

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



COUNCIL MEETING

Agenda

Thursday, 1st December, 2022
at 4.30 pm

In the 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

23 November 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 **Thursday, 1st December, 2022** 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 13 October 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. URGENT BUSINESS

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

7. PETITIONS AND PUBLIC QUESTIONS

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

8. DETERMINATION OF COUNCIL TAX DISCOUNTS RELATING TO SECOND HOMES AND EMPTY DWELLINGS FOR 2023/24 (Pages 6 - 10)

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 November 2022** (Page 11)

CAB88: Pay Award 2022-23

10. NOTICE OF MOTION

To consider the following Notice of Motion (16/22), submitted by Councillor J Moriarty:

“This Council will, without any delay, arrange with the LGA to organise an immediate Peer Review of its Scrutiny and Transparency practices.”

11. CABINET MEMBERS REPORTS (Pages 12 - 29)

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 H Humphrey
Environment - Councillor P Kunes
Development - Councillor R Blunt**

Finance – Councillor A Dickinson – to follow
Property – Councillor A Lawrence
People and Communities – Councillor S Sandell
Deputy Leader and Business, Culture & Heritage – Councillor G Middleton

Leader - Councillor S Dark – 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

BOROUGH COUNCIL OF KING'S LYNN AND WEST NORFOLK

Council Meeting – 1 December 2022

DETERMINATION OF COUNCIL TAX DISCOUNTS RELATING TO SECOND HOMES AND EMPTY DWELLINGS FOR 2023/2024

1. Section 75 of the Local Government Act 2003 gives billing authorities the power to determine the discounts for second homes and long-term empty dwellings. Section 11 of the Local Government Finance Act 2012 gives billing authorities powers to determine discounts for further classes of empty dwellings. Section 12 of the Local Government Finance Act 2012 gives billing authorities powers to set a higher amount of council tax for long term empty dwellings. The Rating (Property in Common Occupation) and Council Tax (Empty Dwellings) Act 2018 allows billing authorities to further increase the amount of council tax for long term empty dwellings from 1 April 2019. The council has to approve its determination afresh for each class of dwelling for each financial year.

2. Current Position

- 2.1. The Council Tax (Prescribed Classes of Dwellings) (England) Regulations 2003 and the Council Tax (Prescribed Classes of Dwellings) (England) (Amendment) Regulations 2012 prescribe the following classes of dwelling:

- **Class A** – a chargeable dwelling:
 - (a) which is not the sole or main residence of an individual;
 - (b) which is furnished; and
 - (c) the occupation of which is prohibited by law for a continuous period of at least 28 days in the relevant year.

Class A dwellings are commonly known as **Second Homes with an Occupancy Restriction**.

The reduction for Class A dwellings for 2022/2023 is 0% with an exemption for the period of the occupancy restriction.

- **Class B** – a chargeable dwelling
 - (a) which is not the sole or main residence of an individual;
 - (b) which is furnished; and
 - (c) the occupation of which is not prohibited by law for a continuous period of at least 28 days in the relevant year.

Class B dwellings are commonly known as **Second Homes**.

The reduction for Class B dwellings for 2022/2023 is 0%.

- **Class C** – a chargeable dwelling which is:
 - (a) which is unoccupied; and
 - (b) which is substantially unfurnished

Class C dwellings are commonly known as **Empty Dwellings**

The reduction for a Class C dwelling for 2022/2023 is 0%.

- **Class D** – a chargeable dwelling
 - (a) which has satisfied the requirements of (b) for fewer than 12 months
 - (b) which is vacant; and
 - i. requires or is undergoing major repair work to render it habitable
 - ii. is undergoing structural alteration
 - iii. has undergone major repair work to render it habitable if fewer than six months have elapsed since the date on which the alteration was substantially completed and the dwelling has continuously remained vacant since that date
 - (c) for the purpose of (b) ‘major repair work’ refers to structural repair work
NB once the 12 month time limit has expired dwellings in Class D fall to be treated as dwellings in Class C

Class D dwellings are commonly known as **Uninhabitable Dwellings**.

The reduction for a Class D dwelling for 2022/2023 is 25% for the 12 month maximum period. Once the 12 months expire a reduction of 0% applies.

2.2. Class A and Class B dwellings do not include any dwelling which consists of a pitch occupied by a caravan or a mooring occupied by a boat. Neither do they include any dwelling where a qualifying person in relation to that dwelling is a qualifying person in relation to another dwelling which for him/her is job-related.

2.3. Long Term Empty Dwelling Levies

2.4. The Local Government Finance Act 2012 allows billing authorities to increase the amount of council tax payable in respect of a long term empty dwelling by a specified percentage of not more than 50% up to 31 March 2019.

2.5. The Rating (Property in Common Occupation) and Council Tax (Empty Dwellings) Act 2018 allows billing authorities to increase this to 100% from 1 April 2019 for properties empty for more than two years. The Act further allows billing authorities to increase the amount of council tax payable by 200% for properties empty for longer than five years from 1 April 2020, and by 300% for properties empty longer than 10 years from 1 April 2021.

2.6. The Act defines a Long Term Empty Dwelling as ‘a dwelling that is unoccupied and substantially unfurnished for a continuous period of at least two years’. Any period of occupation of fewer than six weeks is discounted when establishing the continuous two year period.

2.7. The Act also allows Central Government to prescribe classes of dwelling exempt from the Long Term Empty Dwelling levy. The Council Tax

(Prescribed Classes of Dwellings) (England) (Amendment) Regulations 2012 prescribe the following classes of dwelling to which the levy will not apply:

- **Class E** – a chargeable dwelling which would be the sole or main residence of a person but is empty because that person is resident in Ministry of Defence accommodation by reason of their employment.
- **Class F** – a chargeable dwelling which is an annexe of a main dwelling but is being used as a part of that dwelling.

2.8. The additional levy for long term empty dwellings for 2022/2023 is:

- **100% for properties empty for more than two years,**
- **200% for properties empty for more than five years, and**
- **300% for properties empty for more than 10 years.**

Dwellings falling into Class E and Class F are exempt from the Long Term Empty Dwelling Levy.

3. Proposals

- 3.1. The levels of discount for 2022/2023 are shown above. Council agreed on 29 November 2018 that the increased long term empty levies as shown at paragraph 2.5 would be implemented for future years. The levy rates at section 6 paragraph 5 of the recommendations reflect these changes.
- 3.2. Government is currently debating legislation to allow the council tax charge for dwellings falling in Classes A and B (known as Second Homes) to be increased by 100% from 1 April 2024, and for the Long Term Empty Dwelling Levy to be applied after one year rather than two from 1 April 2024. These changes will be covered in a separate report to Members.
- 3.3. In accordance with statutory council tax reductions, any period of occupation of fewer than six weeks will be disregarded when calculating the maximum time a reduction can be awarded for, and when calculating the start date of any levy payment. The occupier will still be charged the occupied council tax rate for the time they live in the dwelling, but the clock will not be reset when they leave if they have been in occupation for fewer than six weeks.
- 3.4. An individual who is caused hardship by the level of council tax discount under this resolution can apply for a reduction on their council tax bill. Applications will be determined by the Revenues and Benefits Manager in consultation with the Council Leader and the relevant Ward Member/s.
- 3.5. The regulations stipulate these determinations must be published in at least one local newspaper within 21 days of Council agreement.

4. Policy Implications

- 4.1. The decision is a continuation of the council's policy on Council Tax discounts and enacts the Council's decision of 29 November 2018 regarding the empty property levies.

5. Financial Implications

- 5.1. These discounts form part of the taxbase calculations and can affect the council's income. The recommended discounts have been reflected in the taxbase calculation as they are shown below. The taxbase remains in line with the estimates in the Financial Plan.

6. Recommendations:

Under Section 11A of the Local Government Finance Act 1992, as enacted by Section 75 of the Local Government Act 2003, Section 11B of the Local Government Finance Act 1992, as enacted by Section 11 and Section 12 of the Local Government Finance Act 2012 and in accordance with the provisions of the Council Tax (Prescribed Classes of Dwellings) (England) Regulations 2003, the Council Tax (Prescribed Classes of Dwellings) (England) (Amendment) Regulations 2012 and the Rating (Property in Common Occupation) and Council Tax (Empty Dwellings) Act 2018 the Council determines:

- 1. That the council tax discount for Second Homes defined as being within Class A of the Regulations is set at 0% for 2023/2024;**
- 2. That the council tax discount for Second Homes as defined by Class B of the Regulations is set at 0% for 2023/2024;**
- 3. That the council tax discount for Empty / Unfurnished dwellings defined as being within Class C of the Regulations is set at 0% for 2023/2024;**
- 4. That the council tax discount for Uninhabitable dwellings defined as being within Class D of the Regulations is set at the following for 2023/2024:**
 - a. 25% for 12 months starting on the day the dwelling becomes uninhabitable; then**
 - b. 0% once the 12 month period has expired;**
- 5. That the Levy rate for Long Term Empty Dwellings as defined in the Regulations is set as follows for 2023/2024:**
 - a. 100% for properties empty between two and five years,**
 - b. 200% for properties empty longer than five years, and**
 - c. 300% for properties empty longer than ten years;**

- 6. That any period of occupation of fewer than six weeks shall be disregarded when calculating the maximum period of a reduction or the start date of the Levy;**
- 7. That delegated authority be given for individual hardship applications made under s13a Local Government Finance Act 1992 be determined by the Revenues and Benefits Manager in consultation with the Council Leader and the relevant Ward Member/s.**
- 8. In accordance with Section 11A(6) of the Local Government Finance Act 1992, as enacted by Section 75 of the Local Government Act 2003 and the Local Government Finance Act 2012, these determinations shall be published in at least one newspaper circulating in West Norfolk before the end of the period of 21 days beginning with the date of the determinations.**

RECOMMENDATION TO COUNCIL ON 1 DECEMBER 2022

FROM CABINET ON 15 NOVEMBER 2022

CAB88 **PAY AWARD 2022 - 2023**

Assistant Director – B Box presented the report which reminded members that the Council's annual pay increase for all employees was locally determined, having regard to national pay and labour market information. The report recommended the pay increase for 2022/23 and outlined the budget implications. The comments of the Joint Employee Committee were set out in the report. It was noted that, subject to Council approval, it was hoped to be able to process the increase for the December wages.

Under standing order 34 Councillor Joyce drew attention to the comments made by the union whereby they expressed the preference for the increase to be a one off payment across the board for all grades. He also commented that the living wage amount should mirror the national picture of £10.90. It was explained that the national agreement was to reach that sum in 2023/24, which was also the intention for the local settlement for that year, whereas the £10.50 level was for the current year.

RECOMMENDED: 1) That an increase of £1,925 or 4% (whichever is the greater) be applied to all salary points.

2) That changes to annual leave and working hours are not implemented as part of the local Pay Award as any changes to terms and conditions that are negotiated nationally would continue to apply to our employees.

3) That officers review with Unison representatives the National Settlement once finalised and report to Cabinet should any further actions be recommended.

Reason for Decision

To implement an annual pay increase for employees that balances the requirement to make financial savings with the need to recruit and retain good quality employees.

CABINET MEMBERS REPORT TO COUNCIL

1 December 2022

COUNCILLOR HARRY HUMPHREY- CABINET MEMBER FOR CORPORATE SERVICES

For the period October to December 2022

1 Progress on Portfolio Matters.

With the aim of gaining experience in the activities of areas of the portfolio

I visited the Impressive CCTV room and observed the versatility and range of the operation and links with other agencies.

Visited the CIC operations room to observe the team at work and on the arrangements to reduce call queues and the transfer, as required, to other departments. Noted the emphasis on the training of the operators to enhance their skills.

2 Forthcoming Activities and Developments.

Further meetings with lead officers and visits to gain further insights

3 Meetings Attended and Meetings Scheduled

I have had meetings with various officers for an overview of areas of the portfolio.

CIC and Customer relations/complaints

Car parking

CCTV

Crematorium and cemeteries

Kings Ct, Office and Depot accommodation

Other meetings are to be scheduled to cover other areas of the portfolio.

CABINET MEMBERS REPORT TO COUNCIL

1 December 2022

COUNCILLOR PAUL KUNES - CABINET MEMBER FOR THE ENVIRONMENT

For the period 13 October to 1 December 2022

1 Progress on Portfolio Matters.

Re:fit Work

Work on the re-fit program continues. Commercial solar power options are considered and will be presented along with the Refit HLA work.

Further meetings have taken place with the Energy Saving Trust, who are 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.

EV Charging

Last week new electric car charging points became available for residents to use in King's Lynn, Hunstanton and Burnham Market, 26 new electric vehicle charging points in seven locations across west Norfolk have opened, ensuring that people with limited access to off-street parking can still choose an electric vehicle.

The chargers are fast 7kW chargers which are designed for overnight charging or for extended use. The electricity will be paid for by the user via an app. The charging points are situated in the following borough council-owned car parks:

- Chapel Street, King's Lynn.
- Fairstead Centre Point, King's Lynn.
- Gaywood Library, King's Lynn.
- Lynnsport North, King's Lynn.
- Valentine Road, Hunstanton.
- North Street, Burnham Market.

As well as the completed charging points, work is ongoing for a substation for the EV chargers planned for Austin Street East car park in King's Lynn.

Once completed, the charging points will enable 52 cars to be charged.

The borough council secured a grant of £195,000 from the government's Office for Zero Emission Vehicles (OZEV) and a further contribution of nearly £90,000 from BP Pulse, as well as its own contribution of £73,500. The council has also spent a further £87,000 to install a substation at Austin Street to support the electricity supply and BP Pulse will cover the maintenance costs for 7 years.

The charging points are all being installed in car parks owned by the council. Free parking will be provided between 6pm and 8am when a vehicle is plugged in and charging, to ensure accessibility to residents that need to charge overnight. Normal parking charges apply between 8am and 6pm.

Solar Together

In terms of next steps, we have now entered the acceptance phase. All registrants have been sent their personal recommendation, and they will have until 25th November to decide if they wish to accept their offer. I am pleased to report that as of 1st November 250 have accepted the offer for PV panels. I am delighted to say that across the county, King's Lynn & West Norfolk recorded by far the largest number of registrations for the scheme.

Additional

-Work has started on drawing together the data for the next BCKLWN Carbon Audit. This will be completed by early Autumn.

Our beat your bills roadshows held in Downham Market, Hunstanton and King's Lynn had over 100 members of the public visit for advice about improving energy efficiency in their homes, reducing their winter bills and their carbon footprint.

Community Safety and Neighbourhood Nuisance Team

Fly-tipping

As I reported last Month a major illegal tipping and burning operation has at last been closed down. **However I have had reports of small fires at one of these sites which I immediately reported to the E.A.**

EA Officers are continuing to monitor and investigate these sites.

3 Meetings Attended and Meetings Scheduled

Cabinet

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

Flood and Coastal erosion matters.

Cabinet Briefings

Budget briefings

CPP

E&C

LGA Coastal Special Interest Group (SIG)

Friends of the Earth, Klimate Concern

Kings Lynn Conservancy Board.

Most of the above meetings held on line, although there is a gradual return to face to face meetings were it is felt necessary.

CABINET MEMBERS REPORT TO COUNCIL

1st December 2022

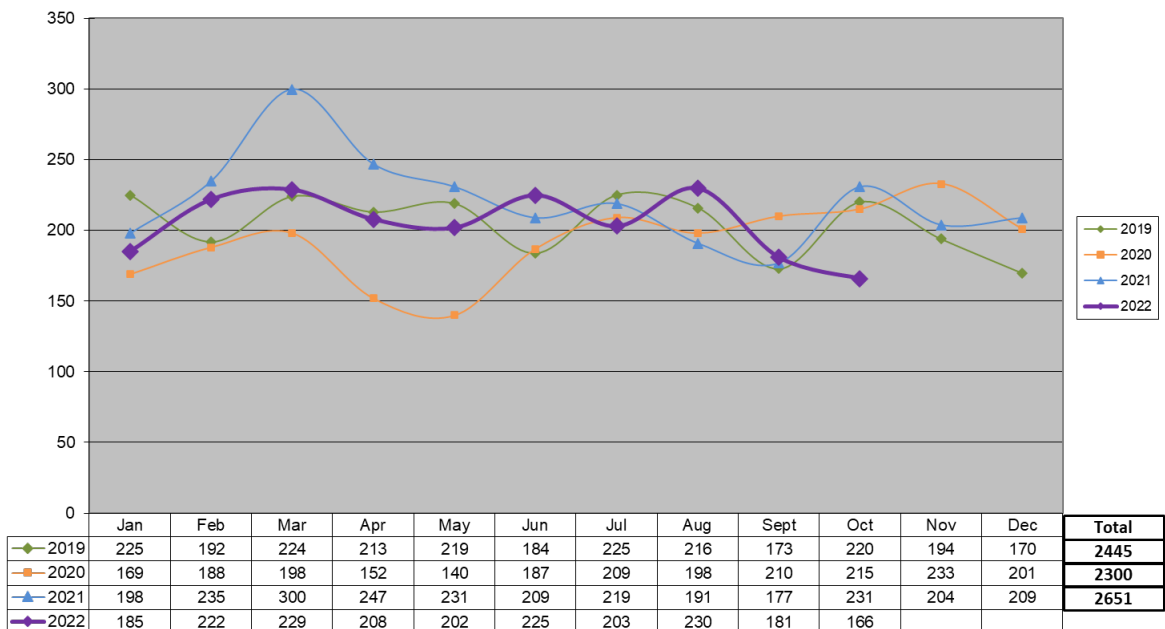
COUNCILLOR RICHARD BLUNT - CABINET MEMBER FOR DEVELOPMENT & REGENERATION

For the period from 2nd October 2022 – 19th November 2022

1 Progress on Portfolio Matters.

Planning and Discharge of Conditions applications received

Planning and discharge of condition applications received



Applications received for each month up to the end of August of this year have been relatively consistent. However, we have seen a reduction in both September and October, and this may be indicative of a slowdown in the economy. Despite this, officers are still dealing with high caseloads, with a large number of applications still in the system awaiting determination. I am pleased to report that the backlog with validating applications has improved, applications are now being validated within 5 days.

Progress with recruitment

We have been unsuccessful in appointing to the Technical Support Team Leader post. We will review again in the coming months but if we continue to see a downturn in application numbers then this post may not be required.

The new Enforcement Officer commenced work on the 17th November, and interviews are scheduled for the Enforcement Support Officer post.

A new Conservation Officer has been appointed and they will commence work on the 30th January 2023.

The ecologist and replacement arboricultural officer posts are out to advert, as are the planner posts that we have been unable to recruit to previously.

An additional contractor recruited for 12 weeks from 16th Nov 2022 until 8th February 2023.

Major and Minor dwelling applications received comparison

Major, Minor and Householder applications all dropped compared to the same period last year. However, householder applications are still higher than the same period in 2019/20.

	1/11/19 – 31/10/20	1/11/20 – 31/10/21	1/11/21 – 31/10/22
No. of Major dwelling applications rec'd	19	29	17
No. of Minor dwelling applications rec'd	327	338	299
No. of Householder applications rec'd	700	910	780

*Minor dwelling applications = up to 10 units

Major dwelling applications = over 10 units

2021/22 performance for determining planning applications 1/11/21 – 31/10/22

	National target	Performance
Major	60%	89.7%
Non – Major	70%	89.2%

Appeal Performance – decisions made by The Planning Inspectorate 1/11/21 – 31/10/22

	Dismissed	Allowed
Planning appeals	24	8
	75%	25%
Enforcement appeals	6	1
	86%	14%

The higher the number of appeals allowed, the more The Planning Inspectorate (PINS) 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 historically been around 34% post NPPF.

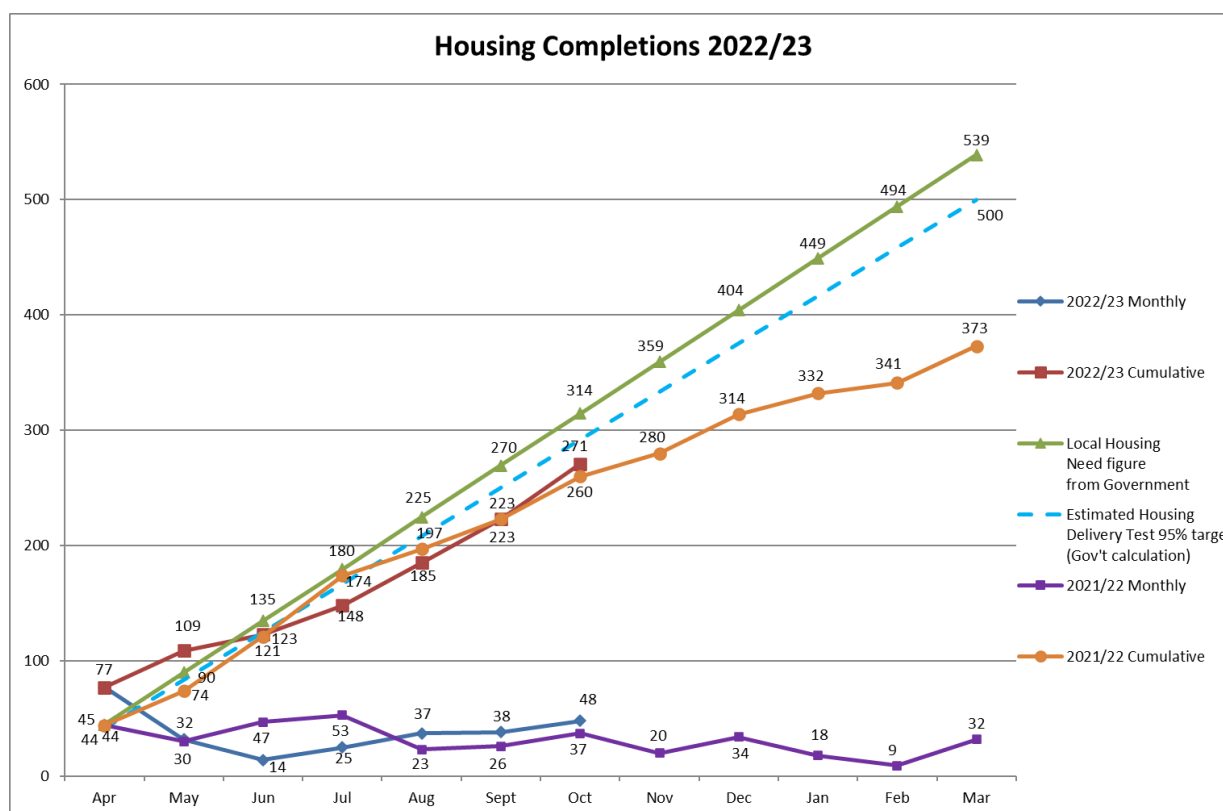
Revenue income 2021/22

Income continues to exceed projected for the financial year 2022/23.

Projected	Actual	Variance with projected
April 22 – Oct 22	April 22 – Oct 22	
£682,500	£1,049,452	+£366,952

Housing Completions

Housing completions are slightly higher than the previous year but still below projected Local Housing Need Figure, 48 completions in October 2022.



Parish Council Update Sessions

Officers held two update sessions on the evenings of 12th and 18th October. Both sessions were well attended and positive feedback has been received. We will continue with these update sessions on an annual basis.

Local Plan

The policy team is working hard on the Matters, Issues and Questions (MIQ's), which have been raised by the Local Plan Inspectors. The Examination Hearings are due to start on the 6th December, with the first session being the 6-8 December, the second session 10-12 January '23, and the third session 25-26 January '23. All will be held at the South Lynn

community centre, with the sessions starting at 10.00. Full details of the Examination process and details are available to view in the planning pages of the council's website.

Community Infrastructure Levy (CIL)

The next round of Community Infrastructure Levy (CIL) applications will open on 1 January and community groups will have until 1 February to apply.

CIL funding is drawn from a levy on development in the borough and can be used for a variety of projects that improve community assets.

For community projects, sums of £2,000-£30,000 may be applied for. They should be in one of the following areas:

- education – local initiatives
- health
- economic development
- community facilities
- green infrastructure
- open space and leisure
- community transport

Larger, infrastructure projects can also be funded for more than in the areas of 18+ adult education, green infrastructure and leisure time activities.

South East King's Lynn Growth Area Framework Masterplan consultation

Following the close of the West Winch Masterplan Consultation, stakeholder comments have been assessed and the document is being amended and will be reviewed at the Local Plan Task Group Meeting of 29th November 2022.

The public consultation on the West Winch Housing Access Road runs from 14th November 2022 until 8th January 2023. Various exhibition events are being undertaken as follows:

- West Winch Primary School, PE33 0LA - Wednesday 23 November, 4pm to 9pm
- The Village Meeting Place, North Runcton, PE33 0RB - Saturday 10th December, 10am-4pm
- West Winch Primary School, PE33 0LA - Wednesday 4 January, 4pm to 9pm

Further information can be found on the WWHAR public consultation pages below;

<https://www.norfolk.gov.uk/roads-and-transport/major-projects-and-improvement-plans/kings-lynn/west-winch-housing-access-road>

<https://www.pinpointcloud.co.uk/WestWinchA10/>

Medworth

The council submitted its Relevant Representations to the Planning Inspectorate, following

consideration of these at the Planning Committee meeting on the 7th November.

Regeneration

Southgates Masterplan update

The Southgates Masterplan Development Public Consultation took place from 3rd October – 31st October 2022. The public consultation began on the 3rd October with a virtual presentation and Q&A session, this presentation was available online throughout the public consultation. Three drop in consultation events took place in Events Trailor on the Tuesday Market Place along with a permanent exhibition held at Stories of Lynn. The information boards and Draft Masterplan Development document were available to view and download along with the survey from the BCKLWN website and Vision King's Lynn website.

Approximately 100 people attended the drop in events, 275 people viewed the virtual presentation and 128 respondents completed a questionnaire. The quality of the survey responses is very good, people often spent up to half an hour speaking to officers and consultants at the drop in event as a result the survey responses were very detailed and considered.

An overwhelming majority of respondents, 81%, agreed with the level of ambition proposed by the Masterplan, with 77% of respondents agreeing with the proposed vision to re-route the road from under the South Gate. Almost every respondent considered the South Gate to be a valuable heritage asset to King's Lynn with 87% agreeing that they would like to see poor quality buildings replaced with high quality ones that would enhance local character of the area. Traffic, parking, and increasing green spaces were all highlighted as important to the respondents. Changes are being made to the Masterplan to reflect the consultation responses- for example ensuring that existing access to residential areas are retained and improved.

Meetings Attended (including Teams Zoom and YouTube)

Portfolio Meetings, Development and Regeneration

Planning Committee

Planning Committee Sifting

Regeneration and Development Panel

Corporate Performance Panel

CIL Spending Panel

Cabinet

Cabinet Siting

Cabinet Briefings

Full Council

Various Meetings with Officers

Town Fund Project Board

Norfolk Strategic Planning Forum

South Gates Project meeting

West Winch Project Consultation

King's Lynn Town Deal Status Update – 17 November 2022

BUSINESS CASE	BUSINESS CASE APPROVAL STATUS	PROGRESS UPDATE
PROJECT 1 Youth & Retraining Pledge	Approved – in delivery phase	<ul style="list-style-type: none"> Commissioning of activities has begun with providers on framework Initial recruitment of young people has commenced Continuing networking with organisations that work with young people that are NEET
PROJECT 2 Public Realm	Approved – in delivery phase	<ul style="list-style-type: none"> Art work brief developed and preparing for project call to artists & commissioning. Rail Station Street Furniture installation complete Revised design & build procurement approach underway for Pop up kiosks – planning application pending Purfleet Arch design progressing with suppliers to check cost & buildability.
PROJECT 3 Multi User Community Hub	Approved – first annual payment pending	<ul style="list-style-type: none"> Business Case Summary Document approved. Site acquisition near completion Heads of Terms to be agreed for funding agreement with BCKLWN Procurement of D&B contractor underway Next phase of consultation to commence
PROJECT 4 Riverfront Regeneration	Approved – first annual payment pending	<ul style="list-style-type: none"> Discussions and due diligence continue with interested parties for Sommerfeld & Thomas site Business Case Summary Document approved Procurement of external PM underway.
PROJECT 5 Active & Clean Connectivity	Approved – first annual payment pending	<ul style="list-style-type: none"> Active Travel Hub; Invu commissioned to prepare RIBA stage 3 for Baker Lane site. Motability ways appointed Travel Plan engagement June/July/August 2022. Capacity for 2 further businesses to be recruited. Business Case Summary Document approved. Heads of Terms to be agreed for funding agreement with BCKLWN for LCWIP schemes Progressing scope of behaviour change programme
PROJECT 6 St George's Guildhall and Creative Hub	Approved – in delivery phase	<ul style="list-style-type: none"> NLHF stage 1 application feedback Communications Plan updated for next phase DLUCH approval of Summary Document & first annual payment received. Progression of Meanwhile uses of centre. CIO submission to Charity Commission. Founding directors appointed. Procurement of lead design team for RIBA stage 2 & 3 to commence

CABINET MEMBERS REPORT TO COUNCIL

1 December 2022

COUNCILLOR ADRIAN LAWRENCE - CABINET MEMBER FOR PROPERTY

For the period October to December 2022

Progress on Portfolio Matters.

Land Sales :

At the time of writing this report the land sales previously mentioned within my Council reports [Burnham Market land, a house at Burnham Market, and approximately 4 Ac at Hardwick Industrial Estate] unfortunately, are still going through the legal completion process. Similarly the proposed transfer of the Hunstanton Community Centre to the Hunstanton Town Council has yet to legally complete. Although I find this a little frustrating its out of our hands and we will just have to be patient.

Commercial Property :

The commercial property portfolio continues to perform well, although there has been a bit of “churn” with some units being vacated, however this is relatively normal when holding a reasonable sized property portfolio such as ours, and the team is actively seeking new tenants for those vacated units. The team has also been progressing matters with those tenants that have commercial rent arrears. All of the tenants are now on Payment Plans and are making periodic repayments, with the exception of one, and this tenant is currently being tackled. In tandem with this piece of work various outstanding rent reviews and lease renewals are also being picked up and I am anticipating that the team will have caught up with this backlog of work by the end of the Financial Year.

Also as part of the catch-up work that the Property team is doing, I am pleased to say that the team has undertaken a review and revaluation exercise for the insurance cover required for the industrial and retail elements of the commercial property portfolio. This has been reported through to the Council’s Finance Team who will liaise with our insurer.

Colleagues may recall that at the Council meeting in October I was able to advise verbally that the debt owed on the King’s Lynn Innovation Centre (KLIC) had been repaid in full. The Council has recouped the monies owed, owns the building outright, and it is operating successfully generating significant levels of revenue for the Council.

Princess Theatre :

The Property & Projects team has worked with colleagues in the car parking operations team to facilitate the use of a crane for the re-roofing works at the Princess Theatre in Hunstanton. The use of a crane has meant that we have needed to close the Hunstanton Central car park for up to two days for health and safety reasons, however, this is happening outside of the main tourist and visitor season therefore adverse impacts and inconvenience to users has been minimal. The use of the crane benefits the project delivery in two ways, firstly longer spans of roofing panels can be used which means that the end results will be more robust and should enhance the lifespan of the works, and secondly, as larger panels have been procured this reduces the length of the works contract which means that the pantomime programme at the theatre will be unaffected. The team has worked well with the operators of the theatre, adjacent business operators and the contractors.

Nar Ouse Regeneration Area :

As previously mentioned, the road infrastructure contract has been let and I am pleased to report that the contractor has now commenced on site. At present it is anticipated that the road infrastructure works should be completed by October 2023. The delivery of the road infrastructure will be in phases, with the first section of road to be delivered serving the new speculative commercial units that we are constructing at the moment. Heads of Terms for a proposed sale of land for a public sector health related development are at an advanced stage, and I hope to be able to report more fully to Cabinet colleagues early in the New Year. In addition there is an on-going dialogue for a potential car dealership development for possibly two manufacturers on a site outside of the designated Enterprise Zone area. The team will be commencing marketing of the development sites opened up by the road infrastructure in the near future and this should attract significant levels of private sector investment to the area.

The Phase 1 speculative units are nearing Practical Completion and I am pleased to report that negotiations for lease Heads of Terms with two businesses (one office, and one light industrial unit) are nearing completion and solicitors will be instructed soon. Invitation to Tender are currently being advertised for the proposed Phase 2 speculative units and returns are due in during the first two weeks in December. I will report further in the New Year, once the team and I have reviewed the returns and looked at the viability of taking this phase forward.

Riverfront Regeneration Area :

Linked to the Town Deal Riverfront Regeneration Area project is the Sommerfeld & Thomas Warehouse and former Grain Silo site. The Listed Building and Conservation Area planning permission conditions have now been satisfied, and signed-off, together with the Party Wall Act issues, and the contractor has commenced on site. We should see some significant visual improvements to this area soon. Following the marketing of the site the team is in discussion with the preferred expression of interest and we should

receive acquisition and development proposals from this interested party during the first two months of the New Year.

Meetings Attended

Full Council
CPP via Zoom
Cabinet
Cabinet Sifting
Cabinet Briefing
Portfolio Meetings

CABINET MEMBERS REPORT TO COUNCIL

1 December 2022

COUNCILLOR SAM SANDELL - CABINET MEMBER FOR PEOPLE AND COMMUNITIES

For the period 3rd October to 21st November 2022

1 Progress on Portfolio Matters.

Housing register

1461 live applications

4 Emergency

211 High

465 Medium

779 Low

206 new or change in circumstances received

Housing Options

129 applicants given housing advice, of these 78 progressed into homeless declarations and/or are ongoing investigations

Lets advised – 18

Some of you attended the Freebridge and Borough Council briefing, which has been recorded for those of you that couldn't attend.

Visit to the Purfleet Trust

On the 31st October I went to visit the Purfleet Trust. I met with staff and volunteers. They said that they have a very good relationship with this council.

Alive West Norfolk (AWN)

Cinema:

AWN have contracted a Lithuanian Film Company to screen a range of Lithuanian films for Borough residents. So far, they have shown 6 films, and all have been sold out. This will continue in 2023.

Event cinema is still a very strong seller and AWN have signed up for the National Theatre Live for 2023.

Last week AWN had its first sold out theatre show with 2 sold out cinema screenings on the same night. Cinema screenings started at 7pm and the Live show 7.30pm.

Health and Wellbeing Partnership funding

New sessions have taken place as part of this funding throughout the borough, including:

- Multi-Sport Mashup for children in Wereham
- Downham MUGA – Social Soccer – aimed at families
- Downham Leisure – All to Play For Football – supporting men's mental health
- Hunstanton MUGA – Social Soccer and All to Play For Football
- Multi-sport Mashup – South Lynn Community Centre

A number of other programmes are due to commence shortly.

Autumn of Play – The BCKLWN again supported discounted £1/50p activities across centres to support local families during October half term with 2,251 children taking up the opportunity:

Junior Gymnastics	24
Trampolining	28
Junior Fitness	3
Swimming	1,470
Tumble Teds	162
Alive Adventures	263
KASET	286
Roller Skating	15
TOTAL	2,251

October Holiday Programme – October half term saw 409 spaces taken up under a new subsidised scheme offered in partnership with the BCKLWN. 199 on the subsidised full-cost programme where participants only had to pay £10. 210 children took part on the concession programme for FREE, all including a meal. AWN delivered their first holiday camp at South Lynn Community Centre which saw 18 children take part. Between the subsidised

offer, full cost options and the Autumn of Play offer there were 3,116 places taken by children in the borough during October Half Term – one of our busiest ever!

2 Forthcoming Activities and Developments.

Health and Wellbeing Partnership Information Event

On Monday 21st November I will be attending the Health and Wellbeing Partnership Information event for the VCSE (voluntary, community and social enterprise).

There are currently 22 people booked to attend.

3 Meetings Attended and Meetings Scheduled

4th October Cabinet Briefing
5th October QEH Briefing
11th October Cabinet Briefing
13th October Full Council
14th October Emergency Services Reception
17th October Visit to Fairstead Shop
18th October Cabinet Briefing
24th October Portfolio Briefing Catch up
27th October ACC Board meeting
31st October Visit to the Purfleet and their Warehouse
31st October Corporate Performance Panel
2nd November Members support Group
2nd November Cabinet Briefing
3rd November Portfolio Catch up
15th November Cabinet
16th Portfolio Catch up
17th November Freebridge Community Housing Borough Briefing

Meetings in the Diary

21st November Health and Wellbeing Info event for VCSE
22nd November Members Briefing
22nd November Cabinet Briefing
24th November Health and Wellbeing Board County Hall

CABINET MEMBERS REPORT TO COUNCIL

1 December 2022

COUNCILLOR GRAHAM MIDDLETON - DEPUTY LEADER & CABINET MEMBER FOR BUSINESS, CULTURE AND HERITAGE.

For the period October to December 2022

1 Progress on Portfolio Matters.

Rural England Prosperity Funding Addendum Update, November 2022

The Borough Council is working to submit an application to secure Rural England Prosperity Funding (REPF) of £1,496,455 to invest across **rural** West Norfolk over the period April 2023 – March 2025. This funding is a top up to the UK Shared Prosperity Fund (UKSPF) to help address the extra needs and challenges facing rural areas only and is intended for significant investment into lasting assets, such as buildings or equipment, which will support rural communities and businesses and will be used for at least one year. The Rural Fund provides **capital funding** to:

- support **new and existing rural businesses** to develop new products and facilities that will be of wider benefit to the local economy. This includes farm businesses looking to diversify income streams; and
- support **new and improved community infrastructure**, providing essential community services and assets for local people and businesses to benefit the local economy.

The indicative amount of £1,496,455 is the largest allocation in Norfolk and is a funding replacement for the previous ERDF LEADER programme.

The West Norfolk Investment Plan (WNIP) was submitted to UK Government to secure UKSPF funding in August 2022. To secure the additional Rural England Prosperity Funding the Borough Council will submit an addendum to the WNIP, to outline and justify how the Rural Fund allocation will be invested locally, by 30th November 2022.

Local analysis has been undertaken to inform the development of the addendum. A two week online survey was conducted in October 2022. The survey responses were considered in detail by the Regeneration Team and reviewed against the investment priorities for REPF. The findings were presented to an online stakeholder group meeting held on 11th November 2022. Stakeholders were in support of the priorities outlined and added comments on specific areas of need which will help inform funding

delivery.

Investment priorities for **rural businesses**:

- Small scale investment in micro and small enterprises in rural areas.
- Grants for the development and promotion of the visitor economy.

Investment priorities for **rural communities**:

- Active travel enhancements in the local rural area.
- Capacity building and infrastructure support for local civil society and community groups.
- Supporting impactful volunteering and social action projects.

Following submission of the addendum it is anticipated that a funding decision will be confirmed by Rural England in January 2023. In the interim the Borough Council will be establishing a programme foundation to ensure that delivery can commence at the start of the 23-24 financial year

2 Meetings Attended and Meetings Scheduled

Public meetings attended

Various meetings with officers and stakeholders