

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



# **COUNCIL MEETING**

## ***Agenda***

Thursday, 14th October, 2021  
at 4.30 pm

Assembly Room  
Town Hall  
Saturday Market Place  
King's Lynn

Available for the public to view on [WestNorfolkBC on You Tube](#)





King's Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX  
Telephone: 01553 616200  
Fax: 01553 691663

Dear Councillor

You are hereby summoned to attend a meeting of the **Borough Council of King's Lynn and West Norfolk** which will commence at **4.30 pm** on **Thursday, 14th October, 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 9 September 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. ITEMS OUTSTANDING FROM THE PREVIOUS MEETING (Pages 7 - 8)**

- i) Questions of the Leader (report attached)
- ii) Questions of Chairs of bodies other than the Cabinet.

**8. PETITIONS AND PUBLIC QUESTIONS**

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

**9. PROPORTIONALITY (Pages 9 - 10)**

To consider the report on proportionality changes

**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: 21 September 2021** (Pages 11 - 12)

CAB46: CLIMATE CHANGE STRATEGY AND ACTION PLAN

**11. APPOINTMENT TO OUTSIDE BODIES (Pages 13 - 15)**

**12. NOTICES OF MOTION**

- 1) To consider the following Notice of Motion (4/21), submitted by Councillor Joyce:

"This Council believes planning works best when developers and the local community work together to shape local areas and deliver necessary new homes.

This Council therefore writes to local MPs urging them to insist the Government protects the right of communities to object to individual planning applications."

- 2) To consider the following Notice of Motion (5/21), submitted by Councillor Joyce:

"This Council notes its resolution to support the Queen Elizabeth Hospital in seeking funding for a new replacement hospital.

This Council encourages the Queen Elizabeth Hospital to seek funding for a new replacement hospital in a location other than its present location."

- 3) To consider the following Notice of Motion (6/21), submitted by Councillor Joyce:

"This Council seeks to support all towns and villages in West Norfolk to secure economic prosperity and fair treatment for all residents and businesses.

This Council is concerned that some Downham town councillors and staff have publicly stated they are afraid to walk in Downham Market.

This Council is equally concerned that 6 Downham town councillors have publicly distanced themselves from a decision of a group of town councillors to terminate the licences of 2 market traders.

This Council can no longer stand idly by and must now step in to act as honest brokers by offering guidance and support to all parties with the aim of moving forward in a positive way.

Therefore, this Council calls on all group leaders, Downham borough councillors along with relevant officers to take appropriate action to help alleviate the present situation."

- 4) To consider the following Notice of Motion (7/21), submitted by Councillor Kemp:

Equal Value, Equal Lives

This Council is united in valuing the lives of all its residents equally; it is committed to a culture of safety for women and girls throughout the Borough; to a level playing field of opportunity and respect for people of all abilities, genders and races, including Travellers; and will stand up to discrimination in all its forms, call out hate speech and work towards community cohesion.

### **13. CABINET MEMBERS REPORTS (Pages 16 - 37)**

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.)**

**Corporate Services - Councillor B Long**  
**Environment - Councillor P Kunes**  
**Development - Councillor R Blunt**  
**Finance – Councillor A Dickinson**  
**Property – Councillor A Lawrence**  
**People and Communities – Councillor S Sandell**  
**Deputy Leader and Business, Culture & Heritage – Councillor G Middleton**

**Leader - Councillor Stuart Dark**

**14. MEMBERS QUESTION TIME**

In accordance with Standing Order 11.2.2, Members of the Council may ask any questions of the Chair of any Council Body (except the Cabinet).

Lorraine Gore  
Chief Executive

**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

**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 : 14 October 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 from Group of Independents to Independent Member by Councillor Alex Kemp, it is being presented for review.

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

**That Independent lose 1 seat from the Licensing Committee and 1 seat from Environment and Community Panel.**

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

- **Environment and Community seat goes to Conservative Group**
- **Licensing Committee seat goes to Labour Group**

**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 Group of Independents to an Independent Member by Councillor Alex Kemp. This means that the group numbers are currently 29 Conservative, 15 Independent, 8 Labour. The 3 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.

**RECOMMENDATION FROM CABINET ON 21 SEPTEMBER 2021 TO COUNCIL ON 14 OCTOBER 2021**

**CAB46: CLIMATE CHANGE STRATEGY AND ACTION PLAN**

Cabinet considered a report which explained that the Climate Change Strategy and Action Plan (CCS&AP) presented followed on from the Climate Change Policy document and provided a clear Strategy and an Action Plan to deliver the Council's Climate Change agenda. The CCS&AP had been split into Phase 1 works which would deal with the reduction of the Council's own carbon footprint to carbon net zero by 2035. Phase 2 would deal with the BEIS district carbon emissions and would be led by several factors such as national policy initiatives and local stakeholders such as the Norfolk Climate Change Partnership to deliver net zero by the Government's policy target date of 2050.

Under standing order 34, Councillor Kemp addressed Cabinet calling for district heating, green transport, rail transport to Hunstanton and no incineration.

Under standing order 34 Councillor de Whalley drew attention to the low lying coastal element of the Borough and called on the same response as given to covid. He called for more meaningful community consultation on the documents and a community assembly. He considered that £25,000 too small a figure for the work.

Under standing order 34 Councillor Parish commented that the public were concerned about the impact of climate change now on their lives. He asked ow strong mitigation levels on things such as surface flooding, he asked if the Borough would monitor the plans of other agencies on programmes of mitigation and improvements and maintenance.

Under standing order 34 Councillor Ryves supported the comments on flooding, and asked if the borough could encourage planning laws to expect more environmentally sound houses working with the developers.

Under standing order 34 Councillor Morley supported the comments about surface water flooding and the need for it to be in the policy. He considered it a practical and reasonable document but felt the tone of the document should reflect the urgency, and the organisation should imbue the emergency. He felt the Task and Finish Groups should be ongoing. He drew attention to the new ways of working and building assets which could potentially be disposed of, and that the pathway was backloaded, he felt more vigour needed to be brought to it.

Councillor Kunes reminded Members that the costs of all things had to be considered and vehicles would be changed when they were due. He did not agree with delaying the plan to carry out more consultation.

Councillor Long considered it was a sensible raft of measures, he congratulated the officers for the work on this.

Councillor Blunt re-iterated this comment. He asked what was happening in the rest of the County, to which it was explained that there was a Norfolk Climate Change Partnership of all local authorities and the NALEP, which was chaired by the Chief Executive. It worked to look at joint working and climate change opportunities for Norfolk. The Chief Executive confirmed the arrangements.

Councillor Middleton acknowledged the important work carried out by Councillor Kunes and Officers. He commented on suggestions made by standing order 34 members and drew

attention to the fact it would be implemented over a number of years, working with the Chamber of Commerce, supporting businesses. He congratulated Henry Saunders for the work completed.

Councillor Dark drew attention to understanding the starting point of the situation, the document was a living document, and anything would be considered. He acknowledged it had to be actions, not just words, and drew attention to the works already completed and planned and would work with residents and businesses. He reminded members that £1m over a 4 year period would be allocated to Climate Change work.

**RECOMMENDED:** 1) That the Climate Change Strategy & Action Plan be adopted.

2) That the Borough Council's carbon footprint net zero date be brought forward to 2035 or sooner if financially and practically deliverable.

**Reason for Decision**

To provide a Strategy and Action Plan to achieve the Borough Council's carbon footprint net zero target by 2035 and work towards the UK's net zero target of 2050.

**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: 14<sup>th</sup> October**

**APPOINTMENTS TO OUTSIDE BODIES**

**Purpose of Report**

Councillor Bubb has resigned as a substitute Member from two Outside Bodies which fall within the Environment and Community Panel’s remit. This report asks Council to confirm the replacement Member who has been nominated by the Environment and Community Panel.

The Council have also received a request to appoint a Member to King’s Lynn Community Football Board.

**Recommendation**

1. That the Council appoints Councillor de Whalley to serve as the substitute Member on Norfolk Health Overview Scrutiny Committee as nominated by the Environment and Community Panel.
2. That Council appoint a Member to serve as substitute Member on Norfolk Countywide Community Safety Partnership Scrutiny Sub-Panel as no nomination was made by the Environment and Community Panel.
3. That the Council appoints a Councillor to serve on King’s Lynn Community Football Board.

**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 This included nominations made by the Environment and Community Panel for Outside Bodies which fall within their remit.

## **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**

1. Council are invited to confirm that Councillor de Whalley be appointed to serve as substitute Member on Norfolk Health Overview and Scrutiny Committee.
2. Council are invited to appoint a Member to serve as substitute Member on Norfolk County Council – Norfolk Countywide Community Safety Partnership Scrutiny Sub-Panel. No nominations were put forward from the Environment and Community Panel.

3. Council are invited to appoint a Member to serve on King's Lynn Community Football as a Trustee. As this is a new body that the Council have been invited to appoint a Member to, more information on the role is set out below:

#### King's Lynn Community Football

There are currently 8 Trustees and they meet approximately 6 times a year at Lynnsport. The next full meeting of the Trustees is on 17 November 2021 at 6.30 p.m. at Lynnsport and the AGM & general meetings will be held on 13 July 2022, again starting at 6.30 p.m. at Lynnsport. Trustees, perform their duties voluntarily with no payment or expenses paid.

Once a member of the council has agreed to be nominated, the nomination can be put forward to the Trustees to agree. The nominee's full name (no other personal details) will appear as a Trustee on the Charities Commission website under Contracts & Trustees of our Charity.

The Trustees have, over the past years, supported and guided the scheme and will continue to promote, support and fund-raise for football development at Alive West Norfolk and within the West Norfolk area.

#### **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**

**14 OCTOBER 2021**

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

For the period 9 September to 1 October 2021.

**1 Progress on Portfolio Matters.**

**Gayton Road Cemetery:**

I met with officers to see first hand the difficulties being caused by the high water table. It does appear that with careful planning and continued liaison with the Environment Agency burials can continue, however space is limited and additional cemetery space must now be considered. This space will need to be a new site and in addition to the Woodland Burial site previously announced. I will update council as soon as appropriate land is identified the work for which has already commenced.

**ICT**

During the pandemic the ICT team has facilitated numerous moves out of, back into and around King's Court. As rules have changed and we have been allowed to do so. Like the additional burden outlined for cleaning staff previously huge effort has been put into getting more staff remote working and those physical moves within buildings, and I thank everyone involved for their efforts. This work continues as departments move back into the building away from remote work. Also laptops have been made available and set up as well as usual day job of managing our systems and helpdesk.

The web team have also had increasing levels of communications to upload to our websites to keep the public informed during this time.

The rollout to Office 365 continues on a department by department approach, so systems utilised by each department can be integrated as the move occurs.

**CIC**

The customer information centre continues to be busy with staff still involved in track and trace efforts for the pandemic as well as dealing with usual call volumes at this time of year.

**2 Meetings Attended and Meetings Scheduled**

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

Alive West Norfolk Board Meeting

Water Management Alliance Board  
King's Lynn Internal Drainage Board Meeting  
Freebridge Community Housing AGM.  
Met with Independent Panel on Members allowances  
Gayton Road Cemetery (meeting with Officers)  
Norfolk Parking Partnership

To be attended at the time of writing:

KLIDB Plant and Works Committee

East of Ouse Polver & Nar IDB

Stoke Ferry IDB

A47 Alliance Meeting

Joint Waste Contract Board (Sub for Cllr Kunes)

Operation Ex Tempestas (Planning for Flooding Emergency)

## **CABINET MEMBERS REPORT TO COUNCIL**

14 October 2021

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

For the period 9<sup>th</sup> September to 14<sup>th</sup> October 2021

#### **1 Progress on Portfolio Matters.**

We are awaiting on confirmation from national government on whether the Norfolk Climate Change Partnership Community Renewal Fund bid was successful.

##### **Refit 2 update.**

Earlier this year the council was awarded over £3.8 million in grant funding, through the public sector decarbonisation scheme (PSDS), following two separate applications. This scheme awarded grants to public sector organisations to decarbonise their buildings, with a key focus on the decarbonisation of heat. The council's two applications cover 11 buildings and a range of decarbonisation measures, such as: air source heat pumps (ASHP), ground source heat pumps (GSHP), solar pv and insulation.

This work is part of the council's ongoing Re:Fit programme to improve and decarbonise the council's building portfolio.

We are expecting that these works be completed by the end of the financial year, following initial delays from the DNO in implementing their programme of works. Therefore, the council will largely start to see its carbon savings from the 2022/23 financial year. Some savings resulting from the solar pv arrays will be seen sooner, in the form of reduce electricity consumption.

An overview of works progress is highlighted below:

##### **Factory 1, Hardwick:**

24 bore holes have been drilled in preparation for the GSHP, with the remaining groundworks and connects expected in the coming weeks. Solar Pv detailed designs have been submitted with an expected October start date for installation.

##### **Dutton Pavilion, King's Lynn:**

Ground loops have been completed for horizontal GHSP installation. This will likely be the first completed site, with gas disconnection works and radiator upgrades expected being required before completion

##### **Downham Market Leisure Centre:**

Halfway through drilling the 22 boreholes for the GSHP. Currently awaiting further thermal design approval.

Lynnsport, King's Lynn:

This site is still at the design stage for the ASHP, whilst the solar pv array work has started.

St James' Pool, King's Lynn:

ASHP work has not started yet.

Oasis Leisure Centre, Hunstanton:

ASHP work has not started yet, whilst solar pv array work is roughly 90% complete.

King's Court, King's Lynn:

ASHP and time-clock control work has not started yet.

Guildhall, King's Lynn:

ASHP are currently positioned on site, with excavations underway to connect to the plant room.

South Lynn Community Centre:

ASHPs are on site with pipe work being completed. Solar pv works are starting shortly.

Hunstanton Council Offices:

Loft insulation and time clock control work not started yet.

Fairstead Community Centre:

Loft insulation and ASHP work not started yet.

**Environmental services.**

We have installed a number of solar power compacting litter bins in Hunstanton, these not only compact the waste but also signal in when they are full.

We did experience some delays in bin services during the fuel shortages, but these have now been rectified.

I was very pleased to visit the depot for the launch of the all-electric bin supervisors van. These can be used to deliver new / replacement bins and other services.

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

Cabinet

Portfolio briefing: -Climate Change, Recycling and Refuse collection.

Cabinet Briefing

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

14<sup>th</sup> October 2021

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

For the period from 1<sup>st</sup> September to 1<sup>st</sup> October

#### 1 Progress on Portfolio Matters.

##### Planning and Discharge of Conditions applications received

Planning and discharge of condition applications received



Applications received in August have dropped slightly, a trend seen right across the country. The planners are still dealing with high caseloads. From January – August 2021 1,830 applications have been received compared to 1,441 the previous year, an increase of 389 applications.

### 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.

	1/9/18 – 31/8/19	1/9/19 – 31/8/20	1/9/20 – 31/8/21
No. of Major dwelling applications rec'd	32	21	27
No. of Minor dwelling applications rec'd	440	343	342
No. of Householder applications rec'd	664	662	903

\*Minor dwelling applications = up to 10 units

Major dwelling applications = over 10 units

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

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

### Appeal Performance – decisions made by The Planning Inspectorate 1/9/20 – 31/8/21

	Dismissed	Allowed
Planning appeals	39	13
	75%	25%
Enforcement appeals	5	0
	100%	0%

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

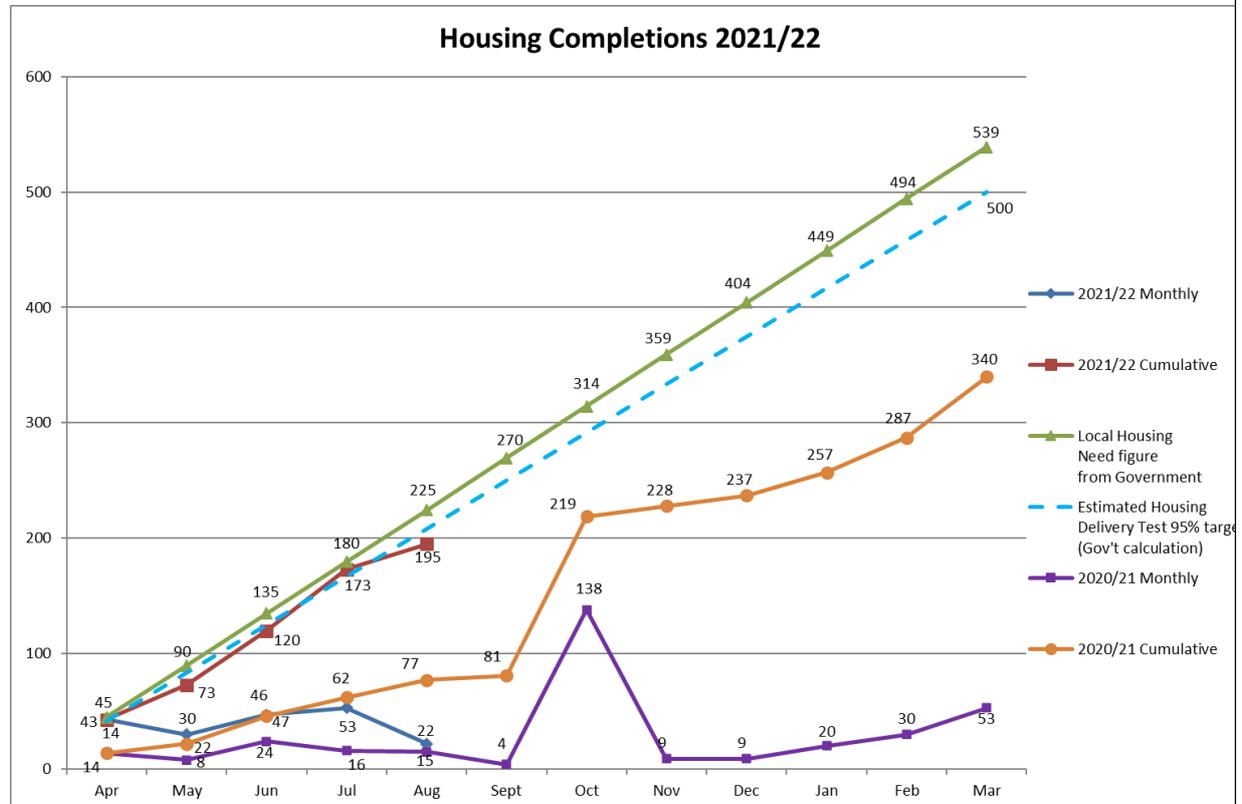
### Revenue income 2021/22

Income is still holding up well with August income matching monthly projected.

Projected	Actual	Variance with projected
April 21 – August 21	April 21 – August 21	
£529,167	£841,079	<b>+£311,912</b>

## Housing Completions

Despite only 22 completions in August housing completions continue to be significantly higher than the previous year.



## Housing Delivery Test

The Housing Delivery Test (HDT) consists of two elements:

- Housing delivery rates** – HDT looks back at housing completions over the three most recent monitoring years (2018/19; 2019/20; 2020/21). The Government has adjusted the HDT requirements in response to the Covid-19 pandemic, allowing for a 1 month “holiday” for 2019/20, and 4 month “holiday” for the 2020/21 monitoring period. 340 completions were recorded for the 2020/21 monitoring period which, applying the Government’s Covid-19 adjustments, gives a provisional HDT figure of **95.2%**, thereby passing the 95% requirement.
- 5-year housing land supply** – Work is ongoing to set the housing land supply for the 2021-26 monitoring period and setting an updated trajectory accordingly. It is anticipated that the final trajectory will be agreed towards the end of the year (late 2021).

## **Neighbourhood Plans**

Since July 2021, the following Neighbourhood Plans have reached significant milestones:

- **Castle Acre** – 6 weeks consultation recently ended
- **Gayton and Gayton Thorpe** – Neighbourhood Plan consultation finishes on 3<sup>rd</sup> October
- **Heacham** – Examiner’s Report now published. Agreement of Parish Council (Qualifying Body) to Examiner’s modifications still outstanding, but it is anticipated that these will be agreed imminently
- **Hunstanton** – Examiner’s Report now published. Agreement of Parish Council (Qualifying Body) to Examiner’s modifications still outstanding, but representatives of the Parish Council and Neighbourhood Planning Group have expressed concerns about certain Examiner’s modifications; e.g. deletion of “second homes” policy
- **Terrington St John** –Referendum due to take place on Thursday, 30<sup>th</sup> September 2021

Other Neighbourhood Plans are progressing towards consultation, e.g. officers have had recent engagement with representatives of the Grimston, Congham, Potts Row and Roydon, and Stoke Ferry Neighbourhood Planning groups re preliminary draft text and have provided advice accordingly.

## **Community Infrastructure Levy**

The first round of CIL applications for funding has taken place, and some £1,414,211 of funding was committed to projects. The CIL Spending Panel Task Group has recently met to go over lessons learnt from the first round of grant applications, and a report will now go forward to R & D Panel and then Cabinet, with suggestions of how the process might be improved, and made clearer and more efficient for Parish Councils and community groups, as well as officers.

## **Local Plan Review**

The 8-weeks Regulation 19 consultation finished on 27<sup>th</sup> September. Officers are currently reviewing representations received and will provide further feedback in due course. Numbers of responses received are as follows:

- Approximately 120 separate responses received by the close of consultation (5pm, 27<sup>th</sup> September);
- A further three late responses were received after the close of consultation;
- Responses included approximately 500 separate representations.

It is anticipated that the Local Plan can be submitted to the Secretary of State in late-2021/ early-2022.

## Major Projects Update

- The revised scheme (Parkway 2) has been submitted mid-September for approximately 226 dwellings on former COWA land. The new scheme is for approximately 226 homes, with a mix of 2, 3 and 4 bed properties, including four blocks of flats. Available for sale and private rent as well as shared ownership and 15% affordable properties.
- I can reassure people that the housing and library development on the existing bus station site in Hunstanton is going ahead, albeit behind the original schedule, with work now set to begin next spring. A decision has been made to push back the start of the redevelopment of the current bus station and library site, to create 47 new homes, a new fit-for-purpose library, and retail units, until spring 2022. This follows changes to the Fire Safety Act and pressures in the supply chain, that have caused delays.

This move has been made to avoid any disruption to the town during the Christmas season, especially given the site's proximity to the Princess Theatre.

The project is an Accelerated Construction Programme Scheme. Homes England, who have provided some of the funding for the scheme, have agreed an extension for the project.

## Meetings Attended (via Teams Zoom and YouTube)

Portfolio Meetings,  
Planning Committee  
Planning Committee Sifting  
Regeneration and Development Panel  
Cabinet  
Cabinet Siting  
Cabinet Briefings  
Full Council  
Various Meetings with Officers  
CIL Spending Panel  
West Winch Housing Company  
Custom and Self Build Task Group  
Members Briefing – New Hospital  
HAZ Partnership Board  
Masterplanning Skills Training

## **Town Deal Update**

This is the first of one of a number of updates from Cllr Middleton and Cllr Blunt on the progress of the King's Lynn Town Deal - as the ambition that was set out in the Town Investment Plan moves to a detailed business case process and delivery.

Governance arrangements are now in place that will ensure the business case preparation work and delivery is undertaken with regard to appropriate decision-making processes; relevant authority; consultation; and due diligence. Some training/ workshops has been facilitated by the central Towns Fund team on Governance - The Towns Deal Board Chair Graham Purkins has participated and is keen to evolve the board ready for the next chapter.

It is anticipated that Business Cases for each Towns Fund intervention will be completed at different stages, between now and the deadline of June 2022. The first of these is likely to be the King's Lynn Youth and Re-training pledge – the one revenue project in the Towns Deal. It is hoped this may be up and running during next year.

The Council has neither the existing capacity or specialist skills in house to complete the business case process, or project managers for the delivery stage. The use of specialist consultants and project managers is necessary to ensure the most is made of this important opportunity to invest in the town – much of the work over the summer months has focussed on securing / identifying and putting in place those resources.

On some specific elements:

### *Riverfront Regeneration*

The comprehensive development of the 'South Quay' area (including Sommerfeld and Thomas historic warehouse and adjacent 'grain silo' sites) takes a step forward as we start a marketing exercise to identify a private sector developer/ operator – you may see some press coverage. There has already been interest from the hotel/ leisure sector. In the meantime, work is underway on some preservation work to the historic asset.

### *Guildhall*

On the 30<sup>th</sup> September along with members of the project board (National Trust, Town Deal Board, Norfolk County Council) welcomed representatives from the National Lottery Heritage Fund (NLHF) to the Guildhall. Subject to following an established process, there are high hopes that the NLHF will be able to support our work to develop a successful application to NLHF, alongside the Business Case process of the Towns Fund.

## **CABINET MEMBERS REPORT TO COUNCIL**

**14 OCTOBER 2021**

### **COUNCILLOR ANGIE DICKINSON - CABINET MEMBER FOR FINANCE**

For the period 9 September to 14 October 2021

#### **1 Progress on Portfolio Matters.**

I have not made much progress since my last report owing to being away on holiday. However, whilst away I continued to attend meetings via Teams so that progress didn't grind to a complete halt. Major projects in the approved capital programme continue to be scrutinised, as does the operational element of the capital programme. It's crucial to have a critical review to ensure money is spent appropriately and that projects can be delivered in the timescale as stated. I have completed an initial draft of the Member Major Projects Board Terms of Reference as a starting point for that body to move forward and fulfil what it was created to do. The established major projects of Parkway, West Winch and the Town Deal have been very topical during this period and will continue to be so, especially in the initial concept stages.

The Leader/Cabinet are currently reviewing our corporate objectives to bring them into line with the new administration, which will have a direct bearing on the capital programmes and use of funds, etc.

Recruitment to bring the Finance Team up to full strength continues apace with the newly appointed Deputy S151 Officer having started on 6 September. A fully resourced Finance Team is crucial to restoring the Council's compliance with statutory requirements. It is hoped to have things back on track by the end of this financial year, subject to the Council's external auditors being able to fulfil their obligations. During the period of this report the draft (subject to being audited) Revenue and Capital Outturn reports were received. As might be expected, capital projects hadn't progressed as far as originally planned and the bottom line on Revenue showed that reserves had not been drawn upon to the extent originally expected. Neither aspect indicates a diminution of services beyond that dictated by lockdown and officers have continued to respond to the additional demands of dealing with the pandemic. A substantial amount has been put aside in earmarked funds so that residents and businesses aren't disadvantaged by the pandemic during which some services could not be provided.

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

My programme of work remains largely unchanged from my previous reports. The first budget monitoring report of the financial year is eagerly awaited, which should produce the first indication of progress on capital projects and revenue activity. It is anticipated that monitoring will resume a normal timetable for the remainder of the year. The Member Major Projects Board is due to have its next meeting on 3 November. Such projects are still subject to review, especially the funding and long term financial implications.

Since my last report the Independent Remuneration Panel has met to review Members'

Allowances. Its members have met with councillors to elicit their opinion and I expect to see the Panel's report imminently.

The Procurement Strategy to govern the Council's purchase of goods and services to achieve best value continues to be under review and the specific activity of Procurement that is the tender for the Council's insurance business is underway.

The Risk Register and other Audit Committee related issues continue to be under review but haven't proceeded due to officer/member/meeting room availability but a meeting is scheduled for 12 October to start the ball rolling.

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

- 6 Sep Portfolio Holder briefing with Assistant Director – Resources
- 8 Sep Portfolio Holder briefing with the Leader
- 8 Sep Additional Cabinet Sifting
- 9 Sep Council
- 11 Sep Meeting with Assistant Director – Resources re 2020/21 Outturn Report
- 11 Sep Cabinet briefing
- 15 Sep Cabinet briefing
- 20 Sep Cabinet Away Day pre meeting
- 21 Sep Cabinet (attending via Teams so active participation not permitted)
- 22 Sep Cabinet Away Day
- 22 Sep QEH/new hospital briefing
- 23 Sep Portfolio Holder briefing with Assistant Director – Resources
- 29 Sep Cabinet briefing
- 1 Oct West Norfolk Transport & Infrastructure Steering Group
- 4 Oct Meeting with Leader, Chief Executive and Assistant Director Resources to discuss Financial Planning
- 13 Oct Cabinet briefing

**CABINET MEMBERS REPORT TO COUNCIL**

**14 OCTOBER 2021**

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

For the period 9 September to 4 October 2021

**Portfolio Matters.**

The Commercial Property Portfolio continues to perform well with the Property team receiving increasing numbers of enquiries from prospective business tenants – to such an extent that the team has had to seek competitive bids on some units where there has been interest from more than one party. The commercial property portfolio is currently 98.7% let.

In a similar vein to the above, the Property team is also receiving multiple enquiries for development plots on the Nar Ouse Regeneration Area. These enquiries are mainly from businesses wishing to acquire sites to enable them to develop premises for their new, or expanding, business operations. In addition, there has also been interest from potential developers looking to speculatively build commercial units with a view to managing them once constructed. In my view, this is a positive indicator for the health of the West Norfolk local economy.

The council's own speculative development of two offices and two light industrial units at the Nar Ouse Regeneration Area (NORA) has commenced, and the team are pushing our retained infrastructure consultants/project managers (Norfolk County Council) for the delivery of the road infrastructure in order to open up the NORA site for development. This will facilitate the injection of significant private sector investment into the local economy.

Over the past few years Property Services has experienced some quite significant staffing issues. I am pleased to say that there has been a number of successful appointments this year, so the team should be getting up to full strength soon which will help the council to maintain its revenue income from its property portfolio and help generate capital receipts that we can then use to fund capital investments for the benefit of our local communities.

**Meetings Attended**

Full Council  
Portfolio meeting and Conversations with Officers  
Cabinet Briefing  
Cabinet Sifting  
Away day with Cabinet and Senior Officers

**CABINET MEMBERS REPORT TO COUNCIL**

**14 OCTOBER 2021**

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

For the period 9 September to 1<sup>st</sup> October 2021

**1 Progress on Portfolio Matters.**

Figures as follows

For Homechoice

1124 live applications on register

2 Emergency

132 High

337 medium

653 low

203 new applications/ changes of circumstances received

31 lets - may be lower as some not provided by partner landlords until 1st week of October

For Housing options

118 applicants given general advice

73 of these have also made a formal homeless declaration for investigation

**HOMELESS UPDATE**

As of the 1<sup>st</sup> October we currently have no rough sleepers this has been consistent for several weeks. This is due to the Everyone in Scheme and the hardwork from our Officers and the dedication from the support teams.

We are still using the 8 cabins. These are an emergency winter provision.

The Night Shelter will be opening from the 5<sup>th</sup> October with 9 beds. This will be opening until June next year. This is going to be open day and night so its not really a shelter its going to be more of a hostel provision. The Shelter does help people come out of the woodwork.

**Portfolio Report Data 2021/22 YTD – Care & Repair**

<b><u>District Direct (Hospital Discharge) - April - Sept</u></b>	<b>Total YTD</b>
Number of Referrals from the QEH	81
Bed Days Saved	324
<b><u>QEH Orthopedic Falls Initiative - April - Sept</u></b>	
Total Letter drop – over 70's awaiting Hip & Knee surgery	206
HPS take up	10
<b><u>Handyperson Preventions Service - April – Sept minor adapts</u></b>	
All jobs-More than one job included incl Dementia	440
No. of clients helped	396
<b><u>IHAT/Disabled Facility Grant Enquiries - April – July major adapts</u></b>	
New Enquiries	322
Telephone Triages	251
Occupational Therapy Assessments	134
Technical Schedules Completed	115
Grant Approvals	90
Completed Works	89

**Demand, Resource & Procurement**

Current Waiting list for DFG Assessments = 305, this is the highest waiting list for many years and has come about since the start of the pandemic in March 2020 – before Covid we were processing all new enquiries within a 1-5week timescale

We prioritise a case as it is telephone triaged to ensure that Priority 1 (Urgent cases such as terminal or no access to toileting) are identified and do not have to wait. Other cases are prioritised as either P2 (where there is a risk of carer breakdown or a risk within the property) or P3 (where someone is managing and has access to essential facilities but requires an assessment for a level access shower)

I have requested additional resources from the COMF funding which will help to bring this waiting list down.

Currently we are on target to commit and spend the £2.5 million DFG capital budget for 21/22.

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

Cabinet Sifting

Cabinet Briefings

Cabinet

Cabinet Away Day

Meeting with CSNN Mark Whitmore

Planning Committee

A Presentation By James Bagge on the Queens Voluntary Services Town Hall

Meeting with Jo Stanton Revenues Officer

Meeting with Nikki Patton and Duncan Hall

Visited the Careline and Ask LILY Office met the Team

**CABINET MEMBERS REPORT TO COUNCIL**

**21 October 2021**

**COUNCILLOR GRAHAM MIDDLETON – DEPUTY LEADER & CABINET MEMBER  
FOR BUSINESS, CULTURE AND HERITAGE DEVELOPMENT**

For the period 9 September – 6 October 2021

**1 Progress on Portfolio Matters.**

**Kings Lynn business investment district**

The BID has had a role in the development of the King's Lynn Town Investment Plan – a 10-year vision for that has identified priority interventions to drive economic growth in our town. The government suggested at the start of the Towns Fund process in late 2019, that BIDS could play a role in Town Deal Boards (TDB). The King's Lynn BID has played a key role, firstly in respect of governance – being a member of the board that has agreed priorities for a funding package, as well as now overseeing the delivery of those interventions; and secondly a role in engagement with town centre stakeholders, including BID members and representing their views and sharing their perspectives as part of the process. Early engagement was vital in the preparation of the Town Investment plan. It is important that the role of the BID in relation to Town's fund continues throughout the business case stage (to June 2022), and delivery stages of the process. The BID is in a unique position to facilitate a two-way flow of information between the TDB and BID members. The programme as agreed with central government contains a number of interventions that are designed directly to address some of the priorities of the BID – including business diversification in the town; boosting footfall and dwell time; making the town look attractive; increasing pride in the town, creating a sense of community. The continued involvement of the BID in shaping the Towns Fund and other future 'place-based' funds relating to the Levelling Up agenda will ensure that funds are directed in an informed way; to deliver the maximum benefit to the sustained vitality and prosperity of King's Lynn town centre.

**Local authority owned companies**

I have been asked a few times over the last month with regards to the structure of our local authority owned companies. Work is under way by a consultant to assist us in working out a structure. This report will be coming to committees with recommendations late this/early next year.

**Report from Cllr Nockolds within her role as Member Champion for heritage and culture**

The Kings Lynn Civic Society generously placed and stewarded an exhibition in the Customs House during the summer season giving our residents and visitors an opportunity to visit the interior of the building. 1600 visitors were recorded during the

9 weeks. The display also included a quiz asking visitors to identify what they considered would be beneficial initiatives for future investments in Kings Lynn. The Civic Society also organised a successful Heritage Open Day in September with many volunteers stewarding many properties throughout the town. As Heritage Champion I must offer my sincere thanks to the Kings Lynn Civic Society.

During the next 2 week- ends the Customs House will be the base for Norfolk & Norwich Festival project known as 'Rider Spoke'. The Rider Spoke event is a cycle based project where cyclists explore the town uncovering secrets and hiding their own.

NCC are commissioning 5 new artworks through the EXPERIENCE Project to form a Norfolk Way Art Trail. Funding is from Interreg EU. After many workshops, I attended, one of the Art pieces will be installed at the start of the Nar Valley Way and Rivers Way.

I have attended the NMS Joint Committee where I reported the Lynn Museum are receiving a good amount of visitors. The second quarter of the year visitors have totalled 2,122. Some visitors have travelled from places such as Manchester, Sheffield, Nottingham, Brighton and many from London. Schools have started to attend the Museum. Before the summer break 312 pupil attend.

Our 5 light projections are entertaining the public with a sci-fi time travel adventure including on TikTok and on-line. Over 500 young people at Primary Schools and Brownie Guides, Kick the Dust students and the COW have been involved with the design of the project. Funding has been received from the Arts Council, NALEP, KLBID, NCC and Borough Council.

**2 Meetings Attended and Meetings Scheduled**

Various meetings within my role as deputy leader and cabinet member

## **CABINET MEMBERS REPORT TO COUNCIL**

**14 OCTOBER 2021**

### **COUNCILLOR STUART DARK - LEADER**

For the period 9 September to 6 October 2021

#### **1 Progress on Portfolio Matters.**

I am pleased to report that work continues apace behind the scenes with lead officers to review and where necessary bring forward refreshed policies, activities, approaches and budget lines to ensure they reflect the Vision, Priorities and Values of this administration. Much that is now coming through or on Cabinet's published 'forward work plan' reflects this ongoing work and more will be added.

Some notable examples, I believe worthy of reporting upon, since our last meeting follow in summary here:

Climate Change and the environment – At Cabinet this period we agreed Climate Change Strategy and Action Plan. This sets out the Council's ambition and plan to be carbon neutral by 2035 (sooner if possible) and intention to support and encourage others outside of the council, such as businesses and residents, to play their full part. A strategy and plan that will be built upon as we move forward and new approaches and technologies etc become available. This coupled with a dedicated cabinet portfolio holder and staff, a £1M budget over the next 4 years and our Chief Executive becoming the Chair of Norfolk Council's emerging 'Climate Change Partnership' puts us in a strong position to build upon work already underway. It was pleasing at the same cabinet meeting to authorise the refit of 684 Council owned streetlights to low-impact LED lighting with the associated 'footprint' reduction and to see the new Parkway housing scheme submitted to planning, with the £1.7m of built in green infrastructure included and the UK government COP26 video internationally spotlighting the Borough's work installing ground source heat pumps also occur during this period. Looking ahead we have the associated new Flytipping Enforcement and support to litter picking schemes policy scheduled to come to Cabinet in November through the Committee system.

QEH – Our collective support to the QEH bid remains unwavering and we await government's response to the recent bid submission and the petition. I continue to have co-ordination meetings with the Hospital's Leadership Team and others and all Councillors were given a situation briefing by the QEH in this period.

Local member fund – I am pleased to report that Councillor training dates for delivering this new, unanimously supported scheme, intended to deliver Councillor led financial support to ‘grassroots’ community initiatives in every single part of the Borough have been set and it is to go ‘live’ at the start of November.

Downham Market – Councillors will be aware of the widely reported challenges currently facing Downham Market Town Council. Whilst this is a ‘sovereign’ separate council to this, we have been offering support through the Monitoring Officer and I have recently made the offer of this Council helping bear the cost of professional mediation, to hopefully move things forward for the residents of the town/Borough. A copy of a letter detailing this has been circulated to all members of this Council. Separately, I am pleased to report that additional seating has been installed at the ‘Howdale’ following my visit there and by the time of this Council meeting I will have met with community representatives looking to improve facilities there to take this forward.

Hunstanton – I am pleased to report that Cabinet, in this reporting period, authorised a spend of £250k to deliver a much-needed re-roof to the Princess Theatre, ensuring this well-used and much loved venue, owned by this Council

Is fit to continue providing great entertainment for years to come. At the same time we have matched-funded local community efforts to install a defibrillator (now in situ) in the Princess Theatre for the safety of theatregoers and those in its vicinity. In a separate development, following concerns raised that this Year’s highly regarded ‘Hunstanton Fireworks Display’ might be at risk due to the residual impact of Covid issues on its organisation and in turn funds generated from it to local charities might be severely impacted (whose ability to fundraise over the last 18months has also been affected) this Council has stepped in to underwrite this year’s event to ensure it will go ahead and the usual funds dispersed. Councillor Middleton, Officers and myself have been actively working to restore and reinvigorate the CCT (Coastal Community Team) to provide strong engagement with local stakeholders and more will follow on this.

Finally on a personal note, I would like to conclude this report by publicly commending to you and thanking the Civics Officers of this Council for their continuing hard work and professionalism organising events for us. During this period I and many Councillors (hopefully I’m speaking for them as well) attended the excellent Mayor’s Charity Event which must have taken considerable planning and I also took part in the first Borough marking of the ‘National Police Memorial Day’ with Councillor Bambridge the Deputy Mayor and local officers – a solemn occasion again well done well.

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

Of potential interest to Councillors is the fact that I have agreed to become the Norfolk District Councils representative on the board of the LEP and will be

attending my first meeting in this capacity during the next reporting period.

**3 Meetings Attended and Meetings Scheduled**

In addition to my regular Council, Cabinet and liaison meetings with other group leaders and Town Councils in this period, I attended:

Norfolk Leaders Board  
Norfolk Covid19 Engagement Board  
Norfolk Armed Forces Covenant Board  
Leaders meeting with Staff Unions  
Meeting with Members Allowance Panel