

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



# **COUNCIL MEETING**

## ***Agenda***

Thursday, 13th July, 2023  
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

5 July 2023

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, 13th July, 2023** 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** (Pages 7 - 25)

To confirm as a correct record the Minutes of the Extraordinary and Ordinary Meetings of the Council held on 30 March and Annual Council 18 May 2023 (attached).

**4. DECLARATIONS OF INTEREST** (Page 26)

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. APPOINTMENT OF VICE CHAIR OF PLANNING COMMITTEE**

Council is invited to appoint a Vice Chair of the Planning Committee following the resignation from that position by Councillor Spikings.

**9. COUNCIL MEETING ARRANGEMENTS (Pages 27 - 30)**

**10. RECOMMENDATIONS FROM COUNCIL BODIES**

**(Members are reminded this is a debate, not a question and answer session)**

To consider the following recommendations to Council:

1) **Cabinet: 18 April 2023** (Pages 31 - 32)

CAB159: Southgates Area Masterplan Delivery Plan

2) **Cabinet: 27 June 2023** (Page 33)

CAB12 Scheme of Delegation

**11. APPOINTMENTS TO OUTSIDE BODIES (Pages 34 - 41)**

**12. NOTICES OF MOTION**

- 1) To consider the following Notice of Motion (8/23), submitted by Councillor S Dark

This Council whole-heartedly welcomes the significant news that the QEH bid for a much-needed replacement has been successful, with several hundred millions of pounds of central government/NHS funding assigned to it and an expedited build time of 2030. This Council recognises the many, many months of 'hard yards', often behind the scenes, undertaken by the QEH's Leadership, this Council's Leadership at the time and its Officers, our local MPs, individual councillors, partners and members of our community to inform and then convince decision makers based a long way from West Norfolk of the dire need to do this above other national NHS funding pressures and puts on record its deep gratitude to them all. This Council understands that the QEH and its partners will now have to work at pace to deliver such a major build programme in just 7 years within the confines of its grant funding and requests the new administration and Officers do all they can to support them.

- 2) To consider the following Notice of Motion (9/23), submitted by Councillor R Blunt

This Council recognises the significant work to date of the voluntary Towns Board members, its Officers and partners in developing and then progressing related, specified projects, leading directly to £25m of transformational government funding into Kings Lynn, in turn stimulating significant additional funding from other sources such as the County Council. This Council asks the new administration to prioritise working constructively with the Towns Board members, the County Council and partners to deliver all of these known and approved projects within the critical, short delivery timeframes specified so as not to put this funding in serious jeopardy.

- 3) To consider the following Notice of Motion (10/23), submitted by Councillor R Blunt

This Council recognises the vital role 'outside body' Councillor appointments play in providing effective links in to and out of bodies operating locally for the good of West Norfolk. In many cases these appointments help to monitor formal SLAs and financial grants from the local taxpayer, or are part of the external body's constitution and all provide the Council's/wider perspective in the formulation of partners policies, services and work programmes in mutually beneficial areas where Committees, Cabinet or Full Council have previously formally considered such a direct link Councillor or Councillors to be highly beneficial.

This Council instructs that any intended/potential review of these positions should be done in a considered, systematic, evidence based way and in consultation with the bodies affected re their needs and the impact of any withdrawing of this level of support will have on them with a formal paper up through Committees for debate at full Council as a 'critical decision' affecting others delivering for West Norfolk.

Whilst any such review and paper is being developed, Councillors and political groups will continue to take up and support these positions in a fair and proportionate way to ensure minimal impact on the operation of these important outside bodies.

### **13. CABINET MEMBERS REPORTS (Pages 42 - 79)**

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.)**

**Business – Councillor A Beales**

**Climate Change and Biodiversity – Councillor M de Whalley**

**Environment and Coastal - Councillor S Squire**

**Finance – Councillor C Morley**

**Property & Corporate Services – Councillor B Anota**

**People and Communities – Councillor A Kemp**

**Tourism Events and Marketing – Cllr S Ring**

**Deputy Leader Development and Regeneration – Councillor J Moriarty**

**Leader - Councillor T Parish**

#### **14. 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 & WEST NORFOLK**

**ANNUAL COUNCIL**

**Minutes from the Meeting of the Annual Council held on  
Thursday, 18th May, 2023 at 4.30 pm in the Assembly Room, Town Hall, Saturday  
Market Place, King's Lynn PE30 5DQ**

**PRESENT:** Councillor L Bambridge  
Councillors B Anota, B Ayres, Barclay, Bartrum, P Beal, Beales, Bearshaw, J Bhondi,  
Bland, R Blunt, F Bone, A Bubb, A Bullen, Coates, Colwell, C J Crofts, S Dark,  
M de Whalley, de Winton, Devulapalli, A Dickinson, Everett, Heneghan, Hodson,  
H Humphrey, Jamieson, B Jones, C Joyce, A Kemp, P Kunes, A Lawrence, Lintern,  
B Long, J Lowe, C Morley, S Nash, Osborne, T Parish, J Ratcliffe, Ring, C Rose, J Rust,  
A Ryves, S Sandell, Sayers, S Squire, M Storey, D Tyler, Ware and M Wilkinson

Honorary Aldermen P Brandon, Dr P R Richards, C Walters and L V Wilkinson

Apologies for absence were received from Councillors Mrs J Collingham, S Collop,  
J Moriarty and Mrs V Spikings and Honorary Alderman N J Daubney.

**C:1 THE LATE FORMER COUNCILLOR DAVID WHITBY**

Council held a minutes silence in memory of the late former councillor David Whitby, who had sadly passed away.

**C:2 PRAYERS**

Prayers were led by Rev Canon Ling

**C:3 DECLARATION OF INTEREST**

There were none.

**C:4 MAYOR'S COMMUNICATIONS AND ANNOUNCEMENTS**

There were none.

**C:5 URGENT BUSINESS**

There was none.

**C:6 ELECTION OF A COUNCILLOR TO HOLD OFFICE AS MAYOR OF THE  
BOROUGH OF KING'S LYNN AND WEST NORFOLK AND TO BE CHAIR  
OF THE COUNCIL FOR THE MUNICIPAL YEAR 2023/2024**

Councillor Dark proposed Councillor Margaret Wilkinson for the for the position of Mayor and Chairman of the Council for the 2023/2024 Municipal year. This was seconded by Councillor Ben Jones.

**RESOLVED:** That Councillor Margaret Wilkinson be appointed as Mayor and Chairman for the 2023/24 Municipal Year.

C:7 **ELECTION OF A COUNCILLOR TO HOLD OFFICE AS DEPUTY MAYOR OF THE BOROUGH OF KING'S LYNN AND WEST NORFOLK AND TO BE VICE-CHAIR OF THE COUNCIL FOR THE MUNICIPAL YEAR 2023/24**

Councillor Parish proposed Councillor Paul Bland as Deputy Mayor for the Municipal year 2023/24. Councillor Jones seconded the proposal.

**RESOLVED:** That Councillor Paul Bland be appointed Deputy Mayor for the 2023/23 municipal year

C:8 **ADMINISTER OATH TO THE MAYOR**

Councillor Wilkinson read and signed the Declaration of Acceptance of Office and then, in addressing Members, thanked them for her election and informed the Council that Amani Habaibeh and Dawn Leigh would be her Consorts.

Councillor Wilkinson informed Council that the Mayor's Chaplain for the year would be Rev Canon Adrian Ling.

The Mayor also informed the Council that she would continue to appoint Mayor's Cadets and those for this year would be:

Sea Cadets: Ordinary Cadet Jonathan Pick  
 Army Cadets: LCpl Millie-Rose Chapman  
 Air Cadets: Cadet Cpl Oakley Took  
 Police Cadets: Cadet Jessica Marshall  
 Fire Cadets: Cadet Danny Prime

Mayors Cadets badges were bestowed on the Cadets.

The Mayor's charities would be The Pandora Project and Norfolk and Waveney Mind.

C:9 **ADMINISTER OATH TO THE DEPUTY MAYOR**

Councillor Bland read and signed the Declaration of Acceptance of Office and then, in addressing Members, thanked them for his election and informed the Council that his wife, Marion Bland would be his Deputy Mayoress.

C:10 **VOTE OF THANKS TO THE RETIRING MAYOR AND CONSORTS**

Councillor Dark proposed a vote of thanks to the outgoing Mayor Leslie Bambridge. This was seconded by Councillor Parish.



C:11 **TO MAKE PRESENTATIONS TO THE RETIRING MAYOR AND CONSORTS AND RECEIVE RESPONSES**

Council was informed that gifts and flowers for the outgoing Mayor and Consorts were placed at the front of the stage.

C:12 **TO AGREE THE CHAIR OF CABINET AND LEADER FOR THE FOLLOWING FOUR YEARS AND NOTE CABINET MEMBERS**

Councillor Joyce proposed Councillor Parish as Leader of the Council for the forthcoming four years. This was seconded by Councillor Jones.

**RESOLVED:** That Councillor Terry Parish be appointed Leader for the forthcoming four years.

**RESOLVED:** That the following Membership of Cabinet be noted:

Deputy Leader – J Moriarty  
 B Anota  
 A Beales  
 A Kemp  
 C Morley  
 S Ring  
 S Squire  
 M de Whalley

C:13 **PROPORTIONAL ALLOCATION OF SEATS**

**RESOLVED:** 1) That the proportional allocation of seats with regard to Council Bodies in the Constitution be agreed in accordance with Section 15 of the Local Government and Housing Act 1989 (as amended by subsequent legislation), and in accordance with Section 16 of that Act.

2) That Members be appointed to the proportional Council Bodies as follows :

**APPOINTMENTS BOARD/INVESTIGATING AND DISCIPLINARY COMMITTEE**

(9 Members – 4 Ind, 3 Con, 2 Lab)

A Bullen (I)  
 B Jones (L)  
 C Joyce (L)  
 A Kemp (I)  
 S Nash (I)  
 S Ring (I)

To be confirmed (C) x 3

**AUDIT COMMITTEE**

(9 Members – 4 Ind, 3 Con, 2 Lab)

R Blunt (C)  
S Dark (C)  
S Everett (L)  
B Jones (L)  
S Ring (I)  
J Rust (I)  
T Ryves (I)  
D Sayers (I)  
T de Winton (C)

**STANDARDS COMMITTEE**

(7 Members: 3 Ind, 3 Con, 1 Lab)  
(2 Parish, 1 Ind person)

B Ayres (C)  
S Nash (I)  
S Ring (I)  
S Sandell (C)  
S Squire (I)  
D Tyler (C)  
A Ware (L)

(Independent Person – A Orchard, & Parish Reps - Non voting)

**LICENSING AND APPEALS BOARD**

(All other Licensing and Appeals matters)  
(15 Members - 6 Ind, 6 Con, 3 Lab)

B Ayres (C)  
J Bhondi (I)  
T Bubb (C)  
R Coates (C)  
C Crofts (C)  
B Jones (L)  
C Joyce (L)  
A Kemp (I)  
J Kirk (C)  
S Nash (I)  
T Parish (I)  
C Rose (I)  
S Squire (I)  
D Tyler (C)  
M Wilkinson (L)

**LICENSING COMMITTEE**

(Licensing Act 2003 & Gambling Act)

(15 Members - 6 Ind, 6 Con, 3 Lab)

B Anota (I)  
 B Ayres (C)  
 M Bartrum (L)  
 J Bhondi (I)  
 A Bubb (C)  
 R Coates (C)  
 C Crofts (C)  
 D Henegan (L)  
 J Kirk (C)  
 J Moriarty (I)  
 S Ring (I)  
 J Rust (I)  
 S Squire (I)  
 D Tyler (C)  
 M Wilkinson (L)

### **PLANNING COMMITTEE**

(18 members– 7 Ind, 7 Con, 4 Lab)

B Anota (I)  
 F Bone (L)  
 R Blunt (C)  
 A Bubb (C)  
 P Devulapalli (I)  
 S Everett (L)  
 S Lintern (I)  
 B Long (C)  
 S Ring (I)  
 C Rose (I)  
 J Rust (I)  
 V Spikings (C)  
 M Storey (C)  
 D Tyler (C)  
 M de Whalley (I)  
 T de Winton (C)  
 (L)  
 (L)

### **CORPORATE PERFORMANCE PANEL**

(12 Members – 5 Ind, 5 Con, 2 Lab)

R Blunt (C)  
 S Dark (C)  
 P Devulapalli (I)  
 A Dickinson (C)  
 B Jones (L)  
 A Lawrence (C)  
 S Lintern (I)  
 B Long (C)

S Nash (I)  
 J Osborne (L)  
 D Sayers (I)  
 C Rose (I)

**ENVIRONMENT AND COMMUNITY PANEL**

(12 Members – 5 Ind, 4 Con, 3 Lab)

T Barclay (C)  
 M Bartrum (L)  
 J Bhondi (I)  
 P Bland (I)  
 A Bullen (I)  
 S Collop (L)  
 P Devulapalli (I)  
 H Humphrey (C)  
 P Kunes (C)  
 J Ratcliffe (I)  
 S Sandell (C)  
 A Ware (L)

**REGENERATION & DEVELOPMENT PANEL**

(12 Members – 5 Ind, 5 Con, 2 Lab)

S Bearshaw  
 F Bone (L)  
 R Blunt (C)  
 A Bubb (C) –  
 J Collingham (C)  
 R Colwell (I)  
 C Crofts (C)  
 A Dickinson (C)  
 D Henegan (L)  
 C Rose (I)  
 J Rust (I)  
 T Ryves (I)

C:14

**APPOINTMENT OF CHAIRS AND VICE-CHAIRS**

**RESOLVED:** That the Chairs and Vice-Chairs be appointed as below, noting that the Vice Chairs of the Scrutiny and Overview Panels and Audit Committee will be appointed at their first meetings of the Municipal year:

**i) APPOINTMENTS BOARD /IDC**

At the request of the required number of members, a recorded vote was held on the Chair of the Appointments Boars/IDC.

Councillors S Nash and A Dickinson had been nominated to the position.

Vote for Councillor Nash

<b>For</b>	<b>Against</b>	<b>Abstain</b>
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Anota	Ayres	Ware
Bartrum	Barclay	
Beal	Blunt	
Beales	Bubb	
Bearshaw	Coates	
Bhondi	Crofts	
Bland	Dark	
Bone	Dickinson	
Bullen	Hodson	
Colwell	Humphrey	
Devulapalli	Jamieson	
Everett	Kunes	
Heneghan	Lawrence	
Jones	Long	
Joyce	Sandell	
Kemp	Storey	
Lintern	Tyler	
Lowe	De Winton	
Morley		
Nash		
Osborne		
Parish		
Ratcliffe		
Ring		
Rose		
Rust		
Ryves		
Sayers		
Squire		
De Whalley		
Wilkinson		
31	18	1

## Vote for Councillor Dickinson

<b>For</b>	<b>Against</b>	<b>Abstain</b>
Ayres	Anota	Rose
Barclay	Bartrum	
Blunt	Beal	
Bubb	Beales	
Coates	Bearshaw	
Crofts	Bhondi	
Dark	Bland	
Dickinson	Bone	
Hodson	Bullen	
Humphrey	Colwell	
Jamieson	Devulapalli	
Kunes	Everett	
Lawrence	Heneghan	
Long	Jones	
Ryves	Joyce	
Sandell	Kemp	
Storey	Lintern	
Tyler	Lowe	

De Winton	Morley	
	Nash	
	Osborne	
	Parish	
	Ratcliffe	
	Ring	
	Rust	
	Sayers	
	Squire	
	Ware	
	de Whalley	
	Wilkinson	
19	30	1

Chair – S Nash (I)  
Vice-Chair – none nominated

**ii) PLANNING COMMITTEE**

Chair – J Rust (L)  
Vice-Chair – V Spikings (C)

**iii) LICENSING COMMITTEE**

Chair – J Bhondi (I)  
Vice-Chair – M Bartrum (L)

**iv) LICENSING AND APPEALS BOARD**

Chair – B Jones (L)  
Vice-Chair – C Rose (I)

**v) STANDARDS COMMITTEE**

Chair – A Ware (L)  
Vice Chair – S Sandell (C)

**vi) CORPORATE PERFORMANCE PANEL**

Chair: S Dark (C)

**vii) ENVIRONMENT AND COMMUNITY PANEL**

Chair: S Collop (L)

**viii) REGENERATION AND DEVELOPMENT PANEL**

Chair: S Bearshaw (I)

**ix) AUDIT COMMITTEE**

Chair: T Ryves (I)

C:15 **POLITICAL PROPORTIONALITY OF TASK GROUPS**

**RESOLVED:** That the following be agreed:

Task Groups with 9 Members – 4 Independent P’ship, 3 Conservative,  
2 Labour

Task Groups with 7 Members – 3 Independent P’ship, 3 Conservative,  
1 Labour

Task Groups with 5 Members – 2 Independent P’ship, 2 Conservative,  
1 Labour

**The meeting closed at 5.42 pm**

**BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK**

**EXTRAORDINARY COUNCIL**

**Minutes from the Meeting of the Extraordinary Council held on  
Thursday, 30th March, 2023 at 4.30 pm in the Assembly Room, Town Hall,  
Saturday Market Place, King's Lynn PE30 5DQ**

**PRESENT:** Councillor Miss L Bambridge (Mayor)  
Councillors B Ayres, P Beal, J Bhondi, R Blunt, F Bone, C Bower, A Bubb,  
A Bullen, J Collingham, S Collop, C J Crofts, S Dark, M de Whalley, I Devereux,  
A Holmes, Lord Howard, M Howland, G Howman, C Hudson, H Humphrey,  
B Jones, C Joyce, A Kemp, P Kunes, A Lawrence, B Lawton, B Long,  
C Manning, G Middleton, J Moriarty, C Morley, E Nockolds, T Parish, S Patel,  
C Rose, J Rust, A Ryves, C Sampson, S Sandell, V Spikings, S Squire,  
M Storey, A Tyler, D Tyler, D Whitby and M Wilkinson

Apologies for absence were received from Councillors A Dickinson, P Gidney,  
G Hipperson, J Lowe, J Ratcliffe and Ware

**C:83 MINUTE'S SILENCE IN MEMORY OF THE LATE HONORARY  
ALDERMAN DOUG BENEFER**

The Mayor led a minutes silence in memory of the late Honorary  
Alderman Doug Benefer who had recently passed away.

**C:84 PRAYERS**

Prayers were led by Rev Canon Ling

**C:85 DECLARATION OF INTEREST**

There were none.

**C:86 APPOINTMENT OF HONORARY ALDERMAN**

Councillor Dark reminded Councillors that at its Special Meeting on 9  
March 2023, Council had resolved to bestow the honour of Honorary  
Alderman on former Councillor Nicholas Daubney. He spoke in  
support of that resolution and reminded Council of some of the  
achievements of former Councillor Daubney during his time as Leader  
and Mayor.

Councillors Long, Joyce, Bone, Middleton and Bambridge spoke in  
support of conferring the honour on former Councillor Daubney.

**RESOLVED:** That the title of Honorary Alderman be conferred on  
former Councillor Nicholas Daubney



C:87 **TO PRESENT THE ENGROSSMENT OF THE RESOLUTION AND BADGE OF OFFICE TO THE NEW HONORARY ALDERMAN AND TO RECEIVE A RESPONSE AS APPROPRIATE.**

The Mayor presented to newly appointed Honorary Alderman Nicholas Daubney an illuminated engrossment of the resolution and Aldermanic Badge and he responded to the Council's conferment of the title.

**The meeting closed at 4.55 pm**

**BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK****COUNCIL**

**Minutes from the Meeting of the Council held on  
Thursday, 30th March, 2023 at 4.45 pm in the Assembly Room, Town Hall,  
Saturday Market Place, King's Lynn PE30 5DQ**

**PRESENT:** Councillor Miss L Bambridge (Mayor)  
Councillors B Ayres, P Beal, J Bhondi, R Blunt, F Bone, C Bower, A Bubb,  
A Bullen, J Collingham, S Collop, C J Crofts, S Dark, M de Whalley, I Devereux,  
A Holmes, Lord Howard, M Howland, G Howman, C Hudson, H Humphrey,  
B Jones, C Joyce, A Kemp, P Kunes, A Lawrence, B Lawton, B Long,  
C Manning, G Middleton, J Moriarty, C Morley, S Nash, E Nockolds, T Parish,  
S Patel, C Rose, J Rust, A Ryves, C Sampson, S Sandell, V Spikings, S Squire,  
M Storey, A Tyler, D Tyler, D Whitby and M Wilkinson

Apologies for absence were received from Councillors A Dickinson, P Gidney,  
G Hipperson, J Lowe and J Ratcliffe

C:88 **MINUTES**

**RESOLVED:** The Minutes of the Meetings of Council held on 23 February and 9 March 2023 were agreed as a correct record and signed by the Mayor.

C:89 **DECLARATION OF INTEREST**

C:90 **MAYOR'S COMMUNICATIONS AND ANNOUNCEMENTS**

There were none.

C:91 **URGENT BUSINESS**

There was none.

C:92 **PETITIONS AND PUBLIC QUESTIONS**

There were none.

C:93 **RECOMMENDATIONS FROM COUNCIL BODIES**

i **Cabinet: 7 March 2023**

Councillor Dark proposed and Councillor Blunt seconded recommendation CAB141: Local Plan – Inspector's Letter – Recommended Way Forward.

Council debated the recommendation and the recommendations for West Winch. Councillor Joyce and Bone spoke against the recommendations. As a point of clarification Councillor Kemp pointed out that in the Cabinet meeting she had referred to the Inspectors letter re the West Winch scheme being unsustainable compared with Watlington and Downham Market which had a railway.

Councillor de Whalley questioned the presence of the Barrister at the Local Plan Task Group. He commented on the response to the A10 main rail line strategic growth corridor.

Councillor Morley drew attention to development plans for rural areas. He proposed an amendment to recommendation 3 to remove the delegation to the Chair and Vice-Chair to agree the Criteria based policy, to require the Policy to be agreed by the full Task Group. This was seconded by Councillor Moriarty.

The amendment was not accepted by Councillor Dark. Councillor Moriarty spoke in support of the amendment as he felt the Task Group was being sidelined.

Councillor Parish as Vice-Chair of the Task Group reminded members that he spoke against rural developments and reassured members that the Chair and Vice Chair would agree the final version following agreement at the last Task Group. Councillor Joyce spoke against the amendment. Councillor Dark reminded members that the recommendations from Cabinet were those that had been proposed by the Task Group to Cabinet which had agreed them.

On being put the vote, the amendment was lost.

In debating the substantive recommendation Councillor Moriarty questioned the presence of a legal representative at the meeting. He considered it was too simple a solution to the Inspectors questions.

Councillor Blunt explained that he had requested legal advice to the meeting so the Task Group had the opportunity to get the advice first hand. He reminded members that the Inspectors weren't challenging the decisions, but the evidence. He reminded members that it was a response to the Inspectors letter and they would then come back, it would go out to consultation and come back to the Task Group and Council.

On being put to the vote the recommendation was carried.

Councillor Dark proposed the following recommendations, seconded by Councillor Middleton.

CAB142: Review of Unreasonable Complaints Policy  
CAB143: LGA Model Code of Conduct

CAB144: Members Allowances Scheme 2021-2025 – It was noted that there was no change to the scheme, just the date range of the Scheme.

CAB146: Freedom of the Borough Update.

CAB147: Governance Review Task Group – Councillor Ryves suggested that the County Deal item should be referred to the Task Group for consideration. It was agreed that the Task Group was not the correct place for this to be considered.

**RESOLVED:** That the recommendations from the Cabinet meeting held on 7 March 2023 be approved.

C:94

**NOTICES OF MOTION**

i) Councillor Parish and seconded by Councillor Dark proposed the following Notice of Motion (6/23):

“This Council has received briefings on the County ‘devolution’ Deal currently being considered by Norfolk County Council.

In light of these we note that there is nothing in the ‘deal’ currently that impacts on the powers and sovereignty of this council and more money could be coming to Norfolk as a consequence of it.

However, the ‘deal’ text is currently out to public consultation and going through Parliament before a final debate and decision at Norfolk County Council at around December 2023, so alterations in the coming months are a real possibility.

Consequently, this council believes it is prudent to reserve it’s final position on the ultimate ‘deal’ at this time and instructs officers to continue engaging on behalf of West-Norfolk, focussed on 3 areas; this council’s powers and sovereignty remain undiminished; West-Norfolk will have a fair say in the priorities being set for any new funding under the ‘deal’ and West-Norfolk will have a fair opportunity to access such funding with a report being brought before council promptly if anything material to the above changes or in sufficient time for consideration and debate to occur and a clear public position to be taken before the County Council decision in December 2023.”

In debating the Motion, Councillor Morley proposed the following amendments which were seconded by Councillor de Whalley:

Consequently, this Council believes it is essential to reserve now its final position on the ultimate “deal”, and instructs oOfficers to continue to engage in the consultation process with the objective of delivering on the following agenda.

1. This Council’s existing powers and sovereignty to remain undiminished.

2. Ensure a fair and equitable debate amongst all interested parties to secure an equitable outcome but also having regard to the further agenda.
3. Apportionment of funds at day 1 and in the future to be based on proven evidence of need and clear improvement opportunities. The era of “shovel ready” projects (revenue or capital) to stop.
4. Funding to recognise that we are a gateway to the North Sea, Hanseatic, Cambridgeshire and Lincolnshire and our needs, such as transport, road and rail infrastructure and business clusters vary from others.

A report is to be brought promptly before Council if anything material occurs which will frustrate this Agenda being secured and in sufficient time for consideration and debate to permit a clear and open position to be taken before the County Council decision in December 2023

The amendments were not accepted by Councillor Parish. In debating the amendment Councillor Long commented that he was part of the Group at the County Council looking at its Constitution, and would not support anything not acceptable for the Borough. Councillor Dark commented on the lateness of the amendment which had not been circulated. He re-iterated the contents of the original motion. On being put to the vote the amendment was lost.

Councillor Ryves proposed a further amendment – that the pros and cons of the County Deal be prepared in order for Council to be informed for its response. This was seconded by Councillor Joyce. Councillor Parish declined to accept the amendment.

Council debated the amendment, Councillors Morley, Bone, Joyce, Rust and de Whalley spoke for the amendment. Councillors Dark and Middleton spoke against. Councillor Lord Howard referred to the poor drafting of the legislation for the Bill. Councillor Moriarty informed Council that he would abstain as he also sat on the County body considering the matter.

In summing up Councillor Parish referred to the content of the substantive and assured members that it contained the necessary information and instructions to gain all the required information.

On being put to the vote the amendment was lost.

In debating the substantive Councillor Kemp suggested an amendment to reject the deal. It was confirmed that this would substantially amend the substantive motion. Therefore, this was not permitted.

Council debated the motion, and in summing up Councillor Parish commented that his earlier motion had now changed as there was further information provided. The decision did not have to be taken

urgently, but did instruct officers to find out more and report back swiftly after the election.

On being put to the vote the Motion was agreed.

**RESOLVED:** That the Motion be approved.

ii) Councillor Sandell, seconded by Councillor Dark proposed the following Notice of Motion (7/23):

As this council comes to the end of its term and reflects back on an unprecedented, exceptionally demanding four years it formally thanks its staff, partner councils and agencies, partner charities and the many local volunteer groups and individuals who have worked flexibly, diligently and effectively to support and move West Norfolk forwards throughout this time.

Councillor Long supported the motion commending the Council's staff for their work in the preceding four years, particularly with the pandemic.

Councillor Kunes commended the work of officers to make the achievements they had done over the previous term.

Councillor A Tyler thanked staff for their constructive advice, assistance and support during his 25 years as a councillor.

Councillor Rust proposed an amendment to the motion "that staff be given a 10% pay award for the following year". This was seconded by Councillor Bone.

Councillor Dark commented that whilst appreciating the sentiment could not accept the amendment. He referred to meetings held with staff organisations in order to go through the proper processes which had already commenced for the coming year.

Councillor Joyce commented that he did not have the financial detail. Councillor Moriarty commented that it was a new issue and had not been able to think through the consequences of the proposal.

On being put to the vote, the amendment was lost.

In debating the substantive on behalf of Councillor Sandell, Councillor Middleton commented that no one had expected the pandemic, the war in Ukraine or the cost of living crisis. He made reference to some of the things which staff had done in that time and worked hard for the people of the Borough.

Councillor Joyce made reference to the staff in the Revenues and Benefits department who had given out large amounts of grant during this time. He referred to staff being able to work from home during this time.

Councillor Humphrey commented that as Mayor he had seen the benefits of the work carried out during that time. He drew attention to the good working arrangements with contractors such as the Refuse and Recycling contractors who had continued to work in difficult circumstances.

Councillor Lawrence referred to the “All In” campaign where officers had worked to bring in rough sleepers. He referred to the fact that the Council wasn’t shut down during that time and thanked staff.

Councillor Jones asked for his thanks to be passed to those officers responsible for clearing the alleyways in North End which had been fly tipped.

Councillor Parish reminded members that parish councils were also working during the pandemic.

In summing up Councillor Dark drew attention to the happenings of the last 4 years and the work carried out by staff and thanked the staff who had delivered in the last 4 years.

The substantive motion was put to the vote.

**RESOLVED:** That the substantive Motion be approved.

C:95

### **CABINET MEMBERS REPORTS**

Councillor Dark moved the Cabinet Members reports en bloc. This was seconded by Councillor Middleton.

Councillor Morley asked whether grant monies had to be paid back on air source heat pumps, to which Councillor Kunes disagreed.

Councillor Bone in expressing delight at the North End Alleyways being cleared asked how they would be kept clear. Councillor Kunes explained that it had taken so long to do as the ownership of the alleys was in question, he drew attention to the issues having to be dealt with during the clearance.

Councillor Kemp suggested that the training pledge should be used to train young people to work with Freebridge to bring houses back into use. Councillor Sandell commented that Freebridge had recently provided an update to all councillors on those delays.

In response to Councillor Crofts question on when it was expected to have an update on the Local Plan Examination, Councillor Blunt stated that the work was almost complete and he would be discussing the criteria based policy with the task group Vice-Chair in readiness for the 26 April deadline. From there the Inspectors would decide if it was acceptable and make recommendations on the soundness of the

process and following a consultation process it would come back to the Council for further consideration.

Councillor Parish asked whether Councillor Blunt's portfolio was too large to which he responded that it was helpful when Deputy portfolio holders were in place, he also hoped that the changes to the staffing structure would help.

Councillor Morley asked of the emergency access for Parkway had been resolved, to which Councillor Blunt commented that the County Highways department were considering it as part of condition 9 of the planning application.

Councillor Long asked if Councillor Kunes agreed that the collection of batteries was good for west Norfolk, to which Councillor Kunes commented that he was amazed at how many were being collected, and the collection of smaller electrical goods for recycling was now being rolled out.

Councillor Squires asked Councillor Kunes how prepared the Borough was for the unavoidable climate impacts. Councillor Kunes gave a run down of things the Council was doing such as raising the heights of sea banks in the Borough. He referred to tree planting but also reported that they were often vandalised. He suggested that the use of solar farms and battery storage would be a sensible approach.

Councillor Collop asked Councillor Lawrence about the reference to Gaywood Community Centre ownership, to which he explained that the similar offer was made to community groups as was made to Hunstanton.

Councillor Nockolds asked Councillor Middleton about the Soap Box Derby being held in Hunstanton that weekend. To which he advised that there were 48 carts registered.

In response to a question from Councillor Rust on the where the fine money from Serco was spent, Councillor Kunes explained that things such as solar litter bins had been purchased for Hunstanton. He also commented that contaminated bins amounted to 5-10% of bins.

Councillor Long asked Councillor Humphrey if there would be flexibility for members in for IT equipment in the new year. Councillor Humphrey confirmed there would be.

In response to a question from Councillor de Whalley on where the funding for the reduced emissions targets would come from, Councillor Kunes responded that it was hoped that grants would be available from the Government that would prove sufficient by 2030.

In response to a question from Councillor Holmes on how far from a fully staffed and experienced Planning Department was the council,



Councillor Blunt confirmed that progress was being made with new positions being filled.

Councillor Ryves asked Councillor Lawrence about KLIC and if it supported young businesses and the nature of the centre. Councillor Lawrence confirmed it was for smaller businesses without the high overhead costs and fulfilled what it was built for.

Councillor Sandell responded to Councillor Squire that at the foodbank the CAB advisor was carrying out amongst other things - benefit checks, homeless support, food vouchers café, law services.

Councillor de Whalley asked Councillor Blunt what the Guildhall re-profiling was from DHULC. Councillor Middleton confirmed that it had taken longer than anticipated to recruit the design team which had meant that some of the spend had to be reprofiled to the following year which did mean that there was little flexibility in delivery because of the delay.

#### The Leader's Questions

Councillor Rust asked if the Leader had spoken to Nick Markham if any money awarded to the Queen Elizabeth Hospital would be linked to inflation rates to maintain its value and deliver what the community needs. The Leader drew attention to the attempts made across the community and frustration at the delays, but the size of the funding required would mean many layers of Government examining the proposed spend. He hoped from the reassurance he had received from the Prime Minister and MP that the news would be forthcoming.

The Mayor closed the meeting after 3 hours

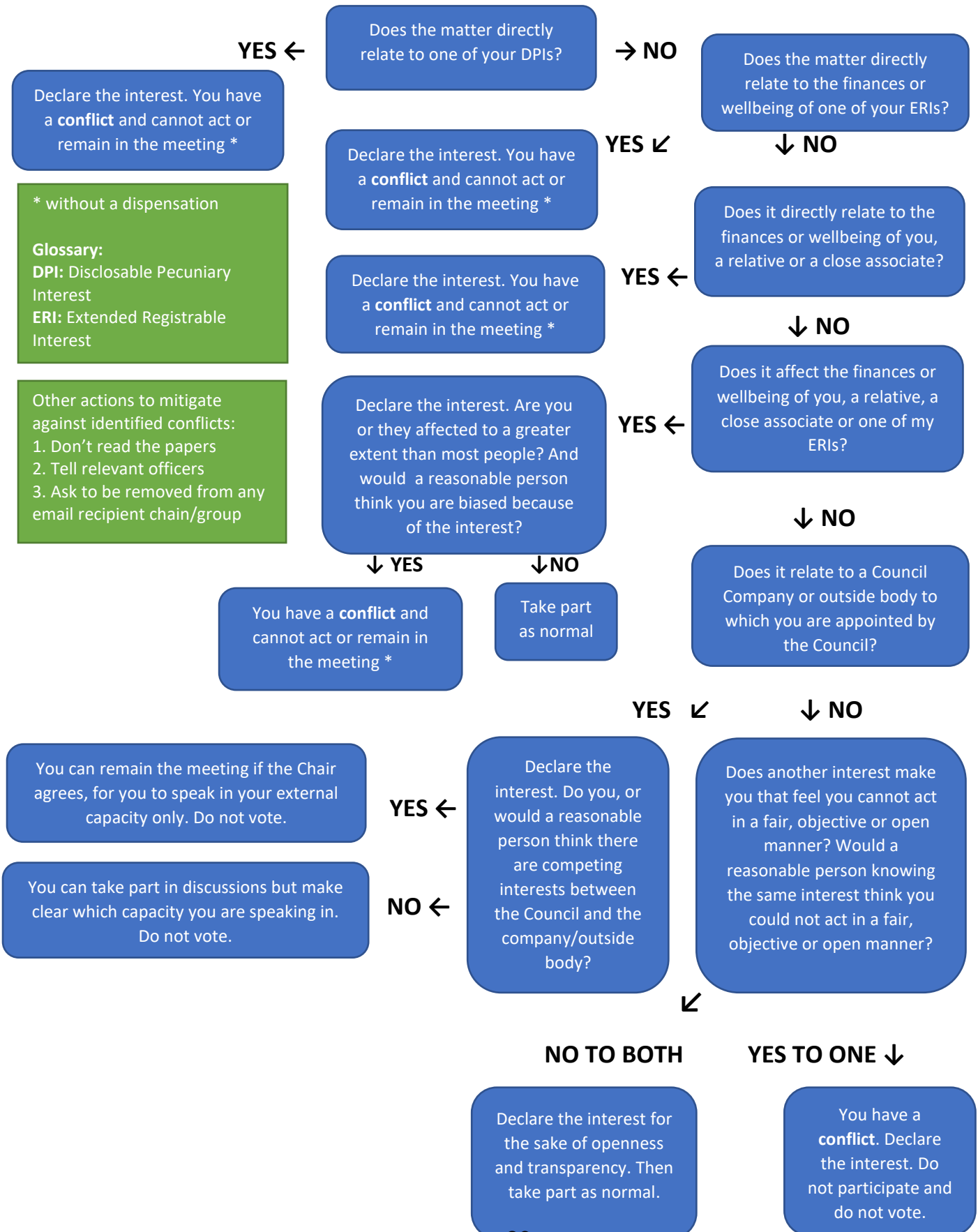
At the end of the meeting the Mayor thanked Members for their support during the last year. Councillor Collingham thanked the Mayor for her chairmanship of the Council meetings in the last year.

**The meeting closed at 8.04 pm**

**DECLARING AN INTEREST AND MANAGING ANY CONFLICTS FLOWCHART**



**START**



Declare the interest. You have a **conflict** and cannot act or remain in the meeting \*

\* without a dispensation

**Glossary:**

**DPI:** Disclosable Pecuniary Interest

**ERI:** Extended Registrable Interest

**Other actions to mitigate against identified conflicts:**

1. Don't read the papers
2. Tell relevant officers
3. Ask to be removed from any email recipient chain/group

**REPORT TO COUNCIL**

Open					
Lead Member: Cllr J Moriarty E-mail: cllr.James.Moriarty@west-norfolk.gov.uk			Other Cabinet Members consulted: Cllr T Parish		
			Other Members consulted:		
Lead Officers: Lorraine Gore E-mail: Lorraine.Gore@west-norfolk.gov.uk			Other Officers consulted: A Baker, B Box, S Winter, M Drewery		
Financial Implications	Policy/ Personnel Implications	Statutory Implications	Equality Impact Assessment required	Risk Management Implications	Environmental Implications
YES	YES	NO	NO	NO	NO

Date of meeting: 13 July 2023

**COUNCIL MEETING ARRANGEMENTS**

**Summary**

The report presents the findings of the Corporate Performance Panel Informal Working Group looking at meeting arrangements, and the subsequent meetings held to consider the recommendations. Council on 9 March 2023 agreed that the new Council should consider the matter and take decisions on the timing of meetings.

**RECOMMENDATION**

In relation to the Motion to Council on 23 February 2022, Council consider the recommendations by members at CPP:

1. The Planning Committee and Licensing Committee should remain during the day as per current arrangements.
2. The Panels should determine their meeting start times. There was no agreement by the IWG on a recommended start time.
3. Cabinet will continue to determine the start times of their meetings.
4. Full Council meetings to continue to start at 4.30pm.
5. The arrangements for live streaming and hybrid meeting arrangements should continue. Officer presentations and audio quality to be kept under review.

**Reason for Decision**

To respond to the Motion to Council on 23 February 2022 and the arrangements for council meetings as covid restrictions are removed.

## 1 INTRODUCTION

- 1.1 To ensure Member input into the consideration of council meeting arrangements it was agreed at Corporate Performance Panel on 13 April 2022 to establish an Informal Working Group (IWG) for evidence gathering and preliminary analysis. The IWG met on 6 June 2022 and 4 July 2022 and the findings of the IWG were reported to CPP on 4 January 2023.
- 1.2 The findings of the Corporate Performance Panel (CPP) Informal Working Group and the recommendations from Corporate Performance Panel on the future working arrangements for Council bodies were submitted to Cabinet on 8 February 2023 to Council at its meeting on 9 March 2023. The following was agreed:

### **Cabinet recommendation from its 8 February meeting to 9 March Council meeting was:**

**RECOMMENDED:** That the arrangements for council meetings as detailed in section 2 of the report continue and should members wish to change this after the election, Council reconsider the timings.

### **Council on 9 March 2023 agreed with those recommendations below:**

Re- CAB132: Council Meeting Arrangements

Council debated the recommendations with opinions for and against start timings expressed. It was clarified that should the new council wish to debate and take a decision on this matter before 6 months it would be acceptable. On being put to the vote the recommendations were agreed.

**RESOLVED:** That the recommendations above from the Cabinet meeting on 8 February 2023 be approved.

- 1.3 Council now has the report before it with the recommendations from CPP (in 2 below) and Cabinet and the previous Council in order to consider the arrangements and whether it wishes to continue to stream meetings.

## 2. ARRANGEMENTS FOR COUNCIL MEETINGS

Following consideration by members at CPP the recommendations were

- 2.1 The Planning Committee and Licensing Committee should remain during the day as per current arrangements.
- 2.2 The Panels should determine their meeting start times. There was no agreement by the IWG on a recommended start time.

- 2.3 Cabinet will continue to determine the start times of their meetings.
- 2.4 CPP recommended that full Council meetings to continue to start at 4.30pm.
- 2.5 The arrangements for live streaming and hybrid meeting arrangements should continue. Officer presentations and audio quality to be kept under review.

### **3. PERSONNEL IMPLICATIONS**

- 3.1 The Democratic Services team have continued to deliver live streaming and hybrid meeting arrangements which were introduced during the response to covid, utilising a temporary additional corporate apprentice resource to assist with the additional workload during the recovery period. As these arrangements are now recommended to continue it will be necessary to review the associated resourcing implications for the service on a permanent basis and a separate report with associated recommendations will be presented to Cabinet following consideration of Council's decision.

### **4. FINANCIAL IMPLICATIONS**

- 4.1 The financial implications of resourcing the continuation of live streaming and hybrid meeting arrangements as detailed at 3.1 will need to be considered as part of the separate report.

### **5. STATUTORY CONSIDERATIONS**

- 5.1 Following the expiry of the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 in May 2021, local authorities no longer have the option to hold Council meetings remotely. All decision makers at a Council meeting must therefore be in the room.

- 5.2 This Council made the discretionary choice to continue to livestream and keep recordings of Council meetings available on Youtube, as it was considered this has a positive benefit on openness, transparency and public engagement. Cabinet also previously approved the attendance of 'non-decision makers' attending Council meetings remotely if they wished. The updates issued by the Department for Levelling Up, Housing and Communities continue to indicate that they intend to bring forward primary legislation to provide the permanent power to hold remote/hybrid meetings, however there is no current date provided on when this will happen.

## **6. BACKGROUND PAPERS**

Minutes of the Informal Working Group meetings of 6 June 2022 and 4 July 2022.

Report to CPP on 4 January 2023,  
Cabinet agenda and minutes 8 February 2023  
Council Minutes 9 March 2023

**RECOMMENDATIONS FROM CABINET ON 18 APRIL 2023  
TO COUNCIL ON 13 JULY 2023**

**CAB159 SOUTHGATES AREA MASTERPLAN DELIVERY PLAN**

Assistant Director D Hall presented the report which proposed the next stages of the Southgates Area Masterplan Development Brief which had been prepared following extensive site analysis and public consultation, for the historic King's Lynn Southgates area. The masterplan set out the vision and design principles for the development of this strategic regeneration area. The Development Brief was accompanied by a financial viability and Delivery Strategy.

The report recommended next steps to develop and progress the project with key partner Norfolk County Council, to enable to the future regeneration and development of the area.

Cabinet considered the amended recommendations put forward by the Regeneration and Development Panel.

Cabinet amended recommendation 5 as set out in bold below.

Under standing order 34 Councillor Joyce commented that the South Gates should be avoided for heavy traffic and potentially cars, but he had difficulty with the fact that a public subsidy was required for houses to be built for sale. The bus route to Harding Way could be solved. He wasn't sure about the reason to move the Nar Ouse Way.

Under standing order 34 Councillor Kemp expressed concern about the level of funding being added to the schemes which was not enough, she questioned the moving of Nar Ouse Way, she drew attention to the traffic delays and questioned how the traffic could be moved from the Southgates before the work was done as it would cause chaos. She felt that more traffic lights would add to congestion. She drew attention to the fact that West Lynn pathway and Ferry were not included in the proposals.

Councillor Blunt considered it was not a supplementary planning document, but the masterplan for the scheme. He considered that there was much more work to do before it reached that stage. This was confirmed and explained that it would be a material planning consideration to be taken into account.

Councillor Middleton referred to the comments made by members but reminded members that proposals were brought forward by professionals for Councillors to consider. He drew attention to the objections to connectivity plan to encourage better flow of traffic, walking and cycling and improving air quality. He encouraged that the entrance to the town be improved for King's Lynn

Councillor Blunt also drew attention to the consultation carried out on the proposed project and the fact that there were challenging issues for this, but the most challenging situation was taken as it would have the biggest impact.

Councillor Dark drew attention to the long term work which had been ongoing on the proposals and land acquisitions in the area which had been taking place for a long period of time. He concurred with the points raised about the South Gates and the danger of damage. He drew attention to the public consultation responses which tied in with the proposals being put forward.

In discussing the recommendations from the Regeneration and Development Panel it was noted that it was necessary to go through the process of going through the Panel anyway. It was therefore agreed to include a comment in recommendation 5 to include the Panel/s as appropriate. The Chief Executive reminded members that it would be up to the Chair of the Panel to decide if items were to be submitted to them.

**RECOMMENDED:** 1) Approve the final Southgates Masterplan Development Brief Document and the preferred option as set out in Appendix 1 to the report.

2) That further feasibility and options testing for the development and delivery of the sites in the Southgates area be approved.

3) That delegated authority be granted to Assistant Director for Property and Projects in consultation with Portfolio Holder for Property, Portfolio Holder for Regeneration & Portfolio for Finance, to agree BCKLWN land contribution to Norfolk County Council's King's Lynn – Sustainable Transport and Regeneration Scheme (STARS) project.

4) That Regeneration and Economic Development officers be instructed to progress with seeking further external funding that may be required to deliver the scheme.

5) That a further report be brought back to Cabinet **and Panels as appropriate**, to update on the outcome of the next steps detailed in sections 4 & 5 of the report and to consider the final arrangements for overall scheme delivery in early 2024.

#### **Reason for Decision**

To guide the future regeneration of this gateway site to King's Lynn's town centre in line with the aims and objectives of the Heritage Action Zone, the Town Investment Plan and the corporate business plan objective to 'promote the borough as a vibrant place in which to live, to do business and as a leading visitor and cultural destination.



**CABINET RECOMMENDATION FROM 27 JUNE TO COUNCIL ON 13 JULY 2023**

**CAB12 SCHEME OF DELEGATION**

Cabinet considered a report which explained that following the recent borough elections and appointment of a new Leader and subsequently changes to the list of portfolio responsibilities, amendments were required to the scheme of delegation so the two documents aligned.

The recommendations also suggested that if areas of responsibility should change between cabinet members, those changes to the scheme of delegation be made by the Monitoring Officer.

Councillor Morley proposed that an addition be added to the explanatory notes for portfolio holder delegations: "That the Portfolio Holder for Finance must be consulted in transactions which will result in expenditure over £250,000." He explained that this was to ensure that further down the line the budget.

Councillor Beales proposed that ICT change from the Finance Portfolio to Business. This was agreed.

- RECOMMENDED:**
- 1) That the list of portfolio responsibilities be noted.
  - 2) That the portfolio responsibility for ICT be changed to the Business Portfolio.
  - 3) That a sentence be added in the explanatory notes for portfolio holder delegations: "That the Portfolio Holder for Finance must be consulted in transactions which will result in expenditure over £250,000."
  - 4) That the amended Scheme of Delegation be approved as a change to the Constitution by Council.
  - 5) That delegated authority be granted to the Monitoring Officer to amend the scheme of delegation should changes be made to the areas of responsibility of Cabinet Members.

**Reason for Decision**

To ensure the scheme of delegation is in line with the portfolio areas of responsibility, to permit changes in portfolio areas of responsibility to be reflected in the Scheme of Delegation, and to ensure the Portfolio for Finance is aware of large amounts of expenditure above budget.

**REPORT TO COUNCIL**

Lead Member: Leader – Councillor Parish E-mail: <a href="mailto:cllr.terry.parish@west-norfolk.gov.uk">cllr.terry.parish@west-norfolk.gov.uk</a>		Other Cabinet Members consulted:		
		Other Members consulted: E&C Panel and CPP Panel		
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: 13<sup>th</sup> July 2023**

**APPOINTMENTS TO OUTSIDE BODIES AND INTERNAL DRAINAGE BOARDS**

**Purpose of Report**

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

**Recommendations**

- 1) That the Council appoints representatives to serve on the outside bodies and partnerships listed in the Parish level and General categories as shown at Appendix 1.
- 2) That Council approves the appointment of representatives nominated by the Panels to serve on outside bodies and partnerships which fall within the Scrutiny and Regulatory categories as shown in point 4.1 of the report and Council nominates members to serve on the scrutiny outside bodies if no nominations were made by the Panels.
- 3) That Council appoints representatives to serve on Internal Drainage Boards for a four year period as listed in Appendix 2 attached.
- 4) That nominations be invited from appropriate Parish Councils to fill any vacancies on the internal Drainage Boards not taken up by the Borough Council.
- 5) That the reporting arrangements be noted, as shown in section 3 of the report.

**Reason for decision**

To ensure continued involvement in the community by the Council

## **1.0 BACKGROUND**

1.1 The Cabinet at its meeting on 27<sup>th</sup> June 2023 confirmed a number of Executive appointments to outside bodies and partnerships. Further appointments are made by the Council in the following categories:

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

## **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. This will make it 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 All Members are encouraged to use the Members' Bulletin to report on the work of any such organisation they are appointed to.

## 4.0 APPOINTMENT OF REPRESENTATIVES

### 4.1 Scrutiny and Regulatory Roles

Nominations made by the Panels are listed below:

- Borough Council/College of West Anglia Liaison Board - **Councillor Osbourne**
- King's Lynn and West Norfolk Area Museums Committee - **Councillor Bland and non-Councillor rep Bill Davidons**
- Norfolk County Council – Norfolk Countywide Community Safety Partnership Scrutiny Sub-Panel – **non Councillor Christine Hudson and no nomination made for substitute Member**
- Norfolk Health Overview and Scrutiny Committee – **Councillors Devulapalli and Councillor Bhondi as substitute**
- West Norfolk Community Transport Project – **Councillor Everett**
- King's Lynn Football Club – **Councillor Bland**
- Hunstanton Sailing Club – **The Corporate Performance Panel made no nomination to this Outside Body. The Corporate Performance Panel agreed that the Chair of the Panel would contact Hunstanton Sailing Club to determine if a representative was still required and feedback to the next meeting.**

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

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

### 4.3 Internal Drainage Board Appointments

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

- 4.3 Members who would like to put themselves forward for the bodies listed in Appendix 1 and 2 should inform their Group Leader in advance of the Full Council meeting, which will then be notified to Democratic Services. This will assist with meeting preparations.

Current policy is to invite nominations for Parish Council representatives to fill any vacancies not taken up by the Borough. Members are recommended to agree that this policy should continue.

## 5.0 FINANCIAL IMPLICATIONS

Mileage and subsistence allowances for Councillors attending meetings.

## **6.0 ACCESS TO INFORMATION**

Current lists of member representation

ACSeS report on liabilities of Outside Bodies

## **APPENDIX 1**

### **APPOINTMENTS TO OUTSIDE BODIES TO BE MADE BY FULL COUNCIL ON 13<sup>TH</sup> JULY 2023**

Scrutiny nominations made by the Panels (to be confirmed by Council) are also shown below.

#### **Part Cabinet/part Council appointments**

<b>Name of Organisation</b>	<b>Number of Representatives</b>	<b>22-23 Appointments</b>
Borough Council/College of West Anglia Liaison Board	1 x Cabinet 1 x nominated by E&C (Councillor Osbourne nominated by E&C)	Dark Lowe
Downham Market Leisure Centre Joint Management Committee	1 x Cabinet 2 x Council	Middleton Vacancy and Howland
King's Lynn and West Norfolk Area Museums Committee	1 x Cabinet 3 x E&C (Councillors Bland and non-Councillor Bill Davidson nominated by E&C) 1 x Council	Nockolds De Whalley, Kemp and Bubb A Tyler

#### **Council Appointments**

<b>Name of Organisation</b>	<b>Number of Representatives</b>	<b>22-23 Appointments</b>
Backhams Almshouses Trust	1	Sally Twyman
Bexwell Poors Land Charity	1	Tony White NCC
Brancaster Commons Committee	1	Lawton
Burnham Overy Harbour Management Committee	1	Sandell
Gaywood Allotment Trust	4	Collop, Lowe, Wilkinson and S Young (NCC)
Hunstanton and District Festival of Arts	1	Bower
Hunstanton Sailing Club Development Sub Committee Observer	1 x CPP – no nomination made by the Corporate Performance Panel. Please see section 4.1 of the report for further information.	Rose
John Sugars Almshouses Charity	3	Bambridge, Bone and Twyman

King's Lynn and West Norfolk Borough Charity	2	Bower and Bubb
King's Lynn Community Football	1	Middleton
King's Lynn Conservancy Board	4	Ayres, Sampson, Kunes, Howland
King's Lynn Emmerich Twinning Club	2	Dickinson and Tyler
King's Lynn Town Football Club	1 E&C (Councillor Bland nominated by E&C)	Paul Bland
Marriotts Warehouse Limited	3	Bower, Gidney and Dr Richards
Norfolk Countywide Community safety Partnership Scrutiny Sub Panel	1 + Sub – E&C (non Councillor Christine Hudson and no substitute Member nominated by E&C)	Kemp and Hudson
Norfolk Health Overview and Scrutiny Committee	1 + sub – E&C (Councillor Devulapalli and Councillor Bhondi as substitute nominated by E&C)	Kemp and de Whalley (sub)
North End Trust	1	Nockolds
Outwell Charities	1	Crofts
Queen Elizabeth Hospital Governors Council	1	Kunes
SNAP Downham Market	2	Chair Rose Vice Chair Howland
SNAP Hunstanton	2	Chair Beal Vice Chair Bubb
SNAP King's Lynn	2	Chair Bambridge Vice Chair Bone
Sibelco – Leziate Quarry	2	Howland Manning
West Norfolk and King's Lynn Girls School Trust	1	Nockolds
West Norfolk Community Transport Project	1 x E&C (Councillor Everett nominated by E&C)	Nockolds
West Norfolk Youth Advisory Group	1	Lowe
West Walton Poors Charity	1	B Porter – Parish Council
William Cleave Educational Foundation	2	Bambridge, Nockolds

**APPENDIX 2**

**APPOINTMENTS TO INTERNAL DRAINAGE BOARDS TO BE MADE BY FULL COUNCIL ON 13<sup>TH</sup> JULY 2023**

<b>Internal Drainage Board</b>	<b>No of reps Council permitted to nominate</b>	<b><u>Parishes in Drainage Board area</u></b>	<b>2019-2023 Borough Council reps</b>	<b>2019-2023 Parish Council representatives</b>
East of Ouse, Polver and the Nar	12	St Germans/St Peter KL West Winch Blackborough End East Winch Pentney Wormegay Tottenhill Watlington Runcton Holme Marham Shouldham Stow Bridge	C Crofts P Gidney G Hipperson M Howland C Joyce J Kirk B Long S Nash C Rose D Whitby  1 vacancy	Barry Thrower – West Winch
Churchfield and Plawfield	9	Outwell Upwell Three Holes	C Crofts J Kirk C Rose  3 x vacancies	Keith Harrison (Upwell) Richard Melton (Upwell) Dale Boyce (Outwell)
Downham and Stow Bardolph	4	Stow Bardolph (Stow Bridge & Barroway Drove) Downham West Outwell Marshland St James	C Crofts S Patel D Tyler  Mr S Carlton (external)	
King's Lynn	10	Those previously served by the following IDBs: Gaywood Magdalen Marshland Smeeth & Fen West of Ouse Wingland	B Ayres T Bubb C Crofts I Devereux J Kirk P Kunes B Long E Nockolds D Whitby S Dark	(0)
Littleport and Downham	1	Welney Denver Hilgay Sothery	A White	(0)
Manea and Welney	1	Welney	C Crofts	(0)
Middle Level Commissioners	1		C Crofts	(0)



Needham and Laddus	9	Outwell Upwell	C Crofts J Kirk C Rose  4 x vacancies	Keith Harrison (Upwell) Dale Boyce (Outwell)
Norfolk Rivers	0 – However we can nominate a jointly appointed Member.	Those previously served by the following IDBs: North Norfolk Upper Nar	I Devereux	(0)
Southery and District	8	Southery Hilgay Feltwell Hockwold Methwold	A Holmes M Peake C Sampson M Storey D Whitby A White  1 vacancy	Christopher Cock (Feltwell)
Stringside	1	Fincham Barton Bendish Boughton Stradsett Oxborough	A Holmes	(0)
Stoke Ferry	9	Stoke Ferry Wereham Wretton West Dereham Ryston Fordham Wroxham Denver Downham Market Wimbotsham Stow Bridge	C Crofts A Holmes Long C Sampson D Tyler D Whitby A White  1 x vacancy	Roger Lankfer
Upwell	3	Upwell Downham West Lakesend Welney	C Crofts J Kirk C Rose	(0)

**CABINET MEMBERS REPORT TO COUNCIL**

**13 JULY 2023**

**COUNCILLOR ALISTAIR BEALES - CABINET MEMBER FOR BUSINESS**

For the period 19 May to 13<sup>th</sup> July 2023

**1 Progress on Portfolio Matters.**

This first report will be necessarily brief, as firstly, this is a new administration and we are all new in post and secondly, my employment in land management and agriculture is demanding and unpredictable at this time of year. Mostly due to preparations for the cereal harvest and harvest itself. That second point is an important one as I have always strongly believed that any administration and any Council benefits from as wide a cross section of councillors as possible. An important demographic in that cross section is, in my view, working parents. Well, that's me.

With regard to the portfolio itself, I have had many meetings with officers and colleagues to familiarise myself with the role and responsibilities.

**2 Forthcoming Activities and Developments.**

Further meetings with officers, colleagues and other representatives.

**3 Meetings Attended and Meetings Scheduled**

18<sup>th</sup> May – Annual Council  
24<sup>th</sup> May – Cabinet meet and greet with CEA and Management Team  
25<sup>th</sup> May – Cabinet sifting  
26<sup>th</sup> May – inspection of Lynnsport tree planting  
1<sup>st</sup> June – meeting with Monitoring Officer & Assistant to the CEO  
5<sup>th</sup> June – meeting with Executive Director (Place)  
5<sup>th</sup> June – meeting with Assistant Director Programme & Project Delivery  
5<sup>th</sup> June – Cabinet sifting  
7<sup>th</sup> June – meeting with Executive Director (Place)  
7<sup>th</sup> June - meeting with Strategic Housing & Community Safety Manager  
7<sup>th</sup> June – Cabinet briefing  
7<sup>th</sup> June – tour of Major Projects

8<sup>th</sup> June - meeting with Executive Director (Place)  
13<sup>th</sup> June - meeting with Assistant Director Programme & Project Delivery  
15<sup>th</sup> June – Towns Fund briefing  
15<sup>th</sup> June – Cabinet briefing  
20<sup>th</sup> June – all day Cabinet meeting re Corporate Plan  
21<sup>st</sup> June – UKSPF/REPF briefing with officers  
(UK Shared Prosperity Fund and Rural England Prosperity Fund)  
23<sup>rd</sup> June – meeting with Royal Norfolk Agricultural Association  
27<sup>th</sup> June – meeting re transport options for Kings Lynn

## **CABINET MEMBERS REPORT TO COUNCIL**

**13 JULY 2023**

**COUNCILLOR MICHAEL de WHALLEY - CABINET MEMBER FOR CLIMATE CHANGE AND BIODIVERSITY**

For the period 19 May to 4 July 2023

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

#### **2023 Air Quality (AQ) Annual Status Report**

The 2023 AQ report has been completed and sent to DEFRA for their review and approval. It is about to be published (at time of writing) on the Council's website under "Air quality information" and will be subsequently updated with any changes DEFRA request.

#### **Electric Vehicle Charging**

Work is ongoing regarding the installation of the electrical infrastructure and 16 charging sockets at the Austin Street East car park in King's Lynn. Legal matters are being finalised with UK Power Networks for a new sub-station. Work is ongoing to update 3 charging sockets at St James' car park in King's Lynn and 1 socket at Hunstanton. I hope these will be operational by mid-July 2023.

Following the successful £6.4m bid by Norfolk County Council for funding from the Government's Local Electric Vehicle Infrastructure scheme, potential sites in the borough are being assessed ahead of a November 2023 deadline.

#### **Norfolk Climate Change Partnership (NCCP)**

The Partnership has appointed a new Partnership Manager who commenced on 3 July 2023. This role will help drive delivery of the partnership's priorities and support the portfolio holder's group that is due to meet in late July 2023. A second post, fully funded by the Government's UK Innovate Fund, will commence later in July 2023 and will lead a two year "Norfolk Net Zero Communities" project. The £300,000 project will further develop the partnership's net zero delivery plans, support learning by experience and tackle "non-technical barriers" (such as finance, capacity, skills, engagement and behaviour change).

The NCCP Annual Update 2022/23 is about to be published (at time of writing) on the NCCP website.

#### **Urban Tree Challenge Fund**

As part of its 1 million trees objective, Norfolk County Council has prepared a countywide submission for Urban Tree Challenge Funding. The borough council has included its first application to develop a community orchard. Subject to approvals, we are aiming for the coming planting season (mid-November 2023 to March 2024).

<b>BCKLWN Corporate Climate Change Fund as at 3 July 2023</b>	
<b>Actual spend and commitments to date</b>	
UEA Internships	£22,031
June 2022 Business Expo	£15,500
Contribution to Future Fens Project	£2,500
Local Partnerships costs for advice and support re: bid writing for Public Sector Decarbonisation Scheme	£15,600
Local Partnerships costs for advice and support re: Heat Networks	£5,000
Solar Together 2022 marketing costs	£16,233
Mayor's Business Awards 2023 – environmental award	£1,850
8billionideas school engagement project	£8,000
BP pulse EV charger installation contribution to total costs	£167,541
Contribution to Enterprise Works decarbonisation scheme costs	£188,806
Contribution to Factory 1 Heat pumps and Solar PV costs	£25,563
Contribution towards housing related schemes undertaken by Housing Standards e.g. Norfolk Warm Homes, comms to properties with low EPC ratings, fuel poverty comms	£4,790
Tree planting and watering at Lynnsport and King's Reach	£83,418
Heat Network feasibility study	£15,000
South Lynn Community Orchard	£15,000
Norfolk Climate Change Partnership contribution to core costs 2023/24	£2,500
<b>Sub-total</b>	<b>£589,332</b>
<b>Allocations for future work TBC</b>	<b>£368,350</b>
<ul style="list-style-type: none"> <li>• Mayor's Business Awards 2024</li> <li>• Further tree and habitat schemes</li> <li>• EV charge points costs and contingencies for LEVI scheme</li> <li>• Solar Together 2023 marketing costs</li> <li>• EV vehicle replacements</li> <li>• Vehicle fleet review 2023/24</li> </ul>	
<b>Unallocated Funds</b>	<b>£292,318</b>
<b>Reserve Total</b>	<b>£1,250,000</b>

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

### **Schools Project**

Preparations are ongoing for the "Living For the Future" ideas competition for west Norfolk based primary schools. The project encourages the creativity in every child and to educate students on the issue of sustainability, with a focus on designing ideas for greener towns and villages. The competition will take

place during Term 1 of the 2023/4 academic year for Year 5 students and is being delivered by 8billionideas.

### **Council Carbon Footprint**

Officers are finalising the analysis of the council's carbon footprint. This will set out the tonnes of carbon generated from our operations including aspects such as our buildings, vehicle fleet and business travel. The analysis will be shared with councillors in due course and will inform the review of our climate change strategy.

### **Beat the Bills Roadshows**

The Roadshows offer help on all aspects of cost of living, including information about how to access benefits, grants, discounts and saving money. Roadshows have so far taken place in Downham Market, King's Lynn, Hunstanton, Castle Acre, Terrington St Clement, Snettisham and Feltwell.

Forthcoming Roadshows:

Shouldham (Village Green King's Arms) – Friday 21<sup>st</sup> July 2023

South Creake (Village Hall Carpark) – Friday 11<sup>th</sup> August 2023

Grimston (Village Green) – Friday 25<sup>th</sup> August 2023

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

Community Environmental Groups (Teams)

West Lynn Ferry Improvement Study

Biodiversity/Wash Stakeholders

Environment and Community Panel

Corporate Performance Panel

Regeneration and Development Panel

Habitats Monitoring and Mitigation Fund Meeting (Teams)

RSPB – Biodiversity

Ashwicken School – Coronation Coins

### **Portfolio Holder Briefings and updates:**

Biodiversity Net Gain

Property and Projects (Re:Fit & LED lighting upgrades)

Local Plan

Active and Clean Connectivity

Climate Change (weekly updates)

## CABINET MEMBERS REPORT TO COUNCIL

13 JULY 2023

**COUNCILLOR SANDRA SQUIRE - CABINET MEMBER FOR ENVIRONMENT & COASTAL**

For the period 19 May to 3<sup>rd</sup> July 2023

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

To reduce the risk of litter entering the water between Heacham and Hunstanton and working with the Property & Corporate Services, a new combined dog waste and litter bin has been installed for the summer season at my request. The cost of the bin was paid for from Serco contract deductions.

Officers remain diligent in working on the proposals for the future of waste services. This includes Deposit Return Schemes, Extended Producer Responsibility and Consistent Waste Collections. I have with the Leader and the Chief Executive, written to our local MP's expressing our concerns over the approach the government appears to wish to take.

Brown bin subscriptions remain above target with 28,963 in use against a target of 28,500.

May 2023 saw the second highest figure for the composting of garden waste since the service started in 2006 with 1,628 tonnes collected and composted.

Working with NEWS we have agreed to the provision of AI technology to help sort some plastics at the MRF.

The MRF made its first profit since the joint venture contract was signed in 2013. This has led to a positive financial position for the council compared to previous years.

Works to the Hunstanton prom and groynes are ongoing and on track.

We are still waiting for the cliff scan data so when this arrives we will get BGS to carry out the annual cliff regression report.

Officers have attended Norfolk Strategic Flood Alliance meetings.

Heavy rains on May 9<sup>th</sup> brought some surface water flooding of property in West Norfolk but NCC as LLFA will investigate.

A project for the production of reviewed signage for fly tipping is well under way with first set of signs having been designed. These will support the ongoing SCRAP campaign and highlight partnership working with other agencies including Social Landlords.

The Website for reporting of fly tips is to be reviewed in forthcoming months to update and improve reporting mechanisms.

#### CSNN Statistics:

- Cases referred to CSNN for investigation - 101
- Interventions (from investigation to prosecution) – 100%
- Warning letters – 45 (this includes a multi-agency community engagement operation in a known Fly Tip hit spot)
- FPNs – 5
- Duty of Care checks – 2
- 2 cases with legal for consideration of prosecution (non-payment of FPN)
- Interview under cautions – approx. 11
- Current waste 'hot spots' under monitoring – 8
- Numerous visits, door knocks, leafleting, public engagement have been undertaken.

A Temporary Downgrade of a Shellfish Bed (Ouse Mouth) was instigated on the 17 May 2023 due to a poor result following the routine monthly sampling for the classification of the bed. The downgrade from a B classification to a C, required that any bivalve mollusc that were harvested within the area, had to go for an approved heat treatment process and were prevented from going for deputation/purification. Fortunately, as cockle season had not started this didn't result in significant consequences for most of the fishing industry this time, however caused some issues with mussel lays. The Downgrade was lifted on the 13<sup>th</sup> June, following 2 satisfactory sampling results. The overall quality of the Wash water has seen a decline.

Drowning prevention interventions are continuing in response to the deaths at Bawsey, with a member of staff providing an assembly for all year 12 staff on drowning prevention and the dangers of open water, in particular cold water shock.

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

I have asked for recycling bins for plastic bottles and cans to be installed on the Promenade at Hunstanton in the central area between Johnsons Gift Shop and the Sea Life Centre. These will be in place before the start of the school holidays. It is important they are used sensibly and **only** bottles and cans are placed in them.



We are currently looking at options to provide bags for food waste caddy's and other schemes that we can utilise the Serco contract deductions for.

World Drowning Prevention Day is 25<sup>th</sup> July. Keep an eye out for any local events and promotion.

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

Several Portfolio Briefings including Licensing, Waste, Coastal Trends, LGA Coastal SIG, Norfolk Coast Partnership etc  
Visits to Depot  
Cabinet & Senior Leadership Meeting  
Cabinet tour of Development Sites  
Cabinet Briefing  
Joint Waste Contract Review & Development Board  
Stakeholder meeting re proposed wash barrage  
Cabinet Corporate Plan Day  
Cabinet  
Pre-meet with Chair & Lead Officer of Norfolk Coast Partnership  
Norfolk Coast Partnership CMG  
LGA Coastal SIG  
Norfolk Waste Partnership Board  
Visit to Gaywood River  
Visit to AD Plant  
Resort walk around at Hunstanton

## CABINET MEMBERS REPORT TO COUNCIL

13 JULY 2023

### **COUNCILLOR CHRIS MORLEY - CABINET MEMBER FOR FINANCE**

For the period 19 May to 3 July 2023

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

Before I report as a Cabinet Member for the first time I would like to record my thanks to the S151 Officer and her team for hauling me up my learning curve on the Council's financial planning and reporting system.

Since taking on this role I have set myself 2 personal objectives:

1. That this Administration in 2026/27 will still be a going concern, and
2. That every £1 we spend will have impact from the perspective of our households, businesses and visitors.

Anything that does not have a visible and measurable impact will not, as far as I am concerned, pass scrutiny.

On Objective 1, everybody reading this report will be only too familiar with the maelstrom of forces affecting everybody and every business. We are no exception with our finances stretched to the limit, so much so that the 2022-2027 financial plan predicts a £5.3m funding gap in 2026/27. We obviously need to strengthen the fabric of our performance to ensure this gap is closed. Strengthening our financial structure is going to prove difficult without continuing Government support.

For new Members you should be aware that we collect £42m from businesses in our Borough based upon a formula dictated to us. Having collected that sum the Government allows us to retain £12m and that includes £3m renewable energy income which we should have as a bonus, if only to counteract the iniquitous levy from the IDBs of £3m pa.

I therefore do not jump up and down for joy when the Government returns £25m for "levelling up".

This brings me onto Devolution, the Level 3 scheme offers the County a package of £20m pa and some small sums for other schemes such as Brownfield Developments. How far will this go across the County and 7 Districts? It has been said that we could use the £20m to lever investment monies but with much higher interest rates the lever has reduced in length and the fulcrum grown in size.

We need a better offer but our opinion formers seem to be feared of the future

and perhaps a Labour Government, and wish to sign up on a “better the devil you know” basis. Withdrawing the LEP to a “Mayor’s” Fund (if I read it right) with the rules of engagement with Town and Districts not declared does not give me the confidence that my primary objective will be secured.

Turning to the latest capital and revenue 22/23 outturn figures.

The Capital budget started the year at a forecast spend of £69m, this always looked, based on historical trends, far in excess of our capabilities and assumed very fair tail winds. Project control, reporting procedures and a more realistic assessment of the economic environment, progressively and significantly reduced this forecast to an outturn estimated now at £33m (including exempt schemes).

As to the revenue budget, there is good news. Many of the provisions included at budget setting were not needed and some areas such as our back-office car parking service, waste recovery and recycling, property income and staff turnover savings have excelled, giving (amongst other gains) a net saving of £1.9m.

Here, I must give credit to the previous Administration, the Cabinet Member for Finance and all those on scrutiny panels ensuring improved governance.

We are planning to use the £1.9m to supplement General Reserves by £0.7m and, as a contingency against higher wage and salary increases over those forecast, £1.2m to Earmarked Reserves.

A full detailed analysis of the financial position will be made to Members by the S151 Officer starting with CPP on 24<sup>th</sup> July.

Turning now to Objective 2: Impact and Perspective, I cite, in this context the Guildhall Complex. This Project is £3m short of our ideal design but our bid to cover this was rejected by the Heritage Lottery Fund as being too optimistic (I generalise). The question I ask myself is: if I asked 20,000 tax paying households across the District, would they prefer a 4 year holiday tax discount by not paying the element that goes to this Council or £3m spent on the (say) White Barn, I am sufficiently presumptuous to believe the discount would be the choice.

This is of course a subjective opinion and I believe the complex should be completed but not by our taxpayers. I therefore trust that we can set up the Guildhall Charity as quickly as possible and seek funds from far and wide. Nevertheless, this is not a decision within my remit and the Council have confirmed and confirmed publicly, that it will be a lender of last resort. Council will therefore make the final decision but I have now declared my position.

Other topics of note are:

**External Audits.**

The last Administration 2019/20 – 2022/23 have yet to have an external audit

completed for any annual Statement of Accounts. There are many contributory factors for this backlog which have been explained in previous Cabinet Reports. The position in England (which has not been helped by the dissolution of the Audit Commission in 2013) is across the Country with over 500 audits of public bodies outstanding, In recognising this, the Government appointed Sir Tony Redmond to investigate and The Redmond Report is posted on the internet. Key aspects for us are strengthening the status of our Audit Committee, improved training for committee members and the recruitment of a lay member.

As to progress on our Annual Statements, the 19/20 audit is nearly completed and once signed off I would hope that the opinion on procedures examined will roll through the subsequent years, mutatis mutandis, and complete all outstanding Statements in shorter order.

However, the backlog is extensive and external capacity is still limited, therefore any prediction about clearance dates is still highly speculative. At present, the statutory audit timescales are not achievable, not only by us but also virtually all other Local Authorities, however, a debate is underway about future procedures and proportionality, with a position statement with recommendations scheduled to be reviewed by the Minister this month. More anon.

#### **Council Tax Support System.**

The consultation process has started with County and Police and we are looking to improve its promotion to receive more opinions from our residents.

The options for them to consider are:

- Expand the criteria for claimants and move to 100% support.
- Narrow criteria and reduce support so that all Preceptors receive more tax.
- Stay as we are.
- Move to another benefit system not yet defined (but open to offers).

Following this consultation, proposals will be assessed and the Cabinet will put a proposal to Council before the next fiscal year.

#### **Councillor Community Grant Scheme.**

We have reserved £55k in our Revenue forecast leaving the Leader the opportunity to resurrect the scheme if he so wishes.

#### **West Norfolk Wins.**

This is a fund raising lottery but in 2022 only £28K was allocated to community projects, (£10k in prizes - £8K for admin.).

The company which runs this for us is "Gatherwell", I have spoken with the company and set out my intention to examine opportunities for future promotions based on being a good way to help communities. By the time you read this I will have met with Comms and hopefully fixed a meeting with the company. Obviously there is much sensitivity about our Lottery and gambling addiction generally, so any reinforcement of this scheme will need the appropriate consideration.

**Financial Planning 23/24 and beyond.**

This has started and the Officers have reinstated regular meetings examining opportunities for cost management and income generation which I trust will form an integral part of discussions with Portfolio Holders.

**2 Forthcoming Activities and Developments.**

Work will continue on financial projections.

Review of Lottery.

CTSS consultation – strive for more respondents.

A maintenance programme rather than pots of money spread through various Reserves.

My contribution to the Corporate Plan.

Procurement Review.

**3 Meetings Attended and Meetings Scheduled**

Weekly Finance Reviews

1 meeting Oliver Judges

Various Independent Partnership and Cabinet Meetings.

June CPP

Bus tour of Major Project building sites

PSAA Audit Webinar.

## CABINET MEMBERS REPORT TO COUNCIL

13 JULY 2023

### **COUNCILLOR BAL ANOTA - CABINET MEMBER FOR PROPERTY AND CORPORATE SERVICES**

For the period 19 May to 28 June 2023

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

##### **Management and maintenance of council owned property assets: including industrial estates, King's Court, Town Hall and The Depot, Public Conveniences, Crematorium and Cemeteries**

I have had preliminary tours of the Council's diverse operational and investment property portfolios which has been extremely interesting. I have spent time with the relevant Assistant Directors going around the district having a look at parts of the property portfolios, and I am starting to get a feel for the areas that I would like to look at in greater detail. Obviously over the next few months I will be looking at :

- Budgets particularly income and expenditure over the next few years
- Rates of return from the commercial property portfolio, and
- Future accommodation and property needs for the delivery of high-quality services for our residents, and visitors to the region.

I have asked the relevant Assistant Directors to provide me with briefings over the next month, or so, on:

- King's Court: office accommodation, income from lettings to third parties such as the Department of Work and Pensions and the Integrated Care Board, and the requirements of council departments currently occupying space outside of King's Court and review how the Council can improve the space it occupies more effectively and efficiently
- Commercial property portfolio: a review of all inclusive rents at two managed

facilities as I am concerned about the current exposure to fluctuations in costs such as utilities etc that currently fall to the council as landlord.

- Updates on the performance of recouping commercial rent arrears mostly arising during the Covid-19 pandemic.
- An update on the current position regarding maintenance for the portfolio to ensure this is sustainable and maintenance managed and planned;
- Potential ventilation and cooling for the Council Chamber at the Town Hall

### **Assets of Community Value**

I have not yet been made aware of any current applications for Assets of Community Value, however, I will be discussing any applications with the Assistant Director of Legal as and when they are received.

### **Management of other council assets including (but not limited to) car parking matters, CCTV**

As mentioned above, the council owns a diverse portfolio of assets and there are a multitude of operational issues that the Assistant Directors need to deal with on a day-to-day basis. Over the coming months I will develop a greater understanding of these issues and hopefully will be able to provide appropriate direction.

I have yet to see the commercial assets leased out at Hunstanton, Heacham, Downham Market and the retail element of the commercial property portfolio, however I will be getting up-to-speed on these areas in the next few weeks.

### **Street Cleaning and Lighting**

I would like to pass my personal thanks to the grounds maintenance teams who have maintained our parks and gardens in superb condition, and whilst the earlier heavy rainfall caused faster than normal grass growth, our grass cutting teams are working extra hard to keep the amenity areas and verges in-check, I again thank them for their continued efforts.

### **Parks and Open Spaces**

Heacham	2022	3669	3150	4596	✓	11415	
	2023	3404	3647	4239	✓	11290	
						<b>-125</b>	<b>99%</b>
Hunstanton	2022	35535	31677	37938	✓	105150	
	2023	35147	34330	38475	✓	107952	
						<b>2802</b>	<b>103%</b>
Kings Lynn	2022	107252	112278	110694	✓	330224	
	2023	114187	156736	111451	✓	382374	
						<b>52150</b>	<b>116%</b>

The parking data to the end of June shows visitor stays not dissimilar to last year in the resort areas, whilst it is pleasing to see that the Kings' Lynn number continue to show recovery, albeit helped in some way but the earlier Water Ski Event in late May whereas this event was later in the season last year, again indicating the importance of the summer events programme in bring visitors to the town centre areas.

#### **Health and Safety – property and buildings**

The Property & Projects team undertook a health and safety audit of all the council's commercial tenants during 2019/20 checking for compliance with health and safety requirements set out within their leases. Tenants were required to provide evidence of electrical and gas safety certificates and public liability insurance. The team is currently working-up an annual compliance audit process which should be implemented later during 2023.

Where physical works such as repair and maintenance works are being undertaken, contractors are required to provide RAMS [Risk Assessment and Method Statements] for each piece of work and are also required to provide evidence that current/valid public indemnity insurance cover is in place.

#### **Policy relating to land and property acquisition and disposal and Implementation of acquisition and disposal of land and property**

From my initial briefings with the Assistant Directors, we seem to have developed a successful, and to a degree opportunistic, property acquisition



policy that has, and will, help facilitate several regeneration initiatives particularly within King's Lynn. I am keen that we maintain this dynamic approach that will hopefully help us to fulfil some of our strategic objectives for the benefit of the district and to its residents, businesses, and visitors.

I have also reviewed a recent disposal of a small development site on the open market promoted by my predecessor portfolio holder. This disposal not only generated a significant capital receipt to help fund the Council's Capital Programme it also helped facilitate private sector investment and the delivery of housing units at no risk to the council. I am therefore keen to look at additional sites that can be dealt with in a similar way, and two sites have been brought to my attention and I will be reporting on these to Cabinet colleagues in the next few months.

- The two sites are:
  - Land at Jarvie Close, Sedgeford
  - Land at Gayton Road, King's Lynn (former Nursery site)

In addition to the above I have visited the Nar Ouse Regeneration Area (NORA) Business Park/Enterprise Zone where the Assistant Director Property and Project is delivering road and utility infrastructure, and speculative commercial properties. The commercial properties are very impressive and look to have been developed with modern business needs very much in mind. I will be looking at how we will be marketing the development sites that will become available once the road and utility infrastructure is complete. I am keen that we have a wider, national, marketing campaign to see if we can attract new businesses to the area, however we will of course not overlook expanding, growing local businesses if they have requirements.

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

- Tour of Hunstanton commercial property interests
- Tour of retail property investments
- Inspection of two potential residential development sites to be marketed for sale
- Crematorium and Cemetery Visit

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

Thursday 18<sup>th</sup> May – Annual Council  
Tuesday 30<sup>th</sup> May – Planning Training  
Friday 2<sup>nd</sup> June – Riverfront Regeneration Area – Matthew Henry  
Monday 5<sup>th</sup> June – Planning Committee  
Tuesday 6<sup>th</sup> June – Portfolio Meeting – Oliver Judges  
Wednesday 7<sup>th</sup> June – Sites Visit – David Ousby

Wednesday 14<sup>th</sup> June – NPP – County Hall  
Thursday 15<sup>th</sup> June – West Lynn Ferry stakeholder workshop  
Friday 16<sup>th</sup> June – Portfolio meeting – Martin Chisholm  
Friday 16<sup>th</sup> June – Portfolio meeting – Matthew Henry  
Monday 26<sup>th</sup> June – Portfolio meeting – Matthew Henry  
Tuesday 27<sup>th</sup> June – Cabinet  
Wednesday 28<sup>th</sup> June – Portfolio meeting – Matthew Henry – Martin Chisholm  
Wednesday 28<sup>th</sup> June – Planning Enforcement Training - Teams

## **CABINET MEMBERS REPORT TO COUNCIL**

**13 July 2023**

### **COUNCILLOR ALEXANDRA KEMP - CABINET MEMBER FOR PEOPLE AND COMMUNITIES**

For the period 19 May 2023 to 2 July 2023

People and Communities encompasses so much and relates to half of this Council's Corporate Objectives, improving health and wellbeing, social inclusion and mobility, and creating places that people are proud to live in. I would like to thank this Council's officers and all the organisations in West Norfolk that play a role in keeping people safe and well. Here is a round-up of recent local issues and developments.

#### **QEH REBUILD**

The welcome news was announced shortly after the Borough Elections, that the QEH is now finally on the list for rebuild. But we also need to make sure the new hospital is fit for purpose for our growing elderly population, with proper capacity for the residents who will occupy the thousands of new homes planned in the Borough, in the Local Plan.

I asked at the recent Integrated Care Partnership Meeting, for an increase in beds in the new hospital. The ICP said there will be a "demand and capacity" review, but that the new models of care are about keeping people out of hospital and sending them home earlier, so there is no commitment to more beds. However, the current Covid Inquiry has heard that lower levels of bed capacity in the UK during the pandemic contributed to poorer outcomes.

#### **NHS DENTISTRY**

I asked for increased NHS Dentistry capacity in West Norfolk at the ICP meeting, and the ICP Dentistry Lead has set up a Teams Meeting with Councillors, to discuss the way forward. West Norfolk featured in a report of the National Audit Office in 2018 as having the worst access to NHS Dentistry in England. Two new NHS contracts were let in Lynn last year, but NHS Dentists in Norfolk are not taking on new patients and many children in the Borough have never been to a dentist. A new dental school here in Norfolk is a must. As is the extension of NHS treatments to West Norfolk patients, for which people are expected to travel to the Eastman hospital in London.

#### **HOUSING STANDARDS**

Housing Conditions in the Borough are, for many residents, worse than Dickensian. Poor housing is a determinant of poor health. Children in Lynn are living in social housing with leaking roofs, where there is an ingress of water every time it rains, and in flats where sewage has flooded up through the floors and out of the shower. The Housing Ombudsman no longer tolerates Covid backlog as an excuse, but there are residents still waiting months for housing repairs to make their lives liveable. Poor energy efficiency and the unaffordable cost of heating homes in winter, led to further deterioration of pre-fabricated housing stock. There were over 100 social

rented homes out of commission in February, because they were unfit for human habitation.

The Borough does not directly own most of the social housing stock, but has a great deal of influence, and is source of help and support for housing partners.

I am working with our social housing partners, to encourage increased inspections of homes, to prevent chronic disrepair building up in the first place; to encourage a grow-your-own workforce policy in the social rented sector, with more apprenticeships for a quicker turnaround of repairs; and the uptake of energy efficiency funding and brownfield funding to turn around decayed homes much faster. Shortage of skills in the supply chain is a key local issue.

I have met with Freebridge, our largest social housing provider - with 7,000 rented homes across the Borough - and suggested the introduction of inspections of homes every 6 months for repairs, and a new apprenticeship scheme.

Freebridge have now agreed to increase the regularity of their inspections to 25% of homes every 4 years, they have recently restructured their Maintenance and Repair Department, and plan to set up an Apprenticeship Scheme in September. But when all social housing came under the Borough Council, there were 6 -monthly inspections.

The Housing Department is assisting Freebridge to access sources of funding to bring its void homes back into commission.

### **THE NIGHT SHELTER**

I am a great fan of King's Lynn Night Shelter and the courageous work it does, for the people hardest to reach, who can so often fall between the gaps for help and support. I have had the opportunity to work towards strengthening communication between the Borough Council and the Night Shelter, by brokering a negotiation meeting about the application for Govt funding. Supporting funding applications of third-sector organisations who provide services for residents, is a key role of the Council and where we can do a lot of good.

### **COMMUNITY TRANSPORT**

Reducing our carbon footprint and ending isolation by making public transport more available and accessible, is a key ambition. Before the Election, I spoke with West Norfolk Community Transport about increasing buses round Lynn, and I recently had a follow-up meeting. It was important to make County Hall more aware of our local geography and demography, which is what I have done. The good news is that West Norfolk Community Transport is going to run a new Circular Bus around Lynn, from South Lynn to North Lynn and the Woottons, taking in areas that are poorly-connected, or do not have a bus at all, like Tennyson Avenue.

### **OPPORTUNITIES FOR YOUNG PEOPLE**

I recently met with "Boost", the Town Deal Youth Pledge. This is a fantastic project. Boost works to engage young people aged 15-30, at risk of NEET and disengagement from education who live in the King's Lynn Town Deal area. Boost commissions courses at COWA and provides Confidence Workshops, and work-experience, so that young people can gain their CSC card to work in the Construction Industry. It also upskills young people who are in work. The project runs for 18 months but is due to finish in March. Boost should be put

on a regular footing, as a generational offer. Young people are our future. Lynn is the economic powerhouse of West Norfolk, but is held back by a relatively low educational attainment. Raising skills in the long term will boost our low-wage low skill economy. I have asked for the funding to continue. There are now positive discussions with Norfolk County Council around funding continuity.

### **CARE AND REPAIR**

The Council is funded by the NHS to help prevent admissions to hospital and care homes, with adaptations to prevent falls, and to assist timely discharge from hospital, and help for people with disabilities to live independent lives, through funds like the Disabled Facilities Grant and Handyman Service, from the Better Care Fund. Care and Repair has just secured funding from Norfolk County Council for a new Occupational Therapist to help clear its Covid Backlog.

### **CUSTOMER SERVICES**

What can we do to improve services for residents? Becoming more outcomes-focused, is the way forward. Residents sometimes say their enquiry is passed around a number of departments, but the situation for the resident does not improve at all. I am investigating how can we do better, by offering more stream-lined services.

### **COST OF LIVING CRISIS**

Through Nourish Norfolk and the Purfleet Trust, a new affordable food supermarket for has just opened at the Southgates, and another is planned in North Lynn.

The Council's Beat Your Bills Road Show, offering energy-saving advice is working its way through rural areas and the towns. Staff are on hand to answer questions and give information and help on energy bills, rent problems, money worries, grants, benefits and advice.

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

<b>Housing Register</b>	<b>End March 23</b>	<b>June 27<sup>th</sup> 23</b>
Emergency	2	2
High	196	226
Medium	461	458
Low	666	680
<b>Total</b>	<b>1321</b>	<b>1366</b>

	<b>Jan – Mar 2023</b>	<b>Apr – June 27<sup>th</sup> 2023</b>
<b>Homeless Cases</b>	254	227

### **Nuisance (noise etc) inc Public Health, Drainage, Licensing and Planning Consultations**

- Cases referred to CSNN (Nuisance, Public health and drainage) – 272
- Licensing consultations received (inc TENS) – 171
- Open cases – 221
- Cases closed - 417

### **Antisocial Behaviour**

- ASB Service Requests (inc CCTV reports and complaints) – 91
- Open cases – 38
- Community Protection Warnings – 13
- 3 Public Space Protection Orders in force (Vehicle use, Alcohol Restrictions and Dog Control)
- 1 Pending prosecution re breach of PSPO (Inappropriate vehicle use)
- 1 Closure Order Application pending (multi-agency case)

### **West Norfolk Help Hub**

- West Norfolk Help Hub Referrals – 45

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

### **Nuisance (noise etc) inc Public Health, Drainage, Licensing and Planning Consultations**

- Improved service and more effective conclusions to some complex nuisance issues have been established with full integration of the **West Norfolk Help Hub** into CSNN processes.
- A review of the process for managing **CSNN Planning Consultations** is nearing completion. Increased numbers of planning consultations in recent years has placed pressure on team resource making it difficult to keep up with demand for CSNN comments.
- Officers have been engaging with the authority's **Project Team** to provide subject matter for a publication intended to encourage **community cohesion** and provide useful information for new and possibly existing residents in and around new council led housing development schemes. This is considered a positive and worthwhile piece of work across the two departments by being proactive in tackling potential issues.

### **Antisocial Behaviour**

- **ASB Awareness week 3rd to 9th July 2023.** This is a national initiative which is supported by Norfolk County Council. Details have been shared with local comms teams to promote awareness.
- The **ASB Case Review (Community Trigger)** process has been reviewed at a County level to achieve consistency across the Norfolk Authorities. It is expected that this will be launched and promoted during ASB Awareness week.
- The **PSPO for Alcohol Restrictions** is due to be renewed in October 2023. Consultations will begin Aug/Sept 23.
- Due to increased reports of **inappropriate and inconsiderate vehicle** use across West Norfolk and a County wide approach to tackle car meets, we are considering reviewing the existing conditions to further restrict certain behaviours and activity on certain land by the existing PSPO. This area of work is becoming increasingly busy for CSNN and we will be discussing plans to effectively resource this in future.

### **West Norfolk Help Hub**

- The use and recognition of the **West Norfolk Help Hub** service is rapidly expanding and is considered as a highly effective and useful tool in tackling complex cases (such as Public Health issues) but also gives users scope to provide support mechanisms that would not ordinarily be easily accessible.
- A programme of **training and awareness** of the service is being rolled out to internal departments such as Care and Repair and Planning Enforcement.
- Ongoing **promotion of the service** to external partners (such as schools) is ongoing.
- **Help Hub Support Officer** post applicants currently being sifted. This will provide some much needed admin support to the Help Hub Officer who will be taking on some additional duties to manage and implement the West Norfolk's 'Sanctuary Scheme' based within the Help Hub. A Sanctuary Scheme is a **survivor centred initiative** which aims to make it possible for victims of domestic abuse to remain in their own homes.

### **Careline Community Service department update**

#### **Careline**

Careline serves West Norfolk, North Norfolk and surrounding counties. As of April 2023, we have 3549 clients. Client numbers have reduced slightly, which is monitored closely. The main reasons for cancellations remain; Death, followed by Going into Care.

#### **Progress on service delivery projects:**

Supplies of equipment have been impacted due to global electronic component shortages, which has affected some of our clients and the time they are waiting for installations. We continue to work with our suppliers to manage this situation.

Digital switchover is due to take place on 31st December 2025

All equipment that is not able to be converted to a digital platform has already been replaced, with units that can be linked to a digital hub. However, the Telecare Services Association (TSA) announced last year that telecare providers should be moving away from analogue units and moving to SIM based units. We have been working with SIM based units since August 2021 as another option to clients.

We currently have approximately 428 clients on SIM based products. We are working to increase this through:

- Encouraging all new clients to have a SIM based product after explaining the analogue to digital switch. We do still offer an analogue unit (capable of being linked to a digital hub) and will continue to provide these to remain commercially competitive.
- Where a client has a faulty analogue unit we offer a SIM based

replacement at the same price for a year.

- When we make calls for maintenance updates on the analogue VI we explain the digital switchover and ask the client if they would like to upgrade. Clients are charged the new price from the outset, but we are not charging for this visit.

The team have been working on a programme of recovery of arrears over the last 12 months and have recouped £23000.

### **I'm Going Home Project**

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

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

The Careline Business Development Officer has sourced a new piece of equipment to be used with this project and has re-implemented it with the Rapid Assessment team with NSFT to be managed under their control. This has been implemented and is being monitored.

### **LILY**

Lily continues to provide support to the residents of West Norfolk to tackle social isolation and loneliness.

There has been a refresh of the Lily website Project Managed by the Community Health and Wellbeing Manager, and implemented by the Lily Co-ordinator and Lily Support Officer.

### **The DWP Household Support Fund**

This fund is for individuals experiencing fuel or food poverty due to the cost of living. A temporary member of staff is employed to assist with the delivery of this working closely with other support organisations in the district.

Clients are referred to us via professional referral, they are personally dealt with and triaged, exploring their hardship situation and supporting in the most effective way that was deemed possible. The team are also delivering an Energy Saving Initiative which is funded by UKSPF West Norfolk Programme.

### **Homes for Ukraine**

Lily is also working alongside the Hanseatic Union and Access Migrant Support providing support to Ukrainian's who are arriving in the UK fleeing the war. The team have seen had 469 interactions (this is not the number of refugees seen) with refugees to date. Lily is coordinating welfare visits to the refugees under the Homes for Ukraine scheme. There is a small team of



officers helping with this who carry out joint visits with children's services when a child is in the property. This initiative is now coming up to the 6 months mark and as expected many hosts and refugee relationships have broken down, which in turn is placing demand and pressure on the Housing Options team within the Borough Council. Dealing with these breakdowns is very resource heavy for the Lily team too. A Temporary Ukrainian Welfare Officer has been recruited and will commence by the end of August 2022 to support with everything associated with Ukrainian support.

The Borough Council Housing Standards team are continuing to check the properties of hosts prior to refugee arrival. Lily staff and Housing Options staff are visiting the host and refugee to offer extended support and information. Lily also deals with ad-hoc drop ins into Kings Court. Ukrainian speaking staff at the Borough Council are supporting with translation as and when they can which is most welcome as they are already under pressure with their own work.

#### Food for Thought

Lily is continuing to successfully deliver the Food for Thought 12-week healthy eating initiative at the in partnership with the College of West Anglia. The aim is to encourage local residents of all ages to partake in coffee, chat and to find out more about healthy eating. The sessions include nutrition, shopping on a budget, cooking for one, special diets, food for families and more. This ties in to a piece of work currently being undertaken with the CCG and other partners looking at inactivity in the North Lynn area and also with the issues we have seen from HSF and throughout COVID with people living in hardship in areas of deprivation. Lily continues to source further funding to extend and expand this initiative.

#### Housing Standards

The team are responsible for ensuring that residential accommodation, regardless of tenure type, are free from hazards affecting health. The team uses the powers and provisions set out in primary and secondary legislation and the councils' own policies and procedures.

In addition to their primary role of inspecting and regulating housing conditions the team have been actively supporting the following work:

- Homes for Ukraine scheme, ensuring potential host properties are suitable.
- Day to day running of the pods provided to homeless persons
- Working with housing options to inspect properties for suitability of use by homeless persons
- Working with planning enforcement on unauthorised encampments and caravan sites

The teams current priorities are

- Responding to complaints about housing conditions both in HMOs or otherwise.

- Processing HMO licensing applications and ensuring licenced HMOs are properly regulated.
- Processing caravan site licence applications and undertaking annual visits to check conditions.
- Dealing with Unauthorised Encampments and undertaking biannual G&T counts.
- Dealing with breaches of Electrical Safety Regulations, Smoke Alarm Regulations and MEES regulations as we encounter them.
- Investigating allegations of harassment and illegal eviction.

Looking ahead the Renters Reform Bill is proposing to end 'no fault evictions'. The banning of no fault evictions will enable tenants to raise poor housing conditions with the council free of the concern that they may be evicted as a result. It is expected that housing condition complaints will be raised earlier than they otherwise would be as a result.

#### Care & Repair

The Care & Repair team are responsible for the delivery of Disabled Facilities Grants, and through our Housing Assistance Policy, other grant works and a handyperson service.

The service is funded through the Better Care Fund, a national fund which is disbursed through Norfolk County Council. The council receives approximately £1.8m pa from the BCF and tops this amount up to £2.1m each year.

The provision of these grants is tenure and age neutral. The majority of recipients are however over 66 years of age. The most common tenure type is owner occupied.

Last year the team delivered 265 DFG's to the value of £1.8m, the average cost of an adaptation was £6.5k

The team also delivered 1409 low level and prevention grants.

The full £2.1m allocation of funds was spent.

The effects of covid on the teams waiting list are still being felt. All cases are assessed on receipt to ensure those in most urgent need are processed first to ensure they are benefiting from the adaptations they need. However for those with less urgent needs this means that they wait for longer for their cases to be assessed. As of April there were 304 cases waiting to be assessed by the team. This is obviously a cause for concern and the team are working hard to ensure that we process cases as efficiently as possible with the resource available to them.

In addition to this work the team are engaged in projects to reduce pressure on the NHS.

The Living Well project works with the orthopedic ward at QEH to contact

people waiting for surgery and offer low level adaptations to keep them active and well enough to have surgery. The team make contact with approximately 40 people a month and the take up rate for assistance is approximately 40%. The team are working with Careline and the ICS to deliver a proactive falls prevention project. The aim of the project is to identify and contact individuals likely to be at risk of a fall but that have not yet been engaged with health care, to offer proactive services to keep them mobile. This project is still in development and further updates will be provided as it progresses.

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

18 May – BOROUGH COUNCIL  
23 May – Meeting with Gaywood Community Centre, the Local Member and Volunteers  
24 May – Briefing with Executive Directors and Senior Leadership Team  
30 May – Meeting at Alive Leisure and tour of Rehab Gym and KASET Skatepart  
30 May – Visit to Hanseatic Union Children’s Club, South Lynn  
31 May – Meeting with Executive Directors  
31 May - Meeting with Housing Department  
31 May – Attending West Lynn Action Group  
5 June- Attending Planning Committee to speak  
5 June – Cabinet Sifting  
7 June – Attending Inquest of Mr Malcolm Livingstone at Norfolk Coroner’s Court, County Hall, with Housing Officers  
8 June – Meeting with Executive Directors  
8 June – Clenchwarton Parish Council  
10 June – Attending Clenchwarton Open Gardens Day  
12 June – Visiting Lynn Foodbank  
13 June – West Lynn Action Group  
14 June – Briefing about Pullover Roundabout Improvements and West Winch Bypass Funding  
15 June – Stakeholder Meeting in Town Hall about West Lynn Ferry Improvements in recent Mott Macdonald Report  
16 June – Meeting at Priory House with Boost Project and Freebridge Housing  
17 June – Volunteer’s Fair at Town Hall  
17 June – Visit to Steam House Café, support for people with mental health issues  
20 June – All-Day Cabinet Meeting about new Corporate Plan  
20 June – West Winch Parish Council  
21 June – Negotiation with King’s Lynn Night Shelter with Lorraine Gore  
21 June – Freebridge Housing  
22 June – Portfolio Meeting with Mark Whitmore about Care and Repair  
26 June – Presenting Coronation Coins to pupils at St Michael’s Primary School, South Lynn  
26 June – Meeting with West Norfolk Community Transport about new Circular bus for Lynn  
27 June – Local Plan Briefing

27 June – Meeting with Care and Repair and Freebridge Building Control  
27 June – Briefing about Parkway Development with Local Member and Executive Officers  
27 June – Cabinet Briefing  
27 June – CABINET  
28 June – Meeting with Integrated Care Partnership about Forward Plan  
28 June – Meeting with Housing Department regarding Night Shelter  
28 June – Planning Enforcement Training

**Future Meetings Arranged**

Follow-up Summit at County Hall on Lessons Learned from Deaths of Jon, Joanna and Ben in Cawston Park Mental Hospital run by private firm Jeasal  
Integrated Care Partnership Meeting, for all Borough Councillors, about increasing NHS Dentistry in West Norfolk  
10 July Borough Council “Beat Your Bills” Roadshow, South Lynn Community Centre 10 am – 2 pm

## CABINET MEMBERS REPORT TO COUNCIL

13 JULY 2023

### **COUNCILLOR SIMON RING - CABINET MEMBER FOR TOURISM, EVENTS AND MARKETING**

For the period 19 May to 30 June 2023

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

This first 6 weeks has been very much a fact-finding mission and a relationship building exercise. With heritage, culture and leisure also in the portfolio there have been a great number of officers and outside interested bodies to meet. There has also been a need to work closely with other cabinet members as the portfolio crosses many a boundary. This has highlighted the importance of the collegiate approach that this administration has adopted.

There have been two areas of portfolio matters that were started before my appointment that has seen some progress.

Firstly, the consultation on the future use of the Alive facility, KASET, has begun. The consultation has included

- An online survey
- Meeting with Skateboard GB and a GB Skateboarder who lives in Ely. He wants to retain the indoor park to support his training for the Olympics.
- We had our first consultation event on the 22<sup>nd</sup> June where approx. 30 existing skatepark users and/or parents aged 10-50 turned up to make their case for keeping KASET. We had a few other people come from the college and a couple of parents of other Lynnsport users. They liked the TAG active activities but also felt fencing the skatepark in would keep it safer.
- Our 2<sup>nd</sup> consultation event took place on the 29<sup>th</sup> June with approx. 20 people attending, most of which came the previous week and some new younger skatepark users. They were much more open and constructive with the designs on this occasion, providing some good feedback and have arranged a KASET user group meeting for the 6<sup>th</sup> July to provide joined up feedback on designs from skateboarders, scooterists and BMXers.

- So far, most of the people who have attended the consultation events have been existing users who wish to retain the skatepark, but other feedback has seen TAG Active/Nina Warrior type activities as the favourite for the indoor area and other suggestions have included a splash pad outdoors, lido, swimming pool. Other feedback has included a facility needs to be free, or local children will not be able to afford it, which of course the planned outside skatepark is proposed to be.

We have only had 218 attendances in June 2023, our average for the previous year is 458. This is comprised of 33 Adults visits from 19 unique adults and 185 Juniors visits from 65 unique juniors. 49 from within the borough and 19 outside of the borough with 16 address not provided. Continual evidence that the current offering is not only being subsidised but many of those enjoying that subsidy are from outside of the Borough.

As soon as the consultation period ends a report will be made public on the results of the survey and face-to-face meetings.

The second ongoing action that I attended was the West Norfolk Prosperity Funding Programme Board. Myself and a number of officers went through a shortlist of grant applications. The range was varied and wide, from existing and new organisations, and I am excited to see the results of all of these bid applications over the coming year.

A full list of successful applications will be published in due course. I'd like to commend all of the officers involved in the diligent manner that they have applied to this selection process, especially Nicola Cooper and Jemma Curtis. With some minor tweaking to the scoring process and proactive marketing, I believe that the next round, if available, will provide an even better response. I was particularly encouraged to hear of the positive advice given to many applications that failed, either because they hadn't provided sufficient evidence, or that this was not quite the right funding stream. Pointing people to the appropriate funding streams is so important.

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

I plan to attend many of the upcoming events including Festival, Festival Too and Orchestra of the Age of Enlightenment.

Heritage, Culture and Leisure in the Borough cannot operate effectively without the support of a multitude of happy and willing volunteers. It is clear that, for whatever reason, the value of these volunteers has not been recognised and as a result there is a very clear division between them and the Council. It is also clear to me that the volunteers would benefit greatly by having a single point of contact at the Council.

One thing that makes little sense is that we trust volunteers to spend huge

amounts of time unaccompanied within Borough owned heritage assets, yet we don't trust them enough to have the ability to open and close those same assets. This means that they are always reliant on council officers being available to open and close and as a result our wonderful heritage is unavailable for some of the busiest visitor times.

I plan to bring forward to Cabinet ideas around the volunteer relationship and co-ordination. As well as ideas around making greater use of our heritage to increase the value of the visitor economy.

Designers have now been instructed over the St George's Guildhall. I will be working with officers, cabinet colleagues and outside organisations regarding the sustainability of the Guildhall, using the Town Deal Board outcomes as a starting point. Adjustments will undoubtedly need to be made once the full actual costings have been received and the effects of significant levels of inflation, since the bid was made, is taken into account. ALL stakeholders will be given the opportunity to shape the future uses of the Guildhall.

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

I have had numerous meetings with officers and outside bodies

#### Officers

Oliver Judges  
Geoff Hall  
Duncan Hall  
Matthew Henry  
Martin Chisholm  
Philip Eke  
Bethany O'Brien  
Philip Bayfield  
Jemma Curtis  
Tim Fitzhigham  
Honor Howell  
Tommy Goode

#### Outside bodies

Civic Society  
Town Guides  
Preservation Trust  
Hunstanton Town Council  
Members of Hunstanton Action Group  
Classical Music Rocks  
Volunteer Fair

I have regular scheduled meetings with most of the above officers and will continue to meet and fact find with outside bodies including those already met

with.



## CABINET MEMBERS REPORT TO COUNCIL

13 July 2023

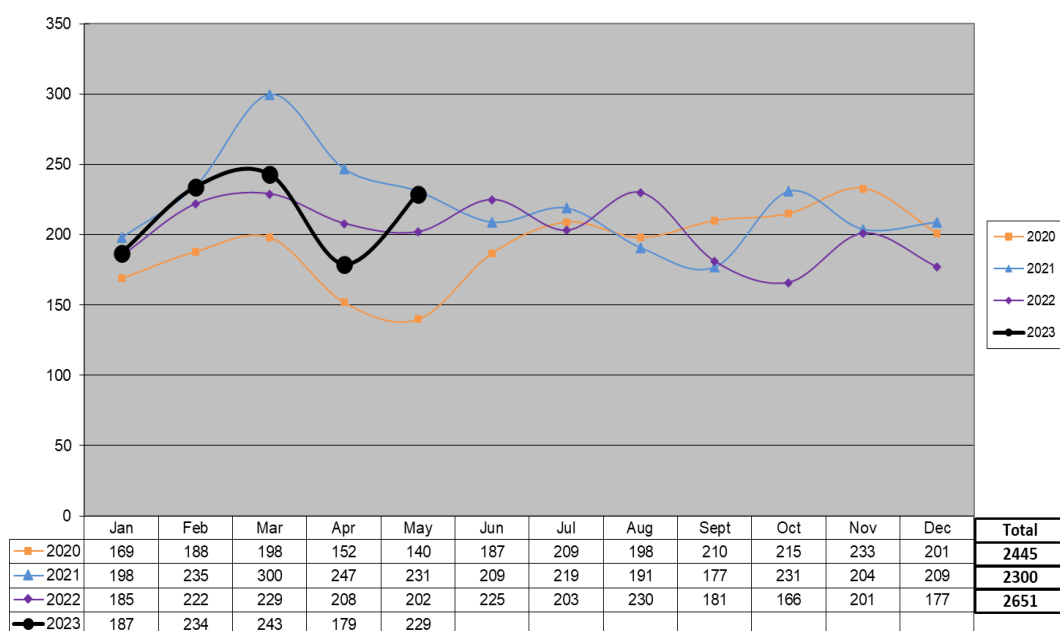
**COUNCILLOR JIM MORIARTY – DEPUTY LEADER AND CABINET MEMBER FOR DEVELOPMENT AND REGENERATION**

For the period 19 May to 3 July 2023

### 1 Progress on Portfolio Matters.

#### Planning and Discharge of Conditions applications received

Planning and discharge of condition applications received



There was a dip in applications received in April but increased again in May. Currently applications are up 26 compared to the same time last year.

#### Progress with recruitment

Recruitment continues to be challenging.

We have been unsuccessful in recruiting a Principal Planner in Development Management. Also unsuccessful in recruiting a replacement for the current Planning Policy Manager who leaves in August.

The closing date for a Technical Support Officer has just passed and officers are shortlisting

in preparation for interviews.

There has been success in appointing to the Monitoring and Compliance Officer role, internal promotion.

A Principal Planner, Assistant Planner and Graduate Planner have all been appointed and have already commenced.

**Major and Minor dwelling applications and householder applications received comparison**

Major and Householder applications dropped compared to the same period last year, but minor applications were slightly higher.

	1/6/20 – 31/5/21	1/6/21 – 31/5/22	1/6/22 – 31/5/23
No. of Major dwelling applications rec'd	28	20	16
No. of Minor dwelling applications rec'd	342	299	332
No. of Householder applications rec'd	893	822	699
Total	1263	1141	1047

\*Minor dwelling applications = up to 10 units

Major dwelling applications = over 10 units

**2022/23 performance for determining planning applications 1/6/22 – 31/5/23**

	National target	Performance
Major	60%	82%
Non – Major	70%	86%

**Appeal Performance – decisions made by The Planning Inspectorate 1/6/22 – 31/5/23**

	Dismissed	Allowed
Planning appeals	23	10
	69.7%	30.3%
Enforcement appeals	3	0
	100%	0%

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 2023/24**

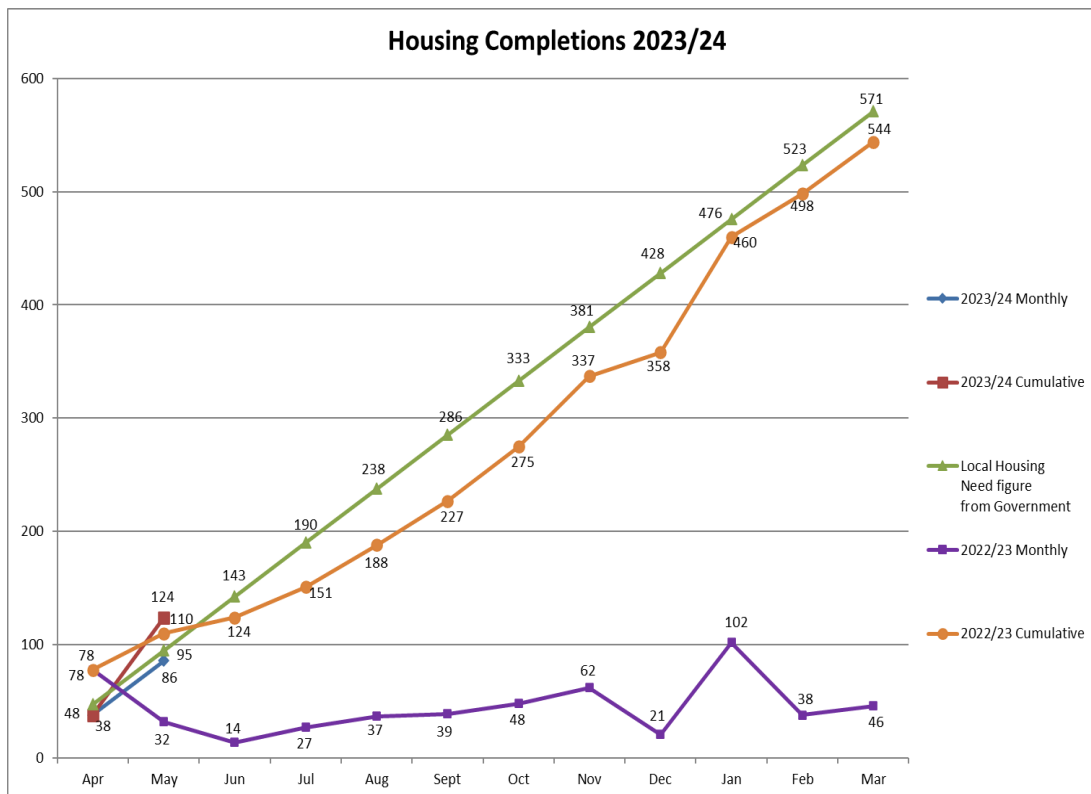
Income for Planning and Discharge of Condition applications is slightly below projected for the financial year 2023/24.

As part of the budget monitoring process the year end income figure has been adjusted from £1,100,000 to £1,500,000 and this has been reflected in the table below. Full year projected income is £1,600,000

Projected	Actual	Variance with projected
April 23 – May 23	April 23 – May 23	
£266,667	£241,519	-£25,148

### Housing Completions

36 houses completions in April and 86 in May. Currently completions are up 29 on projected based on a local housing need figure from Government of 571.



### Community Infrastructure Levy (CIL)

CIL is collected on commencement of develop relating to residential dwellings (including Annexes), retail warehouses and supermarkets. Total CIL payments received to date is £5.4m with £862,887 paid directly to 79 Parishes, where development has taken place.

#### Close of Accounts FY22/23

- Total CIL Income for FY £1.25m
- Parish payments made in FY £238,545.78
- £934k transferred – to be allocated and spent on CIL Infrastructure Funds.

## CIL Infrastructure Funds

Overall Totals to date					
Received	£3,937,307.26	Total Allocated	Matchfunded	Total Matchfunded	
TORs Returned - Total Projects Formally Allocated	<b>£2,696,614.43</b>	£2,696,614.43			
Allocated & Spent	£1,355,700.31		£991,823.37	£2,520,963.82	97.68%
Allocated Not Spent	£1,340,914.12		£1,510,069.50		
Not Allocated	<b>£1,240,692.83</b>				

## CIL Funding Applications

There is £1.2m to be allocated in the next round of Funding applications, which will open 8am on 01 July and close 5pm 01 August.

The current list of funding criteria is:

- **Infrastructure Projects funding over £30,001:** 18+ Adult Education Infrastructure Projects, Green Infrastructure Projects, Leisure Time Activities Infrastructure
- **Infrastructure Projects funding of £2,000 and up to £30,000** - Education – local initiatives, Health, Economic Development, Community Facilities, Green Infrastructure, Open Space and Leisure

This list will be reviewed by the Spending Panel later in the year, to meet the changing needs and aspirations of the Borough to support future infrastructure.

## Local Plan

An updated Gypsy and Traveller Accommodation Assessment (GTAA), dated June 2023, has been submitted to the Inspectors. The Inspectors have responded inviting the Council to undertake work to identify a supply of sites sufficient to meet the accommodation needs identified in the GTAA, for consideration as part of the Examination of the Local Plan

The GTAA will be subject to consultation in due course alongside the further evidence. The documents can be viewed on the website [Latest examination news | Latest examination news | Borough Council of King's Lynn & West Norfolk \(west-norfolk.gov.uk\)](https://www.west-norfolk.gov.uk/latest-examination-news)

## Medworth

The Examination into the proposed energy from waste plant is ongoing and is due to be concluded by the end of summer. Councillors and officers have attended relevant sessions, and made representations as necessary throughout the process.

## Neighbourhood Plans

There are currently 34 designated Neighbourhood areas. Neighbourhood Plans are progressing as follows:

- 14 “made” Neighbourhood Plans, including recent reviews/ updates to the Holme Next The Sea and South Wootton Neighbourhood Plans, confirmed in April and January 2023, respectively;
- 14 Neighbourhood Plans actively progressing (further details below); and

- 6 Neighbourhood Plans for which current progress is unknown or stalled.

Actively progressing Neighbourhood Plans are as follows:

- Burnham Market: designated October 2021; Regulation 16 consultation February/ March 2023; examination commenced April 2023 (ongoing, as at June 2023)
- Gayton and Gayton Thorpe: designated May 2017; Regulation 16 consultation February/ March 2023; examination commenced April 2023 (ongoing, as at June 2023)
- Great Massingham: designated June 2021
- Grimston, Congham & Roydon (Joint NP): designated October 2017; Regulation 16 consultation May/ June 2023; examination commencing July 2023
- Marshland St James: designated January 2020
- North Wootton: designated June 2021; Reg 14 consultation March – May 2023
- Old Hunstanton: designated July 2018; examination due to conclude June/ July 2023 (awaiting publication of final Examiner's Report)
- Ringstead: designated February 2021; SEA/ HRA screening consultation March/ April 2023 – decision awaited
- Pentney: designated January 2018; Reg 14 consultation March – May 2023
- Syderstone: designated December 2022
- Shouldham: designated March 2023
- Stoke Ferry: designated October 2018; approved for referendum, 14 June 2023; referendum scheduled 24 August 2023
- Walpole: designated July 2022
- Watlington: designated March 2020; Regulation 16 consultation May/ June 2023; examination commencing July 2023

## **CABINET MEMBERS REPORT TO COUNCIL**

**13 July 2023**

### **COUNCILLOR TERRY PARISH – LEADER OF THE COUNCIL**

For the period 19 May to 3 July 2023

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

This is the first opportunity I have had to speak to the whole Council which is far too long. There was some early criticism that I would forget those members and electors not represented by my group, particularly Conservatives. I hope I have made it plain in conversations and in public that I lead the Council and recognise all councillors and all the people of West Norfolk.

That being said, my group is in partnership with the Labour Group, and I thank Charles Joyce and his members for the pragmatic and thoughtful way that they are managing that.

I cannot deny that the last few weeks have been very busy. I and my Cabinet have had to learn procedures and processes which we have only viewed from the 'outside' before. We have had to meet individuals and groups many of which are entirely new to us. This will continue for a while yet and I would like to thank officers, both personally and on behalf of my Cabinet, for the continual support, encouragement and understanding that they provide.

'We are where we are' is the starting point of this new administration but it will not be its epitaph. We have taken on board 'historical' decisions and projects and are not throwing them on the fire as a perverse celebration. To do so would not be in the interests of West Norfolk as a whole. Consequently, I signed off on the Parkway development with the caveat that more of the houses would be considered for rent and that the homes would be for local people. After considerable deliberations, I agreed for the current Local Plan review to continue as not to do so would more likely harm West Norfolk than not. I have told the Chair of the Town's Board that the Town's Deal projects will continue but that there will be no additional funding from this Council and better councillor representation on the board must be made.

Now for the future. We have made a start on a new corporate plan. The headings on its elements are still in draft at the moment. A common thread is: 'openness and transparency'. This will overlay financial stability, environment, health, economic development and the rest.

Any councillor that wishes to see me is welcome. Just book a slot via Leader PA.

Initiated Cabinet meetings on new Corporate Plan.  
Agreed Cabinet portfolios.  
Begun meetings with County and MP James Wild  
Initial meeting re Emergency planning  
Met with Chair and Clerk Downham Market Town Council  
Discussed staff pay award 2023/24

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

Met with Hunstanton Town Council  
Norfolk Leaders' Group  
WN Transport and Infrastructure Steering Group  
Response to County Deal

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

Multiple Officer Meetings inc Local Plan  
Chair Kings Lynn Town Board  
Visit to KL Foodbank  
Tour of BC development sites  
South Wootton Parish Office official opening  
Hunstanton Advisory Group Chair  
Fring Estates  
Bathing Water Quality - with Anglia Water, Environment Agency  
Raising the Flag for Armed Forces  
Night shelter meeting  
Emergency Planning and Business continuity  
Norfolk Public Sector Leaders Board  
Swan Project/Love Downham Community  
Kings Lynn Area Consultative committee  
Norfolk Leaders Group  
North Norfolk MP James Wild  
David Pomfret – Cowa