also to be considered by the Town Deal Board the following day.

It was noted that all the projects had been scored with a consistent approach and the Government had encouraged more than the £25m allocation to be prepared in case some projects didn't go ahead. All items had been discussed with Cabinet Members and the Town Deal Board.

Under standing order 34 Councillor Kemp addressed the Cabinet, and asked that improvements be made to the West Lynn Ferry Landing stage; questioned the moving of the library from the existing Carnegie library, and suggested that the market should be rejuvenated.

Councillor Dark drew attention to a press release from the County Council which explained that they were working with the Borough to keep the Carnegie library in use, but that the proposed new community hub would encompass greater space and accessibility and would support the High Street.

Under standing order 34 Councillor de Whalley concurred with the concerns for the current library and the Ferry suggestion. He expressed concern that the improvements to the gyratory system would take the bulk of the funding to the detriment of walking and cycling. He also referred to the need for the White Barn to be incorporated with the Guildhall project and questioned the numbers put forward who would be using the community hub.

Councillor Middleton agreed with the issue of the Carnegie library. He reminded members that the scheme was being put forward by Norfolk County Council so details questions on it should be addressed to them. He took on board the comments re the ferry and would feed them back for consideration. He acknowledged that the Guildhall elements needed to work together to enable a sustainable complex for the future. With regard to the gyratory system, he drew attention to the key driver which was to improve the walking cycling and bus journeys through the town, more information on which would be forthcoming.

Under standing order 34 Councillor Holmes drew attention to and questioned the Equality Impact Assessment which showed a number of negative impacts on groups. It was agreed that the boxes which should have been ticked were neutral, rather than negative. Councillor Holmes also commented that the Governance structures were overly complicated, to which it

was conformed that they were in line with that required by MHCLG, but an attempt would be made to simplify its explanation.

Under standing order 34 Councillor Rust questioned the lack of member involvement on what was being put forward and the lack of engagement with councillors and town wards or the Kings Lynn Area Committee rather than unelected people.

Councillor Dark drew attention to stakeholder and community engagement carried out with the Town Improvement Plan, and confirmed that further consultation would be carried out as work progressed with the draft business cases.

The assistant director drew attention to the raft of consultation carried out with younger people and businesses etc throughout the process. Councillor Middleton drew attention to the advisory groups which the Town Deal Board was setting up, and reminded members that there was a large amount of work to do in the tight timescale whilst being inclusive and more involvement.

Under standing order 34 Councillor Ryves stated that he considered the approach was not joined up but bottom up with a few ideas which individually were nice but he considered did not bring urban regeneration. He sought evidence of the economic value the Guildhall project would bring to the town and questioned whether the obligations of the Town Fund were being met.

Councillor Middleton in disagreeing with the comments responded that all those involved considered that the Guildhall had the opportunity to be of national consequence, with the delivery of the aspirational vision and business plan.

The Assistant Director reminded members that the purpose of the funding was about driving economic growth in order to create the right environment for future investment.

Councillor Kunes in drawing attention to the proposals in the Boal Quay area was pleased to see the proposals for the area being improved, and improvements to the pontoons would bring other boats to the area.

Councillor Long drew attention to the fact that unless the traffic system was improved people would sometimes be more reluctant to come to the town, he commented that there was a fair mix of proposals to help regenerate the area.

Councillor Blunt drew attention to the amount of work to do, and drew attention to the risks, of resources and project creep, thereby needing to concentrate on the specific elements of the project for delivery.

Councillor Sandell welcomed the scheme for the people of the Borough.

Councillor Dickinson concurred with the comments made on consultation, she felt that the underwriting of the Guildhall project should be shown as a Risk as money would have to be found if its HLF funding application was not successful. She also drew attention to the need to have portfolio holder involvement in all stages. It was agreed to include this in the table.

Councillor Middleton drew attention to the process for applying for the HLF grant and learning taken from the previously unsuccessful attempt.

Councillor Long commented that if the HLF bid was unsuccessful in this round then it would have to be looked into whether it was the right scheme.

In summing up Councillor Dark reminded members that it was necessary to start the process and Members and officers would communicate and consult on things as projects progressed.

**RECOMMENDED:**

1. That the amendment of the capital programme to incorporate £750,000 match funding towards the Guildhall project be approved.

**Reason for Decision**

To allow the Council to deliver a Town Deal to deliver the investment priorities in the Town Investment Plan for King's Lynn, contribute to the Recovery Plan in response to the Coronavirus pandemic and the long term economic prosperity of the town

**REPORT TO COUNCIL**

Lead Member: Councillor S Dark E-mail: <a href="mailto:cllr.stuart.dark@west-norfolk.gov.uk">cllr.stuart.dark@west-norfolk.gov.uk</a>		Other Cabinet Members consulted:		
		Other Members consulted:		
Lead Officer: Samantha Winter E-mail: <a href="mailto:sam.winter@west-norfolk.gov.uk">sam.winter@west-norfolk.gov.uk</a> 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: 9<sup>th</sup> September 2021**

**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 Internal Drainage Boards. The majority of appointments were made at the Council meeting on 8<sup>th</sup> July 2021. This report deals with the vacancies that were not filled at that meeting.

**Recommendation**

That the Council appoints representatives to serve on the outside bodies and Internal Drainage Boards listed within the report.

**Reason for decision**

To ensure continued involvement in the community by the Council.

**1.0 BACKGROUND**

- 1.1 The Council at its meeting on 8<sup>th</sup> July confirmed a number of appointments to outside bodies and partnerships.
- 1.2 Several vacancies remained after the meeting and this report deals with those vacancies.

**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 of 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**

Council are invited to appoint representatives to serve on the bodies listed in the table below.

Name of Body	Number of vacancies/nominations received in advance of the Meeting	Number of representatives	Current representatives
Southery and District Internal Drainage Board	1 vacancy following the resignation of Councillor Ryves	8	A Bullen, A Holmes, M Storey, D Whitby. M Peake, A White and C Cock (non-cncl)

Stoke Ferry Internal Drainage Board	1 vacancy following the resignation of Councillor Ryves.	9	A Bullen, C J Crofts, A Holmes, C Sampson, D Tyler, D Whitby. A White and R Lankfer (non-cncl)
Gaywood Allotment Trust	1 vacancy <b>Councillor Wilkinson nominated by her Group.</b>	4	Current reps are S Collop, J Lowe and S Young (NCC)
Safer Neighbourhood Action Panel – Downham Market	1 vacancy for Chair	2 – Chair and Vice Chair	Current Vice Chair is Councillor Howland.
William Cleave Educational Foundation	1 vacancy	2	Cllr Bambridge.

## 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



**CABINET MEMBERS REPORT TO COUNCIL**

**9 September 2021**

**COUNCILLOR BRIAN LONG - CABINET MEMBER FOR CORPORATE SERVICES**

For the period July to September 2021

**1 Progress on Portfolio Matters.**

**Town Hall – Sound System**

As outlined in my meetings attended, I met staff and a sound engineer at the Town Hall to have a demonstration of equipment proposed for meetings and other functions going forwards. Equipment previously in use was cascaded from the Corn Exchange and was well past its best. So far meetings utilising new settings and equipment have been Cabinet and Planning, that I have attended, and quality was much improved over previous meetings.

**CIC**

The Customer Information Centre is now fully back to working on floor 2 and reception. Those on floor 2 are screened from each other with Perspex screening, thus creating a individual area for each person. While this measure was taken to prevent spread of Covid 19 it has also has the effect of isolation of sound from each caller, adding to privacy and improving background noise from other calls.

**Public Open Space**

Staff have once again provided some fantastic efforts in our parks and gardens, despite the pandemic. For many people access to parks and public gardens in most welcome and I applaud those staff involved in their upkeep. Councillors may have noted the banks of wildflowers on the Northern Bypass of Lynn and approaches to Hunstanton, these allow pollinators and other species habitat and save on regular cuts by mowing teams.

**High Tides**

The 26<sup>th</sup> / 27<sup>th</sup> August had both high predicted astronomical tides as expected and potential of N/NE breeze. The Environment Agency issued a flood alert, but while resort staff were briefed no problems were encountered at Hunstanton / Heacham.

**Pontoons**

Income for the use of the pontoons to date is £8703 for commercial craft and

£2287 for domestic use. I believe these figures were requested of Cllr Kunes when he held this portfolio and he may report separately.  
Having discussed with officers it is my intention to include a favourable rate in our fees and charges for Charities utilising them, it is also really good to see pleasure trips starting and finishing on the pontoons.

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

### **E-payslips**

It is proposed that all payslips will become online and save issue of paper. The hold up on this being rolled out with our supplier of pay services. But I will advise on progress as I am aware.

### **Changing Places.**

As mentioned previously our intention is to provide adult changing place within a suitable toilet block. This has been helped by Government announcing funding to deliver exactly this. I have asked officers to seek this grant funding if we can.

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

In addition to the usual Cabinet and Portfolio meetings I also attended the following:

Demonstration of Audio Equipment for Town Hall  
Subbed on Planning Committee  
West Norfolk Housing Company  
West Norfolk Property Company  
Norfolk Strategic Flooding Alliance

Details of Meetings at time of writing  
Alive West Norfolk Board  
West Norfolk Housing Company  
Water Management Alliance – Board Meeting  
Kings Lynn Internal Drainage Board  
Norfolk Internal Flooding Alliance  
Freebridge AGM (my last as a board member)  
Meeting with Independent Panel for review of members allowances.  
Visit to Gayton Road Cemetery ref ongoing water table issues.

**CABINET MEMBERS REPORT TO COUNCIL**

**September 2021**

**COUNCILLOR PAUL KUNES - CABINET MEMBER FOR ENVIRONMENT.**

For the period July 8<sup>th</sup> to September 9<sup>th</sup> 2021

**1 Progress on Portfolio Matters.**

- The climate change strategy and action plan is going to the E&C panel on the 31<sup>st</sup> August and to cabinet on the 21<sup>st</sup> September.
- We are awaiting on confirmation from national government on whether the Norfolk Climate Change Partnership Community Renewal Fund bid was successful.
- Now that the climate change strategy and action plan is going to E&C and Cabinet, work on the 2020/2021 carbon audit and district emissions data will continue. We expect these to be ready within the coming months.
- Re:fit 2 work installing low carbon energy measures continues, following the BCKLWN's successful Public Sector Decarbonisation Grant application.

**2 Community Safety & Neighbourhood Nuisance Team**

**Fly-tipping**

Numbers of fly tips reported has remained largely similar to previous years and the team continue to focus resources on those cases where available evidence suggests a reasonable chance of conviction.

The #SCRAP campaign is being re-started after a break during Covid. The campaign is being run across Norfolk (as well as many other local authority areas across the Country). The broad aim of the campaign is to educate and inform members of the public and businesses about their responsibilities when disposing of waste, as well as publicising successful cases.

**Surface Water flooding**

The responsibility for investigating these incidents does not sit within the CSNN team, however we continue to support colleagues across the council and at NCC and AW where surface water flooding has led to sewer discharges.

**Nuisance Complaints**

We continue to receive a high number of calls regarding noise and other nuisances.

These are triaged and investigated in line with our statutory duty. Covid restrictions have meant that investigation of such cases has become more difficult leading to longer times to determine cases than we would like. The team is also carrying a vacancy and at time of full council will be shortlisting candidates for the post.

**3 Meetings Attended and Meetings Scheduled**

Cabinet  
Portfolio briefing: -Climate Change, Recycling and Refuse collection and Licensing  
Conservancy Board.  
IDB  
LGA Coastal Special Interest Group (SIG)  
Friends of the Earth  
Klimate Concern  
QEH Board of Governors  
Habitat Monitoring and Mitigation Fund  
**Most of the above meetings held on line.**

**CABINET MEMBERS REPORT TO COUNCIL**

**9<sup>th</sup> September 2021**

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

For the period from 9<sup>th</sup> July 2021 to 27<sup>th</sup> August 2021

**1 Progress on Portfolio Matters.**

**Planning and Discharge of Conditions applications received**

Planning and discharge of condition applications received



Applications received each month are still higher than pre Covid-19. From January – July 2021 1,639 applications have been received compared to 1,243 the previous year, an increase of 396 applications.

Previously I reported that there was a significant backlog of applications waiting to be validated. I am pleased to report the backlog has reduced significantly and the validation of planning applications is almost back to normal service, validated within 24 hours from receipt.

### Major and Minor dwelling applications received comparison

The number of minor dwelling applications have decreased over the last 3 years, but we have seen a significant increase in householder applications in the last 12 months.

	1/8/18 – 31/7/19	1/8/19 – 31/7/20	1/8/20 – 31/7/21
No. of Major dwelling applications rec'd	37	22	26
No. of Minor dwelling applications rec'd	432	357	340
No. of Householder applications rec'd	659	668	903

\*Minor dwelling applications = up to 10 units

Major dwelling applications = over 10 units

### 2021 performance for determining planning applications (Jan – July 2021)

	National target	Performance
<b>Major</b>	60%	93%
<b>Non – Major</b>	70%	92%

### Appeal Performance – decisions made by The Planning Inspectorate 1/8/20 – 31/7/21

	Dismissed	Allowed
Planning appeals	37	16
	70%	30%
Enforcement appeals	7	0
	100%	0%

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

### Revenue income 2021/22

Income in July was much higher than projected, mainly as a result of two wind farm applications attracting a combined fee of £234,591.

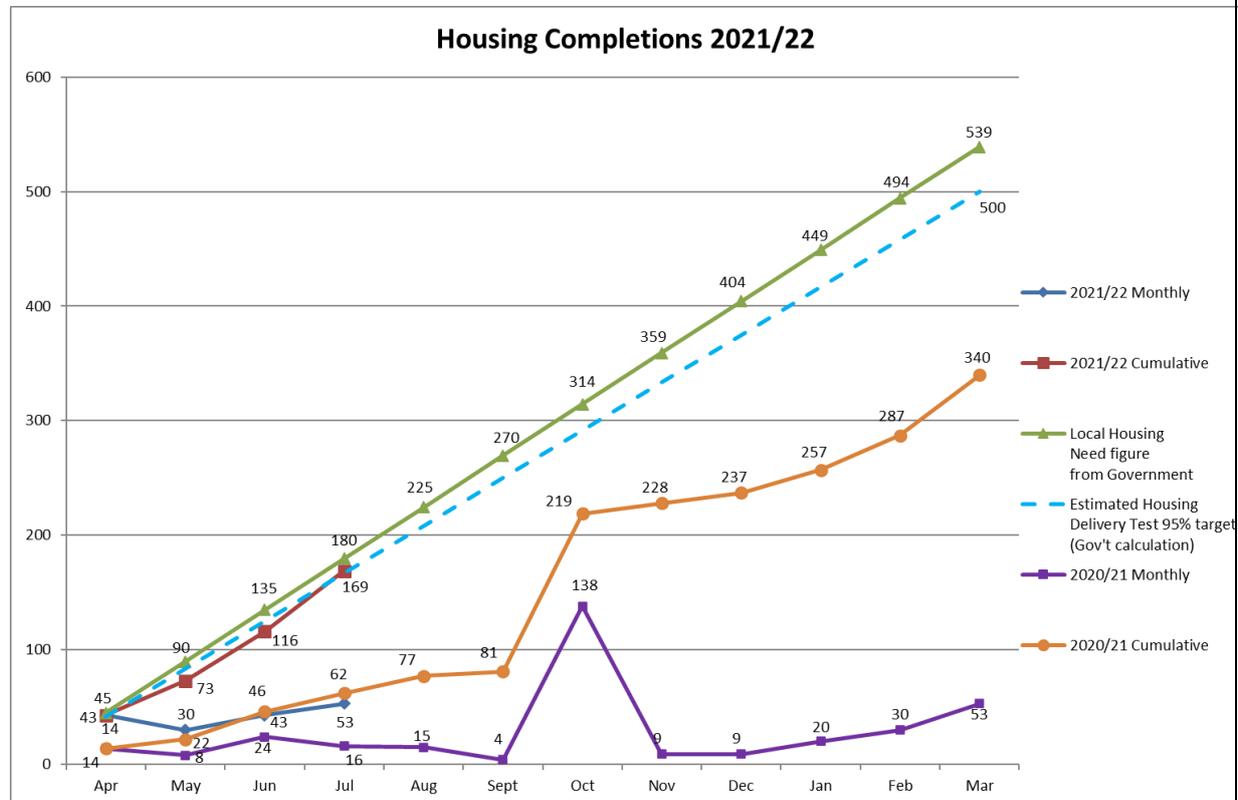
Projected	Actual	Variance with projected
Apr 21 – July 21	Apr 21 – July 21	
£423,333	£738,804	<b>+£315,472</b>

The planning enforcement team remain very busy, with cases high, and no letup in the number of cases received over the summer period.

We are currently advertising for extra resource in enforcement (0.6 FTE)

## Housing Completions

Housing completions continue to be higher than the previous year.



## Neighbourhood Plans

- 4 parishes went to Referendum in July 2012 and all the NP's were passed. These were:
  - Holme next the Sea
  - Thornham
  - Tilney All Saints
  - Upwell
- Terrington St John will be put to a Referendum on 30 September 2021
- Both Heacham and Hunstanton are currently at Examination and the Examiner's reports are awaited.
- Castle Acre has received it's Examiner's report and discussions are ongoing about the final form of the proposed changes
- Examiner's obviously play a key role in the final stages of an NP, and have to balance the clear visions and aspirations of the local community with the need for rigor in considering the evidence for an appropriate set of policies.

### **Community Infrastructure Levy**

- Following a meeting of the CIL Spending Panel, and various internal processes, the communities who applied for grant funding from our new scheme have been advised of the outcome of their bids.
- The vast majority were successful.
- Funds totaling some £500K are earmarked so for projects and we are working on the formal side of acceptances and the terms and conditions of the grants.
- Given the success of this round, we are working to set a timetable for subsequent rounds.

### **Local Plan Review**

The pre-submission consultation stage started Monday 2 August and is scheduled to end to Monday 27 September 2021 at 5pm.

### **Major Projects Update**

- Parkway 1 application withdrawn. The revised scheme (Parkway 2) to be submitted mid-September for approximately 228 dwellings on former COWA land.
- Salters Road planning obtained July 2021
- Hunstanton Bus Station demolitions due to start September 2021. Bus stops will be relocated onto St Edmunds Terrace
- Nora 4 The ihouse (an innovative accelerated construction method) commenced in July. First handovers December 2021 – 3 properties for open market sale.

### **Meetings Attended** (via Teams Zoom and Youtube)

Portfolio Meetings,  
Planning Committee  
Planning Committee Sifting  
Cabinet  
Cabinet Siting  
Full Council  
Various Meetings with Officers



**CABINET MEMBERS REPORT TO COUNCIL****9 SEPTEMBER 2021****COUNCILLOR ANGIE DICKINSON - CABINET MEMBER FOR FINANCE**

For the period 8 July to 9 September 2021

**1 Progress on Portfolio Matters.**

Progress on my portfolio has been slower than anticipated from my last report. I have continued to meet with officers to progress a variety of issues but the announcement of the Council's success in bidding for government funding for the Towns Deal project took precedent over everything else with a number of briefings and an unscheduled Cabinet meeting to agree the schemes to be included.

Nevertheless I have been able to make progress on reviewing the work of the Finance Team with a view to making improvements to its resourcing. Significant progress has been made on outstanding key tasks and a cohesive plan has been established to ensure that the current delay in certain key areas, predominantly caused by the demand on resources due to Covid, can be eliminated by the end of the current financial year.

Activity on the Council's major projects has continued and the review of all capital schemes is underway. It was not possible to complete this review in time for the Major Projects Board on 29 July as the first stage of that process needs to be a review of the Board's terms of reference. An additional meeting of the Board to further the review has been called for 4 October following the revised terms of reference being agreed at September's Cabinet meeting.

**2 Forthcoming Activities and Developments.**

My programme of work remains largely unchanged from my previous report. The work of the Major Projects Board and review of its Terms of Reference to ensure members are engaged with the process is ongoing. I will have particular regard for Parkway and the Towns Fund projects and a number of nascent initiatives that are currently in the pipeline. It continues to be a priority to review all current schemes to ensure that there are phased costings for each one and that the revenue implication has been assessed. Since my last report an Independent Remuneration Panel has been established to review Members' Allowances. There have been a number of changes since the last review such as the Boundary Review that reduced to overall number of Councillors from 62 to 55, and it is a statutory requirement to have such a review within a specific timescale.

The Procurement Strategy to govern the Council's purchase of goods and services to achieve best value is still under review and is anticipated to be finalised for submission to Cabinet in September.

The Risk Register continues to be under review, not only so that recently identified risks are incorporated with an appropriate risk level but also to change the way the Register is presented to Members in order that they are more engaged with the

procedure.

A number of new operational financial controls to provide Members with reassurance of best practice has been agreed with the Assistant Director – Resources which will be implemented over a period of time commensurate with 100% staffing levels being achieved.

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

- 05 Jul Cabinet meeting with Chief Executive
- 06 Jul Meeting with Assistant Director - Regeneration, Housing and Place to discuss capital projects
- 06 Jul Meeting with Assistant to Chief Executive and Senior Policy and Performance Officer to discuss changes to the Risk Register
- 07 Jul Further meeting with Assistant Director – Programme & Project Delivery to discuss new Procurement Strategy and Parkway
- 07 Jul Additional Cabinet Sifting meeting prior to 3 August Cabinet meeting
- 08 Jul Council - unable to attend due to illness
- 19 Jul Meeting with Assistant Director - Resources to discuss draft outturn for 2020/21
- 19 Jul Cabinet Sifting meeting prior to 3 August cabinet meeting
- 21 Jul Attendance at Corporate Performance Panel
- 26 Jul Pre Audit Committee training on 2019/20's Statement of Account
- 26 Jul Attendance at Audit Committee
- 28 Jul Quarterly update from QEH on Covid
- 29 Jul Attendance at the Member Major Projects Board
- 03 Aug Cabinet
- 05 Aug Meeting with Assistant Director - Resources to discuss various portfolio issues and resourcing of the finance team
- 11 Aug Cabinet Sifting prior to Special Cabinet on 24 August regarding the Towns Fund
- 11 Aug Attendance at Planning training
- 17 Aug Meeting with the Leader and Cabinet Member for Development and Regeneration to review capital projects
- 18 Aug Cabinet Briefing
- 19 Aug Meeting with the newly appointed Internal Audit Manager
- 24 Aug Special Cabinet meeting to approve the Towns Fund projects
- 24 Aug Meeting with Assistant Director - Resources to discuss various portfolio issues and resourcing of the finance team
- 25 Aug Cabinet Briefing
- 31 Aug Portfolio update with the Leader
- 01 Sep Attendance at Corporate Performance Panel
- 03 Sep Update meeting with Assistant Director – Resources
- 03 Sep Meeting with members of the Independent Remuneration Panel to discuss the review of Members Allowances
- 06 Sep Cabinet Sifting prior to Cabinet on 21 September
- 08 Sep Introductory meeting with Finance Team service managers



**CABINET MEMBERS REPORT TO COUNCIL**

**9 September 2021**

**COUNCILLOR ADRIAN LAWRENCE- CABINET MEMBER FOR PROPERTY**

For the period July to September 2021

**Progress on Portfolio Matters.**

As mentioned in my last report, the commercial let at Downham Market with the NHS midwifery team is progressing well. Everything is with the Legal team and we are keen to get this completed so the new tenants can take up occupancy.

The land sales on the Hardwick Industrial estate are also progressing well and the Solicitors are doing their bit to complete the deal.

Over the last few weeks we have seen a growing level of inquiries for Commercial and Industrial space to rent, this is good news as it suggests that Business's want to be in Kings Lynn and West Norfolk. At the time of writing this we have over 98.6% of Council owned floor space occupied.

As previously mentioned the team are looking through small development sites, there will be a report brought to Cabinet before any of these are considered for the open market.

We are continuing to work with tenants where necessary who come forward with rent issues, some business are finding things tough and we will do our best to help

**Meetings Attended**

Cabinet Sifting  
West Norfolk Housing Company  
Portfolio Catch ups and Phone Calls  
Cabinet  
Full Council

**CABINET MEMBERS REPORT TO COUNCIL**

**9 September 2021**

**COUNCILLOR SAM SANDELL - CABINET MEMBER FOR PEOPLE AND COMMUNITIES**

For the period 9<sup>TH</sup> July to 9<sup>th</sup> September 2021

**1 Progress on Portfolio Matters.**

Over the last few months I have had several meetings with Officers. Some are getting to know them and their teams working within each department.. I am starting to have regular catch ups with officers. I have also had training on the Homechoice system.

Please see figures below for **Homechoice**

1057 live applicants on the register

4 emergency  
115 high band  
328 medium  
610 low

235 new applications and changes of circumstances received during the month

42 properties let

**Summer of Play**

**Attendances for Summer Holiday activities:**

A total of 18,537 children have attended activities between the 22<sup>nd</sup> July and 15<sup>th</sup> August 2021. Given the difficult 18 months we have just been through I think that this is very encouraging.

Summer of Play Pay as you go Activities.

Swimming 10,409 Paid People  
Swimming Under 4'S 1,466

Alive Adventures 1,466 Paid People

Alive Adventures Under 1's 44

KASET 1,324 People.

Roller Skating 331 Paid People

Tumble Teds 759 Paid People

Tumble Teds Under 1's 306

**Total 16,135 people**

**All holiday activities 1,039**

**Big Norfolk Holiday Fun 1,363**

**Total 2,402 People**

**Total for all activities 18,537 People**

### **Well Done**

At the award ceremony (online) of the UK active awards, against a very tough field of finalists Alive West Norfolk were awarded 'Highly Commended' in the 'Business Continuity and Success during Covid-19' category. They were close on the heels of the winners Leisure-net- active net but to get this is great recognition of the work done by all staff involved.

### **Careline update**

Careline serves West Norfolk, North Norfolk and surrounding counties. As of July 2021 we currently have 3,928 clients.

The Careline service offers Personal alarms, falls pendants, Key Safes, Smoke and Carbon Monoxide alarms and Assistive Technology (Motion Sensor Lights/Pager Systems).

Covid-19 has impacted on all departments of the Borough Council. In the initial phases of lockdown in March 2020 Careline fitters were unable to go into client's homes, so were re-deployed to support deliveries of food and medication collections for vulnerable clinically extremely vulnerable residents (this provision was 7 days a week). This caused a backlog for the Careline department and we are working hard to catch up with the requirements of our residents.

In October 2020 the monitoring provider for Careline was taken over by a different provider which caused huge problems due to the switch of the numbers. We have since been out to tender and have a new provider – Lifeline24 who we are working well with.

Supplies of equipment have been impacted on due to Covid-19 which in turn has affected some of our clients and the time they are waiting for installations. Careline launched their new website in 2020 [www.careline-cs.org.uk](http://www.careline-cs.org.uk)

### **I'm Going Home project**

This project was implemented as a pilot in October 2019 to support the discharge team at the Queen Elizabeth Hospital, King's Lynn. If a patient was deemed as being able to go home but needing reassurance and support, then the Buddy Button (this is a GPS tracking and falls detector) was allocated to them free of charge for 6 weeks. After the 6 weeks the client is contacted by a member of the Careline team to see if they would like to take on the Buddy Button and pay for it or to have any other alarm provision from Careline. If they did not want to carry on with the product then it was collected, cleaned and cleared and returned to the QEH for re-issue. The project became Business as Usual in March 2020.

To date there have been 69 clients discharged from hospital with the support and reassurance of a Buddy Button. This could contribute to reducing the need for a hospital bed for longer than necessary. The project is currently on hold due to issues with the management of it at the QEH.

### **Lily**

When the national lockdown was implemented in March 2020 Lily became the Emergency Hub for the BCKLWN. The team grew from 2 individuals to 21 (consisting of re-deployed Borough Council and Alive Leisure staff). These staff supported Lily with welfare checks, medication collection and deliveries and food deliveries. We also worked closely with the Norfolk County Council Library staff to co-ordinate doorstep checks and manage volunteers to conduct these. Data was provided by NCC every day and collated back to them with actions taken.

### **Housing Standards**

The council was successful in its bid for funding to deliver a 7 month project around enforcing the Minimum Energy Efficiency Standards in the Private Rented Sector. Work is ongoing to build the project team at present and further information and promotion will come over the next few months. The project finishes at the end of March 2022.

The LAD1B scheme to deliver green home improvements is being extended which will help with the delivery of more schemes across the consortium area, which includes this Council. Work in West Norfolk has been primarily focussed on Freebridge properties.

Work is progressing on delivery of LAD2 and building a bid for LAD3 schemes which will provide further opportunities for green home improvements in both the social and private sector.

The Fit and Proper person test requirements for Residential Caravan Sites is now live with a deadline of October 21 for applications to be received. To date we have only received one application form, more work will be undertaken on this to encourage applications and avoid enforcement work for non-compliance.

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

Kings Lynn Festival has announced their Autumn Programme. This will complete the Festivals programme which has been stretched out over a longer period instead of holding the programme during the two weeks in summer.

### **Autumn events are-**

Sept 24 Minerva piano trio TH coffee concert

Oct 16 KL Festival Chorus

Oct 31 Brighthouse and Rastrick Corn Exchange

Nov 6 Benson Wilson coffee concert Town Hall

Nov 7 or 21 Hill quartet All Saints

Nov 20 Blazin' Fiddles Guildhall

Dec 4 Meera Maharaj (flute) and D Devagino (piano) Town Hall, coffee concert

### **Cabinet Meetings**

Cabinet

Meeting with the Leader

Meeting with Anita Jones Chief Executive Freebridge Housing

Meeting with Mark Whitmore Officer CSNN

Health and Wellbeing Meeting

Meeting with Sarah Dennis

Meeting with Karen Beard and Team Homechoice and Housing

Meeting with Lily and Careline

Meeting with Neil Gromett Alive West Norfolk and a visit to Hunstanton Oasis

**CABINET MEMBERS REPORT TO COUNCIL****9 September 2021****COUNCILLOR GRAHAM MIDDLETON – DEPUTY LEADER AND CABINET MEMBER FOR BUSINESS, CULTURE AND HERITAGE**

For the period July to September 2021

**1 Progress on Portfolio Matters.****Towns Fund**

I am pleased to say we have confirmed the final selection of projects to government and some other documents relating to the process of undertaking detailed business cases for those projects.

The process of preparing business cases will be a key focus of work over the months ahead to June 2022, which is the deadline for them all to be completed – some will come sooner and some later. Project delivery can commence as soon as the business case process has been completed.

What remains at the heart of the way we follow this process is communication and engagement with the community – this includes business, statutory partners and those many members of the area who are have engaged in the Vision King's Lynn platform. We are working on a new communications and engagement plan to ensure we stay in touch with our local communities and generate interest to stimulate interest in what we are doing.

**3 Meetings Attended and Meetings Scheduled**

Various meetings internal and external in line with Portfolio and Deputy Leader role.

**CABINET MEMBERS REPORT TO COUNCIL**

**9 September 2021**

**COUNCILLOR STUART DARK MBE – LEADER OF THE COUNCIL**

For the period July to September 2021

**1 Progress on Portfolio Matters.**

**Covid-19**

At the time of writing this report the case rate per 100,000 people continues to rise. However, this is below the national average and hospitalisations remain low, due to the impact of the highly successful local vaccination programme. Targeted work continues to vaccinate lower age ranges and those in identified areas of lower take up. Plans are being developed with regard to any 'booster' vaccinations and the Kings Lynn Mass Vaccination Centre is in the process of moving from the Corn Exchange to the Guildhall complex (to allow the Corn Exchange to re-open) in a managed way, to minimise disruption. Council staff continue to support and free parking remains in place to assist attendees. I will provide the most up to date figures as a verbal update to this report at Full Council, so that the lag between publication and Council does not cause confusion.

**QEH**

I continue to liaise with the QEH Leadership, County and MPs in support of their bid for a new hospital. It is pleasing that the petition on the government portal, that this Council has supported and promoted, has reached the key target of over 10K signatures to trigger an official response. We are now entering a crucial few months as the QEH's bid nears completion and submission and an all member briefing has been arranged for the 22<sup>nd</sup> September to update on progress.

**Cabinet Portfolios**

The defined Cabinet portfolios centred on priorities are now beginning to embed and this can be seen in the updates by cabinet members and the policies and approaches beginning to come forward, by way of example; the successful 'Summer of Fun' reduced children's places scheme, the Local Member Fund and the Climate Change Strategy and Action Plan. This work continues as does associated development work on Vision and Values, and KPIs with officers. Members are respectfully reminded to look at the Cabinet Forward Work Plan for upcoming policies and associated dates.

**Strategic Relationships**

I continue to do my best to maintain and grow relationships with strategic partners to increase our capability. Members can see the breadth and depth of these interactions in my recent meetings listed below.

### **Kings Lynn GEAR and other 'summer' events**

It was an absolute honour and pleasure to open and close the Gear Kings Lynn running event last week, seeing so many people out together again, having fun. I think it's appropriate as I close this report and summer draws to a close to thank all the hardworking staff at the Council and volunteers who have combined to deliver so many events, safely across the Borough over the last few weeks, whilst some events have necessarily had to be curtailed a great and varied number have continued and been thoroughly enjoyed by residents and visitors.

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

Continuance of portfolio duties.

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

In addition to the usual Cabinet and Portfolio meetings I also attended the following:

- Liaison meeting with Hunstanton Town Council
- Liaison meeting with Downham Market Town Council
- Heacham Beaches monthly meeting
- Norfolk Public Sector Leaders Board
- Norfolk Leaders and MPs meeting
- Norfolk Covid-19 engagement board
- Norfolk Leaders Meeting -Gt Yarmouth
- Meeting with New Anglia LEP
- Meeting with the Norfolk Chamber of Commerce
- Meeting with NCC, MP and QEH Senior Leadership
- Member Major Projects Board
- Meeting with the BID
- Meetings with Leadership of other Council 'groups'
- Visit 'Wild Ken Hill'
- Visit Princess Theatre Hunstanton
- NORA4 site visit
- Site visit Kings Lynn Pontoons
- Freebridge Housing liaison meeting
- Meeting with Alive West Norfolk
- Kings Lynn GEAR run