

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



COUNCIL MEETING

Agenda

Thursday, 24th August, 2023
at 5.30 pm

In the Assembly Room
Town Hall
Saturday Market Place
King's Lynn

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



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16 August 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 **5.30 pm** on **Thursday, 24th August, 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

To confirm as a correct record the Minutes of the Meeting of the Council held on 13 July 2023 (previously circulated).

4. DECLARATIONS OF INTEREST (Page 7)

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. BUSINESS OUTSTANDING FROM PREVIOUS MEETING

Questions of Chairs - except Cabinet

9. RECOMMENDATIONS FROM COUNCIL BODIES

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

To consider the following recommendations to Council:

1) **Cabinet: 1 August 2023** (Pages 8 - 13)

CAB26: Staff pay award 2023-24

CAB28: Appointment of representatives to inquorate parishes

CAB30 and 32: Local Authority Housing Fund – Round 2

10. NOTICES OF MOTION

- i) To consider the following Notice of Motion (11/23), submitted by Councillor Everett

This Council notes the Department of Transport and train operators are pushing ahead with plans to close local Railway Station ticket offices.

This Council further notes a rail prospectus carried by Norfolk County Council indicated for many people the absence of station staff and ticket offices acted as a barrier to using the railway.

This Council shares the concerns of Norfolk County Council that these closures could affect the most vulnerable people in society, who rely on ticket office staff to help them and who could struggle to use ticket machines.

Therefore, this Council agrees to lobby all local Members of Parliament to stop the closure of local ticket offices and to support Norfolk County Council in lobbying to stop the closure of all ticket offices in Norfolk.

- ii) To consider the following Notice of Motion (12/23), submitted by Councillor Osborne:

This Council believes in equality for all regardless of natural or cultural origin, and supports equality, diversity and inclusion being at the heart of its policies and procedures.

This Council seeks to support all organisations that share these same

values.

And the Borough to include promotions of Pride events alongside others held in West Norfolk annually.

- iii) To consider the following Notice of Motion (13/23), submitted by Councillor Kemp:

Getting It Right in West Norfolk
Strategic Infrastructure in West Norfolk Motion

This Council believes in the right infrastructure, in the right place, at the right time. More than 13,000 new homes will come forward in the Local Plan, 4,000 in West Winch, West Norfolk's largest ever development.

So, this Council affirms its responsibility and intent, to do its utmost to influence and achieve timely delivery of the right strategic infrastructure underpinning new development, including doctors and dentists surgeries, sufficient hospital beds in the new QEH rebuild, necessary roads and cycle paths, energy efficient homes and Biodiversity Net Gain.

The Council will write to the Highways Authority to request a strategic highway assessment of the impact of new development on the circulation of traffic around King's Lynn and West Norfolk, including the A10 and the A149.

11. CABINET MEMBERS REPORTS (Pages 14 - 51)

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 J Rust
Tourism Events and Marketing – Cllr S Ring
Deputy Leader Development and Regeneration – Councillor J Moriarty

Leader - Councillor T Parish

12. MEMBERS QUESTION TIME

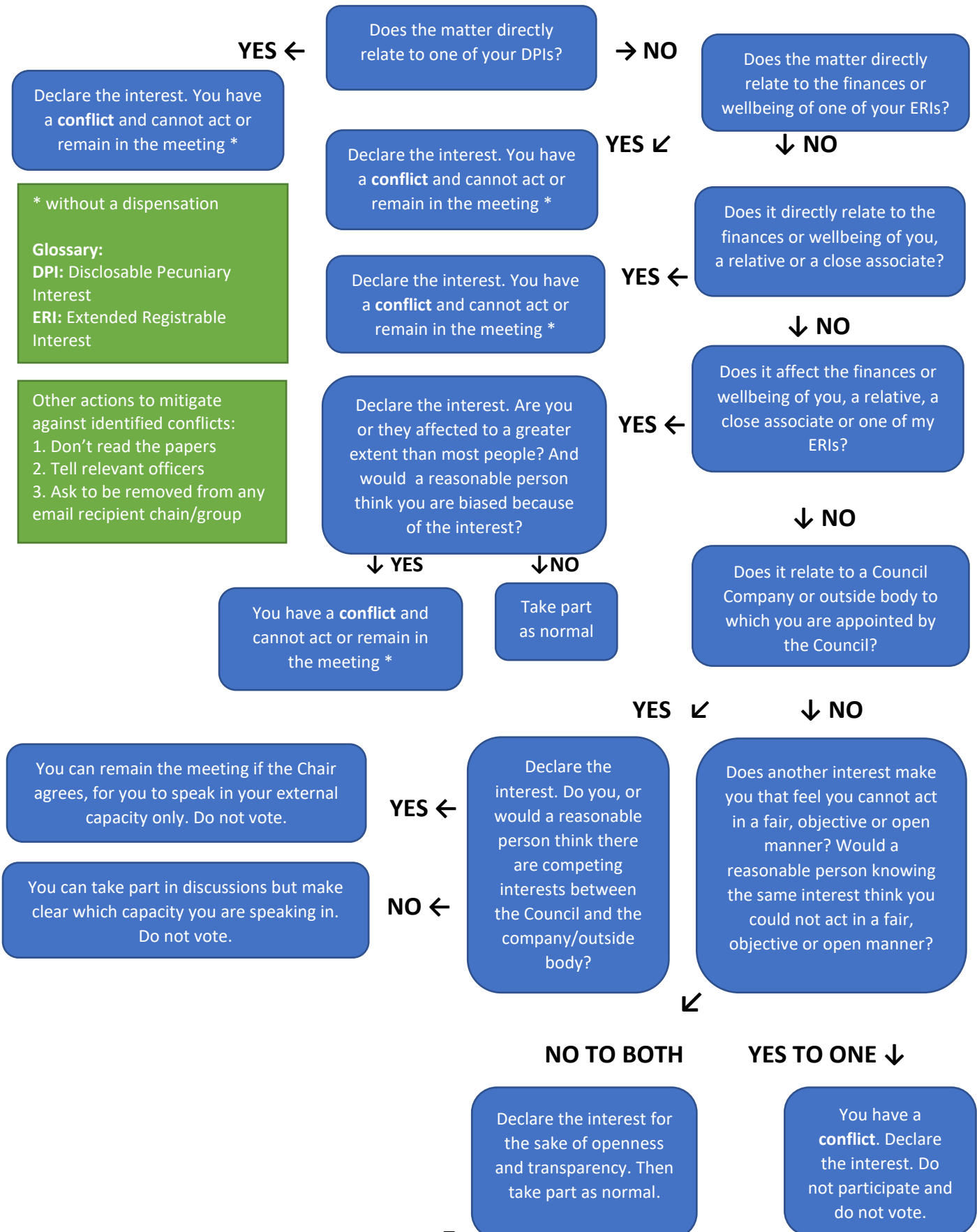
In accordance with Standing Order 11.2 (b), Members of the Council may ask any questions of the Chair of any Council Body (except the Cabinet).

Lorraine Gore
Chief Executive

DECLARING AN INTEREST AND MANAGING ANY CONFLICTS FLOWCHART



START



RECOMMENDATIONS TO COUNCIL ON 24 AUGUST 2023 FROM CABINET ON 1 AUGUST 2023

CAB26 STAFF PAY AWARD 2023-24

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

Cabinet received a report which reminded Members that the Council's annual pay increase for all employees was locally determined, having regard to national pay and labour market information. This paper recommended the pay increase for 2023/24 and outlined the budget implications. The report set out background information on inflation figures, public sector pay offers and pay settlements and the current positions with national negotiations.

The need to balance financial probity and transparency with the need to recruit staff so as to be able to deliver the financial objectives was stressed. Attention was drawn to the difficulty recruiting staff to senior and professional jobs despite recruiting to higher in the grade and offering training, progress schemes, hybrid working and flexi scheme.

Comments from Unison were included in the paper.

Councillor Parish asked the following questions around the points raised at the Panel meeting:

- Why did the proposal retain the same figures for all staff this year when the previous year higher paid staff received less. Executive Director – D Gates responded that the reason was that the proposal equated to a 22% rise for lower paid staff compared to 9 % for higher paid staff. Inflation over the 2 years from April 21 to April 23 totalled 17.7% (CPI) and 22.5% (RPI). To propose less than 5% for all staff would be de motivating for staff given budget provision made.
- Could a response be given on the comment raised about the increase to the top of all pay scales being a 'ticking time bomb'. The Executive Director explained that without the increase staff on the tops of grades did not receive an increase on pay and only a one off payment in line with the prp scheme. It previously had meant that savings on budget provision had been made because staff were on the top of the grade and given no increase. It was anticipated that potential increase in prp payments would equate to less than £20,000 pa which would be within budget provision.
- Why was the proposal to increase the top of all pay grades not just those where there were recruitment difficulties. It was explained that particular difficulties were experienced recruiting to grades PG9 and above. The lower grades would be increased by smaller amounts as the staff were getting a larger pay increase. The proposals retained the differentials between grades.
- Why was the £750 not only being paid to lower paid staff. The Executive Director explained that it was being done to reflect the gap that all employees had experienced over the last 2 years in the cost of living verses pay awards. It reflected a higher percentage for lower paid staff.

- What would be the impact of only paying the £750 to those employees receiving the £1925 payment. It was noted that the impact on staff morale would be as previously outlined and that staff immediately above any 'cut off' point would be less favourably remunerated compared to colleagues just below the 'cut off'.

Under standing order 34 Councillor Blunt asked what percentage of staff fell within the two groups of the pay award to see if there was any opportunity of introducing upper limits. The Executive Director confirmed that 23% of staff would be above the £38,000 line of a percentage increase or lump sum. Councillor Blunt asked how some boundaries could be pushed to get the staff in post. The Executive Director responded that the need to be able to increase the grade bands as proposed was essential to attract and retain staff in the first instance, as the cost of recruitment was high, and the worst case scenario was having to use agency staff where high sums paid included agency fees.

Councillor Morley asked if Job Evaluation criteria had been updated over the years, to which it was confirmed that it was a nationally recognised evaluation scheme, and all new jobs and changes in job descriptions were considered by the Panel or benchmarked against it.

Councillor Morley also commented that the money saved previously was now needed for the award, but the same position didn't apply to Alive, the funding of which needed to be considered in the future.

Councillor Moriarty, under standing order 34, commented that the subject of staff retention in the planning department was under constant consideration.

Under standing order 34 Councillor Dickinson commented that she considered the pay award should be kept separate from review of salary scales. She thought there were more contributory factors to be considered in the review and did not consider there was sufficient information to make changes at this stage.

Councillor Beales drew attention to local determination of pay, which meant that it could be looked at in order to fill the gaps to try to reduce the use of agency staff. He also drew attention to the need to look at the provision for Alive. He supported the proposals set out in the report.

Councillor Ring commented on supply over quality issue and the need to look at the pay scales review. He commented on increasing salaries of staff threatening to leave.

Councillor Parish sought confirmation that if the proposals were agreed further work would be undertaken on grades etc. Councillor Squire requested that in reviewing grades the whole package being offered to staff be considered, this was confirmed along with the provision for Alive leisure. Councillor Parish commented that the bigger picture would be looked at to ensure the balance of wages and service was right.

The Executive Director conformed that the proposal to increase the top of pay scales was the first step on the journey to the wider piece of work to be done.

Councillor Parish informed Cabinet that Unison had asked him if the £750 could be paid as a lump sum, he reminded members that April to September would be paid as a lump sum. The Executive Director explained that payment of the whole lump sum would be making advance payments that would be recoverable if staff left. In response to a question it was confirmed that the sum reflected the gap in cost of living over the last 2 years, but the payment was part of the 23/24 award.

Councillor Beales supported the recommended proposal of part lump sum and the rest paid monthly. Councillor Morley suggested it be paid in 2 lump sums. On being voted upon it was agreed that the recommendations contained within the report be agreed.

The recommendations set out in the report were agreed.

RECOMMENDED: 1) That:

- a) An increase of £1925 or 5% (whichever is the greater) be applied to all salary points.
 - b) A flat rate non-consolidated cost-of-living payment of £750pa (pro rata for part time employees) to be paid to all permanent employees and temporary staff (with a contract specifying a duration of 12 months or more) who were in post on 1st April 2023. This payment to be paid in 12 monthly instalments with effect from April 2023.
 - c) The top points of all grades (not individual salaries) are increased by the maximum applicable percentage increase (10.38%) with effect from 1st October 2023. This will not have an immediate financial impact but will assist with future recruitment and retention.
- 2) That changes to annual leave and working hours are not implemented as part of the local Pay Award as any changes to terms and conditions that are negotiated nationally would continue to apply to our employees.

Reason for Decision

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

CAB28

APPOINTMENT OF REPRESENTATIVES TO INQUORATE PARISHES

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

The Assistant Monitoring Officer presented a report which explained that the Borough had over 100 Parish Councils in its area (Town Councils are treated as Parishes for the purpose of the report). The vast majority of those Councils collected precepts as part of Council Tax. In the event of those Parish Councils becoming inquorate, for example due to mass resignations or because an insufficient number of candidates submitted nomination papers to stand for election, this will render the Parish Council unable to take any decisions, including around the public funds that it holds.

The Local Government Act 1972 contained a provision designed to address this issue, providing that district Councils (i.e. the Borough Council) may appoint its own Councillors temporarily to make the Parish council quorate until there were a sufficient number of Parish Councillors, which will enable business to continue in the interim.

It was noted that the Corporate Performance Panel had supported the recommendations.

Under standing order 34 Councillor Dickinson commented that having attended Hunstanton Town Council's meeting they had problems attracting councillors so they were looking into reducing the number of councillors, and suggested that others struggling to co-opt should consider the same option.

The Assistant Monitoring Officer confirmed that community governance reviews were the way to kick start the reduction in numbers.

Councillor Parish informed Members that he proposed to hold a meeting with parishes to discuss issues they may be facing.

Under standing order 34 Councillor Moriarty expressed concern that sometimes people were not keen to put themselves forward could be the conduct of some members of the community towards them.

RECOMMENDED: That Council delegates to the Returning Officer the power to issue Orders under Section 91 (1) of the Local Government Act 1972 appointing Borough Councillors temporarily to Parish Councils, when required, after consultation with the proposed Borough Councillor(s) and their Group Leader (where relevant).

Reason for Decision

To streamline the process for making Orders under section 91(1), so as to protect public funds held by Parish Councils and to ensure ongoing governance of Parish Councils for the benefit of the residents of the Borough, in circumstances where a Parish Council within the Borough becomes inquorate

CAB30

LOCAL AUTHORITY HOUSING FUND - ROUND 2

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

Cabinet considered the report which provided information on the funding offered to BCKLWN in June 2023 through Round 2 of the Local Authority Housing Fund (LAHF). The programme had been established by the Department for Levelling Up, Housing and Communities (DLUHC) to support Local Authorities to acquire homes to accommodate households with housing needs who have arrived in the UK via Afghan resettlement and relocation schemes.

The Council had been offered grant to acquire 7 homes for Afghan households and 1 property for the council to use as temporary need to meet wider homelessness needs. This was subject to acceptance of terms by the Council through a Memorandum of Understanding. The purpose of the report was to seek approval to accept the grant, provide the required match funding and inform the Cabinet of the requirements of the grant funding and potential delivery options.

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

Councillor Morley commented that the properties were unlikely to come back into the general stock as the occupants were likely to stay on. Councillor de Whalley supported the proposal.

Councillor Parish drew attention to an LGA discussion held where some areas did not have any suitable properties to purchase with large waiting lists. He asked where the match funding was to be taken from. It was noted that the report explained that section 5 of the report set out the arrangements for funding. It was noted that the detail of the proposed purchases was exempt information at this stage. Cabinet therefore proposed to move into exempt session. The decision was taken after that discussion.

CAB31 **EXCLUSION OF THE PRESS AND PUBLIC**

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RESOLVED: That under Section 100(A)(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business - 10 (part), 16 (part) and 18 on the grounds that they involve the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Act.

CAB32 **LOCAL AUTHORITY HOUSING FUND - ROUND 2**

Cabinet's attention was drawn to the financial information held in the appendix to the report.

RECOMMENDED: That :

- 1) The Council will enter a Memorandum of Understanding (Appendix 1) with DLUHC based on the attached prospectus for the Local Authority Housing Fund Round 2 (appendix 2)
- 2) The Council will accept the total sum of £868,000 offered to the Council by DLUHC under the Local Authority Housing Fund to deliver the programme understanding the match funding requirements as set out in the report and attached prospectus.
- 3) The Council will commit match funding of up to £952,000 to deliver the 7 homes.

- 4) The Council will seek to maximise the Flexible Housing Fund to reduce the overall match funding required from the Council.
- 5) Authority is delegated to the Chief Executive in consultation with the Portfolio Holder for Housing People and Communities to negotiate and agree the final terms of contract with DLUHC under which the grant will be accepted.
- 6) The Council will purchase up to 7 properties on the basis of a subsequent freehold transfer to West Norfolk Housing Company subject to agreement from West Norfolk Housing Company.
- 7) Authority is delegated to the Assistant Director (Regeneration, Housing and Place) and portfolio holder for Communities to provide grant funding from the Local Authority Housing Fund to Freebridge Community Housing in the event that they agree to bring an identified long term empty property back into use as detailed in the report.
- 8) The Council agrees to the principle of allocating 6 of the properties acquired through the fund to eligible Afghan households in accordance with the existing Local Lettings Plan. 1 property will be used as temporary accommodation.

Reason for Decision

The recommendations will ensure that the opportunity presented by the Local Authority Housing Fund to deliver affordable housing in the borough will be fully realised and will help to relieve pressures on the council's homelessness services.

CABINET MEMBERS REPORT TO COUNCIL

24 August 2023

COUNCILLOR BEALES - CABINET MEMBER FOR BUSINESS

For the period 14 July to 23rd August

1 Progress on Portfolio Matters.

I continue to get to grips with the portfolio and have provided an update on housing numbers under the Major Housing Project later in the report.

Along with Cllr. Heneghan I attended a meeting of the Kings Lynn Town Deal Board and of particular note amongst a generally very useful update, was a guidance note from the Department of Levelling Up Housing and Communities dated 5th July 2023. Dehenna Davison MP, the Minister for Levelling Up has clarified the Project Adjustment Request Process and confirmed that changes can be made without recourse to the Department, of up to 30% to agreed project outcomes and outputs, and changes in spend of up to 30% between financial years. Changes above that 30% threshold will require formal review by the Department. That flexibility is welcome and also clarifies that funding is for those projects already agreed and not for new or heavily revised projects. Indeed the guidance note goes on to state the importance of hitting milestones to ensure delivery of those projects as set out in Town Investment Plans and Grant determination letters. That said, the Department also recognises the huge challenges in delivering some of these projects, and details of targeted support and specialist advice as and when needed will follow.

Major Housing Project

- Nora 4 (Nar Valley Park) 105 homes completed. 35 open market sale, 47 PRS, 5 shared ownership, 11 affordable rent, plus 5 properties acquired through the Local Authority Housing Fund (LAHF) to house Afghan and Ukrainian families, let at affordable rents.
- Salters Road (Columbia Way) 78 affordable homes for Freebridge on site and on target for completion November 2024, first homes ready for occupation December 2023.
- Southend Road Hunstanton, 32 apartments (6 affordable) on site, anticipated completion May 2024.
- Parkway – 226 homes on site, target completion 2027. First homes ready for occupation December 2024. Tenure options report to be brought to future Cabinet.

2 Forthcoming Activities and Developments.

Cabinet report on funding of council housing companies.

Cabinet report on Lynnsport 1 development.

3 Meetings Attended and Meetings Scheduled

19th July – meeting with Cllr. Moriarty & Chair of Kings Lynn Town Deal Board

20th July – portfolio meeting on Teams.

27th July – Kings Lynn Town Deal Board pre meeting on Teams

28th July - Kings Lynn Town Deal Board meeting at Town Hall.

1st August – Cabinet

2nd August – Cabinet briefing

2nd August – interview with Radio Norfolk regarding Florence Fields

8th August – LGA training for Cabinet (all day).

9th August – portfolio meeting re financing of West Norfolk Property

14th August – Cabinet sifting.

15th August – joint meeting with Portfolio Holder for Finance re WNP.

16th August – Cabinet briefing.

17th August – meeting re Members ITC.

17th August – meeting re Enterprise Zone.

24th August – full Council.

CABINET MEMBERS REPORT TO COUNCIL

15 2023

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

For the period 5 July to 15 August 2023

1 Progress on Portfolio Matters.

Norfolk Climate Change Partnership

The new Partnership Manager 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 on 21 September 2023. I have been working closely with officers to prepare for this meeting.

A second post, fully funded by the Government's UK Innovate Fund, commenced 17 July 2023 and is leading 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 project will involve seven communities across Norfolk, one in each of the districts across the county. The community must be selected by end of September 2023 and I will be writing to all borough councillors and parish council chairman about this project in due course.

A report is scheduled for Environment and Community Panel on 29th August 2023.

Urban Tree Challenge Fund

As part of its 1 million trees objective, Norfolk County Council has submitted a countywide bid 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). A decision on the funding is due this Autumn.

Lynnsport Trees

Additional replacement tree planting has been stopped as survival rates are too low to be viable. Living trees will be maintained. Dead whips will be tidied up with tree guards recovered and stored for future use. The remaining wildflower meadow is doing well and will be managed as such with mowing

and removing taking place later this year.

EV charging

St James Car Park is now awaiting re-energisation by UK Power Networks, which has been instructed and we are expecting them to attend site on 18 August 2023 to complete this.

Hunstanton car park is near complete, however an electrical cabinet needs replacing and contractors are in the process of doing this work. However, the new rapid charger is installed and again, awaiting commissioning.

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 will encourage 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.

We currently have 14 schools that have signed up and have a deadline of the 15 September 2023.

3 Meetings Attended and Meetings Scheduled

Community Environmental Groups (Teams)
Holly Meadows – Coronation Coins
Environment and Community Panel
Corporate Performance Panel
West Norfolk Transport & Infrastructure Group
Retrofitting insulation in Properties
VJ Day Commemoration

Portfolio Holder Briefings and updates

Climate Change (weekly updates)
Local Plan
Cabinet Briefings
Air Quality Action Plan
Carbon Emission Data
South Gates
Community Orchard
LGA Support Session

Future meetings

21 Sep 2023 - Norfolk Climate Change Partnership

CABINET MEMBERS REPORT TO COUNCIL

24 August 2023

COUNCILLOR SANDRA SQUIRE - CABINET MEMBER FOR ENVIRONMENT & COASTAL

For the period 14 July to 24 August 2023

1 Progress on Portfolio Matters.

The 4 recycling bins have been on the prom for several weeks now, I can happily report that the quality of recycling is very good so far. We are still waiting for permission from the Environment Agency to place bins along Heacham beach.

I have agreed to become a Director of Norse Environmental Waste Services Limited (NEWS) Joint Venture Company which owns the county's waste and recycling infrastructure, including the MRF at Costessey, Norwich.

Brown bins sales are up over 1000 bins this year.

Repairs on the Prom were completed mid July and the compound has been removed.

The beach safety sign has now been installed at Old Hunstanton Beach and is operational.

The regular sampling of the shellfish beds has unfortunately resulted in the closure of one of the beds (Stubborn Sand) due to poor results. Further testing will be undertaken, with 2 satisfactory tests being needed for the shellfish bed to be reopened.

Water quality in the wash and on our beaches is an ongoing concern. I was pleased to be invited by Anglian Water to tour their Heacham Water Treatment Plant with other councillors and representatives from other organisations.

Government Waste Policy Update

The UK government has delayed the implementation of Extended Producer Responsibility (EPR) for packaging until 2025. The original plan was to have EPR in place by 2024, but the government has said that it needs more time to finalize the details of the scheme.

There are a number of reasons why the government has delayed EPR. One reason is that there is still some uncertainty about how the scheme will work in practice. For example, it is not yet clear how the scheme will be funded, or how it will be enforced. Business groups have been lobbying hard against the proposals and the timeline.

Another reason for the delay is that the government is concerned about the impact of EPR on inflation. The government believes that EPR could lead to higher prices for consumers, and it does not want to add to the inflationary pressures as increased producer costs were likely to be passed to consumers.

- EPR was intended to fund the collection and recycling of packaging placed on the market by manufacturers and retailers. This also included street litter clearance through litter bins and street cleansing.
- Packaging waste is 47% of total household waste.
- Fees paid by producers were variable depending on how easy to recycle packaging is considered. [Products like Pringles are notoriously difficult to recycle (currently not recycled).
- The amount of money received by each council was going to be based on efficiency and effectiveness.

The Consistency in collections was a further branch of the waste reforms which the government consulted on in 2019, the response to the consultation has been long awaited. The response has been delayed further and the government has said that it will be published in due course. That is unlikely to be any time soon.

- These proposals include requiring all local authorities to collect a core set of dry recyclable materials, making separate food waste collections mandatory, and providing clear and consistent information to householders.
- They have also proposed that garden waste collections are either 'free' or that a maximum charge is set for garden waste collections.
- The proposals re-enforce the idea that paper and card, if not all materials, are collected separately from glass unless it can be fully shown that this is not appropriate for an authority and its residents. This would mean in practice at least one more bin for each home.
- The desired outcome is more waste recycled, contamination reduced or removed as less confusion and more easily placed on the market, including new markets for extra materials, for processing of collected waste.

The government has stated that the Deposit Return Scheme will continue to proceed with implementation in 2025.

- The scheme will cover plastic bottles and cans of all sizes of less than 750ml.
- Consumers will be able to return their containers to supermarkets, convenience stores, and other designated collection points.
- The government believes that the DRS will be an effective way to reduce litter and increase recycling rates in England.

The impact of less drinks cans and plastic bottles on the finances of the MRF (owned by the councils in Norfolk) can't be assessed as much of the price paid for processing is highly dependant on the value of the materials sold, which is subject to international price fluctuations.

2 Forthcoming Activities and Developments.

We will continue to work with our partners including the Environment Agency and Anglian Water to investigate the issues with water quality and what can be done to improve it. It is a complex situation with many factors involved which will require us to work together to find solutions.

I would personally like to thank both Cllr Parish & Cllr Dark for their continued involvement and for bringing all relevant partners together over several years to investigate water quality.

I will be attending the LGA Coastal SIG Field Trip & AGM in September which will be a good opportunity to discuss coastal issues with other coastal councils.

3 Meetings Attended and Meetings Scheduled

Various Portfolio briefings
 Tour of Anglian Water Treatment Plant at Heacham
 Corporate Performance Panel
 Cabinet
 Cabinet Briefing
 Recycling initiatives meeting
 LGA Cabinet Support Day
 Joint Waste Contract Review & Development Board
 Cabinet sifting
 LGA Coastal SIG Coastal Water Quality Working Group
 NEWS Board Meeting

CABINET MEMBERS REPORT TO COUNCIL

24 August 2023

COUNCILLOR CHRIS MORLEY - CABINET MEMBER FOR FINANCE

For the period 14 July to 15th August 2023

1 Progress on Portfolio Matters.

Statement of Accounts – External Audits by EY

We have still to secure sign off by EY for 2019/20 and later audits. Our team are becoming increasingly frustrated by the repeated requests for more sampling. When one tranche of questions is completed, another set are requested. This piecemeal approach is not helping a resolution but we aim to clear the last (hopefully) batch of samples and clear the audit for the November Audit Committee.

However and as most will know, this delay is repeated across the Country. So much so that it induced me to beam into a webinar run by Neil Harris, Director of Local Audit in the Financial Reporting Council (FRC) and who has been appointed to set up a new Audit Reporting and Governance Authority (ARGA). He is currently consulting on the audit process to complete the many outstanding cases across England.

He is suggesting a limitation in audit scope with the potential for qualified audit opinions and disclaimers for aspects not fully explored, with sign off as follows;

2015/16 to 2019/20	by 30/12/23
2020/21 to 2021/22	“ 31/3/24
2022/23	“ 30/9/24
2023/24	“ 31/3/25.

I doubt that, whatever the outcome of the consultation, we can comply with these dates.

We wait to hear what transpires from the consultation.

Revenue Budget,

Our total Borough Revenue spend this year is a net budget of £25m but to meet this figure we expect to have to draw £2.6m from our General Reserves. Indications from the 1st ¼ monitoring report are that this budget will be maintained but the small sum of £205K, allocated to us to help level up and offset the £3m IDB Levy, indicates that, the draw from our Reserves may reduce to £2.4m.

The 23/24 pay awards are coming to Council for agreement. We have made the appropriate contingencies to cater for the acceptance of the award in full.

The Period 3 Budget Monitoring Report will be available later this week and before Council, on ModGov.

Capital Budget.

Our review of the current forecast, for all but the Town Board Projects, continues. This more forensic examination has reduced the total from £64m to £48m. This work will continue until I am satisfied we have a realistic profile, which will then be subject to further flex based upon the impact of conditions prevailing through the execution of works. These changes will be implemented for the next monitoring report.

However, our Minimum Revenue Provision (the amount we include in the Revenue Budget just in case we have to repay the financing of our capital borrowing) is based on the higher capital figure, so should provide some benefit at year end.

Earmarked Reserves.

Work on checking Earmarked Reserves will pick up after the holiday period. More anon.

IDB Levy.

The S151 Officer and I have joined a consortium of up to 15 coastal Districts to form a lobby group to seek enhanced grants to meet the cost of IDB levies. We await our marching orders.

Grants.

By the time you read this report you will have read that:

- Councillor Community Support Grant Scheme has been extended.
- The defibrillator scheme was a welcomed success (credit where it's due) and has now been superseded by a National scheme.
- Small grants scheme re-starts from 1st October with total revenue pot up to £15K and capital staying at £50K but match funding needed.
- Council Tax Support Scheme out to consultation for wider eligibility and 100% support.

West Norfolk Wins.

This is far from the biggest prop we have to support charities in our communities but it does garner some £30K for West Norfolk Charities so we should not let it wither on the vine. I was therefore extremely disappointed to receive only 5 replies from Councillors to my request for promotional assistance.

Nevertheless, we are ploughing on and as an example of reach, the last 2 (£25) winners had nominated the money for their tickets to Hospital Radio Lynn and Snettisham Bobtails Pre-school.

So far we have: -

- made the scheme more visible on the Borough web site (just type in "wins").
- Changed the emphasis to stress it's a community lottery (the money is not for us!).

- Created an explainer page stressing the benefit of local causes.
- Negotiating phone access for those not on the internet. This number will be highlighted on new posters which we are distributing direct to Parish/Town clerks.

I have a review with the service provider, Gatherwell, later this week to secure their help in reminding all the charities involved that it is in their interests to freshen their own promotions.

I would hope that all Members (subject of course to any faith reservations) would join the scheme and promote its benefits.

It is important in these financially constrained times that we measure the benefit of the resources we consume wherever possible. We are therefore recording the cost of this project in spent hours and materials so that we can compare this with growth in the scheme. I trust we will have a positive benefit.

Finally, on this score, I would wish to record my thanks to Luke Burrige for his sterling support – thank you Luke.

2 Forthcoming Activities and Developments.

Finalising my portion of the corporate plan including completion of measurement and KPIs for the finance function.

Work on an effective communication package for my colleagues.

Continuing review of efficiency and our earmarked Reserves.

Welcoming a revitalised Members Major Project Board.

Formulation of a maintenance programme.

Procurement Review.

3 Meetings Attended and Meetings Scheduled

Attended:-

CPP
 R&D Panel (part only and hybrid)
 Audit Committee
 West Norfolk Wins x2

 Local Audit Webinar 1/8
 Cabinet
 BC/NCC briefing on County Deal 4/8

LGA Cabinet Support Session 8/8
Oliver Judges & Team Project Profiling 11/8
David Ousby, Officers & 3 Members Council Company Funding 15/8
Cabinet briefing and sifting various.
Weekly Portfolio Meetings.
Syderstone PC 20/7
Bircham PC 26/7
East Rudham PC 15/8

Scheduled:-

Gatherwell – remote meeting 17/8
Group Meet Up 26/8
Finance Portfolio Meetings weekly
Cabinet Meetings various
Independent Group Meeting
Financial assistance various
Council company funding
West Norfolk Wins
Tour of Town Deal Projects
Meeting re staff perception survey
Panel meetings
Parish Councils Meetings

CABINET MEMBERS REPORT TO COUNCIL

13 JULY 2023

COUNCILLOR BAL ANOTA

CABINET MEMBER FOR PROPERTY & CORPORATE SERVICES

For the period 13th July to 24th August 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

Since the last Council meeting in July, I have the following to report:

- **Tour of Hunstanton commercial property interests :**

I have now managed to have a walkabout in Hunstanton with the Assistant Director for Property & Projects and have been briefed on the wide array of property interests owned, or leased, by the borough council which includes the fun fair, two caravan park sites, the Sea Life Centre (site only), promenade kiosk sites, and large swathes of public open spaces and Pay & Display car parks.

Linking into the above I also attended Corporate Performance Panel on 24th July where a report on the council's promenade kiosk tenants, and their compliance with regulations in respect of fats & oils, trade waste, and waste water disposal was considered. The report outlined that some of the kiosk tenants may not be complying strictly with the regulatory requirements, nor the terms of the leases they have with the council as their landlord. The teams working within my portfolio, and other teams within the council such as Waste & Recycling and Environmental Health, assured the Panel that they will keep pressing to ensure that the tenants comply with the relevant requirements, and one potential breach is currently under investigation.

- **Tour of retail property investments :**

I have not yet had the chance to have a look at this part of my portfolio yet, however, our exposure to this sector is relatively low, which from a property investment perspective is reassuring, however, I do recognise that the retail centre is important for King's Lynn particularly, and we hope that some of the current suite of projects, such as Town Deal, will help to increase footfall and strengthen the town centre in the longer term.

- **King's Court**

We have been looking at some minor improvements to our main operational office building King's Court, and I am pleased to report that a shower facility has been installed on the second floor near to the canteen which will hopefully encourage more staff, and maybe even councillors, to cycle to work which will obviously help contribute to reducing our carbon footprint.

Other works in the pipeline include: new handrails to the main stairwell, and some air-cooling in the canteen area to provide a cooler place to sit in the hotter months of the year which will contribute to the health and well-being of our staff. We are also potentially reducing the accommodation occupied by the Integrated Care Board (formerly the West Norfolk Clinical Commissioning Group) in order to bring back into the building some council teams that were displaced into outlying sites during the Covid Pandemic.

- **Cemetery provision**

I have been made aware that cemetery provision within King's Lynn has two main issues: capacity and the high-water table. We need to start work on a feasibility study identifying how we can address this. I have asked for a Project Brief to be developed between the relevant teams. I am hoping to report on progress later in the year. I anticipate that this could be a challenging project, but also an important one.

- **King's Lynn Innovation Centre (KLIC)**

Since the last Council meeting the KLIC building was unfortunately attacked by vandals as well as the speculative commercial units that the council has constructed on the Nar Ouse Enterprise Zone, and some private property in the South Lynn area. Insurance claims are being processed, and we are reviewing the security aspects of the building.

What is pleasing is that the CCTV team managed to track the vandals through the town and ultimately arrests were made.

- **Commercial Rent Arrears**

The Property & Projects team have been working hard to recoup all of the outstanding rent arrears that have arisen over the past few years, mainly owing to the Covid Pandemic. Unfortunately, one tenant has ceased trading and returned the keys to the premises that they occupy. The team tried to resolve the issues and offered fairly lengthy repayment plan options, however the operator decided that they could not commit to this and ceased trading.

Only one commercial tenant has not committed to a repayment plan for the debt they owe. The Property & Projects team is now in the process of taking more formal action for the recovery of the debt. I will update councillors later in the year on progress.

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

Heacham	2022	3669	3150	4596	6129	17544	
	2023	3404	3647	4239	3836	15126	
						-2418	86%
Hunstanton	2022	35535	31677	37938	50833	155983	
	2023	35147	34330	38475	37567	145519	
						-10464	93%
Kings Lynn	2022	107252	112278	110694	114095	444319	
	2023	114187	156736	111451	122645	505019	
						60700	114%

Whilst it is pleasing to see King’s Lynn numbers continue to hold their own above last year, it is clear to see how the prolonged period of poor weather has impacted visitors to the coastal areas

CCTV

Over the last few weeks, I have managed to see first-hand the work of our CCTV operators and how they respond to incidents around the clock, not just to keep the residents of west Norfolk safe but to support our staff in times of need as well. No matter what job you do, you deserve to be able to go about it without fear of violence, so when one of our parking staff was threatened whilst undertaking their patrols it was good to see how quickly help arrived being coordinated by our CCTV operators liaising with the police. This collaborative working was never so evident, as, after a spate of vandalism in the regeneration area, where real-time reviews of the local CCTV allowed the police to apprehend several suspects within minutes of the incident. These are just two examples of how public bodies are far more effective working together, I would like to personally thank our CCTV operators and the west Norfolk policing teams for their collective efforts in bringing these matters to a speedy resolution.

Parks and Open Spaces

West Norfolk parks was among hundreds of parks across the country taking part in Love Parks Week. Five of our parks and green spaces were awarded the Green Flag for the positive impact they have in our communities in west Norfolk. Love Parks Week gives us the opportunity to celebrate the fantastic Parks and green spaces we have here in West Norfolk this event run from 28th July to 6th August

There were almost 300 runners in the Walks to take part in the special run to celebrate Love Parks Week. Lots of runners travelled from far and wide to come to this event.

We had some wonderful comments on the Walks park and the comms team posted a couple of videos to our social media channels that have been viewed over 2000

times, I would personally like to thank all the teams who made this event a success.

Health and Safety – property and buildings

I am pleased to report that we have now allocated some funding within the Capital Programme to address a particular issue with an abandoned vessel at Boal Quay that has become increasingly problematic with children getting into the boat known as the Tosca barge. The team has looked at several options, including selling it for scrap metal, however, owing to the type of paint used on the hull, and elsewhere on the boat, we need specialists to dismantle the structure and dispose of it at an appropriate waste site. I am hoping that we can get rid of this potential hazard as soon as possible, however, the surrounding area is quite sensitive in respect of ground nesting birds and watercourses so this project may not be started until later in the calendar year.

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

At the time of writing this report the proposed sale of land to the NHS for a health facility on the Nar Ouse Regeneration Area has not been finalised. I understand that the NHS has yet to make its final decision in mid-August. I am hoping that now the chosen site has achieved planning permission there will be a positive outcome. I am also hoping to be able to verbally update councillors at our Council meeting in August.

I have asked that the Property & Projects team to progress matters with the two potential development sites that I mentioned in my previous report to Council. The team will submit planning applications and, if planning permission is secured, market the sites on the open market.

Note this Administration has ambitions to deliver a number of projects during its term and capital receipts will be extremely important.

2 Forthcoming Activities and Developments.

- Tour of the Depot and maintenance team
- Tour of retail property investments
- Property Assets Meeting
- Meet & greet – David Ousby and Team
- West Norfolk Parking Strategy Briefing

3 Meetings Attended and Meetings Scheduled

Monday 3rd July – Planning Committee
Tuesday 4th July – Finance Portfolio Meeting
Wednesday 5th July – Mintlyn Crematorium Visit
Wednesday 5th July – Cabinet Briefing
Friday 7th July – Portfolio Meeting - Matthew Henry
Friday 7th July – Portfolio Meeting – Martin Chisholm
Tuesday 11th July – Portfolio Meeting – Matthew Henry
Monday 24th July - Corporate Performance Panel
Wednesday 26th July – Property Assets – Oliver Judges
Tuesday 1st August – Catch-up – Leader
Tuesday 1st August – Cabinet
Wednesday 2nd August – Cabinet Briefing
Thursday 3rd August – Portfolio Meeting – Martin Chisholm
Friday 4th August – NCC Briefing Town Deal
Friday 4th August – Portfolio Meeting – Matthew Henry
Monday 7th August – Meet & Greet – Debbie Gates and Team
Monday 7th August – Portfolio Meeting - Matthew Henry
Tuesday 8th August – LGA Support Session

CABINET MEMBERS REPORT TO COUNCIL

24 August 2023

COUNCILLOR – JO RUST CABINET MEMBER FOR – PEOPLE AND COMMUNITIES

For the period 1st August to 24th August

1 Progress on Portfolio Matters.

I was proud to take up this portfolio on Tuesday 1st August and I intend to embed and then build upon the work started by Cllr Kemp. I thank her for what she has started and look forward to continuing to work with her. I have been busy getting up to speed on my portfolio and have been glad that my history and experience previously has given me a solid grounding in the areas that I will be covering. I offer a huge thank you to all those officers who have taken the time to get in touch and provide me with comprehensive briefings and I will have met with all the teams shortly.

There is some overlap in the roles that I have with outside bodies and on other committees such as KLACC and the QEH. I have received my first lot of training at the QEH and it was good to get to know other governors and to learn about the community engagement work taking place. I will be working in partnership with them as portfolio holder, so the more opportunities to cement that relationship the better stand our community in.

Social inclusion is a part of my portfolio too, so to sit on the KLACC play areas sub committee, where we are working towards adding accessible play equipment to that already at The Walks, will definitely improve the area for our community.

Some groups have been in touch about proposals to promote healthier lives and I'll be working with Cllr Ring over this. I attended the Creating Communities event held in South Lynn Community Centre on Saturday 12th August and was so impressed with what our borough has to offer, whether it was beat the Bills or offering support to avoid loneliness, I think we can be proud of what was available. I look forward to working with them more closely in the future.

I had a meeting with our Housing Officers where they briefed me on some of the challenges the council is experiencing and working hard to resolve, in housing.

Housing figures are as follows:

Housing register

1378 live applications

1 Emergency

232 High

469 Medium

676 Low

233 new or change in circumstances received

Housing Options

123 applicants given housing advice, of these 74 progressed into new homeless declarations and/or are ongoing investigations.

Lets advised - 26

2 Forthcoming Activities and Developments.

On Sunday 20th August I will be attending the Gaywood Community Centre Fun Day. Having attended such events there before, I know it's be a great day out where I get to hear from people in some of our communities.

I hope to attend the Ukrainian National Day on Thursday 24th August and meet members of our community there.

3 Meetings Attended and Meetings Scheduled

Effective engagement 01/08/23
Cabinet briefing – 02/08/23
Portfolio meeting 03/08/23
Community grant training 03/08/23
County Deal Briefing – 04/08/23
LGS Cabinet Training 08/08/23
Portfolio meeting – 10/08/23
QEH meeting – 11/08/23
E&C briefing – 14/08/23
Cabinet Sifting – 14/08/23
Introduction to Place – 15/08/23

QEH training Representation and Health Inequalities – 15/08/23
Cabinet Briefing – 16/08/23
NHS Dentistry Briefing 17/08/23
Portfolio meeting – 17/08/23
RRT presentation – 18/08/23

Cabinet Members Report to Council

24 August 2023

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

1st July through to 10th August 2023

1 Progress on Portfolio Matters.

I have spent most of this period continuing to get to know the key individuals and teams within this portfolio and forging, to be honest in most cases 're-building', relationships with external stakeholders. It is so clear that we need to do things very differently from the past.

Marketing and Tourism

The following report on marketing and tourism has been compiled with help from our wonderful tourism team of Two of our hugely enthusiastic but under resourced staff.

Digital Promotions work continues in the back ground almost unseen and during this last period included

Visit West Norfolk.... Naturally

10th July 2023 – The following variant domains paid for and went live for Visit West Norfolk on 10th July to use for the '*...Naturally*' campaign to promote local green tourism, sustainable tourism and responsible tourism under one umbrella for West Norfolk from July 2023 onwards:

westnorfolknaturally.co.uk, www.naturallywestnorfolk.com,
www.westnorfolknaturally.com, www.naturallywestnorfolk.co.uk.

The content for this marketing and promotions campaign, with a wide variety of environmentally conscious tourism messaging, includes:

The *Visit West Norfolk... Naturally* webpage, promoting the following blog posts and pages on the Visit West Norfolk website: [Explore West Norfolk](#), [Nature Corridor Protectors](#), [Good Journey – West Norfolk](#), [Green Flag Awards](#), [Road Safety Awareness for Pedestrians and Cyclists](#), [Sustainable Transport in West Norfolk](#), [Safe and Responsible Travel](#), [Walking in West Norfolk](#), [Cycling in West Norfolk](#) and [West Norfolk Guide to Electric Car Travel](#).

Radio Advert: A *Visit West Norfolk...Naturally* radio advert (a £4.5k paid campaign) has been created in August 2023 and will be launched from the start of September 2023, aired in affluent areas of London in the evenings, for out-of-season tourism promotion of our area.

Our *Visit West Norfolk...Naturally* content also intentionally runs alongside the regional *Visit East of England ...Naturally* campaign which also launched from July

2023. That region-wide campaign touches upon similar themes and is a £100k campaign for East Anglia in general. Visit West Norfolk is a partner of VEE

Good Journey Project

The Good Journey – West Norfolk campaign page launched at the end of July and sits within the website for the national Good Journey campaign. This paid campaign helps visitors enjoy west Norfolk by train, bus, bike and foot and promotes attractions in west Norfolk that offer discounts for car-free visitors.

The team skills complement each other very well with one providing most of the social media content which this period includes, as always, much new content to the Visit West Norfolk Website, including;

Summer Holiday Activities in West Norfolk 2023

Eateries by the coast

Five West Norfolk parks awarded the coveted Green Flag Award

10 of West Norfolk's Best Rest Stops and Picnic Spots

They also continue to proactively contact tourism businesses who are not yet on the VWN website listings for future inclusion.

Other social media posts include;

Posts to promote Norfolk Day on Visit West Norfolk's Twitter and Instagram pages.

A new #DidYouKnow social media campaign. The campaign promotes fun facts about west Norfolk using the hashtag '#DidYouKnow'.

Since 10/07/2023 – present day, 35 tweets have been posted on Twitter, 29 posts on Pinterest and 15 posts on Instagram. The posts promote the following: King's Lynn Festival, King's Lynn architecture, Explore West Norfolk (website and app), Golfing in West Norfolk blog post, BCKLWN summer events, Free Things To Do in West Norfolk blog post, Rover Parking Tickets, Good Journey (West Norfolk), Summer Holiday Activities in West Norfolk 2023 blog post, Eateries by the Coast blog post, Norfolk Day 2023, nature reserves in west Norfolk, and more.

Printed material which supports our many Heritage and Cultural partners. In this period, it includes;

KL Heritage Open Day 2023 booklet

Hansa England: Cultural Cycle Route

KL Maritime Trail

Where to Stay in West Norfolk

Hunstanton Horticultural Trail

Downham Market Gingerbread Trail

Norfolk Coast: Myths & Legends

Other Tourism Department work includes;

'The Hunstanton Observatory'

Ongoing 2023. New elements being added to the venue in August: benches to be purchased for the inside of the venue, laptop plinth has been purchased, presenter's stool obtained and interior wall charts for stars, moon phases and wildlife being created this month.

Final discussions are being held with the RSPCA with regards to promoting themselves alongside KLADAS as partners for accommodation businesses in Hunstanton and beyond to partner-up with, for themselves to create bookable experiences.

Visit West Norfolk aims to support a collaboration of sorts with other local leads in creating a programme of Dark Skies events in Hunstanton for the forthcoming winter onwards.

'A Roadmap Towards Reduced Coastal Health Inequalities'

July 2023 – Philip was interviewed by Norwich UEA project leads, with himself detailing some current workplace and job security/retention concerns on behalf of the local tourism industry. Philip also recommended UEA to contact Dr Adele Powell/NCP for interviews for this project. Norwich UEA project leads are aiming to develop a roadmap of initiatives that could reduce coastal health inequalities in the region through improving employment opportunities and protecting and leveraging coastal heritage and environmental assets.

'Film Friendly Norfolk: Norfolk Screen Sector Forum'

26th July 2023 – As a member of the Norfolk Film Assets Group, our Senior Tourist Officer is included in the drawing up and creation of a new film sector forum for the whole of Norfolk. The forum will include members from the regional creative media industry, film sector employees, digital artists and UEA media students. The forum will invite key councillors to become members. Philip will remain a member.

'King's Lynn Walsingham Way'

Ongoing 2023. The aim of this project being to make an accessible new trail from King's Lynn town centre straight through rural west Norfolk and into Little Walsingham. As a member of this group, we are now heavily involved with this project and leading on the digital recreation of the substantial original handwritten trail, imminent GPX file creation and assorted area-wide research. We and group met with NCC/Norfolk Trails in King's Lynn in July and a business case for future funding has now been created and signed-off. Meetings ongoing.

'The King Charles III England Coast Path'

Ongoing 2023. The Norfolk Trails team are in talks with Visit West Norfolk and BCKLWN Car Parks as to whereabouts the new signage and fittings are going to be placed through King's Lynn for this new path – talks have been happening between departments for the past couple of months.

I make no apology for putting such a long and detailed report about our tourism team into my report, it's not just here to bulk it out. My intention is to demonstrate to Councillors how much work that these incredibly diligent officers do, with a small budget and limited resources. We need to take a closer look at what this team is able to deliver and how effective the current online and paper marketing offerings are. I welcome feedback from ALL Councillors on this subject.

Events

The Corporate Services hard working Events team have also been very busy this summer with the following events completed and planned

King's Lynn so far

15th – 16th July Wimbledon Watch Party – First summer event to utilise giant screen, weather was poor for large parts of both days but hundreds attended. Short tennis court was very popular with children and people stayed for the full five sets on 16th for the men's final.

22nd – 23rd Folk In The Town – Again weather was poor putting off some people, but this event has a fan base who will come and support it regardless. Both headline acts were particularly impressive (Man The Lifeboats and Banter) have introduced people to a style of music they may not have considered listening to.

30th July – Soulful Sunday – Our biggest attendance of the TMP summer events so far, the weather held out as hundreds of people enjoyed an afternoon of soul music provided by two bands and a DJ.

6th August – Summer Fun – Weather was very poor in the build-up to the first band starting, with only a handful of people braving the elements for the first 10-15 minutes of their performance. Once this cleared more people who were passing stayed to enjoy the remainder of their set and the second band who came to perform.

12th August – Women's World Cup Quarter Final Watch Party – England vs Colombia

King's Lynn to come

13th August – Mods & Rockers - Back for the 8th year, celebrating all things two (and three) wheeled. A very popular event with a large fan base, live music from Pat Winn and The Losers and Rebellion. Along with two separate DJ sets.

16th August – PROVISIONAL Women's World Cup Semi Final

19th August – PROVISIONAL Women's World Cup 3rd Place Playoff (depending on England's previous result)

20th August – Women's World Cup Final

24th August – Ukrainian Independence Day – Supporting Ukraine Independence Day with an event of reflection and children's activities including arts and crafts

27th August – 90s & 00s – Live music celebrating the best songs from the 90s and 00s, anticipating a large crowd following the success of this event last year and with it being a Bank Holiday weekend.

3rd September – Mini Meet – Modern and vintage examples of the iconic Mini displayed throughout the Tuesday Market Place.

10th September – Classic Car (as part of Heritage Open Day) – Vintage and classic cars on display throughout the Tuesday Market Place.

Hunstanton So Far

15th July – Outdoor theatre – Poor weather meant the production of MacHamLear was held in the Town Hall, but organisers were happy with the numbers in attendance and all enjoyed the show.

Tennis with the schools has gone well, number of sessions held and well received, however scheduled Tennis coaching during the holiday haven't taken place due to poor response (weather also would have played a part)

Ladies' beginner running course now in full swing, 16 signed up for the course, this can then lead to the joining of the Hunstanton HunnyBees running club on completion

NIA – Aerobics on the Green, been steady, initial course finished but is continuing on self-sufficient basis, with steady numbers

Punch & Judy has begun each Wednesday in August on the Green, week 1 numbers and feedback been extremely positive

Pebble painting (80 kids) & adventurer gardeners (40 kids) on going and again well received will continue through holidays

We supported Hunstanton Carnival via provision of stage (£4K), and loan of barriers and gazebos for event

HDFa music festival went well, good numbers again, we assisted with barriers, gazebos and cable covers

Hunstanton To come

12th August – Outdoor Theatre on the Green – Alice through the looking glass

19th-20th August – Outdoor Cinema on the Green – Screenings of Top Gun Maverick and Grease

20th – 26th August – LTA Tennis Tournament held at The Recreation Ground

31st August – Sunset Health Walk with West Norfolk Health Walks

16th September – Battle of the Bands – 8 west Norfolk bands compete for a prize of a 20 minute set on the main stage at next year's Festival Too

17th September – Hunstanton Rocks Chill Out Sunday - Three amazing bands (Vex, Bear Club and The Chebbs) will provide an afternoon of live music, all three have a great following so this has the potential to be very well attended.

26th October – Hansel & Gretel Puppet Show – Indoor at Town Hall

28th October – Murder Mystery evening – The Hauntings of Hunstanton

11th November – Star gazing event

WOW what a set of events and well done to the whole of the events team.

Culture and Heritage

Festival and Festival Too have had successful seasons that have been both very well attended.

Heritage Day on 10th September is being busily organised by Anna Gunn and the team at the Civic Society and there are big hopes for another great day of showing off Kings Lynn's awesome Heritage assets. This is another example of the vital role that volunteers make to the community effort and demonstration of civic pride that we so desperately need to nurture in this wonderful place.

St George's Guildhall

The project to regenerate the St George's Guildhall site is a very inspiring and exciting project. It has the potential to really make a difference not just to King's Lynn but to the whole of west Norfolk. It is a complex project and is being delivered on a very tight timeframe given the scale and scope of the project. However, it is currently progressing as anticipated (there is a slight delay on the initial timeline but this, it is hoped, will be made up in 2024, there was a contingency within the timeline during 2024 and this can now be deployed to make up the delay).

The project has appointed Pulse (project managers who will assist the design team) and Andrew Morton Associates (AMA – the quantity surveyors). Both of these organisations have now been brought up to speed. Pulse and AMA will now continue to embed themselves alongside the design team, developing the Project Execution Plan (PEP), Master Programme and overseeing the cost plan for the project.

The RIBA Stage 1 review has now been completed by design team Haworth Tompkins (HT).

The review of RIBA STAGE 1 has led to re-thinking some of pedestrian flow around the site which necessitated a re-thinking of some of the locations for activities included within the Business plan approved by BCKLWN. All activity in the business plan can and will remain on site but may be in a different building from that shown in RIBA stage 1 work.

The measured survey and Historic Buildings Analysis (HBA) has continued, with leading firm FAS Heritage providing some early insights to the design team ahead of the HBA report due in autumn. This will provide the first ever site wide survey of the entire Guildhall site to an archaeological standard and it is the first time that the site has been subject to this level of analysis and reporting. There will be a public lecture on the findings currently pencilled for October.

Activities at the Guildhall

The delivery of the Summer Activities for children and young people in association with Norfolk Museum Service (NMS) in the Guildhall has started and attendance/feedback from the events so far has been positive. At the time of writing all events have been fully subscribed. Again, we have seen success with children and young people generally, young carers and children who have parents for whom English is not a first language.

Work has also continued to prepare for an exciting visual art exhibition scheduled in the Fermoy Gallery and Shakespeare Barn for September and October. This will be the first time both spaces have been in use simultaneously for a very long time.

Planning and preparation is underway for further events for a broad spectrum of people in the autumn.

In the immediate future work will focus on the continuation of the RIBA Stage 2 design work, finalising the HBA, stakeholder engagement around that, review of the PEP and master programme, continuing consultation meetings with HE & NT regarding the CMP, appointment of Comms and Marketing tender and the delivery NMS Summer activities, Heritage Open Day (HOD), the exhibition scheduled for October and other events in Autumn.

Leisure

The results of the consultation on the future use of KASET has been completed and once the consultants have completed their 'cost certainty' figures on their proposals a report will be presented to Cabinet. Meanwhile, the current usage remains very disappointing and highlights the need to take action.

Membership

From 2013 until Covid-19 hit, public sector penetration rates remained above the 5% mark; the current rate of 4.9% was last seen over 10 years ago, back in 2012. Although the last 12 months have seen public sector penetration begin to recover from its post-Covid dip, it is yet to fully rebound.

Our penetration is considerably higher than the national average, despite increased local competition in Kings Lynn.

Sports Courses and sessions

We have seen considerable increases in participation swimming, tennis and walking netball.

Social media feedback has been exceptional on the main mother and toddler/parent and toddler Facebook groups for Kings Lynn.

Holiday activities and Parties

New birthday parties have been introduced at sites to include an electric go cart party in collaboration with PartyKartz, a bouncy castle and Didi car party at Downham Market, and a water inflatable at St James.

Exciting new additions have been added to the summer holiday programme to include a STEM K'nex family Challenge.

Many local children have been offered the opportunity to access AWN activities through the subsidy provided by the BCKLWN. £1 and .50p subsidised attendances are 366 to date.

Over 525 children have received a free healthy meal and attended one of our holiday clubs so far this Summer holiday. With another 533 due to attend in the remaining 3 weeks.

Alive West Norfolk has become Norfolk's first leisure company to receive accreditation for its pools. We have been accredited with a nationally recognised standard for pool water treatment and quality at three of their swimming pools by the Pool Water Treatment Advisory Group (PWTAG). The award has only been handed out to 30 sites across the country, with Alive being three of them.

The Corn Exchange team have been as busy as usual.

Cinema:

As at end of June the cinema is slightly down on attendance compared to 2022. This is all down to the quality of film being released. Last year Top Gun came out at the beginning of June which saw strong sales.

This year Barbie, Indiana Jones and Mission Impossible were late releases (July) so we are optimistic sales will be back where they need to be after the summer. That optimism has paid off and Barbie & Oppenheimer have come to the rescue and targets have been met.

Nationally cinema attendance levels have not yet returned to pre-COVID-19 levels and the operating environment remains extremely challenging.

Silver Screenings have gone from 1 screening to 3 screenings a month. This is in partnership with the Priory Rotary club and has become a very good social event for the over 60's.

In partnership with St James Pool, Toddler Tuesdays, during Term Time only. Parents with Toddlers have been watching a child film and have a free drink for £4 and/or pop to St James and have a swim and a drink again for £4. All are given a loyalty card which gets stamped when they arrive. After 6 stamps they get a free film/swim. This has been hugely successful with attendance at the cinema and swimming pool selling out.

Special dementia screenings have taken place which have been attended by various care homes.

Birthday Parties are still going well. The Majestic no longer are providing Birthday parties and are now passing any enquiries on to the Corn Exchange. Another example of both cinemas working well together.

Corn Exchange are also taking hires from local schools for end of term outings for their children. 3 schools have hired the cinema.

Theatre:

Theatre is slightly down on predicted Income. This has been due to 3 shows cancelling their tours in April and May. However, we are 38% up on ticket sales than June 2019 (pre covid) which shows customers confidence is returning. With sell out shows in the rest of the year the theatre should get back on track.

Some new shows/ideas have been trialed. Last week corn exchange had a Cheesy Bingo night. This is Bingo with a difference when people sing, dance, win prizes and of course play bingo. They could have sold it out 3 times over. As it was a huge success it has been re-booked it for 2 nights in November, hopefully for office Xmas parties. I'm sure Councillors could get together to organise a night out at the cheesy bingo!

The new Corn Exchange brochure landed 13th July. This is posted to 11,500 customers and there have been 36,000 printed which are distributed around the borough.

All stage lighting is now LED, funded through the Council capital programme. The Lighting engineer gave calculations on electric saving. Before there were 58 x 1KW par can lights. Each cost £280 a year in electricity, which at today's prices is roughly £16,000 in total. They have now been replaced with just 4 LEDS which cost £40 a year to run, Total £160. A huge saving. Currently going out to tender for the auditorium lighting, which will then mean the Corn Exchange is nearly 100% LED lighting throughout the building.

There was another successful day with Orchestra Live and 6 local schools performing 2 shows at the Corn Exchange. The afternoon show was for Key stage 1 pupils and the evening was for the parents. This is the 10th year of this partnership, although Orchestra Live have been partnered with the Borough Council for 20 years. There is one year left of the current funding and I will be recommending an extension to that funding after seeing for myself the wonderment in the eyes of the children performing. This type of cultural activity that reaches out to some of the schools in wards with some of the highest levels of deprivation in the County, a statistic we all should be ashamed of.

Highlights/coming up:

Kaleb Cooper (from Clarkson's Farm) has been booked. He is going on a National tour which had originally missed out Norfolk completely. Because of Philip's relationship with the promoter, he was able to get him booked into Kings Lynn. The 1st show sold out within a day, and he has now agreed to do a matinee the same day. This is bringing a whole new audience to the Corn Exchange from across the County as he isn't going to Norwich.

We are very fortunate to be having 2 west end musicals in the programme. "Buddy The Musical" is on for a week in September and "Blood

Brothers” is on for a week in March 2024. We also have the National tour of “The Mousetrap” coming for a week at the end of October. All are expensive shows but with the correct marketing should do very well, and again bringing in a new audience.

Pantomime sales are up 800 on 2022. There is a new Panto dame this year as Ian Marr has decided not to do Pantomime this year. Ian has been the dame for 12 years. Public feedback about Ian not being here, has been Ok. The proof will be in future sales and feedback of the new dame. The new dame, Nick Barclay, has worked for Jordan Productions for many years and is a very experienced dame.

Town Hall

Activity days are planned for the summer, which are drop-in sessions. These are at Stories of Lynn and the Guildhall.

Work experience placements are taking place with Rachael through NCC
Stories and museums have had a couple of sleepover events.

20 July – Dementia home residents came for homemade biscuits, tea and a look around

Town Hall bookings coming in well, 40+ weddings booked for this year, 20+ booked for next financial year and already 4 booked for 25/26 financial year.

Once again this is a very long report but I think that at least once a year Councillors are reminded about the superb work that is being carried out on their behalf by officers in all of these areas.

2 Forthcoming Activities and Developments.

I will be attending many more events over the coming month and have scheduled countless meetings in order to give me sufficient knowledge to enable me to lead on this portfolio.

Work is urgently needed to restore the relationship with volunteers and outside groups, as well as taking decisive action where we are not efficiently utilising our resources. Facilities do not all have to make money, we are not a business, but where we are subsidising activities it has to be value for money and there are many areas where it is not. I and this administration are not prepared to leave the problems to future administrations and future generations.

I intend to bring to Cabinet a number of reports in line with the objectives within our Corporate Plan, that will take this Borough forward and deliver a quality, value for money product to both residents and visitors alike.

Meetings Attended and Meetings Scheduled

I have had numerous meetings with officers and outside bodies

Officers

Oliver Judges
Geoff Hall
Duncan Hall
Martin Chisholm
David Morton
Philip Eke
Bethany O'Brien
Philip Bayfield
Jemma Curtis
Tim Fitzhigham
Honor Howell
David Oudsby
Michelle Drewery

Outside bodies

Civic Society
Town Guides
Festival
Hunstanton Action Group
Old Lenensians
Norfolk Records Committee

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

24 August 2023

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

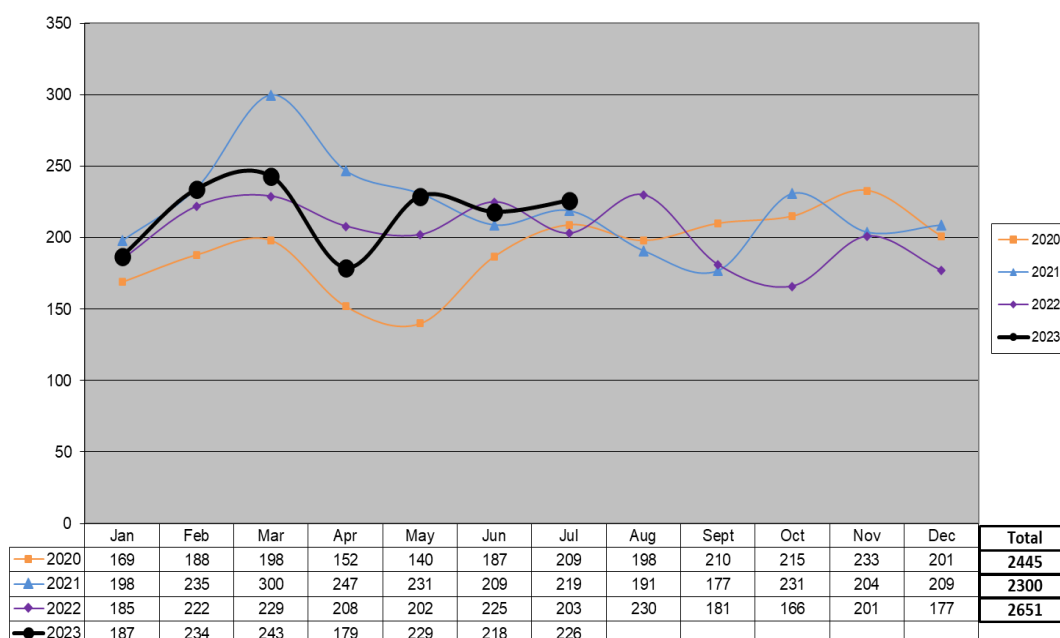
For the period July to 10 August 2023

1 Progress on Portfolio Matters.

Firstly, I would like to thank officers for their help in compiling this report.

Planning and Discharge of Conditions applications received

Planning and discharge of condition applications received



Planning and discharge of condition applications remain high, averaging 217 per month, 7 higher per month compared to last year.

Progress with recruitment

We are still unable to recruit a Principal Planner in Development Management and a Planning Policy Manager. Alternative options are being considered to ensure these important positions are recruited to as soon as possible.

Two Technical Support Officers have been appointed and should commence late August / early September.

The Planning Enforcement Customer Support Officer has been successful in being recruited to the Address Management Officer post. The recruitment process is underway to fill the vacant Customer Support Officer role.

Major and Minor dwelling applications and householder applications received comparison

	1/8/20 – 31/7/21	1/8/21 – 31/7/22	1/8/22 – 31/7/23
No. of Major dwelling applications rec'd	27	20	17
No. of Minor dwelling applications rec'd	339	309	303
No. of Householder applications rec'd	900	814	672
Total	1266	1143	992

*Minor dwelling applications = up to 10 units
10 units

Major dwelling applications = over 10 units

2022/23 performance for determining planning applications 1/8/22 – 31/7/23

	National target	Performance
Major	60%	87%
Non – Major	70%	85%

Appeal Performance – decisions made by The Planning Inspectorate 1/8/22 – 31/7/23

	Dismissed	Allowed
Planning appeals	35	11
	76%	24%
Enforcement appeals	6	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.

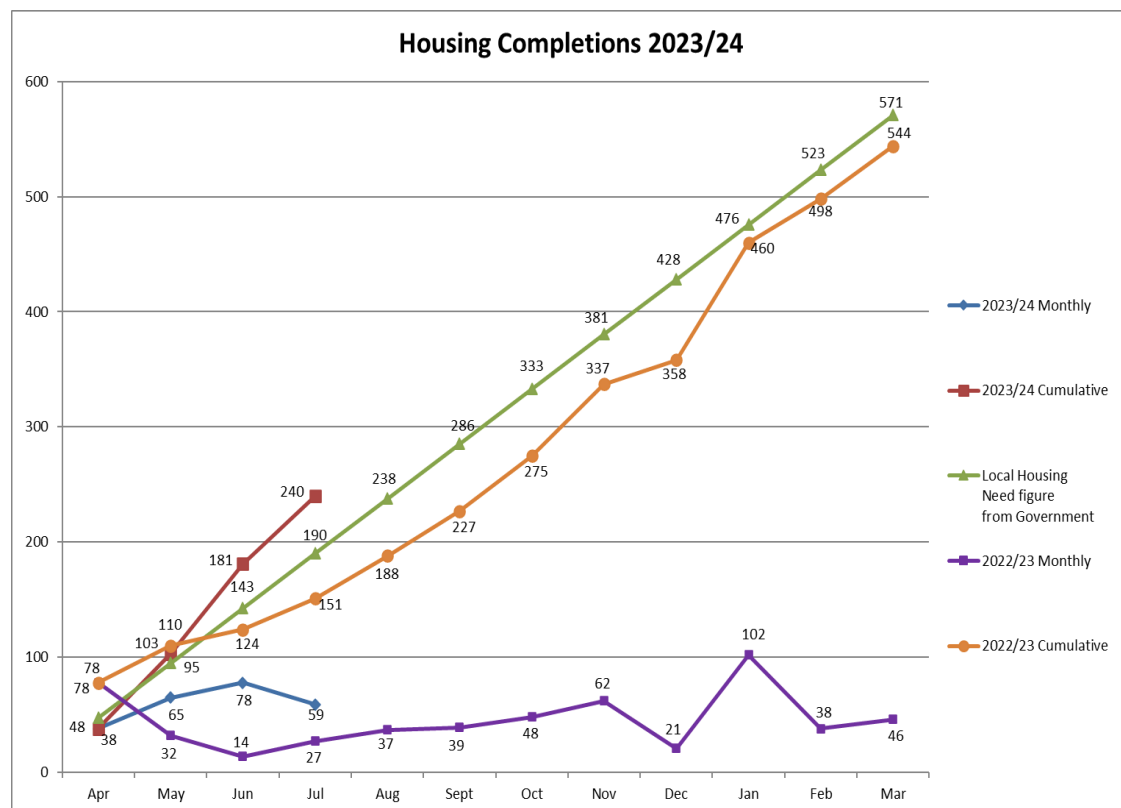
Revenue income 2023/24

Planning and discharge of condition applications are up slightly compared to the same period last year. However, income is significantly lower. We will continue to monitor against a current full year projected income of £1,600,000.

Projected	Actual	Variance with projected
April 23 – July 23	April 23 – July 23	
£533,333	£376,353	-£156,980

Housing Completions

78 houses completed in June and 59 in July. Currently completions are up 50 on projected based on a local housing need figure from Government of 571 and 89 up compared to the same time last year.



Community Infrastructure Levy (CIL)

FY23_2 Funding Application – Opened 01 July – Closed 01 Aug

We have received 59 funding applications, totalling just over £2.3m. The total CIL Funds available, to be allocated to projects is £1.1m.

The funding applications will be scored by Officers in accordance with the CIL Governance Criteria, and a report published for the CIL Spending Panel Meeting which will be held on 29 August.

The Panel will review the applications; allocate funding up to £30k and make recommendations to Cabinet for 14 applications that have requested over £30k.

Below is a summary of CIL Infrastructure Funding, allocation and spend to date.

	Allocated	Spend	Allocated Not Spent	
FY21/22 Totals	£1,207,813.47	£116,354.13	£1,091,459.34	
FY22/23 Totals	£1,449,710.28	£939,758.50	£1,601,411.12	
FY23/24 Totals	£84,314.68	£466,895.41	£1,218,830.39	
TOTALS	£2,741,838.43	£1,523,008.04	£1,218,830.39	
Reserved awaiting TORs	Current Income upto FY22/23	Unallocated remaining Less Reserved	Actual - Unallocated Remaining	Total to be allocated incl current income
£70,000.00	£3,937,307.26	£1,125,468.83	£1,195,468.83	£1,125,487.07

The reserved fund, relates to the Docking £70k application, submitted during the last round of funding (FY23_1 closed 01 February). During the decision making process, this application was sent to R&D for review. R&D have requested a re-evaluation of the project, by the Spending Panel. This project will be an agenda item, for the Panel Meeting on the 29 August.

All successful applications will need to agree to the Terms and Conditions of the funding, and then money will be formally allocated. Unsuccessful applicants will be notified, and provided with feedback.

Officers monitor project progress, and once funding decisions have been made, all projects can be viewed on line https://west-norfolk.objective.co.uk/portal/cil_folder/

All information relating to CIL Infrastructure Funding, can be found within the CIL Governance Document.

Planning Control update

The Government has consulted on raising planning fees, and it is understood that these are due to be implemented in April 2024.

A planning agents forum was held at the town hall on 19 July, which was well attended. Officers provided an update on key issues such as conservation, ecology and trees, as well as the usual planning policy, admin and control updates. Planning officers also attended, and were available to discuss any issues raised during and after the event.'

Town Deal Projects Update 09-08-23

Riverfront Regeneration: Graeme Massie Architects (GMA) have been appointed as architect led design team, to continue the development of the project through RIBA stage 3 and beyond. Pulse Consult (PC) have been appointed as project managers and Andrew Morton Associates (AMA) as quantity surveyors using the new

framework contract completing the professional services appointments. PC are now developing the Project Execution Plan and finalising the project programme. AMA will now start to develop the cost plan and test the budgets so we can prioritise works if necessary. The procurement strategy for construction works will be finalised this month. The budget for the professional fees included in the business case has been exceeded, by approximately £60k, and we are looking at ways to mitigate this. GMA have developed three working options for the Custom House trying to maintain as much flexibility in its use for light food and beverage, events, meetings and exhibitions. The differences in options relate to the amount of adjustment to the building fabric to achieve the layout. These will now be consulted with conservation officers and Historic England. These options address the accessibility of the building and the impact on the existing structure of making it fully accessible. Work is starting now on developing ideas for the Devils Alley end of the site but haven't progressed significantly since RIBA stage 2 but we plan to development of this area of work in August. Discussions have started on the events programme and initial meetings been held with placemaking specialists who curate public realm activities with a view to developing a framework for use of the spaces.

Rail to River: Art Trail: the designs for 2 pieces of artwork have been developed. These will be sited on the forecourt of the railway station and on the St James Swimming Pool building. These have been developed in consultation with local schools, when final detailed plans prepared, submitted for planning consent. This submission is targeted for September and installation will take place in early spring 2024. The digital sign located at the railway station has received planning consent and we await the final sign off from Network Rail, which is imminent. The target installation date is end of October. We are working with Comms team and our tourism officer to develop a framework for placing advertisements/notices. Purfleet Street arch and the pop ups/street furniture designs are complete and the planning and licensing applications to NCC have been made. These will be presented at October planning committee. The target date for installation in January. The licenses with the building owners for the archway are in progress. Installation of utilities to service these works are in progress. These schemes have been presented to the Public Realm Working and Repurposing Group. Completed works include fingerpost signage, new seating and benches and trees at the station and along the R2R route and the provision of a new cycle storage hub pilot area on Baker Lane car park. Overall, the project is still within budget but under pressure from rising infrastructure costs.

Local Plan

The further evidence base documents (that the Inspectors requested following the examination hearings) will be out for public consultation early September at the request of the Inspectors. This will be a six week consultation and everybody on our consultation data base will be advised automatically and details will be made available on the Council's web site.

Comments are **only** sought on the evidence base documents out for consultation. Responses to the consultation will be considered by the Inspectors in due course.

CABINET MEMBERS REPORT TO COUNCIL

24 August 2023

COUNCILLOR TERRY PARISH - LEADER

For the period July to 15 August 2024

1 Progress on Portfolio Matters.

Note. On leave for a week

Continued developing new Corporate Plan.

Re-examined portfolios and appointed Cllr Rust to People and Communities.

Initial training on Council performance Management

Attended Hunstanton Town council

Engaged numerous times with the communications team

Met with Unison and briefly outlined forthcoming Staff Questionnaire

Engaged constructively with Local Government Association

Engaged with Norfolk Leader's eg emerging Brownfield Housing Fund; Investment Fund, both related to proposed County deal. Separate briefing received on that.

Engaged with West Norfolk transport and Steering Group.

Staff pay award proposals prepared for consideration.

2 Forthcoming Activities and Developments.

Priorities include:

West Winch development.: Communications and negotiations

Local Plan revisions, timetable and any issues

Environment Agency reports on both sea water quality and the coastline.

These will obviously be in conjunction with relevant portfolio holders.

Other matters. Not in any order:

LGA support to administration and opposition.

Support and communications with Parish Councils

Continuing consideration of devolution offer before it comes to Council.

Local Government special interest group on internal drainage board levies (Cllr Morley is my nominated attendee).

Considering a report on second home's council tax potential increase prior to

emerging government legislation.
Working with QE hospital on tentative emerging projects.

Parish Council engagement.
Consideration of Member's allowances

3 Meetings Attended and Meetings Scheduled

Multiple internal meetings.

Norfolk Leaders Group

Local Government Association Independent Leaders meeting

Joint member briefing on County deal

West Norfolk transport and infrastructure steering group

Local Government Association Support session for Cabinet

Performance Related Pay training

Chief Executive at QE Hospital

Portfolio meeting – central services

Freebridge liaison meeting

East of England Local Government Association

