

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



COUNCIL MEETING

Agenda

Monday, 25th April, 2022
at 4.30 pm

**The Corn Exchange
Tuesday Market Place
King's Lynn**

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



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

13 April 2022

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 **Monday, 25th April, 2022** in the Corn Exchange, Tuesday 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 Meetings of the Council held on 23 February and 23 March 2022 (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. APPOINTMENT OF THE MONITORING OFFICER (Page 6)

7. URGENT BUSINESS

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

8. PETITIONS AND PUBLIC QUESTIONS

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

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 : 15 March 2022 (Pages 7 - 8)

CAB117: Review of Hackney Carriage and Private Hire Licensing Procedures and conditions

Exempt report

CAB121: Legal Services Review

2) Cabinet: 11 April 2022 (Pages 9 - 12)

CAB130: Guildhall Creative Hub Options Including Governance

CAB131: Memorials Safety Policy

Exempt report

CAB133: Resourcing – Forward Planning

10. NOTICE OF MOTION

To consider the following Notice of Motion (3/22), submitted by Councillor Kemp

King's Lynn and West Norfolk is fully united around the need for a full replacement rebuild of the QEH. The number of temporary props holding up the hospital roof - that are preventing the ceiling from collapsing - has more than doubled to 470, up from 213 at the start of November. The situation is critical. Council therefore will write to the Govt to ask for the QEH to be awarded full funding for the rebuild, with an immediate start-date.

11. CABINET MEMBERS REPORTS (Pages 13 - 32)

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 Sam Sandell

Deputy Leader and Business, Culture & Heritage – Councillor G Middleton

Leader - Councillor Stuart Dark – report to follow

12. 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

APPOINTMENT OF MONITORING OFFICER

The council's existing Monitoring Officer Alexa Baker was employed by Eastlaw and contracted to the position of Monitoring Officer for the Borough Council. Ms Baker has now been appointed to the position of Assistant Director Legal Services employed by the Borough Council, so Council is invited to agree her appointment to the Statutory role of Monitoring Officer.

The Monitoring Officer is a statutory appointment and has specific responsibilities in respect of ensuring good governance within the authority. Section 5 of the Local Government and Housing Act (1989) As Amended, sets out the legal basis.

The Monitoring Officer has a range of functions that they need to perform. Some of the key elements are:

- (i) Reporting to the Authority in any case where the Monitoring Officer is of the opinion that any proposal or decision of the Authority has or is likely to give rise to any illegality or maladministration
- (ii) To be responsible for matters relating to the conduct of members and officers, including investigations into the conduct of Members
- (iii) To be responsible for the operation of the council's constitution.

DECISION:

That Alexa Baker, Assistant Director Legal Services is appointed Monitoring Officer for the Council with effect from 2 May 2022.

RECOMMENDATIONS FROM THE CABINET MEETING ON 15 MARCH 2022 TO COUNCIL ON 25 APRIL 2022

CAB117: REVIEW OF HACKNEY CARRIAGE AND PRIVATE HIRE LICENSING PROCEDURES AND CONDITIONS

[Click here to view the recording of this item on You Tube](#)

Cabinet considered a report which explained that the Department for Transport published Statutory Standards in July 2020 setting out a range of robust measures to protect taxi and private hire vehicle passengers, particularly those most vulnerable. Licensing Authorities were requested to consider the Standards by the end of January 2021, and were expected to make appropriate changes to their policies and procedures in early 2022.

The report incorporated the changes within the statutory standards into the Council's existing taxi and private hire procedures and conditions, and made further amendments to the same regarding the age/mileage and testing requirements of licensed vehicles.

Cabinet discussed the report and commended the amendments.

The support of the Environment and Community Panel was noted.

RECOMMENDED: That the Council be invited to adopt the revised Hackney Carriage and Private Hire Licensing Procedures and Conditions document.

Reason for Decision

Changes to the existing Hackney Carriage and Private Hire Licensing Procedures and Conditions document are required to incorporate Statutory Standards for the protection of the travelling public. Additional changes to the age and mileage of licensed vehicles are proposed to assist with financial hardship of the licensed trade, alongside additional vehicle testing requirements to ensure vehicle safety

CAB121: LEGALSERVICES REVIEW

Cabinet considered a report which set out proposals for the provision of the council's legal services.

The options explored in the report were:

- Renew the arrangement with Eastlaw following a full review of the Service Level Agreement (SLA), excluding the Monitoring Officer role
- In-house provision with external commissioning when needed
- Section 113 delegation arrangement with another local authority
- Fully commissioned – public or private

Under standing order 34 Councillor Moriarty presented the comments from the Corporate Performance Panel who supported the recommendations with the suggested addition of the involvement of the Monitoring officer in recommendation 2. This was agreed.

RECOMMENDED: 1) That the Assistant to the Chief Executive invokes the notice period for termination of contract with Eastlaw (12 months)
2) That an in-house legal team be established and the resources recruited to manage the council's legal work and the Monitoring Officer be fully involved in that process.
3) That authority be delegated to the Chief Executive in consultation with the Leader of the Council to progress the project to create an in-house legal function, together with the procurement of software for the administration of the service. An in-house service is within budget, as set out in the Financial Implications within the report.

Reason for Decision

The cost of legal services is increasing due to the volume of legal work including governance issues and large, complex projects being undertaken by the council. The council requires strategic, specialist skills and resiliency to ensure the council's legal obligations are carried out in an accurate and timely manner. Due to capacity problems the council has experienced significant delays with some legal work resulting in it requiring outsourcing at extra cost. The council has appointed a dedicated Monitoring Officer in recognition of the issues experienced in sharing this post with another authority and it is now proposed to bring the legal service back in-house.

The minor amendment to recommendation 2 also takes into account the comments from the Corporate Performance Panel.

RECOMMENDATIONS FROM CABINET ON 11 APRIL 2022 TO COUNCIL ON 25 APRIL 2022

CAB130 GUILDHALL CREATIVE HUB OPTIONS INCLUDING GOVERNANCE

Cabinet considered a report which set out the progress made on the St George's Guildhall and Creative Hub project as part of the Town Deal programme and the Council approvals required as the accountable body and leaseholder/owner of the Centre. The approvals were required to complete both a Business Case for the Towns Fund stage 2; and a Business Plan (and a stage 1 application) to the National Lottery Heritage Fund (NLHF), to secure match funding for the project.

It was noted that a clear direction and plan on the future management and operational arrangements for the Guildhall and Creative Hub were critical to the NLHF application and Towns Fund Business Case. The Guildhall Project Board (that included The National Trust and Norfolk County Council) had considered the best governance and operational structure for the future new enterprise, and the most appropriate characteristics of any new legal entity. The recommendation was based on the unanimous views of a number of culture sector specialists consulted, including retained consultants for the project, FEI Ltd.

The comments of the joint meetings of the Regeneration and Development Panel and Corporate Performance Panel were considered by the Cabinet.

Under standing order 34 Councillor de Whalley addressed Cabinet in support of the proposals whilst encouraging the provision of resources for future funding and an archeological building record be carried out.

Under standing order 34 Councillor Nockolds commended the work completed which had commenced many years ago but was prevented due to lack of finance. She encouraged its marketing as a heritage asset along with the others in the town.

Under standing order 34 Councillor Moriarty addressed Cabinet on the views of the Joint Panels and the comments made at those meetings regarding the selling points of the complex such as the oldest theatre, and the Shakespeare connection.

Under standing order 34, Councillor Joyce drew attention to the risks if National Lottery funding was not forthcoming. He asked where the revenue funding for the project in the future would come from.

Cabinet debated the report and its recommendations reminding members that the council had a full repairing lease on the building for a further 30 years. Attention was drawn to the debate held in the joint Panels meetings, and the fact that this was a unique opportunity that could not be ignored with its potential transformational benefits for the town as a whole. It was also noted that the Charitable Incorporated Organisation would potentially be able to access funding opportunities that the council would not be able to access. The Cabinet was reassured that should the funding application be unsuccessful there would be further opportunity to consider

the plans. Cabinet acknowledged the work that Councillor Nockolds had done over the years to support and develop the Guildhall.

Attention was drawn to the additional recommendations from the Panels in recommendation 3 to further involve the panels and recommendation 5 to include the Task Group in the consultation process. These were agreed.

RECOMMENDED:

1. The Council endorses the Vision Manifesto (appendix 1) and the Business Plan (appendix 2) for the Centre for submission to the Towns Fund and NHLF.
2. That following consideration of the options for securing funding for the Guildhall and Creative Hub set out in section 4, the council agrees to amend the capital programme as set out in section 7.3 in the report, to underwrite the match funding required in order to secure the Towns Fund allocation.
3. In the event the NLHF Stage 1 or 2 applications are not successful, a further report be brought back to Cabinet and relevant Panels to confirm the final project scope and extent of funding required as detailed in section 7.3 of the report
4. That following a consideration of the options for a governance and operating model that a new separate entity is formed. That on consideration of options (appendix 3), that this entity is a newly formed for purpose Charitable Incorporated Organisation (CIO).
5. That the process of forming a new Independent CIO with a wholly owned trading subsidiary is commenced and matters relating to this including:
 - Finalising the constitution and Governing Document the way the CIO will run
 - Selecting the Chair and two initial trustees before an application to the Charities Commission is made as detailed in section 5 of the report.
 - Choosing a name

are delegated to the Monitoring Officer and Chief Executive in consultation with the Portfolio Holder for Business, Culture and Heritage and the newly formed task group.

6. The financial implications of the decisions as set out in section 7 of this report are endorsed and reflected in the Council's Financial Plan from 2025 onwards
7. Delegate authority to the Assistant Director for Property & Projects in consultation with the Portfolio Holder for Commercial Property to negotiate and conclude the leases with existing tenants.

Reason for Decision

To provide the match funding evidence for the 'Guildhall and Creative Hub' to secure the £4.8m Towns Fund allocation.

A timely decision about how a future enterprise will be governed and the model under which it will operate is an important part of planning the 'Guildhall and Creative Hub' project and the associated funding submissions. The decision will demonstrate to funding bodies that the council is giving careful consideration and certainty at this stage to the future sustainability of the investment being sought and the key documents that will define the relationship between the council and the entity that will run the Guildhall and Creative Hub.

The project directly supports and will deliver against the Council's commitment and ambitions for culture as set out in the Council's Cultural Prospectus and Town Investment Plan (2021).

CAB131 **MEMORIALS SAFETY POLICY**

Cabinet considered a report which explained that the Borough Council of Kings Lynn and West Norfolk (BCKLWN) was responsible for the maintenance and operation of 5 cemeteries and 17 closed churchyards. All of the cemeteries and 16 of the 17 closed churchyards were adorned with a variety of headstones and burial memorials. As operators of these sites BCKLWN was also responsible for the safety of visitors, contractors and employees in these locations, and one of the key safety measures duly placed on the council was to ensure the safety of the grounds including memorials / headstones in these locations are safe, and not at risk of falling and injuring a person.

The report set out the procedure for the ongoing testing of memorials / headstones in these locations. as well as the policy and methodology for managing memorial safety.

Cabinet discussed the implications of the policy and the fact that any headstones or memorials affected would be treated with care and respect.

It was noted that the Environment and Community Panel had considered the item and supported the recommendations.

RECOMMENDED 1) That the Council to be invited to adopt the new policy for Memorial Safety Testing and subsequent methodology for dealing with unsafe memorials.

2) That an additional capital amount of £25,000 to test and inspect closed churchyards, with subsequent testing funding by an increase in the annual contributions to reserves be approved.

Reason for Decision

To define a clear policy for the management and any resultant actions with results of memorial safety testing.

To ensure appropriate resources for the testing (ie financial resources)

CAB132 **EXCLUSION OF THE PRESS AND PUBLIC**

RESOLVED: That under Section 100(A)(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 1 of Part 1 of Schedule 12A to the Act.

CAB133 **RESOURCING - FORWARD PLANNING**

Cabinet considered a report which proposed an increase in resources at Management Team level in the short term and provided the opportunity to forward plan for future resourcing. Cabinet acknowledged that additional resources required to carry out the work proposed in the Borough.

Under standing order 34 Councillor Moriarty confirmed he would have question on timings when the item was presented to Corporate Performance Panel.

Under standing order 34 Councillor Joyce spoke on future recruitment and changes.

Cabinet reminded members that the proposal was in order to ensure the council was able to manage the high workloads on its staff and ensure knowledge was shared amongst teams and the Chief Executive was responsible for supporting the staff under her, whilst the Cabinet was responsible for supporting the Chief Executive in her role.

RECOMMENDED: 1) That an additional full time Executive Director be recruited who will be responsible for Regeneration, Economic Development and Growth

2) That the Chief Executive, and both existing Executive Directors reduce to 4 days (30 hours) as detailed in the report

Reason for Decision

To provide sufficient capacity and expertise at a senior level to respond to Towns Fund, Shared Prosperity and Levelling Up funding opportunities. To commence forward planning for resources at Management Team level.

CABINET MEMBERS REPORT TO COUNCIL**25 April 2022****COUNCILLOR BRIAN LONG - CABINET MEMBER FOR CORPORATE SERVICES**For the period March 2022 to 7th April 2022.**1 Progress on Portfolio Matters.**

Customer Information Centre:

Staff of the CIC organised a Cake sale that raised over £400 for the DEC appeal for Ukraine. An excellent effort for all involved (and very tasty too!)

Reception Area

Self Serve PCs were set to be reintroduced for general use in reception area of King's Court Office, however events in Ukraine has led this to be reassigned for use by any Refugees arriving at the reception centre within the building for Ukrainian Refugees.

King's Court Refugee Centre.

Staff at King's Court have taken space vacated by the CCG within the building to introduce a reception area for those arriving from the Ukraine. It had been considered to use a "porta cabin" type building for this purpose, however swift action meant a more welcoming area has been produced within King's Court including a play area for those with children and PCs as mentioned above.

King's Court – Ongoing repairs.

Problems with leaks in the atrium above the DWP have been addressed in last few days. This is part of routine works to keep the building fully utilised and functional. In addition to this works to the air source boiler are complete and together with retained gas boiler (as back up) were doing a good job when I have visited over the last month.

2 Forthcoming Activities and Developments.

ICT

The members / officers ICT development group meetings are to recommence, they have not met throughout the pandemic as staff have had other priorities due to the pandemic. However it is hoped the backlog of proposed schemes can be addressed going forward. I will advise further once outcomes known.

3 Meetings Attended and Meetings Scheduled

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

Norfolk Parking Partnership
Wash and North Norfolk Marine Partnership – Management & Stakeholder
Alive West Norfolk Board
E & C Panel
Special Council
KFC Lynn Litter Pick
2 x Briefing on Changes to Bin Collection Rounds.

TO be attended (at time of writing)
Additional Cabinet
Meeting with Upwell PC ref Cemetery
ICT Development Group

CABINET MEMBERS REPORT TO COUNCIL

25 April 2022

COUNCILLOR PAUL KUNES - CABINET MEMBER FOR ENVIRONMENT.

For the period 23rd February to 25th April 2022

1 Progress on Portfolio Matters.

With most of the work on the de-carbonisation program, now completed, we are looking to the next stage of re-fit. Grants are now much less generous so we will progress at a slower pace. With the huge increase in gas prices which came into effect in early April, there will be significant savings in expenditure on gas through this project. (but there will be an increase in electricity costs) and of course a big reduction in CO2 output.

- I am very pleased to announce that we have completed the planting of over 6,500 trees at the Lynnsport site as well as others across the Borough.
- Following enquiries from several Parishes we are formulating a program to provide thousands of saplings to be planted later this year.
- Initial meetings have taken place with the Energy Saving Trust, who will be conducting a review of the Council Vehicle fleet, with a view to moving over to Electrically powered vehicles where possible. This will take place over several years as older vehicles become due for renewal.

2 Community Safety & Neighbourhood Nuisance Team

Fly-tipping

We are currently working with other agencies on major fly tipping incidents, but I am not able at this stage to give any details.

3. Refuse.

As I am sure you are all aware there will be a change to collection days for many people throughout the Borough, commencing May 9th. Every affected household will receive details through the post, and it will be widely advertised in the press and through social media.

4.Meetings Attended and Meetings Scheduled

Cabinet
Portfolio briefing: -Climate Change, Recycling and Refuse collection and Licensing.
Flood and Coastal erosion matters.
Cabinet Briefing

Budget briefings

CPP

E&C

LGA Coastal Special Interest Group (SIG)

Friends of the Earth, Klimate Concern

QEH Board of Governors

QEH Nom and Rem Ctte

QEH Finance Ctte

Licensing and Appeals Board

Kings Lynn Conservancy Board.

Most of the above meetings held on line.

CABINET MEMBERS REPORT TO COUNCIL

25th April 2022

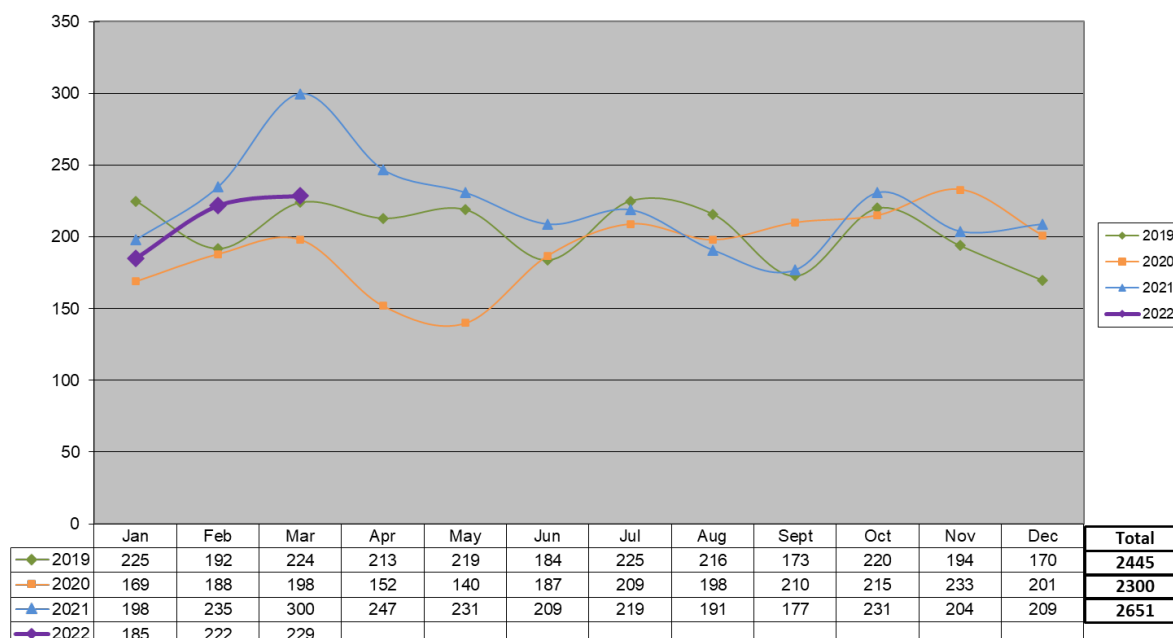
COUNCILLOR RICHARD BLUNT - CABINET MEMBER FOR DEVELOPMENT & REGENERATION

For the period from 10th February 2022 – 8th April 2022

1 Progress on Portfolio Matters.

Planning and Discharge of Conditions applications received

Planning and discharge of condition applications received



Applications received continues to be high and we still have vacant posts to fill. Temporary arrangements have been put in place with agency staff to help with the high caseloads including a Principal Planner for North Team. Vacant posts have been advertised and I will provide an update on how successful we have been with recruiting in my next report. We are aware there is a shortage of qualified planners nationally.

Major and Minor dwelling applications received comparison

Householder applications received continues to be higher than previous years.

| | 1/3/19 – 28/2/20 | 1/3/20 – 28/2/21 | 1/3/21 – 28/2/22 |
|--|------------------|------------------|------------------|
| No. of Major dwelling applications rec'd | 27 | 25 | 21 |

| | | | |
|--|-----|-----|-----|
| No. of Minor dwelling applications rec'd | 427 | 327 | 312 |
| No. of Householder applications rec'd | 647 | 781 | 899 |

*Minor dwelling applications = up to 10 units

Major dwelling applications = over 10 units

2021/22 performance for determining planning applications 1/3/21 – 28/2/22

| | National target | Performance |
|-------------|-----------------|-------------|
| Major | 60% | 93.2% |
| Non – Major | 70% | 89.5% |

Appeal Performance – decisions made by The Planning Inspectorate 1/3/21 – 28/2/22

| | Dismissed | Allowed |
|---------------------|-----------|---------|
| Planning appeals | 33 | 10 |
| | 77% | 23% |
| Enforcement appeals | 6 | 1 |
| | 86% | 14% |

The higher the number of appeals allowed, the more The Planning Inspectorate is going against the council's decisions, so a low figure of appeals allowed (upheld) is clearly preferable. For context the national average for planning appeals allowed annually has been around 34%.

Revenue income 2021/22

Income has exceeded projected for the financial year 2021/22.

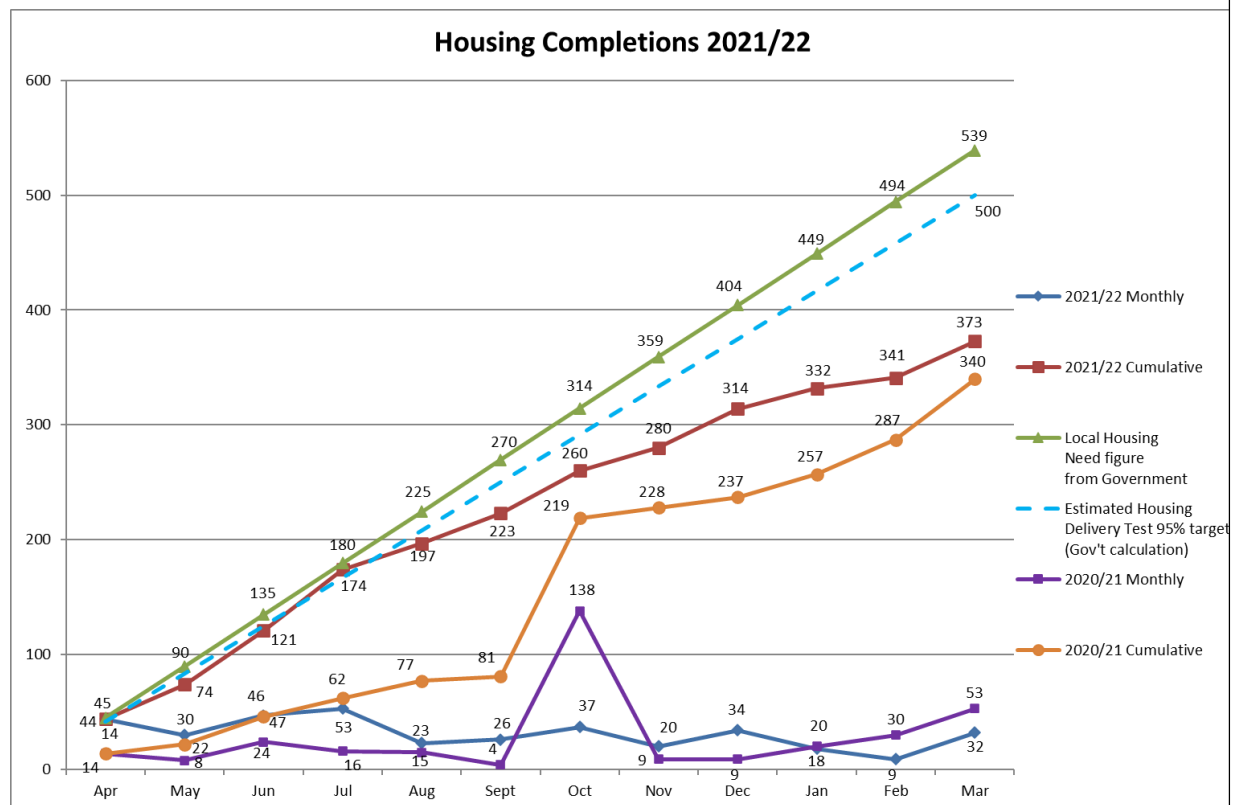
| Projected | Actual | Variance with projected |
|---------------------|---------------------|-------------------------|
| April 21 – March 22 | April 21 – March 22 | |
| £1,270,000 | £1,628,337 | +£358,337 |

Medworth Update

The Planning Inspectorate is required to notify all Host Authorities that the application for the MVV EfW CHP Facility has been submitted and gives 14 days for the Host Authorities to comment on whether they consider the community consultation undertaken is adequate. To date, no such notification has been received. However, once received, the Council will make a thorough assessment of the statement of community consultation which will be presented to and considered by Planning Committee and final comments will be submitted to the Planning Inspectorate within the 14 day period.

Housing Completions

Housing completions are 33 higher than the previous year but still below projected, 32 in March 2022.



Local Plan

The Local Plan has taken another step closer as the draft document has been submitted to the Planning Inspectorate for review.

Submission of the Local Plan to the Planning Inspectorate is a significant milestone in the process. The Inspectorate will undertake independent 'examination in public', which will take place over the remainder of the year.

The Local Plan is a key document for the borough as it allocates land for development and sets out a range of policies for delivering sustainable development up to 2036.

The Planning Inspectorate will examine the plan against four criteria:

1. Is it 'positively prepared'? Does it seek to meet the area's objectively-assessed needs; and is it informed by agreements with other authorities, so that any unmet need from neighbouring areas is accommodated where it is practical to do so and is consistent with achieving sustainable development?
2. Is it 'justified'? Is it an appropriate strategy, taking into account the reasonable alternatives, and based on proportionate evidence?
3. Is it 'effective'? Is it deliverable over the plan period and based on effective joint working on cross-boundary strategic matters that have been dealt with rather than deferred, as evidenced by the statement of common ground?

4. Is it 'consistent with national policy'? Does it enable the delivery of sustainable development in accordance with the policies in the framework?

Neighbourhood Plans

We have been working with representatives of the Town and Parish Councils/ Neighbourhood Planning Groups to finalise the documents in readiness to present to referendum. The intended timetable for the provisional referendum date is as follows:

- 5th April 2022 – Publication of decision statements, informing of the Borough Council's formal intention to take the two Neighbourhood Plans to referendum
- End April/ early May 2022 – Publication of referendum information pack and published documentation
- May 2022 – Publication of referendum material
- 16th June 2022 – Provisional date for referenda
- June/ July 2022 – Hunstanton and Heacham Neighbourhood Plans to be "made" (adopted) by the Borough Council.

Major Projects

- Nora 4
 - Delays due to supply issue. First units completed Mar 2022. 94 Units to be completed this financial year (2022 /23). 6 properties reserved, 20 properties with early bird interest (50-70% of early birds expected to progress to reservations).
- Parkway
 - Planning approval received at March Committee and Decision Notice received 29th March 2022 Expected SoS July 2022, early works to address pre-commencement planning conditions started.
- Salters Road
 - Groundworks nearing completion. Contract negotiations with Freebridge near completion. Commencement of main works – April/May 2022.
- Lynnsport1 – in planning, awaiting committee date.
 - Target committee date May 2022. Works to commence Summer/ Autumn 2022 subject to planning / viability review.
- Hunstanton Southend Road
 - Enabling works complete. Target mobilisation of April / May 2022. Awaiting contract execution by Lovell.
- Hunstanton Bus Station
 - Review ongoing to overcome fire safety design issues, which has impacted on viability. Other pre-commencing works on hold until review complete (Target Feb 2022).
 - Revised scheme planning application target Aug 2022
 - Commencement of construction activities 2023
 - Enabling works to relocate bus station / stops ongoing.
- Waveny Road
 - Pre-app April 2022

- NORA 5
 - Initial Design, Open Market Housing & Specialist Extra Care housing being considered.
 - Initial site investigations and due diligence ongoing.
 - Local Housing Market analysis to inform design ongoing

- Heacham Toilets
 - Refurbishment works commenced w/c 4/4/22
 - Target opening prior to Jubilee weekend

Town Deal Board Update

| BUSINESS CASE | BUSINESS CASE SUBMISSION DATE (including full independent assurance and approval) | PROGRESS UPDATE |
|---|--|--|
| PROJECT 1 Youth & Retraining Pledge | 14/01/22 | <ul style="list-style-type: none"> • Preparation for delivery phase underway. • Recruitment underway, interviews w/c 04/04 • Staff premises secured • Funding agreement agreed • Project Partners SLAs |
| PROJECT 2 Public Realm | 14/01/22 | <ul style="list-style-type: none"> • Public engagement completed • Procurement underway • Arts Council application for art trail pending • Finger post installation underway • Rail Station Street Furniture procurement complete • Revised design & build procurement approach agreed for Pop up kiosks |
| PROJECT 3 Multi User Community Hub | 30/06/22 | <ul style="list-style-type: none"> • Exclusivity agreement completed for preferred site acquisition process underway • Detailed initial feasibility completed inc updated costs • Consultation complete • Project Board established • RIBA Stage 1 design commissioned • Extension to business case submission date required • Revised Funding package to be signed off. |
| PROJECT 4 Town Centre Repurposing | 31/08/22 | <ul style="list-style-type: none"> • Site visits, building options, valuations and assessment of potential uses ongoing • Project Board recommendations approved for consideration by TDB on 08.04.22 |
| PROJECT 5 Riverfront Regeneration | 31/08/22 | <ul style="list-style-type: none"> • Discussions and due diligence continue with interested parties for Somemfeld & Thomas site • Regular project group meetings held • Working party session held on 01.04.2022 to consider Customs House/Purfleet. |
| PROJECT 6 Active & Clean Connectivity | 31/08/22 | <ul style="list-style-type: none"> • Active Travel Hub Draft RIBA stage 2 complete. Scope review underway to be in line with available budget • Package of schemes from LCWIP to support Parkway develop have been identified and appraised and sent to Mott MacDonald to feed into the business case work. • WSP preferred scheme developed for the gyratory, detailed assessment and costing underway. • Project Board reviewed concept scheme proposals on 17/02/22. R&D Panel 12/4/22 • Comms Delivery Plan being prepared. Consultation & engagement April 2022. |
| PROJECT 7 St George's Guildhall and Creative Hub | 30/06/22 | <ul style="list-style-type: none"> • Vision manifesto, Business Planning & Activity Plan complete. • NLHF stage 1 application due in May 22. • Site wide RIBA Stage 1 report complete & updated costs under review • Cabinet report for CIO and overall scheme proposal due 11 April 22. • Communications Plan launched • Positive discussions with existing site occupiers. • Business case prep underway • Recruitment of Senior Project Manager |

This is the latest progress update for Town Deal Business cases as of 1st April 2022

Meetings Attended (including Teams Zoom and YouTube)

Portfolio Meetings, Development and Regeneration

Planning Committee

Planning Committee Sifting

Regeneration and Development Panel

Cabinet

Cabinet Siting

Cabinet Briefings

Full Council

Various Meetings with Officers

Town Fund Project Board

Norfolk Strategic Planning Forum

QEH Briefing

Joint Panel Meeting

West Norfolk Transport and Infrastructure Steering Group

CABINET MEMBERS REPORT TO COUNCIL

25 APRIL 2022

COUNCILLOR ANGIE DICKINSON - CABINET MEMBER FOR FINANCE

For the period 24 February to 25 April 2022

1 Progress on Portfolio Matters.

Following on from the budget and Council Tax setting process my direction centred wholly on Members' Allowances, to accommodate the extra, special council meeting on 23 March. Ongoing issues include the work of the Member Major Projects Board (MMPB) and ensuring all projects fulfil the requirements set as part of the terms of reference. Work has begun on next year's budget setting timetable to ensure that all members are engaged in the process at an early stage. The process will include the opportunity for suggestions to be made to create new income streams to support and sustain the provision of our service to residents and businesses. Finally, the revenue and capital monitoring process is being reviewed in depth with January's having been published and February's being imminent. A number of issues were flagged on January's, some of which will be reflected in February's but the process will be reviewed in greater detail in preparation for the new year.

The Finance Team has already commenced the closure of 2021/22's accounts, a process that takes precedence over most everything else. I anticipate that the first monitoring report will be for June and will be published by the end of July. From then on monitoring reports will appear more frequently and more promptly than they have in recent times. There have been a number of reasons for those gaps in monitoring, not least a large amount of additional work required due to Covid.

We continue to have problems in publishing our Statement of Accounts for the years 2019/20 and 2020/21. The delay is partly due to our own historic resourcing issues but the Team is now fully resourced, however, our external auditors also have significant resourcing issues, which is contributing to the delay as in addition to the demands of the process itself, timing is also key, and what might be convenient for our auditors may clash with other demands on the Team such as the budget process. Unfortunately there is no immediate solution however we understand that our auditors are about to undertake a significant recruitment drive to ameliorate the position.

2 Forthcoming Activities and Developments.

Future activity will continue in the areas mentioned above, including financial implications of the Town Deal projects. I will also pick up on a number of

issues raised at the last Audit Committee that require attention. More work is required on the use of the General Fund and Earmarked Funds but such work is limited until prior years' accounts have been audited.

3 Meetings Attended and Meetings Scheduled

28 Feb Cabinet Sifting
28 Feb Audit Committee
02 Mar Portfolio Holder Briefing
02 Mar Member Briefing regarding the Towns Fund
02 Mar Cabinet Briefing
03 Mar Corporate Performance Panel
07 Mar Member/QEH Covid Briefing
11 Mar Portfolio Holder Briefing
16 Mar Cabinet Briefing
17 Mar Member Briefing on the Guildhall and Creative Hub projects
18 Mar Portfolio Holder Briefing
23 Mar Special Council
24 Mar Meeting with Assistant Director – Personnel regarding Members' Allowances
24 Mar Cabinet Sifting
25 Mar Portfolio Holder Briefing
29 Mar Cabinet Briefing
30 Mar Portfolio Holder Briefing
30 Mar Joint Corporate Performance/Regeneration & Development Panels (pt)
01 Apr West Norfolk Transport and Infrastructure Steering Group
08 Apr Member Briefing regarding revised bin collection regime
11 Apr Audit Committee
12 Apr Cabinet Briefing
13 Apr Portfolio Holder Briefing
13 Apr Corporate Performance Panel
19 Apr Cabinet Briefing
22 Apr Portfolio Holder Briefing

CABINET MEMBERS REPORT TO COUNCIL

25 April 2022

COUNCILLOR ADRIAN LAWRENCE- CABINET MEMBER FOR PROPERTY

For the period February to 11 April 2022

Progress on Portfolio Matters.

In my previous Council Report I mentioned that the construction activity on the Nar Ouse Regeneration Area Enterprise Zone (with our building some offices and light industrial premises (as Phase 1)) was generating enquiries from interested parties. I am pleased to report that in the past few weeks the Property Team has held meetings with four different businesses, and issued preliminary Heads of Terms to three of these interested parties. What is interesting is that the enquiries for the light industrial premises are from established businesses within the manufacturing and advanced engineering sector which is obviously a sector that we would like to see grow and strengthen within our area. Two of the businesses expressing interest are from outside our district and their interest in our speculative units is not about relocation, it is about expansion, which again is a positive sign. What is also encouraging is that some of these businesses have mentioned proposals for developing apprentice roles within their organisations as part of their business expansion plans, which should give rise some interesting training and employment opportunities.

My Cabinet colleagues and I have been briefed on the various expressions of interest for sites and buildings on the Nar Ouse Regeneration Area and there is consensus that we are keen to be open to welcoming a variety of businesses to invest and occupy this site whilst maintaining the strategic ambition for the area as a high quality business park. I will work with my Cabinet colleague, the Portfolio Holder for Development and Regeneration, to ensure that investment is secured as quickly as possible, that the quality is maintained, and that commercial deals are struck to benefit the council in terms of revenue income and capital receipts.

With regard to other disposals I am anticipating the legal completion in the very near future of a small site at Reid Way, King's Lynn, that is facilitating the development of some affordable/temporary housing units. We are also gearing up to market a development site for nine housing units in Burnham Market by appointing an external agent who will advertise the site for us. In addition we are looking to bring to the market a small development site, for two semi-detached houses, in Stoke Ferry in the near future, however some

further due diligence is required before it is ready to be marketed, and this work is on-going.

Staff resources within the Property & Projects department has had a slight set-back with the Property Services Manager leaving to work for another organisation, after being here for only twelve months, and one of the main Facilities Management team members needing to take some extended time off for health reasons. However a recruitment campaign has been undertaken to fill the Property Services Manager position and the role has been offered to one of the candidates, however it is unlikely that they will be in post for three months owing to notice requirements with their current employers. Notwithstanding the resource issues being experienced the team continues to progress matters with outstanding lease renewals, rent reviews and rent arrears that have mainly arisen owing to the Covid pandemic.

Although King's Court Office accommodation falls under one of my Cabinet colleague's area of responsibility, this site is managed by the Property Services Team, and I would just like to mention that in short order they managed to negotiate the lease surrender of some of the office accommodation occupied by the West Norfolk Clinical Commissioning Group in King's Court that will now be used as a welcome/administration centre to help Ukrainian refugees. I also understand the King's Court caretakers pulled out all the stops to dismantle and store furniture, and decorate the rooms over a weekend – so well done to all those involved.

Meetings Attended

Full Council
Special Full Council
Cabinet Meetings
Meeting with the Chairman of Gaywood Community Centre
Cabinet Briefings
Portfolio Meetings
Meetings with Officers

CABINET MEMBERS REPORT TO COUNCIL

25 April 2022

COUNCILLOR SAM SANDELL - CABINET MEMBER FOR PEOPLE AND COMMUNITIES

For the period 25th February to 8th April 2022.

Sports Facilities and Playing Pitches

At the time of writing my report, the response from the Sports Facilities questionnaire has been very poor. This survey aims to shape the future of the Sports Facilities and Pitches within the Borough, not just for now but for the future of our health and wellbeing of residents and visitors. This is a good project. Please encourage people to get involved and have their voices heard. The email address is- www.west-norfolk.gov.uk/sportsfacility research. This is open until the 17th May 2022.

The Big C Opening

On the 17th March I attended the opening of the Big C Centre on the London Road, along with the Mayor and Mayoress. The Founder of the Big C also attended. With the aid of The Norfolk Community Foundation fund £9,209.00 was awarded towards the costs of furniture, fixtures and fittings and IT for the Support and Information Centre in Kings Lynn. This will support local people affected by cancer and aims to improve their quality of life, physical health and their mental well-being.

Homelessness and Housing

The Ukraine situation is changing on a daily basis. It's difficult to say how many people are coming to the area.

We have had a number of landlords offering up properties. We have 50 live inspections currently with several of these being done.

We have seen a significant increase in numbers of people in temporary accommodation. This is due to several factors: Landlords wanting to sell the properties, and people fleeing from domestic abuse.

As of the end of last week (8th April 2022) we are not aware of any rough sleepers.

We still have a high number of complex cases. These people are getting a high level of support.

2 Forthcoming Activities and Developments.

Your Local Paper Young Hero Awards.

On the 20th April 2022 I will be attending the Young Hero awards at the Corn Exchange with Simon Weston CBE.

Food for Thought.

People in North Lynn can attend a series of sessions offering help to cook tasty and nutritious food on a budget through the borough council's Lily service.

Food for Thought, run in partnership with the College of West Anglia and the North Lynn Discovery Centre, offers weekly sessions in an informal environment where people can learn new skills such as food budgeting and healthy eating

"You will be able to take away skills that will help you cook on a budget, find cheaper supermarket swaps, make healthy 'fake-away' meals and learn how to make meals go further."

There are 12 sessions in all, starting on 22 April and continuing until 15th July. They will take place every Friday from 9.30am to 11.30am. You do need to book to make sure you have a place as limited spaces are available, but they will be informal and you do not have to attend all of them, you can pick and choose topics that interest you.

3 Meetings Attended and Meetings Scheduled

25th Feb - Sports Facility Meeting
28th Feb - Cabinet Sifting
2nd March - Members Briefing
2nd March - Cabinet Briefing
3rd March - Catch up Cllr Lowe
7th March - QEH Briefing
9th March - Cabinet Briefing
14th March - Portfolio Catchup
15th March – Cabinet
16th March- Local Plan task Group
17th March - Active Clean Connectivity Meeting
17th March - Integrated Care Initial Meeting with Officers
17th March – Attended the Big C opening London Road
29th March – Cabinet Briefing
7th April – Financial Assistance grant meeting

8th April – Bin Collection changes Meeting

11th April – Portfolio Catch up

Future Meeting Scheduled

14th April- College of West Anglia Visit

20th April – Your local Paper Hero Awards

Also the usual Cabinet and Portfolio meetings

CABINET MEMBERS REPORT TO COUNCIL

25 April 2022

**COUNCILLOR GRAHAM MIDDLETON –
CABINET MEMBER FOR BUSINESS DEVELOPMENT**

For the period February - April 2022

1 Progress on Portfolio Matters.

Hunstanton Advisory Board

A productive meeting was held with a member of local stakeholders in Hunstanton to understand the desire for a group/board to be set up in assisting the local authority with build a future plan for the town. The meeting was received extremely well and also well attended. We discussed place based funding which seems to be a method for the government to use in order to offer funding stream such as that of the Kings Lynn Town Deal , levelling up funds and shared prosperity funding.

At the meeting it was decided that a board be set up of around 12-15 local individuals from elected officials, community groups and a variety of business sectors and is to be chaired by a business person.

Terms of reference are currently being drawn up in draft form and we will imminently being holding a first meeting proper to discuss further.

2 Meetings Attended and Meetings Scheduled

Various officer meetings
Various town board meetings
Hunstanton meeting
Cabinet meetings
Panel meetings where needed

