

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



COUNCIL MEETING

Agenda

Thursday, 28th November, 2024
at 5.00 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
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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 **5.00 pm** on **Thursday, 28th November, 2024** in the Assembly Room, Town Hall, Saturday Market Place, King's Lynn to transact the business shown below.

Yours sincerely

Kate Blakemore
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 31 October 2024 (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. COUNCIL TAX DISCOUNTS RESOLUTION FOR 2025/2026 (Pages 8 - 13)

8. APPOINTMENTS TO OUTSIDE BODIES - KING'S LYNN CONSERVANCY BOARD (Pages 14 - 15)

9. PETITIONS AND PUBLIC QUESTIONS

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

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 : 5 November 2024 (Pages 16 - 50)

CAB70: Gambling Act 2005 – Statement of Principles

CAB71: Council Tax Support – Final Scheme 2025-26

CAB72: Bio Diversity Task Group report

CAB74: Constitution Update

11. NOTICE OF MOTION

To consider the following Notice of Motion (6 /24), submitted by Councillor Kemp

Saving Burman House Care Home

Norfolk residents rate exceptionally highly, the care, compassion and commitment of all the Norsecare staff, who run Burman House Dementia Care Home. Our residents are pleading with their Borough Councillors, to do all we can, to save Burman House from impending closure by the County Council company Norse.

This Council is committed to supporting its residents and the Local Health and Care Economy in West Norfolk.

The closure of Burman House could see the loss of up to 30 local jobs, and worsen the shortage of Care Home, Respite and Convalescent beds in West Norfolk, placing additional pressure on the QEH.

Burman House, in Terrington St John, is rated Good by the Care Quality Commission. The residents benefit from the lovely gardens next to their rooms, which are all on the ground floor, in their unique rural setting.

Burman House is owned by Norfolk County Council which has contracts with NorseCare.

This Council will therefore write to Norfolk County Council to ask it to intervene and permanently halt the closure of Burman House.

It is understood that a reason given for closure, is the dimensions of the rooms. So the addition of modular bathroom extensions to each room, or other appropriate investment could be made.

It is understood that some residents are being planned to move to other NorseCare Homes, where the rooms are no bigger. This Council is aware a Care Home closure should only be a last resort as it causes such needless distress to residents. Our residents deserve better.

12. CABINET MEMBERS REPORTS (Pages 51 - 94)

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 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.)

Climate Change and Biodiversity – Councillor M de Whalley – TO FOLLOW

Planning and Licensing – Councillor J Moriarty

Environment and Coastal - Councillor S Squire

Finance – Councillor C Morley

Events and Open Spaces– Councillor B Anot

People and Communities – Councillor J Rust

Deputy Leader Business and Culture – Cllr S Ring

Leader - Councillor A Beales

13. MEMBERS QUESTION TIME

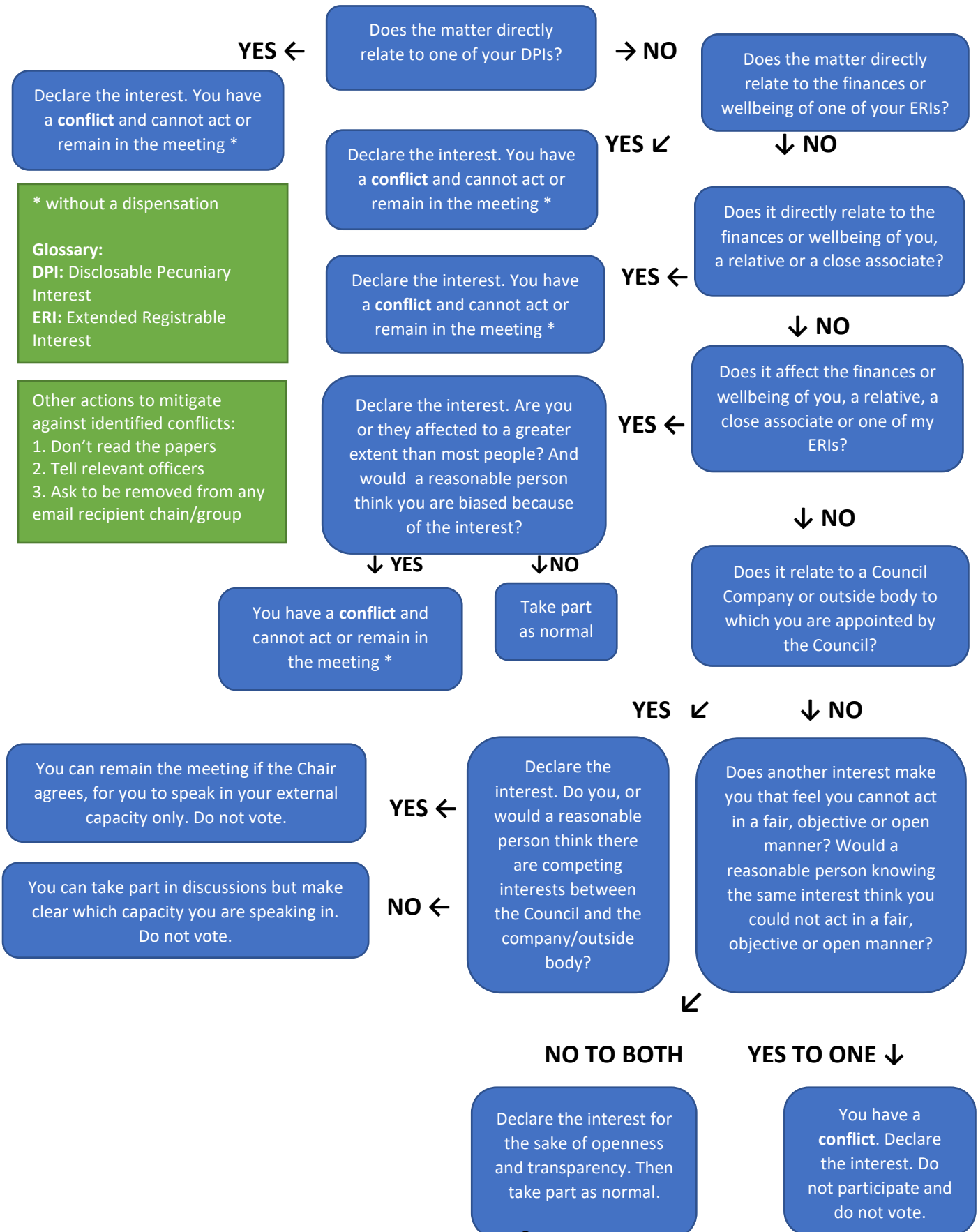
In accordance with Standing Order 11.2 (b), Members of the Council may ask any questions of the Chair of any Council Body (except the Cabinet).

Kate Blakemore
Chief Executive

DECLARING AN INTEREST AND MANAGING ANY CONFLICTS FLOWCHART



START



BOROUGH COUNCIL OF KING'S LYNN AND WEST NORFOLK

Council Meeting – 28 November 2024

DETERMINATION OF COUNCIL TAX DISCOUNTS RELATING TO SECOND HOMES AND EMPTY DWELLINGS FOR 2025/2026

1. Section 75 of the Local Government Act 2003 gives billing authorities the power to determine the discounts for second homes and long-term empty dwellings. Section 11 of the Local Government Finance Act 2012 gives billing authorities powers to determine discounts for further classes of empty dwellings. Section 12 of the Local Government Finance Act 2012 gives billing authorities powers to set a higher amount of council tax for long term empty dwellings. The Rating (Property in Common Occupation) and Council Tax (Empty Dwellings) Act 2018 allows billing authorities to further increase the amount of council tax for long term empty dwellings from 1 April 2019. Section 79 of the Levelling-Up and Regeneration Act 2023 allows billing authorities to vary the date the long term empty property levy is charged from. Section 80 of the Levelling-Up and Regeneration Act 2023 allows billing authorities to charge a higher amount of council tax for dwellings which are furnished and unoccupied.

2. The council must approve its determination afresh for each class of dwelling for each financial year.

3. Classes of Dwelling and the Current Position for 2024/2025

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

3.1.1. **Class A** – a chargeable dwelling:

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

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

The reduction for Class A dwellings for 2024/2025 is 0% with an exemption for the period of the occupancy restriction.

3.1.2. **Class B** – a chargeable dwelling

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

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

The reduction for Class B dwellings for 2024/2025 is 0%.

3.1.3. **Class C** – a chargeable dwelling which is:

- (a) which is unoccupied; and
- (b) which is substantially unfurnished

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

The reduction for a Class C dwelling for 2024/2025 is 0%.

3.1.4. **Class D** – a chargeable dwelling

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

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

The reduction for a Class D dwelling for 2024/2025 is 25% for the 12 month maximum period. Once the 12 months expire a reduction of 0% applies.

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

3.3. Premiums for Second Homes

3.4. The discount for properties falling into Class A and Class B of the regulations (Second Homes) has been set at 0% since 2016. The Levelling-Up and Regeneration Act 2023 allows us to increase the charge for these properties by up to 100% after giving at least 12 months’ notice.

3.5. The resolution to charge an additional 100% Premium for Second Homes falling in Class B from 1 April 2025 was passed by full Council on 31 January 2024. The required notice was given by means of publication of the decision in Your Local Paper on 9 February 2024. The premium is reflected in the recommendations at Section 7 below.

3.6. Certain properties are exempt from the Second Homes Premium including:

3.6.1. Properties in Class A which cannot be occupied all year round as they have a planning restriction limiting their occupancy. As these cannot be used as someone's main home no additional charge will be made.

3.6.2. Properties which consist of a caravan pitch or boat mooring,

3.6.3. Any property which already receives a council tax exemption, for example those waiting for probate to be granted,

3.6.4. Classes of property prescribed as exempt from the second home premium by way of government regulations. These will be removed from the premium as and when regulations are laid.

3.7. Long Term Empty Dwelling Levies

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

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

3.10. The Act originally defined a Long-Term Empty Dwelling as 'a dwelling that is unoccupied and substantially unfurnished for a continuous period of at least two years'. Any period of occupation of fewer than six weeks is discounted when establishing the continuous two year period.

3.11. The Levelling-Up and Regeneration Act 2023 amends the definition of a Long-Term Empty Dwelling from 1 April 2024 to 'a dwelling that is unoccupied and substantially unfurnished for a continuous period of at least **one year**'. This change was implemented for 2024/2025.

3.12. Central Government may also prescribe classes of dwelling exempt from the Long Term Empty Dwelling levy. The Council Tax (Prescribed Classes of Dwellings) (England) (Amendment) Regulations 2012 prescribe the following classes of dwelling to which the levy will not apply:

3.12.1. **Class E** – a chargeable dwelling which would be the sole or main residence of a person but is empty because that person is resident in Ministry of Defence accommodation by reason of their employment.

3.12.2. **Class F** – a chargeable dwelling which is an annexe of a main dwelling but is being used as a part of that dwelling.

3.13. The additional levy for long term empty dwellings for 2024/2025 is:

- 3.13.1. 100% for properties empty for more than one year,**
- 3.13.2. 200% for properties empty for more than five years, and**
- 3.13.3. 300% for properties empty for more than 10 years.**

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

4. Proposals for 2025/2026

- 4.1. The levels of discount for 2024/2025 are shown above for information. The recommendations for 2025/2026 are shown at section 7 below.
- 4.2. In accordance with statutory council tax reductions, any period of occupation of fewer than six weeks will be disregarded when calculating the maximum time a reduction can be awarded for, and when calculating the start date of any levy payment. The occupier will still be charged the occupied council tax rate for the time they live in the dwelling, but the clock will not be reset when they leave if they have been in occupation for fewer than six weeks.
- 4.3. An individual who is caused hardship by the level of council tax discount under this resolution can apply for a reduction on their council tax bill. Applications will be determined by the Revenues and Benefits Manager in consultation with the Council Leader and the relevant Ward Member/s where appropriate.
- 4.4. The regulations stipulate these determinations must be published in at least one local newspaper within 21 days of Council agreement.

5. Policy Implications

- 5.1. The decision is an update of the Council's policy on Council Tax discounts relating to Second Homes and Empty Properties.

6. Financial Implications

- 6.1. These discounts and levies form part of the taxbase calculations and can affect the council's income. The existing discounts and levies have been reflected in the taxbase calculation and the revised discounts, levies and the new premium will be included in the taxbase forecasts for 2025/2026.

7. Recommendations:

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

Regulations 2012, the Rating (Property in Common Occupation) and Council Tax (Empty Dwellings) Act 2018 and the Levelling-Up and Regeneration Act 2023 the Council determines:

- 1. That the council tax discount for Second Homes defined as being within Class A of the Regulations is set at 0% for 2025/2026;**
- 2. That the council tax reduction for Second Homes as defined by Class B of the Regulations is set as below for 2025/2026:**
 - a. No reduction i.e. a 0% discount, plus**
 - b. an additional premium of 100%;**
- 3. That the council tax discount for Empty / Unfurnished dwellings defined as being within Class C of the Regulations is set at 0% for 2025/2026;**
- 4. That the council tax discount for Uninhabitable dwellings defined as being within Class D of the Regulations is set at the following for 2025/2026:**
 - a. 25% for 12 months starting on the day the dwelling becomes uninhabitable; then**
 - b. 0% once the 12 month period has expired;**
- 5. That the Levy rate for Long Term Empty Dwellings as defined in the Regulations is set as follows for 2025/2026:**
 - a. 100% for properties empty between one and five years,**
 - b. 200% for properties empty longer than five years, and**
 - c. 300% for properties empty longer than ten years;**
- 6. That any period of occupation of fewer than six weeks shall be disregarded when calculating the maximum period of a reduction or the start date of the Levy;**
- 7. That delegated authority be given to the Revenues and Benefits Manager, in consultation with the s151 Officer and Council Leader, to agree the technical guidelines for any exceptions to the premiums imposed by central government.**
- 8. That delegated authority be given for individual hardship applications made under s13a Local Government Finance Act 1992 be determined by the Revenues and Benefits Manager in consultation with the Council Leader and the relevant Ward Member/s where appropriate.**
- 9. In accordance with Section 11A(6) of the Local Government Finance Act 1992, as enacted by Section 75 of the Local Government Act 2003 and the Local Government Finance Act 2012, these determinations shall be published in at least one newspaper circulating in West Norfolk before**

the end of the period of 21 days beginning with the date of the determinations.

REPORT TO COUNCIL

Lead Member: Leader – Councillor Alistair Beales		Other Cabinet Members consulted:		
		Other Members consulted:		
Lead Officer: Samantha Winter E-mail: sam.winter@west-norfolk.gov.uk 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: 28th November 2024

APPOINTMENTS TO OUTSIDE BODIES – VACANCY ON KING’S LYNN CONSERVANCY BOARD

<p><u>Purpose of Report</u></p> <p>Councillor Ring has resigned as a Council representative on King’s Lynn Conservancy Board and this report asks Council to appoint a replacement Member to this position.</p> <p><u>Recommendation</u></p> <p>That Council appoint a Member to serve on King’s Lynn Conservancy Board.</p> <p><u>Reason for decision</u></p> <p>To ensure continued involvement in the community by the Council.</p>

1.0 BACKGROUND

1.1 The Council at its meeting on 17th June 2024 confirmed a number of appointments to outside bodies and partnerships.

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 of member in respect of it.

c) Any payment will only be made by the insurer for an amount in excess of any indemnification or insurance coverage provided by the not-for-profit entity or afforded from any other source and to which the employee or member is entitled.

2.2 When a member is appointed to serve on an outside body, they should also ensure that as well as completing the Register of Financial and Other Interest form, they should complete the annual "Related Party Transactions form", with the details of those bodies on which they serve.

3.0 FEEDBACK FROM MEMBERS ON OUTSIDE BODIES

3.1 Arrangements for reporting back by Members serving on Outside Bodies are approved every year at Council as follows:

3.2 The Panels should be able to request reports from Councillors serving on outside bodies which fall within their remit. By programming the reports over the Panel's annual timetable of meetings, it would be possible for members both to assess the usefulness of making appointments to bodies and be informed of any relevant matters.

3.3 Cabinet Members serving on outside bodies will report via their Cabinet Members' reports to Council.

3.4 All are encouraged to use the Members' Bulletin to report on the work of any bodies that they are appointed to by Full Council.

4.0 APPOINTMENT OF REPRESENTATIVES

4.1 Following the resignation of Councillor Ring on King's Lynn Conservancy Board, Council are requested to appoint a replacement Member.

4.2 For information Councillors Ayres, Kunes and de Whalley are the other Members currently appointed to the Board by the Council. The Council can appoint four representatives to serve on the Board.

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

**RECOMMENDATIONS FROM CABINET ON 5 NOVEMBER 2024
TO COUNCIL ON 28 NOVEMBER 2024**

CAB70 GAMBLING ACT 2005 - STATEMENT OF PRINCIPLES

[Click here to view the recording of this item on YouTube.](#)

Councillor Moriarty presented the Gambling Act 2005- Statement of Principles.

Councillor Moriarty highlighted this was a statutory requirement and needed to be published every three years in accordance with the Gambling Act 2005. He explained the policy was drawn up in accordance with the guidelines issued by the Gambling commission and would come into effect from 31st January 2025. He added that without the Statement of Principles being adopted the Borough Council would not be able to conduct the statutory functions such as issuing licences, permits and enforcements.

Councillor Moriarty referred to Appendix A in the report, which was the list of prescribed consultees and explained the consultation ended on the 16th of September 2024. He added there was one response from the consultation which was South Wootton Parish Council who had given support to the Statement of Principles.

RECOMMENDED: That the Council be invited to adopt the Statement of Principles in accordance with the requirements of the Gambling Act 2005.

Reason for Report

It is a Statutory requirement that the Council adopts a Statement of Principles.

CAB71 COUNCIL TAX SUPPORT - FINAL SCHEME - 2025-2026

[Click here to view the recording of this item on YouTube.](#)

Councillor Morley presented the report on the Council Tax Support Scheme for 2025-2026 and explained this was identical to the Council Tax Support Scheme for last year. He highlighted this was a 100% scheme and there were only 8 responses to the consultation. He commented the Scheme would help residents within the Borough who needed full support. He commended the continuation of the Council Tax Support Scheme.

The Chair, Councillor Beales sought clarification on appendix B to the report.

The Revenues and Benefits Manager explained the table was a comparison of the National Pension Age Council Tax Support Scheme and the Local Working Age Council Tax Support Scheme. She added the Local Working Age Council Tax Support Scheme was in line with the National Scheme which previously was not the case, and the table highlighted the amount the support would be reduce by if there was another adult living in the property. Additionally, the Revenues and Benefits Manager outlined the differences were from when the Scheme was introduced when

there was protected groups for the vulnerable however it was now paid more generously. Finally, she added the appendix showed the Local Working Age Council Tax Scheme allowed residents to keep an additional £10.00 of their earnings per week before it affected their Council Tax Support.

Councillor Rust expressed her support and endorsed the continued 100% Council Tax Support Scheme to incentivise the residents on the Working Age Scheme to keep an additional £10 of their earnings per week.

The Chair, Councillor Beales echoed Councillor Rust's comments.

RECOMMENDED: That the consultation responses be noted and Council be recommended that the draft CTS scheme for 2025/2026 be implemented as the final working age CTS Scheme for 2025/2026. (This must be agreed by full Council by 31 January 2025 ready for the start of the financial year on 1 April 2025)

Reason for Decision

To ensure a CTS scheme for working age people for 2025/2026 is agreed by full Council by the deadline of 31 January 2025.

CAB72 BIO DIVERSITY TASK GROUP REPORT

[Click here to view the recording of this item on YouTube.](#)

The Assistant Director for Environment and Planning presented the Biodiversity Task Group report. He provided background to the Biodiversity Task Group which was created because of the notice of motion in 2020. He added the Task Group had met on 5 occasions and section 2 of the report outlined what was discussed during those meetings. He referred to the duty the Borough Council had in regard to Biodiversity net gain and added the biodiversity competition came through discussion in the Task Group. He brought to Cabinet's attention the draft Pollinator Action Plan and draft policies. The Assistant Director for Environment and Planning highlighted the recommendations.

Under Standing Order 34, Councillor Long commented he was pleased work had been carried out in response to the notice of motion and referred to recommendation 2 which highlighted the appointment of a Biodiversity Officer but questioned where this was to be funded from.

Councillor Squire expressed her support and commended the hard work of Officers, the Biodiversity Task Group and Councillor de Whalley.

Councillor Moriarty commented he was pleased with the draft policies and noted the resource and additional officer required. He echoed Councillor Squire and the hard work which had been put into preparing the report.

Councillor Morley commented on recommendation 2 and agreed it was appropriate to fund the Biodiversity Officer role from the Climate Change budget however he

believed this budget was for the Climate Change action plan and raised the question if this was to be under a separate heading in the budget.

The Assistant Director for Environment and Planning added there was debate on the funding of the Biodiversity Officer role at the Biodiversity Task Group and if this was appropriate to be funded from the Climate Change budget. He added further as part of the debate it was felt Biodiversity and Climate Change were interlinked and there was the budget available for this.

Councillor Squire agreed Climate Change and Biodiversity were interlinked and the Biodiversity Crisis was caused by Climate Change.

The Chair, Councillor Beales echoed the comments on the hard work carried out in preparing the report and noted the cross-party working on the notice of motion. He reflected on the importance of the resource issue the Borough Council has but added it was a tangible commitment to an area of policy which needed the commitment.

RECOMMENDED: 1) That the recommendations of the Urban Wildlife Informal Working Group as set out in paragraph 2.3 of the report, although recommendation 8 from the group, requiring a budget for delivery of the proposals would be covered separately through the creation of the two year fixed-term biodiversity project officer role be agreed.

2) That the appointment of a Biodiversity project officer, for a fixed period of two years, with funding coming from the climate change budget be approved.

3) That the council adopts the Biodiversity policies and specific objectives set out in appendix 1 to the report.

4) That the creation of a Pollinator Action Plan, on the basis of the draft attached (appendix 2), with the final wording to be agreed with the Assistant Directors for Environment and Planning and Operations and Commercial, in consultation with the portfolio holder for Climate Change and Biodiversity.

5) That the community biodiversity competition initiative, detailed in the report, be supported by the council.

Reason for Decision

To provide a suitable response to the original notice of motion, and to help the council contribute to improving biodiversity in the borough.

[Click here to view the recording of this item on YouTube.](#)

The Monitoring Officer presented the report and explained that the report included proposed Council procedure rules and substantive amendments to the Constitution.

She highlighted the key issues which were identified by the Corporate Performance Panel and added this was the work carried out by the Constitution Working Group. She referred to Section 6 of the Council procedure rules which was a budget meeting of full Council, and explained to Members that this would allow one meeting of full Council to focus on the budget. She highlighted 6.7 which contained amendments to the budget decision making, and the process of members and group leaders submitting amendments to the proposed budget prior to the meeting and that they be validated to ensure it was a balanced budget. She added that proposed amendments to the budget would be published for members prior to the meeting to allow consideration.

Budget

The Monitoring Officer outlined the amendments which had been made since the Corporate Performance Panel meeting which included Group Leaders being able to move a budget amendment which could include a number of changes. Included in 6.7.1 was the timing of ten clear working days for the Section 151 Officer to validate the budget amendment. She highlighted 6.7.1.11 which meant the Chief Executive could extend the timescale as referred to in 6.7.1. Additionally, she highlighted 6.7.16 which outlined the validation process of a budget amendment.

Under Standing Order 34, Councillor Long commented that it was limited to Members to propose an alternative budget without being able to use reserves in a different way than Cabinet but acknowledged the reasons for this.

The Chair, Councillor Beales responded to Councillor Long's comment and highlighted the statutory duty of the Council to produce an annual budget which was compliant and balanced. He highlighted there were not reserves to accommodate being used elsewhere. He expressed his concern on 6.7.1.1 and a potential scenario of Council agreeing to a number of the proposals contained in the amendment but not the amendment as a whole.

The Monitoring Officer responded to the Chair's question on 6.7.1.1 and advised the proposer of the substantive motion could propose to alternate the substantive motion. She advised that if during the meeting it became apparent the amendment was supported except one proposal then Council would not be able to alter the amendment without the proposer doing so.

Councillor Morley commended the hard work of the Constitution Informal Working Group and the Monitoring Officer on producing a structural framework for a budget meeting. He added as the proposed budget would be submitted 10 clear working days before for the Section 151 Officer to validate, this would prevent the scenario in

question occurring. He encouraged proposed budget amendments and asked them to be submitted as soon as the proposed budget was raised.

The Chair, Councillor Beales echoed Councillor Morley's comments of the hard worked carried out by the Monitoring Officer and the Constitution Informal Working Group.

The Monitoring Officer referred to 6.7.1.11 and explained the Chief Executive's discretion could extend the time for validation of an amendment. She added if a decision and agreement from group leaders was to happen before the budget meeting, the agreed budget could be published.

The Chair, Councillor Beales commented that the view of group leaders may not reflect the view of the majority of members at the full Council budget meeting, and there was still a danger that an amendment which attracted the support of group leaders may not be wholly supported by the majority at Council. To clarify, he did not want the Council to be in a position where an amendment could not be agreed due to one amendment not being supported.

The Monitoring Officer suggested Standing Orders being suspended or include an additional recommendation to include a safety net for amendments at the meeting if Members voted to allow this. Councillor Beales thought this offered a solution to an unlikely but very difficult situation that could otherwise arise at full Council.

Councillor Ring referred to 6.7.1.6a and commented this would prevent debate on point adding to reserves or being non reliant on reserves.

The Monitoring Officer added if the budget reliance was zero then this would be further reliance of zero.

The Chair, Councillor Beales commented there if was no reliance on reserves if there had been or there were projected additions to the reserves.

The Monitoring Officer confirmed 6.7.1.6a was not required if there was to be an addition to reserves.

Councillor Ring asked for this to be reviewed when the Council was in a financial position to add to the reserves.

The Chair, Councillor Beales agreed to continue to review the constitution with a pragmatic approach.

Notice of Motion

The Monitoring Officer referred to page 11 of the Council Procedure Rules and explained that any Notice of Motions not considered within the timeframes would roll onto the next agenda item to ensure all parties and non-aligned had the opportunity for their Notice of Motion to be debated. She highlighted alternative options for time

limits on the Notice of Motion either 20 or 30 minutes per Motion or a total of 40 or 60 minutes.

Under Standing Order 34, Councillor Bubb suggested the process could be : the motion be read out by the proposer and seconded, and the Mayor then ask if anyone disagreed with the Motion, if no dissenters, then Council go straight to the Vote. He explained if anyone disagreed with Motion and an amendment was asked for then the amendment was to be debated. He added further if the notice of Motion was disagreed with for a different reason, then this was to be debated as usual with a limit on the number of speakers and not raised a new point.

The Monitoring Officer commented that the forward work programme was to be set for the Constitution Informal Working Group and recommended to Members to not make further amendments at the current stage as this would be a point for the Constitution Informal Working Group would be consulted on.

Under Standing Order 34, Councillor Kemp expressed the importance of notices of motion and stressed they needed to be debated by Council, She expressed her concern at limiting the time of motions and provided examples of successful notices of motion from herself and other Members. Councillor Kemp considered that no debate on notices of motion meant that Members would not be representing their community. Additionally, Councillor Kemp referred to her participation at the Constitution Informal Working Group and the Corporate Performance Panel.

The Chair, Councillor Beales reminded Members, the recommendations were to go to Council at which the time limits on notice of motions would be decided.

Under Standing Order 34, Councillor Long echoed Councillor Bubb's suggestion and explained that if a notice of motion was to be proposed and seconded and agreed by Council then there was no need for a debate. He added notices of motion were correct for urgent and definitive decisions from Council. He added he felt the suggestion of no debate was to save time on debate when Council agreed.

The Chair, Councillor Beales commented by a time limit being agreed it encouraged Members to choose their words with care to ensure the message was delivered.

Councillor Rust commented she did not agree with the idea of having no debate on motions and stressed the importance of residents being able to listen to Members debate the motion and articulate their support.

The Chair, Councillor Beales added further there was the ability for the Mayor to extend time on the notice of motions at his discretion.

Councillor Morley commented it was important to not discourage motions and added the importance of Members not using motions to promote themselves. He supported the idea of notices of motions having a time limit and added if it was felt this was not working then the Constitution Informal Working Group would look to find another solution.

Councillor Ring sought clarification that 7.9 meant the Mayor could extend the time

on individual motions as some motions required extended time due to the significance of the motion.

The Chair, Councillor Beales asked the Monitoring Officer to add additional wording to make it clear the Mayor had complete discretion with extended times for notices of motions.

The Monitoring Officer agreed to amend 7.9 to include the Mayor may decide to extend the time of notice of motions.

Councillor Squire commented her views on notices of motion and referred to previous ones she had proposed She added work was needed behind the scenes when a notice of motion was proposed, and it encouraged cross party working. She supported that the Mayor could decide to extend the time limit at his discretion and considered that. a motion being debated was democratic.

Under Standing Order 34, Councillor Ware made reference to the White Ribbon Campaign Motion which was approved at Council on the 31st October 2024 commented that a resident had contacted her directly following this motion to thank her for bringing it forward. Under Standing Order 34, Councillor Kemp echoed Councillor Ware's comments and added she had received direct correspondence thanking the Council and support on the Wisbech incinerator campaign motion.

Councillor Moriarty commented the importance of a notice of motion and agreed they encouraged cross party working and showed parties were united to send a message as a Council. He added he did not agree there should be no debate on the motions and added he supported the Mayor being able to extend the time limit.

Substantive Changes

The Monitoring Officer highlighted the Substantive Changes which included changing the number of members on the Planning Committee, Licensing Committee and the Licensing and Appeals Board. She highlighted the discussion around Standing Order 34 as it specifically related to Planning Committee. The Monitoring Officer explained why this amendment was part of the constitution and not the planning code of conduct or speakers protocol. She explained the amendment included the discretion of the Chair allowing another appropriate Member to speak other than the Ward Member.

Under Standing Order 34 Councillor Long supported the reduction in the number of members on the Planning Committees, Licensing Committee and Licensing and Appeals Board. He added he felt the reduction was appropriate after the reduction of Borough Councillors from 62 to 55.

The Chair, Councillor Beales referred to the minutes and recommendations from the Corporate Performance Panel.

Under Standing Order 34 Councillor Long referred to previous planning experience that any Member speaking was there under Standing Order 34, however this was not correct as it did not apply to Planning Committee. He supported the Monitoring

Officer work and agreed this was clear. Councillor Long added that he considered further Members speaking via Zoom was not constitutional. He added the changes made allowed Ward Members or an appropriate representative of a Ward Member under the Chair's discretion would encompass this.

Under Standing Order 34 Councillor Spikings referred to her planning experience and commented that it was rare for a Member other than the Ward Member wanted to speak on an item. She commented Planning Committee was not political and questioned if there was a Member wanting to attend they could confirm the reason and why it was appropriate. She questioned the amendment of 2 days' notice of attending rather than 2 hours.

The Monitoring Officer confirmed 2 days related to the discretion of the chair and explained this allowed time for the Chair to decide if the Member could speak at the meeting. She added wording could be added to ask Members the reason for them wanting to attend Planning Committee.

Under Standing Order 34 Councillor Bubb commented Ward Members of adjacent and neighbouring Wards would like to speak on applications where other Wards would be affected.

Councillor Ring referred to the reduction in Borough Councillors and commented he had attended Scrutiny Panel which were nearly inquorate and suggested the Constitution Informal Working Group looked at reducing the number of Members of the Panels or the number of Panels.

RECOMMENDED: 1) That the adoption of the draft Council Procedure Rules into Part 4 of the Constitution as set out in the report, to be effective from 1 January 2025, be approved.

2) The approval of the Schedule of Substantive Changes to the Constitution and Minor Amendments to Standing Orders set out in the report, to be effective from 1 January 2025 be approved subject to the following amendment:

- The budget meeting rules include a safety valve for amendments on the night if Members vote to allow this
- Notices of Motion - SO 7.9 - the total time limit shall be 60 minutes for the whole item and 30 mins each on the basis that the Mayor can decide to flex this as necessary.
- That standing order 34 relating to attendance at Planning Committee by members be updated to require that Members give a brief summary of what they intend to say under SO34 to the Chair and Dem Services which will be published in advance of the meeting.

3) That the revised Proportionality be approved.

COPY OF THE UPDATED PAPERWORK IS ATTACHED

Reason for Decision

To fulfil the Council's duty to review and keep its Constitution up to date.

CAB74: Constitution update refers

Council Procedure Rules

Contents [to be hyperlinked and page numbers added when published]

1. Interpretation
2. Full Council Meetings and Quorum
3. Annual Meeting
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7. Notice of Motion
8. Questions to Cabinet Members
9. Questions to Chairs of Council Bodies
10. Motions Without Notice
11. Procedural Closure Motions
12. Urgent Motions
13. Rules of Debate
14. Points of Order
15. Points of Personal Explanation
16. Voting
17. Rescinding a Previous Resolution
18. Duration of Full Council Meetings
19. Disorderly Conduct
20. Public Question Time at Ordinary Meetings
21. Petitions at Ordinary Meetings

1. Interpretation

- 1.1 These Council Procedure Rules are to be read in conjunction with the remainder of the Constitution. In the event of any inconsistency between the Council Procedure Rules and the remainder of the Constitution, the Council Procedure Rules take precedence.
- 1.2 The purpose of these Council Procedure Rules is to set out in one location the procedure rules that apply to meetings of the Full Council.
- 1.3 Definitions shall have the meaning set out within these Council Procedure Rules or in Standing Orders.
- 1.4 The ruling of the Mayor as to the construction or application of these Council Procedure Rules or as to any proceedings of any Full Council Meeting will be final for the purposes of the meeting at which it is given.

2. Types of meetings of the Full Council

- 2.1 There are four types of Full Council meetings:
 - 2.1.1 Annual Meeting (usually held in May)
 - 2.1.2 Ordinary Meetings (6 each year)
 - 2.1.3 Extraordinary Meetings (whenever called)
 - 2.1.4 Budget Meeting (usually in February)
- 2.2 The four types of meeting set out above shall be collectively referred to as Full Council Meetings.
- 2.3 All Members are entitled to attend Full Council Meetings.
- 2.4 A Full Council Meeting shall be held at the location specified in the published agenda for the Full Council Meeting.
- 2.5 The quorum of all Full Council Meetings will be one quarter of the 55 Members rounded up, equating to 14 Members.

3. Annual Meeting

Timing and business

- 3.1 In a year when there is an ordinary election of Members, the Annual Meeting will take place within 21 days of the retirement of the outgoing Members (retirement happening on the on the fourth day after the ordinary day of election, including Saturday, Sunday and any bank holidays).

- 3.2 In any other year, the Annual Meeting will take place in May.
- 3.3 The order of business for the Annual Meeting shall be:
- 3.3.1 elect a Person Presiding if the outgoing Mayor or Deputy Mayor is not present
 - 3.3.2 prayers, declarations of interest and Mayor's communications and announcements
 - 3.3.3 the election of the Mayor and the Deputy Mayor, who shall be respectively Chair and Vice Chair of the Council
 - 3.3.4 conveying the Council's thanks and appreciation of the work carried out by the retiring Mayor and Deputy Mayor and their consorts
 - 3.3.5 (where required in accordance with Article 7.08) receiving the resignation of the Chair of Cabinet and Leader of the Council OR receiving a report on the disqualification of the Chair of Cabinet and Leader of the Council as a Member of the Council OR considering a resolution to remove the Chair of Cabinet and Leader of the Council
 - 3.3.6 (where required in accordance with Article 7.06 or 7.07) appointing the Chair of the Cabinet and Leader of the Council for a four year period or such period between the Annual Meeting and the next post-election Annual Meeting
 - 3.3.7 (where 3.3.6 is on the agenda) noting the Members appointed to Cabinet by the Chair of Cabinet
 - 3.3.8 agree the proportional allocation of seats to Council Bodies (other than Cabinet)
 - 3.3.9 appoint Members to Council Bodies (other than the Cabinet)
 - 3.3.10 appoint the Chairs and Vice Chairs of other Council Bodies save for Committees/Panels that appoint their own Vice-Chairs under Standing Order 29
 - 3.3.11 make appointments to non-executive Outside Bodies (this item may be deferred to the following Ordinary Meeting either with or without the previous appointments continuing until the next Ordinary meeting)
 - 3.3.12 considering such other Urgent Motion (Rule 12) or urgent business as the Chief Executive has to report.
- 3.4 The order of business under Rule 3.3 may be varied by way of a resolution passed under Rule 10 (Motions Without Notice).

Procedure at Annual Meetings

- 3.5 The outgoing Mayor, Deputy Mayor or appointed Person Presiding shall chair the Annual Meeting up to and including the agenda item at 3.3.3 above whereupon the newly appointed Mayor or in their absence, the Deputy Mayor, shall chair the Annual Meeting.
- 3.6 The Proposer and Secunder of the election of a Mayor and Deputy Mayor may respectively speak for up to 5 minutes in support of their nomination. There shall be no other speakers and the item shall move to the vote.
- 3.7 The Leader of the Council or their nominee shall propose a conveyance of thanks and appreciation of the work carried out by the retiring Mayor and Deputy Mayor and their consorts.
- 3.8 In respect of all other nominations made at the Annual Meeting, the Proposer and Secunder shall not speak to their nomination. Once all nominations with a Secunder have been received, the item shall move to a vote.
- 3.9 In the exceptional case there is a debate item at the Annual Meeting, the Rules of Debate at Council Procedure Rule 13 shall apply.

4. Ordinary Meetings

Timing and business

- 4.1 There will be 6 Ordinary Meetings in a municipal year.
- 4.2 The order of business for the Ordinary Meeting shall be:
 - 4.2.1 elect a Person Presiding if the Mayor and/or Deputy Mayor are not present
 - 4.2.2 prayers
 - 4.2.3 to approve the minutes of the preceding Full Council Meeting(s)
 - 4.2.4 declarations of interest
 - 4.2.5 any formal announcement or communications written or received by the Mayor
 - 4.2.6 Urgent Motions as defined by Rule 12
 - 4.2.7 any business expressly required by statute to be done
 - 4.2.8 any business that remains from the previous meeting
 - 4.2.9 questions and petitions submitted by members of the public under Rules 20 and 21

4.2.10 reports and recommendations from Council Bodies (including business referred to the Council under the “call-in” procedures of Standing Order 12)

4.2.11 any other matters considered by the Chief Executive in consultation with the Mayor needing immediate consideration

4.2.12 Notice of Motions made in accordance with Rule 7

4.2.13 Questions to Cabinet Members under Rule 8

4.2.14 Questions to Chairs of Council Bodies under Rule 9

4.3 The order of business under Rule 4.2 may be varied by way of a resolution passed under Rule 10 (Motions Without Notice).

Procedure at Ordinary Meetings

4.4 The Mayor shall chair the Ordinary Meeting if they are present at the Ordinary Meeting.

4.5 If the Mayor is absent from the Ordinary Meeting, the Deputy Mayor shall chair the Ordinary Meeting.

4.6 If it is necessary to choose a Member of the Council as the Person Presiding in the absence of the Mayor and Deputy Mayor, the Chief Executive shall call for nominations for a Member of the Council, who is not a member of the Cabinet, to be appointed as the Person Presiding.

4.7 The Rules of Debate at Rule 13 below shall apply to debate items.

4.8 Any nominations to positions shall be moved by the Proposer and Secunder without speaking to their nomination. Once all nominations with a Secunder have been received, the item shall move to a vote.

5. Extraordinary Meetings

Timing and business

5.1 Extraordinary Meetings can only be called as follows:

5.1.1 by resolution of the Full Council;

5.1.2 the Mayor; or

5.1.3 any five Members of the Council if they have signed a requisition presented to the Mayor (or Deputy Mayor in the Mayor’s absence or the Chief Executive in the Mayor and Deputy Mayor’s absence) and they have refused to call an Extraordinary Meeting or have failed to call an Extraordinary Meeting within seven days of the presentation of the requisition.

- 5.2 The date, time and place of any Extraordinary Meeting will be determined by the Chief Executive, but will in any event be held within 21 days of the Extraordinary Meeting being called.
- 5.3 The order of business for the Extraordinary Meeting shall be:
- 5.3.1 elect a Person Presiding if the Mayor and/or Deputy Mayor are not present
 - 5.3.2 prayers
 - 5.3.3 declarations of interest
 - 5.3.4 Urgent Motions as defined by Rule 12
 - 5.3.5 any business expressly required by statute to be done
 - 5.3.6 the extraordinary business set out in the agenda.

Procedure at Extraordinary Meetings

- 5.4 The Mayor shall chair the Extraordinary Meeting if they are present at the Extraordinary Meeting.
- 5.5 If the Mayor is absent from the Extraordinary Meeting, the Deputy Mayor shall chair the Extraordinary Meeting.
- 5.6 If it is necessary to choose a Member of the Council as the Person Presiding in the absence of the Mayor and Deputy Mayor, the Chief Executive shall call for nominations for a Member of the Council, who is not a member of the Cabinet, to be appointed as the Person Presiding.
- 5.7 The Rules of Debate at Rule 13 shall apply.
- 5.8 Any nominations to positions shall be moved by the Proposer and Seconder without speaking to their nomination. Once all nominations with a Seconder have been received, the item shall move to a vote.

6. Budget Meeting

Timing and business

- 6.1 Budget Meetings shall be held in February of each year. Only in exceptional circumstances where Full Council has failed to set the Budget in February can a Budget Meeting be held later than February.
- 6.2 The order of business for the Budget Meeting shall be:
- 6.2.1 elect a Person Presiding if the Mayor and/or Deputy Mayor are not present;
 - 6.2.2 prayers;

- 6.2.3 declarations of interest;
- 6.2.4 any formal announcement or communications written or received by the Mayor;
- 6.2.5 Urgent Motions as defined by Rule 12;
- 6.2.6 any business expressly required by statute to be done, aside from setting the Budget;
- 6.2.7 any other matters considered by the Chief Executive in consultation with the Mayor needing immediate consideration;
- 6.2.8 questions submitted by members of the public under Rule 20 only insofar as they relate to the Budget or Associated Budget Items below;
- 6.2.9 setting of the Budget: Financial Plan and Council Tax Resolution, referred to as the "Budget"; and
- 6.2.10 consideration of the following items which are collectively referred to as the "Associated Budget Items":
 - 6.2.10.1 Capital Strategy;
 - 6.2.10.2 Treasury Management Strategy;
 - 6.2.10.3 Capital Programme; and
 - 6.2.10.4 Any other document identified by the Chief Finance Officer as requiring approval as part of the budget setting process.

Procedure at Budget Meetings

- 6.3 The Mayor shall chair the Budget Meeting if they are present at the Budget Meeting.
- 6.4 If the Mayor is absent from the Budget Meeting, the Deputy Mayor shall chair the Budget Meeting if they are present at the Budget Meeting.
- 6.5 If it is necessary to choose a Member of the Council as the Person Presiding in the absence of the Mayor and Deputy Mayor, the Chief Executive shall call for nominations for a Member of the Council, who is not a member of the Cabinet, to be appointed as the Person Presiding.
- 6.6 Any nominations to positions shall be moved by the Proposer and Secunder without speaking to their nomination. Once all nominations with a Secunder have been received, the item shall move to a vote.
- 6.7 The Rules of Debate at Rule 13 shall apply, as amended by this Rule 6:
 - 6.7.1 Amendments to the Budget:

- 6.7.1.1 A Budget Amendment is an amendment to the proposed Budget approved by Cabinet and moved in accordance with this Rule. A Budget Amendment may consist of any number of individual proposals to amend the proposed Budget approved by Cabinet, but which will be taken altogether to form one Budget Amendment. The Budget Amendment must be moved as one motion to amend;
- 6.7.1.2 any Leader of an opposition Political Group or in their absence their deputy may move one Budget Amendment in accordance with this Rule 6. Members in a Political Group cannot move amendments themselves; this must be done through their Political Group Leader;
- 6.7.1.3 any non-aligned Members may move one Budget Amendment in accordance with this Rule 6;
- 6.7.1.4 a Leader of an opposition Political Group, their deputy or a non-aligned Member wishing to move a Budget Amendment must submit their proposed Budget Amendment in writing to the Council's Chief Finance Officer no later than ten clear working days before the Budget Meeting;
- 6.7.1.5 all Budget Amendments submitted will be shared with all Members, the Chief Finance Officer, the Chief Executive, the Monitoring Officer and all other relevant Chief Officers;
- 6.7.1.6 the Chief Finance Officer and Monitoring Officer will assess each Budget Amendment to ensure that it complies with the following criteria:
- a. it would deliver a balanced Budget without requiring any further reliance on reserves over and above that which is set out in the Budget approved by Cabinet;
 - b. be within the Council's powers; and
 - c. not trigger any legal requirement for consultation.
- 6.7.1.7 the Chief Finance Officer and Monitoring Officer or their nominated deputies will jointly confirm to each relevant Political Group Leader and non-aligned Member no later than seven clear working days before the Budget Meeting whether the criteria at Rule 6.7.1.6 has been complied with in relation to each proposed Budget Amendment;
- 6.7.1.8 where 6.7.1.6 has been complied with, the approved Budget Amendments shall be published on the Council's website with the Budget Meeting agenda;
- 6.7.1.9 where 6.7.1.6 has not been complied then the proposed Budget Amendment cannot be moved at the Budget Meeting save that where the non-compliance can be rectified by way of a non-material alteration to the Budget Amendment identified by the Chief Finance Officer or the Monitoring Officer, the relevant Leader of a Political Group, their deputy or non-aligned Member may request their Budget Amendment

be altered to render it compliant. Such request must be made at least six clear working days before the Budget Meeting and Rule 6.7.1.8 must then be complied with;

6.7.1.10 no amendments from the floor at the Budget Meeting may be moved unless they have been approved in accordance with this Rule 6.7 unless it is with the written consent of the Chief Finance Officer and serves to:

- a. correct an error(s) in the Budget; or
- b. address developments that have arisen since the Budget was published with the agenda for the Budget Meeting.

6.7.1.11 no amendment to a published Budget Amendment shall be moved from the floor at the Budget Meeting unless it is with the consent of the Full Council. A request to move an amendment to a Budget Amendment shall be moved under Rule 10.1.16 as a motion to obtain any consent of the Full Council. If this motion is carried, the proposed amendment may be moved;

6.7.1.12 the timeframes set out in this Rule 6.7.1 can be extended by the Chief Executive.

6.7.2 Speaking on the Budget:

6.7.2.1 the Leader of the Council or their nominated representative shall propose the Budget. The Proposer of the Budget may speak for up to 15 minutes. Any time not used may be allocated to their Secunder;

6.7.2.2 the Secunder of the Budget may speak for up to 5 minutes plus any of remaining time allocated by the mover of the Budget under 6.7.2.1 above;

6.7.2.3 the Leaders of the opposition Political Groups shall then be invited by the Mayor to speak in turn, in the order of their respective Political Group size in descending order. Each Leader of an opposition Political Group may speak for up to 10 minutes;

6.7.2.4 After being invited to speak, but before commencing speaking on the Budget, if that Leader of an opposition Political Group has an approved Budget Amendment that has been published in accordance with Rule 6.7.1 above, they shall move their Budget Amendment;

6.7.2.5 Once each Leader of an opposition Political Group has proposed their Budget Amendment with a Secunder and a debate and vote has taken place, the Leader of the opposition Political Group shall

Speak to the substantive Budget item (as amended, where the Budget Amendment is passed);

- 6.7.2.6 Once all Political Group Leaders have spoken, the non-aligned Members who have an approved Budget Amendment that have been published in accordance with Rule 6.7.1 above will be invited by the Mayor to propose their Budget Amendment;
- 6.7.2.7 Once all non-aligned Member Budget Amendments have been moved with a Secunder, and a debate and vote has taken place, the Budget item is open for debate to the remainder of Members.

Agenda Papers:

- 6.7.3 The full set of papers for the Budget and Associated Budget items shall be published with the agenda for the Budget Meeting.

Votes:

- 6.7.4 Any vote (including procedural and on amendments) relating to the Budget item must be undertaken by a recorded vote in accordance with Rule 16
- 6.7.5 Section 106 of the Local Government Finance Act 1992 bars a Member from voting on the Budget item if they have an outstanding council tax debt of over two months. If section 106 applies to any Member present at the Budget Meeting, the Member must declare under the declaration of interest item that section 106 applies to them. Failure to comply with this requirement is a criminal offence and a Code of Conduct matter.

7. Notice of Motion

Scope

- 7.1 A Member may propose a motion on notice for debate by Full Council at an Ordinary Meeting provided it is relevant to some matter in relation to which this Council has powers or duties or which affects the Borough (Notice of Motion).
- 7.2 Members are encouraged to consider whether there is an alternative to submitting a Notice of Motion which will achieve the same outcomes prior to doing so, which may include:
 - 7.2.1 referring the matter to Policy Review and Development Panel for consideration;
 - 7.2.2 requesting the matter be put on the forward work programme for a relevant Council Body; or
 - 7.2.3 request that the relevant Portfolio Holder explore the issue and report back to the requesting Member.

Notice requirements

- 7.3 A Member who wishes to propose a Notice of Motion must provide such notice of their proposed motion in accordance with this Rule 7.3. The notice shall:-
- 7.3.1 be in writing and limited to no more than 250 words;
 - 7.3.2 state the motion that the Member desires to move in such a way that it is clear what the Member is proposing;
 - 7.3.3 be delivered to the Chief Executive at least seven clear working days before the date of the meeting of the Ordinary Meeting at which it is proposed to debate the motion;
 - 7.3.4 state the date of the meeting at which Council is to be invited to debate the motion if it is not the next Ordinary Meeting for which it is eligible; and
 - 7.3.5 not contravene Rule 7.4 below.
- 7.4 A proposed motion will be rejected if in the view of the Chief Executive, or in their absence the Monitoring Officer, or in their absence their deputy, in consultation with the Mayor or Deputy Mayor, the proposed motion:
- 7.4.1 makes a proposal which would be unlawful, defamatory or frivolous;
 - 7.4.2 does not comply with Rule 7.1;
 - 7.4.3 is substantially the same as a motion which has been put at a Full Council Meeting in the past six months; or
 - 7.4.4 requires the disclosure of confidential or exempt information.
- 7.5 Upon the Chief Executive (or Monitoring Officer or their deputy in the Chief Executive's absence) being satisfied that the proposed motion complies with Rule 7.3, the full text shall be entered as a Notice of Motion in a register of motions, which shall be open to inspection by any Member of the Council or the public. Motions shall be entered in the register in the order in which they are received by the Chief Executive.
- 7.6 A Notice of Motion will be shared with all Leaders of Political Groups, the relevant Portfolio Holder and all relevant Chief Officers.
- 7.7 The Chief Executive shall advise a Member who has submitted a proposed motion that does not comply with this Rule, in what way it fails to do so.

At the Ordinary Meeting

- 7.8 A Member may alter their own Notice of Motion with the consent of the Full Council. If the alteration is after the seconding of the Motion, then the Seconder must first consent to the alteration. Thereafter, Full Council's consent will be sought and signified without debate.
- 7.9 There will be a maximum time limit of 30 minutes allocated per Notice of Motion with a total of 60 minutes allocated in total for the Notices of Motion item on the agenda. The Mayor may agree to extend and/or vary these times.

- 7.10 Notices of Motion will be listed on the agenda in the order of one per Political Group and non-aligned Member (starting with the largest opposition Political Group and descending to non-aligned Members and ending with the administration Group last, then repeating). Leaders of Political Groups are to confirm the order in which Notices of Motion submitted by Members of their Political Group are to be taken.
- 7.11 Any Notices of Motion that are not moved and/or concluded by the end of the 60 minutes shall roll to the Notice of Motion item at the next Ordinary Meeting and will be listed first before any Notice of Motions listed in accordance with 7.10.
- 7.12 After a formal seconding, and before the debate of any Notice of Motion, the Leader of the Council may propose and the Full Council shall, following debate, decide whether the Notice of Motion notified under this Rule will be:
- 7.12.1 debated by Full Council at a later date;
 - 7.12.2 referred to a specified Council Body for consideration and referred back to Full Council for determination; or
 - 7.12.3 referred to a specified Council Body for determination.
- 7.13 If a Notice of Motion is referred to a Council Body under Rule 7.12, the Proposer of the Notice of Motion shall be permitted to speak in support of the Notice for Motion at the Meeting of the Council Body at which it is debated. If they are a Member of that Council Body the Proposer must consider whether they should vote on the item with reference to the Councillor's Code of Conduct.
- 7.14 If a Notice of Motion is referred to a Council Body under Rule 7.12.2, notwithstanding that Council Body being empowered by the Constitution to make a decision, it will in any event return the matter to Full Council for determination.
- 7.15 If the Proposer of the Notice of Motion is not present at the Ordinary Meeting at which the Notice of Motion appears in the agenda, the Notice of Motion shall be deemed withdrawn.
- 7.16 The Proposer of the Notice of Motion may withdraw the Motion with the permission of the Mayor at the Ordinary Meeting at which the Notice of Motion appears. The request to withdraw shall be made when the Proposer of the Notice of Motion is invited to move their Notice of Motion and the minutes of the Ordinary Meeting shall record that the Notice of Motion was withdrawn.

8 Questions to Cabinet Members

- 8.1 Every Member of the Cabinet shall submit a report to each Ordinary Meeting of the Council on matters of interest for which they have responsibility that have arisen since the last Ordinary Meeting of the Council.
- 8.2 At the Ordinary Meeting, the Leader of the Council shall move all Cabinet Member reports en bloc and if notified, the Mayor will invite any Cabinet Member to speak who has an update for Full Council on their report since the agenda was published or who requires to correct an error in their report.

- 8.3 A Member of the Council may then, without first giving notice, ask up to a total of four questions of Cabinet Members.
- 8.4 The Member asking the question may indicate to whom they wish to ask their question, however the question will be answered by the Cabinet Member identified to the Mayor by the Leader of the Council (or the Deputy Leader in their absence) as the appropriate responder to the question. If the identified Cabinet Member is not present then it shall be answered in accordance with Rule 8.12.
- 8.5 Questions under Rule 8.3 above must be directly related to:
- 8.5.1 any report submitted to the Council under Rule 8.1;
 - 8.5.2 any other matter within the remit of the Cabinet Member;
- 8.6 The period of time for putting questions and receiving responses under this Rule shall not exceed 60 minutes.
- 8.7 No single question and its response shall exceed a period of 5 minutes.
- 8.8 There shall be no right to a supplementary question.
- 8.9 Questions cannot be asked that would necessitate revealing exempt or confidential information.
- 8.10 The order of putting questions shall commence with a Member from the largest opposition Political Group, proceeding in descending order to the smallest opposition Political Group, followed by a non-aligned Member and finally a Member from the administration Political Group. This order shall repeat until the time for questions has elapsed or there are no more questions to be put.
- 8.11 The Mayor may disallow, re-direct or postpone any question asked under this Rule.
- 8.12 A Cabinet Member who is asked a question under this Rule may decline to answer it and instead make a written answer which shall be provided to every Member within 5 clear working days of the Ordinary Meeting and included as an attachment to the minutes of the Ordinary Meeting.
- 8.13 Every question arising under Rule 8 shall be asked and answered without debate.
- 8.14 If this item on the Ordinary Meeting agenda has not commenced or completed by the end of the Ordinary Meeting, it shall be deemed as complete on the closing of the Ordinary Meeting. It shall not carry over to the next Ordinary Meeting.

9 Questions to Chairs of Council Bodies

- 9.1 A Member of the Council may, without first giving notice, ask up to a total of two questions of the Chair of any Council Body or Informal Working Group, excluding

Cabinet, about the work of that Council Body or Informal Working Group. The number of questions that can be asked by each Member is two in total; not two per Chair.

- 9.2 Questions cannot be asked that would necessitate revealing exempt or confidential information.
- 9.3 The period of time for putting questions and receiving responses under this Rule shall not exceed 20 minutes.
- 9.4 No single question and its response shall exceed a period of 5 minutes.
- 9.5 Every question arising under Rule 9 shall be asked and answered without debate.
- 9.6 There shall be no right to a supplementary question.
- 9.7 If this item on the Ordinary Meeting agenda has not commenced or completed immediately before the end of the Ordinary Meeting, it shall be deemed commenced and complete on the closing of the Ordinary Meeting. It shall not carry over to the next Ordinary Meeting.

10 Motions Without Notice

- 10.1 Motions may be moved without notice provided that they relate to:
 - 10.1.1 the appointment of a Person Presiding if neither the Mayor or Deputy Mayor are present
 - 10.1.2 the accuracy of a minute
 - 10.1.3 the order of item(s) of business
 - 10.1.4 the referral of any matter to an appropriate Council Body for consideration and/or determination including under Rule 7.12
 - 10.1.5 the appointment of Members to position(s) that arises from any item of business on the agenda
 - 10.1.6 the amendment of a motion
 - 10.1.7 permission to withdraw or alter a motion or amendment by the Proposer
 - 10.1.8 permission to extend the length of a speech
 - 10.1.9 a Procedural Closure Motion under Rule 11
 - 10.1.10 an Urgent Motion under Rule 12
 - 10.1.11 a motion to suspend any Standing Orders under Standing Order 2

- 10.1.12 a motion to exclude the press and public under section 100A and Schedule 12A of the Local Government Act 1972
 - 10.1.13 a motion proposing that a Member, who is named for disorderly conduct under Rule 19 be not further heard or do leave the Full Council Meeting.
 - 10.1.14 a motion that authorises the exercise of any statutory duty or power which in the opinion of the Full Council ought to be exercised as a matter of urgency
 - 10.1.15 that the Meeting continues beyond three hours in duration under Rule 18
 - 10.1.16 a motion to obtain any consent of the Full Council that may be required under these Rules.
- 10.2 The motions moved under Rule 10.1 shall be proposed, seconded and voted on without debate, save where otherwise indicated in these Rules and with the exception of Rules 10.1.4, 10.1.6, 10.1.10, 10.1.11 and 10.1.14, which shall be subject to the usual Rules of Debate.

11 Procedural Closure Motions

- 11.1 The following Procedural Closure Motions may be moved during a debate in order to close the debate:
- 11.1.1 A motion “that the question now be put”, which, if passed, will curtail the debate and cause a vote to be held on the motion or amendment under consideration.

A motion “that the question now be put” may only be moved by a Member who has not spoken previously on the item of business that would be affected or alternatively the motion may be moved by the Mayor.

If such a motion is passed, before any “question” is put to the vote as a consequence, the Mayor shall invite the Member whose substantive motion would be affected to reply to the debate on the Substantive Motion before their motion is put to the vote. If the Secunder reserved their right to speak, they will lose the right to speak.
 - 11.1.2 A motion “that the Council proceed to next business”, which, if passed, will cause the Full Council Meeting to proceed to the next item of business without completing the item under debate.

A motion “that the Council proceeds to next business” may only be moved by a Member who has not spoken previously on the item of business that would be affected. Before this Procedural Motion is put to the vote, the Mayor shall invite only the Member whose motion or amendment would be left undecided to speak on the Procedural Closure Motion.
 - 11.1.3 A motion to “adjourn the debate”, which, if passed, postpones further debate on the motion under consideration to a later date.

11.1.4 A motion “that the meeting be adjourned”, which, if passed, will result in the Meeting being adjourned to a time later the same day (no more than two hours later than the time of the adjournment) or on another date. Any matter that is being debated but has not been voted on when this motion is passed, plus any other remaining business, will be considered when the Full Council Meeting is reconvened.

11.2 Any of the Procedural Motions may be disallowed by the Mayor if they consider the motion to have been moved prematurely so that, if passed, it would operate to curtail proper debate.

12 Urgent Motions

12.1 Items of business may be considered at a Full Council Meeting notwithstanding that five clear working days’ notice of that business has not been given if in the opinion of the Mayor, special circumstances exist which require that the item should be considered as a matter of urgency. The urgent item of business must have been added to the agenda as soon as reasonably practicable with the agreement of the Mayor, and the Full Council Meeting when convened must, without debate, consent.

12.2 Whenever business is transacted in accordance with Rule 12.1, the Mayor shall be required to specify the special circumstances that require the item to be considered as a matter of urgency, and those matters shall be recorded in full in the minutes of the Full Council Meeting.

13 Rules of Debate

Moving a Motion

13.1 In these Rules, “the Substantive Motion” means any motion under debate that appears on the agenda or arises from it. Where the motion contains more than one recommendation, all recommendations are to be moved en bloc as one motion unless specified otherwise on the agenda.

13.2 The debate of a motion shall begin by the Substantive Motion being proposed. The Proposer of the motion has up to 5 minutes to propose the motion.

13.3 After the Proposer has proposed the Substantive Motion, it must be seconded. The Secunder may speak on the motion for up to 5 minutes when they second it or reserve their right to speak later in the debate.

Debating a Motion

13.4 Once the Substantive Motion has been proposed and seconded, it is open for debate and amendment. No Substantive Motion shall be debated or amended unless and until it has been proposed and seconded.

13.5 A Member of Full Council (other than the Proposer and Secunder, where the latter exercises their right to speak when seconding) may speak once for up to 5 minutes on the Substantive Motion.

- 13.6 A Member who wishes to speak on the Substantive Motion shall indicate so by raising their hand for the attention of the Mayor and/or Deputy Mayor where appropriate. The Mayor has full discretion on who to call to speak and in which order.
- 13.7 Members shall speak to the Substantive Motion only. The debate is not a question and answer session.
- 13.8 The Mayor may call the attention of the Full Council to continued irrelevance, tedious repetition and may disallow, re-direct or postpone consideration of any matter raised during the debate.
- 13.9 Subject to a Procedural Closure Motion having been passed, once all those Members wishing to speak have spoken, the Mayor will confirm with the Secunder whether they wish to exercise their right to speak where they have not already done so. The Secunder may speak for up to 5 minutes.
- 13.10 The Mayor shall then invite the Proposer to exercise a right of reply (sum up). The Proposer can speak for up to 5 minutes.
- 13.11 The Substantive Motion then proceeds to the Vote.

Amendments to Motions

Moving an Amendment

- 13.12 Any Member who wishes to propose an amendment to a Substantive Motion which has already been seconded shall make this known to the Mayor. The Mayor will invite the Member to state the exact wording of their proposed amendment.
- 13.13 An amendment to a Substantive Motion shall:
- 13.13.1 not introduce a new issue
 - 13.13.2 be limited to omitting words from, adding words to or substituting words in the Substantive Motion;
 - 13.13.3 shall not have the effect of negating the substantive motion.
- 13.14 If the Monitoring Officer or their nominated substitute is satisfied that the wording of the proposed amendment complies with Rule 13.13, this will be indicated to the Mayor. If the Monitoring Officer or their nominated substitute is not satisfied the wording complies with Rule 13.13, the Mayor may disallow the amendment and the debate shall return to the Substantive Motion.
- 13.15 If the amendment is compliant with Rule 13.13, the Mayor will invite the Proposer of the amendment to propose and speak on the amendment. The Proposer of the amendment may speak for up to 5 minutes.
- 13.16 The amendment must be seconded. The Secunder may speak on the amendment for up to 5 minutes when they second it or reserve their right to speak later in the debate.

- 13.17 The Proposer and Secunder of the amendment cannot be the Proposer or Secunder of the Substantive Motion. The Proposer of a Substantive Motion may propose to alter the Substantive Motion under Rule 10.1.7.

Accepting the Amendment

- 13.18 Once the amendment has been proposed and seconded, the Proposer and Secunder of the Substantive Motion will be asked by the Mayor whether they agree to accepting the amendment. This is not an opportunity for the Proposer and Secunder of the Substantive Motion to speak on the proposed amendment. They shall indicate either 'yes' or 'no' to the Mayor.
- 13.19 If the Proposer and Secunder both accept the amendment, then the Substantive Motion is duly amended without the need to debate or vote on the amendment. The debate then returns to the Substantive Motion (as amended).
- 13.20 If the Proposer and Secunder do not both accept the amendment, then the amendment is open for debate.

Debating the Amendment

- 13.21 The Proposer of the Substantive Motion does not have the right to speak on the amendment. They will have the right of reply at the end of the debate on the amendment. The Proposer of the amendment will not have a right of reply or right to sum up at the end of the debate on their amendment.
- 13.22 A Member who wishes to speak on the amendment shall indicate so by raising their hand for the attention of the Mayor and/or Deputy Mayor where appropriate. The Mayor has full discretion on who to call to speak and in which order.
- 13.23 Members must speak to the amendment; not the Substantive Motion.
- 13.24 No amendment to an amendment may be moved. The Mayor shall not permit a further amendment to be moved or debated until a preceding amendment has been dealt with.
- 13.25 The Mayor may call the attention of the Council to continued irrelevance, tedious repetition and may disallow, re-direct or postpone consideration of any matter raised during the debate.
- 13.26 Subject to a Procedural Closure Motion having been passed, once all those Members wishing to speak on the amendment have spoken, the Mayor will confirm with the Secunder of the amendment whether they wish to exercise their right to speak where they have not already done so. The Secunder of the amendment may speak for up to 5 minutes.
- 13.27 The Mayor shall then invite the Proposer of the Substantive Motion to exercise a right of reply (sum up). The Proposer of the Substantive Motion can speak for 5 minutes.
- 13.28 The amendment then proceeds to the Vote.

Following the Vote on an Amendment

13.29 If an amendment is passed the debate returns to the Substantive Motion (as amended).

13.30 If the amendment is not passed the debate returns to the Substantive Motion.

Summary of who can Speak

13.31 A Proposer of a Substantive Motion may speak:

13.31.1 to propose the Substantive Motion for up to 5 minutes

13.31.2 to exercise a right of reply at the close of the debate on the Substantive Motion for up to 5 minutes

13.31.3 to exercise a right of reply at the close of any debate on any amendment to the Substantive Motion for up to 5 minutes

13.31.4 to call for a Point of Order

13.31.5 to call for a Point of Personal Explanation

13.31.6 to move a Motion without Notice under Rule 10

13.32 A Member other than the Proposer of the Substantive Motion may speak:

13.32.1 to second and/or speak on the Substantive Motion

13.32.2 to speak on any amendment (including proposing or seconding an amendment, save that the Secunder of the Substantive Motion cannot second an amendment)

13.32.3 to call for a Point of Order

13.32.4 to call for a Point of Personal Explanation

13.32.5 to move a Motion without Notice under Rule 10

14 Points of Order

14.1 A Member may raise a Point of Order if they become aware of any breach of these Rules, the Council's Constitution or the law. The Point of Order must specify which Rule or provision in the Council's Constitution has been breached or the point of law that has arisen. The ruling of the Mayor on a Point of Order, or as to the conduct of the Full Council Meeting, shall not be challenged during that Full Council Meeting.

15 Points of Personal Explanation

- 15.1 A Member may raise and pursue a point of personal explanation if, and only so far as, it is necessary to remedy any manifest misunderstanding by another speaker of any part of a statement they have made on the matter under debate.

16 Voting

- 16.1 Unless otherwise prescribed by statute, decisions will be made by a simple majority of those Members voting and present at the Full Council Meeting at the time the motion is proposed.
- 16.2 If there are equal numbers of votes for and against, the Mayor will have a second or casting vote. There will be no restriction on how the Mayor chooses to exercise a casting vote.
- 16.3 Unless a recorded vote or ballot is requested, the Mayor will take the vote by show of hands, or if there is no dissent, by the affirmation of the Full Council Meeting.
- 16.4 A Member of the Council, with the support of at least three other Members, may request to the Mayor immediately before a vote is taken that the vote be recorded to show whether each Member present voted for or against the item or abstained from voting (a recorded vote).
- 16.5 A ballot may be used where the item relates to the appointment of Members to positions and there is more than one position to be filled. The results of the ballot shall be included in the minutes of the Full Council Meeting as if it were a recorded vote.
- 16.6 Where a vote is required on a motion to appoint or elect to a position and there are more candidates than positions, and a ballot is not being used, then for each position the names of the candidates shall be read out to all Members present and Members will then be invited to indicate their chosen candidate by calling out the chosen candidate's name. The numbers of votes for each candidate shall be read out and the candidate(s) with the most votes shall be appointed.
- 16.7 Immediately after a vote on any matter, a Member may require that the way in which they voted on that matter is recorded in the minutes of the meeting.
- 16.8 At meetings of a Regulatory Council Body a Member shall not vote on an item unless they have been present at the commencement of the debate on that item and have remained present throughout the totality of the debate.

17 Rescinding a Previous Resolution

- 17.1 No motion to or which would have the effect to rescind or reverse a Resolution of the Full Council shall be considered by the Council, within a period of six months from the date of that Resolution, unless it is moved with the support in writing by at least seventeen Members of the Council.

- 17.2 The Resolutions covered by Rule 17.1 include decisions in respect of any Notice of Motion, or any amendment of a Notice of Motion (whether or not such motion or amendment was passed), as well as any other decision taken in exercise of the Council's functions.
- 17.3 Once a motion has been moved with the support required in Rule 17.1, no further motion shall be introduced by that means, in respect of substantially the same subject matter, for a period of six months from the day when the motion was moved.

18 Duration of Full Council Meetings

- 18.1 Unless the majority of Members present vote for the Full Council Meeting to continue, any Full Council Meeting that has lasted for 3 hours will adjourn immediately. Remaining business will be carried over to the next Ordinary Meeting.
- 18.2 The motion for voting to continue a Full Council Meeting above shall be for an extension of the duration of the Full Council Meeting for a period of one hour, unless the Mayor proposes a different period of time. Upon the expiry of this or any other extension, the Full Council Meeting shall adjourn immediately unless the majority of Members vote for a further extension of the Full Council Meeting. Any such motion to further extend the duration of the Full Council Meeting beyond the first extension shall be limited to no more than one hour, as determined by the Mayor.

19 Disorderly Conduct

Disorderly conduct by Members of the Council

- 19.1 A Member who persistently disregards the ruling of the Mayor, or who behaves irregularly, improperly, or offensively, or who wilfully obstructs the business of any such Full Council Meeting, shall be guilty of disorderly conduct.
- 19.2 If a motion under Council Procedure Rule 10.1.13 is put and passed at a Full Council Meeting, any Member who is so named shall not be heard further in any debate during the remainder of that Full Council Meeting.
- 19.3 If a Member does not comply with a motion that is passed under the Rule above, the Mayor shall:
- 19.3.1 if the motion was for the Member not to be further heard, move "that the Member do leave the meeting" and that motion shall be put and determined without being seconded and without debate;
 - 19.3.2 ask the Member to leave the Full Council Meeting room for the remainder of the Full Council Meeting; or
 - 19.3.3 adjourn the Meeting for such period as they think fit.

- 19.4 If a Member does not comply with any motion that is passed under the Rules above, or continues to disrupt a Full Council Meeting that reconvenes after a motion under the Rules above has been passed, the Mayor may order such action as is necessary to be taken to secure the removal of that Member from the Meeting and prevent their re-entry.
- 19.5 The Mayor shall report to the Standards Committee any motion that is passed under the Rules above and any action occurring under the Rules above.

Disorderly conduct in meetings by members of the public

- 19.6 No member of the public shall interrupt proceedings, behave in a disorderly manner or breach the Protocol relating to the Openness Regulations during a Full Council Meeting.
- 19.7 Any member of the public who interrupts a meeting behaves in a disorderly manner or breaches the Protocol relating to the Openness Regulations shall be warned by the Mayor to stop that behaviour and, if they do not, the Mayor may, without any motion being put or seconded or debated:
- 19.7.1 Adjourn the Full Council Meeting for as long as they consider necessary; and/or,
- 19.7.2 Order such action as is necessary to be taken to remove the offending person from the meeting and prevent their re-entry.

General disturbance of any meeting

- 19.8 The Mayor may adjourn a Full Council meeting, for as long as they consider necessary, without any motion being put or seconded and without debate if, in their opinion, the behaviour of persons who are present (whether Members of the Council or not) makes it impossible to carry on business in an orderly manner.
- 19.9 Where the Mayor invokes this Rule because of the conduct of any Member of the Council, they may report the matter to the Standards Committee

20 Public question time at Ordinary Meetings

Public Question Time

- 20.1 At each meeting of the Council, a period not exceeding 30 minutes shall be allowed for persons not being Members of the Full Council having an interest in the Borough to ask questions about:-
- (a) the Council's policies; or
- (b) the work of the Council in respect of any matter or issue affecting the Borough.
- 20.2 The Chief Executive shall not allow any questions that, in their opinion:

- 20.2.1 relate solely to the questioner or their family
 - 20.2.2 contain any defamatory, confidential or exempt material or would require a response that might be defamatory or require the disclosure of confidential or exempt material
 - 20.2.3 relate to specific applications for planning permission or for licences;
 - 20.2.4 relate to individual Members or officers of the Council or an individual member of the public.
- 20.3 Members of the public who wish to ask questions under this Rule must submit them in writing to the Chief Executive before 5pm two clear working days before the day of the meeting at which they are to be put or presented.
- 20.4 The receipt of questions under this Standing Order shall be recorded in a register in the order in which they are received and they will be presented to the Council in that order. The register shall be open to inspection by members of the public.
- 20.5 The Chief Executive shall confirm to each person whose question is entered into the register kept in accordance with paragraph 14.4 and confirm:
- (a) whether their question may be asked
 - (b) the date, time and place of the Meeting at which the question may be asked
 - (c) the procedure for asking their question and receiving an answer
 - (d) their position in a list of the persons whose questions have been accepted.
- 20.6 The questions that may be asked under this Rule shall not appear on the agenda of the meeting at which they are to be asked, but will be published on the Council's website with the agenda papers before the Ordinary Meeting.
- 20.7 The person who submits a question under this Rule shall normally ask it. However, the Mayor may allow that person to be accompanied by a friend and allow the friend to ask the question. The person who submits the question also has the option of asking their question remotely if they are able to connect to the Meeting and can be heard by the Meeting. The Mayor may suspend the question being asked and/or answered due to the quality of the audio not being sufficient to enable Members to hear, in the opinion of the Mayor.
- 20.8 A question that is asked under this Rule shall be addressed to the Mayor and shall be answered by any Member of the Council nominated by them. An answer may take the form of:
- (a) a direct oral response; or
 - (b) in exceptional cases, where an oral reply cannot be given conveniently, by a written answer, which shall be given to the questioner within 7 clear working days of the date of the meeting or such longer period as the Mayor may allow.

In every case where an oral response is not given, the Mayor will state that an oral response would be inconvenient and the reasons for this, which will be minuted. A copy of the written answer shall be included as an attachment to the minutes of the Meeting.

- 20.9 Every questioner may ask a supplementary question once their first question has been answered but no exchange (including the time taken to ask and answer a supplementary question) shall be permitted to exceed a total of 5 minutes.
- 20.10 Any question that is accepted but cannot be asked at the meeting because of lack of time, shall be answered in writing by a Member or Officer of the Council within 7 clear working days of the meeting. The person responsible for answering the question shall be announced by the Mayor at the end of each Public Question Time. A copy of the written answer shall be included as an attachment to the minutes of the Meeting
- 20.11 Every question shall be asked and answered without there being any debate of that matter by the Council.

21 Petitions at Ordinary Meetings

- 21.1 The Council will accept:
- 21.1.1 paper Petitions either sent or presented to it;
 - 21.1.2 online Petitions, using our petition tool on the Council's website;
 - 21.1.3 Petitions which are emailed to the Council, or created using other petition software, but only if the names, addresses and the email addresses of the people who have signed the Petition are attached.
- 21.2 In order to meet the requirements of the Council's Petition scheme, a petition must contain a minimum of 250 signatures.
- 21.3 The Council will not deal with Petitions that:
- 21.3.1 Include a matter which in the Chief Executive's opinion is vexatious, abusive or contains otherwise inappropriate comments e.g. containing swearing or other insults or anything that is false or potentially defamatory.
 - 21.3.2 Do not comply with data protection, libel, equalities and anti-discrimination legislation.
 - 21.3.3 Concern employment matters for Borough Council staff.
 - 21.3.4 For issues, such as planning and licensing decisions or council tax banding and nondomestic rates, there is already an established way for communities to have their say, so these are not included in the Petition scheme.
 - 21.3.5 Are substantially the same as a similar Petition considered by the Council in the preceding 12 months.
- 21.4 The Council reserves the right not to take action on:
- 21.4.1 Party political material.
 - 21.4.2 Information which may be protected by an injunction or court order.
 - 21.4.3 Material which is potentially confidential, commercially sensitive, or which may cause personal distress or loss.
 - 21.4.4 Any commercial endorsement, promotion of any product, service or publication.

- 21.4.5 The names of individual officials of public bodies, unless they are part of the senior management of those organisations.
 - 21.4.6 The names of family members of elected representatives.
 - 21.4.7 The names of individuals, or information where they may be identified, in relation to criminal accusations.
 - 21.4.8 Language which is intemperate, provocative, racist, sexist, homophobic etc.
 - 21.4.9 Petitions that are similar to and/or overlap with an existing Petition or Petitions.
 - 21.4.10 Has previously been dealt with as a Petition within the last 12 months.
 - 21.4.11 Statements that don't actually request any action.
 - 21.4.12 Wording that is impossible to understand.
 - 21.4.13 Statements that amount to advertisements.
 - 21.4.14 Petitions which are solely intended to be humorous.
 - 21.4.15 Issues for which Petition is not the appropriate channel (e.g. correspondence about a personal issue).
 - 21.4.16 Freedom of Information or Environment Information requests or requests that may result in a breach of the Data Protection Act 2018.
 - 21.4.17 During politically sensitive periods, such as just before an election, if it is considered that a Petition contains politically controversial material, the Council may decide not to accept a Petition, or defer its consideration until after the election. If this is the case, the Council will explain the reasons and the revised timescale which will apply.
- 21.5 Where a Petition contains more than 2,500 signatures, the person who presented the Petition or such other person as signatories to the Petition may nominate by agreement ('the Petition Organiser') may request that a relevant Chief Officer attends a meeting of an Overview and Scrutiny Committee relevant to the subject matter of the Petition to give evidence and answer questions. Panel members will ask the questions at the Meeting, but the Petition Organiser will be able to suggest questions to the Chair of the Panel by contacting the relevant Democratic Services Officer at least 2 clear working days before the Meeting.
- 21.6 Where a Petition presented to the Council contains more than 5,000 signatures, it will be debated by Full Council ('the Petition Debate'). The Petition Debate, which will last for a maximum of 30 minutes, will usually take place at the meeting when the Petition is first presented to Full Council, although on some occasions this may not be possible and the Petition Debate will then take place at the following meeting.
- 21.7 If a Petition is required to be debated by full Council under Standing Order 9.3.6 and the Petition Organiser wants to present their Petition to the meeting at which the Petition Debate will take place, or would like to nominate their Councillor or someone else to present it on their behalf, they should contact the Democratic Services Office at least 10 clear working days before the meeting to arrange this.
- 21.8 If the Petition Organiser wishes their Petition to be presented to the Petition Debate then, immediately before the Petition Debate, the Petition Organiser (or their nominee) shall be entitled to speak in support of the Petition, for up to 5 minutes. At

the conclusion of the Petition Debate a decision will be made on how to respond to the Petition. This could be:

- 21.8.1 To take the action the Petition requests.
 - 21.8.2 Not to take the action requested for reasons put forward in the Petition Debate.
 - 21.8.3 To commission further investigation into the matter, for example by a relevant panel or committee.
 - 21.8.4 Where the issue is one on which the Cabinet is required to make the final decision, the Council will decide whether to make recommendations to inform that decision.
- 21.9 The Petition Organiser will receive written confirmation of this decision. This confirmation will also be published on the Council's website. (Scheme approved by Council 24 June 2010)

END OF COUNCIL PROCEDURE RULES

CABINET MEMBERS REPORT TO COUNCIL

28 November 2024

COUNCILLOR JIM MORIARTY - CABINET MEMBER FOR PLANNING AND LICENSING

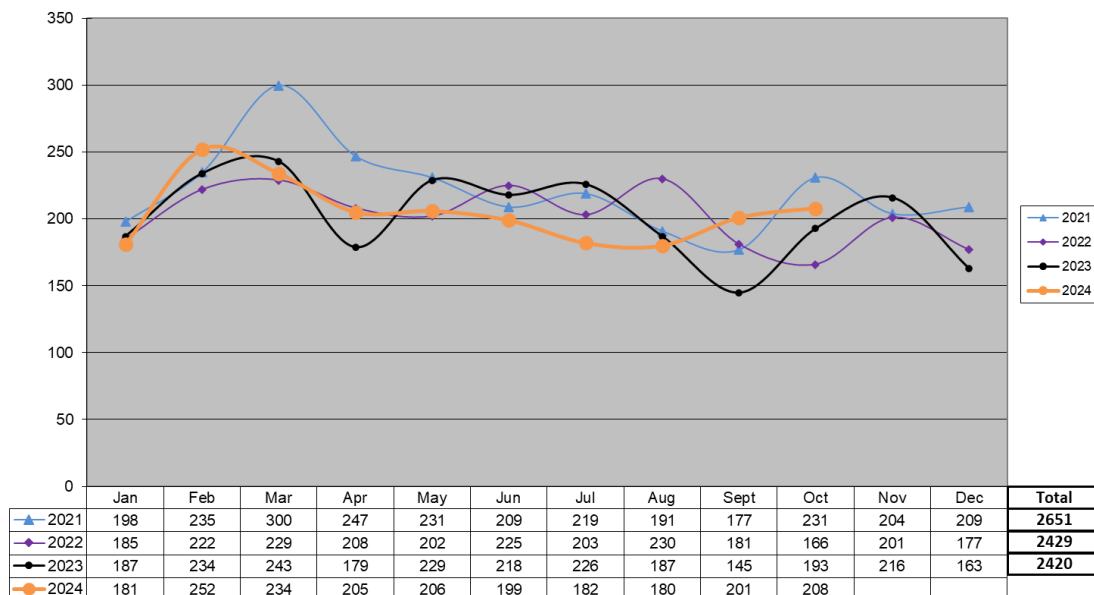
For the period 24th October to 15th November 2024

1 Progress on Portfolio Matters.

Planning and Discharge of Conditions applications received

Application numbers at the end of October 2024 are almost identical compared to the same period last year (+7 applications).

Planning and discharge of condition applications received



Major and Minor dwelling applications and householder applications received comparison

	1/11/21 – 31/10/22	1/11/22 – 31/10/23	1/11/23 – 31/10/24
No. of Major dwelling applications rec'd	17	19	16
No. of Minor dwelling	300	283	229

applications rec'd			
No. of Householder applications rec'd	779	644	617
Total	1096	946	862

*Minor dwelling applications = up to 10 units Major dwelling applications = over 10 units

2023/24 performance for determining planning applications 1/11/23 – 31/10/24. This measure is different to the

	National target	Performance
Major	60%	96%
Non – Major	70%	92%

Appeal Performance – appeal decisions made by The Planning Inspectorate between 1/11/23 – 31/10/24. This measure is different to the ‘quality of decision’ measure.

	Officer delegated		Committee overturns		Total	
	Dismissed	Allowed	Dismissed	Allowed	Dismissed	Allowed
Appeals						
Planning	38	14	3	7	41	21
	73%	27%	30%	70%	66%	34%
Planning Enforcement	5	2				
	71%	29%				

Quality of decision

This measure calculates the percentage of the total number of decisions made by the Local Planning Authority on applications that are then overturned at Appeal.

The Assessment period for this measure is the two years up to and including the most recent quarter plus 9 months. Therefore, the performance for Q3 (end of September 2024) is calculated as follows:

Planning applications determined by the Local Planning Authority between 01/2/2022 to 31/1/2024 (not the date the Local Planning Authority receives the appeal decision from the Inspectorate) plus 9 months to allow appeals to be determined by the Planning Inspectorate = 31/10/2024.

The threshold for designation for both Major and Non-Major is 10% - this is the figure that should not be exceeded, otherwise there is a risk of the Authority being

designated by Ministry of Housing, Communities and Local Government (MHCLG).

MAJOR		
No. of Decisions Issued	No. Allowed on Appeal	% Overturned
96	4	4.17%

NON-MAJOR		
No. of Decisions Issued	No. Allowed on Appeal	% Overturned
2983	25	0.84%

Revenue income for financial year 2024/25 (Planning and Discharge income)

Figures are based on a full year projected income budget of £1,100,000.

Projected	Actual	Variance with projected
April 24 – Oct 24	April 24 – Oct 24	
£641,667	£497,300	-£144,367

Development Management staff update

Unfortunately, I need to report that the Principal Planning Officer is leaving to join another Council and a Planning Officer is leaving to join the Projects and Regeneration Service within the Council. Authorisation has been given to appoint to the vacant posts and the recruitment process will commence. This could be challenging as we know appointing profession positions across the Council is proving difficult.

Planning Policy staff update

Following a successful recruitment process the Graduate Planner is now in post.

Nationally Significant Infrastructure Projects (NSIPs)

We are now the host authority for 3 NSIPs.

EGL 3 & 4 and Walpole to Grimsby (National Grid)

We have recently had a briefing regarding the National Grid projects which connect into Walpole Bank substation and officers are in discussion to arrange a further briefing in Q1 2025.

Fens Reservoir (Anglian Water)

The non statutory consultation on Fens Reservoir occurred in Summer 2024 and Anglian Water are currently assessing all comments. The super reservoir would be located in Cambridgeshire between Wimblington and Chatteris however a water transfer pipeline and holding reservoir would be located in the south west of the Borough (Welney / Nordelph / Downham Market areas). The formal Environmental Impact Assessment (EIA) Scoping Request has been submitted to the Council by the

Planning Inspectorate and officers will be submitting comments by 20th November 2024.

Other NSIPs

We have also been consulted on an NSIP project, The Drovers Solar Farm, which is located to the south of Castle Acre, in Breckland. However, we are a “neighbouring local authority” and have therefore been requested by the Planning Inspectorate to make comments on the Environmental Impact Assessment (EIA) Scoping Request by 6th December 2024.

Community Infrastructure Levy (CIL)

The Infrastructure Funding Statement (IFS) Yr 23/24 which provides information of developer contributions that are used to provide infrastructure to support development and mitigate its impact, will be published in December.

Local Plan

The Borough Council formally submitted its Local Plan in March 2022 for Examination. In doing so we made a formal request to the Secretary of State for the Department for Levelling Up, Housing & Communities (now the Ministry of Housing, Communities and Local Government) that the appointed Inspectors recommend any modifications required to make the Local Plan legally compliant and sound.

Although the scheduled Local Plan Examination Hearings have now concluded we remain at examination until the Inspectors’ final Local Plan Report has been received. The agreed accelerated timetable through to adoption (please see the Local Development Scheme available to view [here](#)) will result in the Local Plan being adopted before the conclusion of this financial year (March 2025).

The Main Modification consultation on the majority of the Local Plan, known as Part 1 has closed. The Main Modification consultation, which relates solely to Gypsy and Travellers and Travelling Showpeople policies, known as Part 2, commenced on 17 October and will close 29 November.

All representations received will be sent to the Inspectors and will inform their Local Plan Report.

When we receive the Inspectors’ Local Plan Report, anticipated early in the new year, a report will be prepared and taken to Cabinet and Full Council recommending that the Local Plan be formally adopted (February / March 2025).

Neighbourhood Planning Update

As of November 2024, there are 20 “made” (adopted) neighbourhood plans in place, including 5 which were made during the previous financial year (2023-24). Details of recently made (during 2024-25 financial year) and emerging neighbourhood plans are set out below:

Recently “Made” Neighbourhood Plans

	Current position
Grimston, Pott Row, Roydon and Congham Neighbourhood Plan 2017-2036	Passed at referendum, 22 August 2024; “made” 27 August 2024

Emerging Neighbourhood Plans

	Current position
Docking	Preliminary draft Plan Strategic Environmental Assessment/ Habitat Regulations Assessment consultation with Environment Agency/ Historic England/ Natural England (December 2024/ January 2025) 1 st draft Plan (Regulation 14) consultation anticipated early-2025
Marshland St James	Preliminary draft Plan Strategic Environmental Assessment/ Habitat Regulations Assessment consultation with Environment Agency/ Historic England/ Natural England (June/ July 2024) 1 st draft Plan (Regulation 14) consultation, 1 November – 13 December 2024 (inclusive)
North Wootton Neighbourhood Plan 2022-2036	Submitted, 12 September 2023; followed by pre-examination (Regulation 16) consultation (finished 24 November 2023). Examiner’s Report published 23 July 2024. Referendum date: 14 November 2024; anticipated adoption, end-November 2024
Pentney Neighbourhood Plan	1 st draft Plan (Regulation 14) consultation March-May 2023; Plan submission anticipated spring/ summer 2025
Ringstead Neighbourhood Plan 2021-2036	Submitted 22 April 2024. Pre-examination (Regulation 16) consultation, 14 June – 26 July 2024 (inclusive). Examination concluded 21 October 2024. Referendum anticipated early-2025.
Syderstone	Preliminary draft Plan Strategic Environmental Assessment/ Habitat Regulations Assessment consultation with Environment Agency/ Historic England/ Natural England (September/ October 2024) 1 st draft Plan (Regulation 14) consultation, 4 November – 16 December 2024 (inclusive)
Walpole	Preliminary draft Plan Strategic Environmental Assessment/ Habitat Regulations Assessment consultation with Environment Agency/ Historic England/ Natural England (June/ July

	2024) 1 st draft Plan (Regulation 14) consultation, 21 October – 2 December 2024 (inclusive)
Walpole Cross Keys (review of 2017 Neighbourhood Plan)	Preliminary draft Plan Strategic Environmental Assessment/ Habitat Regulations Assessment consultation with Environment Agency/ Historic England/ Natural England (June/ July 2024) 1 st draft Plan (Regulation 14) consultation, 21 October – 2 December 2024 (inclusive)
In addition, several other Parishes are designated Neighbourhood Areas, but progress with plan-making is unknown or at an early stage	Burnham Overy (designated 5 December 2023); Dersingham; Downham Market; Great Massingham; Ingoldisthorpe; Outwell; Shouldham; Tilney St Lawrence; West Dereham
Expressions of interest	King's Lynn Area Committee; Little Massingham Parish Council; Titchwell Parish Meeting

Licensing

- Taxi fee level calculations and changes to the Hackney Carriage & Private Hire licensing procedures and conditions booklet have been finalised and are out for consultation until 18th December 2024. Reports will be produced through E+C, Cabinet and then Full Council in January 2025. Consultation meetings have been offered to all of the licensed trade and are taking place in the coming weeks.
- The 2 prosecution cases have both been heard at Magistrates Court – unlicensed taxi/unlicensed dog breeder. Unlicensed dog breeder pleaded guilty and was awaiting sentencing at your last update. Good result with that one. Total of £4700 costs and fine, 300 hours unpaid work and banned from keeping animals for 3 years. Both been publicised in local press, and dog breeder hit BBC News.
- The revised Gambling Act Statement of Principles consultation ended on 16th September 2024. Been through E+C, been to Cabinet on 5th Nov and next to Full Council on 28th Nov – to be effective from 31st Jan 2025.

Hearings

A taxi driver appeared before Licensing & Appeals Panel for having 9 DVLA points (speeding). Decision was to require driver to undertake a speed awareness course.

Licensing Sub-Committee, The Buck Inn, Tilney St Lawrence.

Written Answer to Question at previous Full Council

At the last Full Council Cllr Richard Coates asked me about the numbers of appeals allowed by the Planning Inspectorate in the last year. In particular he was concerned that the figures quoted implied of 29 appeals, 23 were in the last year and thus just six were from the previous year and three quarters.

Appeal performance – decisions made by The Planning Inspectorate 1/10/23 – 30/9/24.

We calculate this based on appeal decisions for the application types (codes) detailed below and also other application types such as Prior Notifications, Lawful Development Certificates, Telecommunications etc. We do not use the date the planning decision was issued, we use the appeal decision date.

PS codes – reported to Government each quarter

Major developments, excluding public service infrastructure development

Code	Description
1	Dwellings
2	Offices / R&D / light industry
3	Heavy industrial / storage / warehousing
4	Retail and service
5	Traveller caravan pitches
6	All other major developments

Public Service Infrastructure Development

Code	Description
7	Public service infrastructure development

Minor Developments

Code	Description
13	Dwellings
14	Offices / R&D / light industry
15	Heavy industrial / storage / warehousing
16	Retail and service
17	Traveller caravan pitches
18	All other major developments

Other Developments

Code	Description
20	Change of use
21	Householder developments
22	Advertisement
23	Listed building consents (to alter / extend)
24	Listed building consent (to demolish)
25	Relevant demolition in a conservation area

Quality of Decisions.

The figures only relate to the application types (codes) as detailed above and no other application type. Also, the figures are based on planning decisions made in the 2 year period (in your report 1/2/22 – 31/12/23) and not the actual appeal decision date. If a planning refusal decision is issued in the period 1/2/22 – 31/12/23 and the applicant appeals then the planning decision date is used, not the appeal decision date.

Finally, we have seen a significant increase in planning appeals as detailed below, based on the application types (codes) above. This will be another factor as to why the figures are very similar because we didn't receive as many planning appeals in

2022.

2022 = 31 planning appeals

2023 = 49 planning appeals

1/1/24 – 7/11/24 = 59 planning appeals

It's a bit confusing but we are assessing like for like figures / application types. The Quality of Decisions KPI is a very different measure. I am going to tweak the wording in my report to make the distinction between the two measuring exercises more apparent.

CABINET MEMBERS REPORT TO COUNCIL

28 November 2024

COUNCILLOR SANDRA SQUIRE - CABINET MEMBER FOR ENVIRONMENT & COASTAL

31 October – 28 November 2024

1 Progress on Portfolio Matters.

Is it this time again already? It only seems like last week I was writing the last report. No AI has been used in the making of this report. Only caffeine and biscuits.

The Geotechnical survey of the sea defences and prom have now been completed. The trial pits being dug proved to be interesting to many visitors to Hunstanton, with many asking if we were going to be building giant sandcastles with the diggers or if we had found any treasure! (Sadly no treasure was found). We now await the report into the findings which should be available in the next few months.

The waste and recycling team have again been out visiting schools with our “Look at the Label” messaging. During Recycling Week our messages on social media reached over 18,000 people and made over 28,000 impressions and the team have met many residents in person at events round West Norfolk.

Contractors will be removing some of the fence line from the top of Hunstanton cliffs this week, weather depending. Some of the fence posts have fallen over the cliff with others looking likely to fall. They are attached and do not cause a danger but need to be removed. The current cliff regression report is due soon, the results of which will indicate if any further fence line should be moved back.

Our concerns regarding the new booking system at recycling centres has been fed back to the Norfolk Waste Partnership, our concerns are shared by the other Norfolk District Councils. Norfolk County Council do not believe there will be any increase in fly tipping as a result of the new system, however we are monitoring the situation. They state it is not attempt to restrict people, to save money or to reduce capacity. The message as ever remains the same – there is absolutely no excuse for fly tipping and if you do so, you can expect to receive a visit from one of our investigation officers.

I myself have had to book a slot at the Wereham Recycling Centre this week, which was relatively simple and just involved inputting my name, address and vehicle registration number. There is no need to create an account.

2 Forthcoming Activities and Developments.

The next Wash East Coast Management Strategy Stakeholders Meeting (WECMS) is being held on the 5th December. Please do attend if you would like to hear the latest updates on the management plan review. Next year will see a lot more work on the update by our partner agencies and our officers so meetings will likely become rather more frequent.

The free food waste caddy liner trial will begin in some areas in December, which will hopefully increase our food recycling rates even further over the Christmas period. Keep an eye out for more recycling information and campaigns in the lead up to Christmas.

3 Meetings Attended and Meetings Scheduled

Joint Waste Contract Review & Development Board
Various Portfolio briefings
Cabinet sifting
Cabinet briefing
Cabinet
Norfolk Coast Partnership/Wash & North Norfolk Marine Site Management Group meeting
Norfolk Waste Partnership
Cabinet Away Day
NEWS Board Meeting
LGA Coastal SIG Member Champion meeting
LGA Coastal SIG Quarterly Meeting

CABINET MEMBERS REPORT TO COUNCIL

28 November 2024

COUNCILLOR CHRIS MORLEY - CABINET MEMBER FOR FINANCE

For the period 1st to 28th November 2024

1 Progress on Portfolio Matters.

STATEMENT OF ACCOUNTS 23/24

As I promised during my oral update at the last full Council meeting, this Statement was published at the end of that week and met the Government's timetable. It confirms, following the tally of transactions through the year, that the outturn position improved upon the budget set for 23/24 such that the draw down from the General Fund was less than forecast.

The original budget set a drawdown of £2.641m but the outturn figure was audited at £1.065m. An operational saving of £1.576m or 6.3% and ahead of our initial Directorate target of 5%.

The Statement of Accounts is posted under "Final Accounts" on the Council's web site.

REVENUE BUDGET 24/25

Our net budget is a spend of £26.931m and at ½ year we were running in excess of what was planned by some £300K. However, I expect this will not only be brought back to budget at year end but also our final outturn will reveal a further efficiency saving.

By the time this Report is presented at Council, we will have issued a full Budget Monitoring Report for greater analysis.

BUDGET 25/26

By the time this report is issued the first round of budget setting will have been conducted by Cabinet but the opportunity is open for all Members to contribute. Any ideas for additional services or improved procedures should be offered as early as possible.

In recognition of the issues created by last minute suggestions and Motions to the final budget setting process, the Informal Working Group looking at the Constitution have recommended a new timetable for budget amendments which allows time for the finance team to examine the monetary effect before final agreement by Council.

We are, of course, waiting to hear formally of the settlement the Government are going to offer us for next year before we can settle on final figures for the Council Budget meeting next February.

COUNCIL TAX PREMIUMS

EMPTY HOMES

We have not asked the County and Police Preceptors for a greater share of this premium. The expected return to us for bringing the premium forward 1 year is currently estimated at £32k which also means potential additional sums of £366k for the County's coffers, £68k for the Police and Crime Commissioner, and £18k for the Parishes.

2ND HOME COUNCIL TAX

Our share is still under negotiation with the County.

IDBs

I am concerned that the Government is going to delay or obfuscate Councils on their true intentions. The Minister cancelled the last meeting and there is a rumour that all we are going to secure for funding IDBs for 25/26 is the same as offered for this year.

The SIG have asked if the Government need more figures from affected Councils but, at the time of writing, no further news.

PROCUREMENT

Key elements of the new Procurement strategy, both to comply with the new Procurement Act (which comes into force on 24th February 2025) and for continuous improvement, will be forwarded for scrutiny very shortly,

The key planks being:

- Delivering value for money;
- Maximising public benefit;
- Sharing information to allow suppliers to understand our policies and decisions
- Acting with integrity.

However, we must not "let and forget" our contracts. Contract management is going to be enhanced to cover the whole procurement cycle from initial supplier engagement to contract review post completion and final payment.

In line with the new Procurement Act, tenders will be designed to consider any barriers that may exist for SMEs, and what can be done to remove these barriers.

The strengths and weaknesses within the existing organisational structure along this procurement "pipeline" are being examined and will be fixed by whatever means are appropriate.

ICT

NEW INTRANET SYSTEM

A series of design workshops have been held with the project team to map out the new system. The IT team is currently in the early stage of the build process with a completion date planned for early January.

Content then has to be added and User testing with a view to going live in early March.

The design team has to take due notice of and provide flexibility for, that which emerges from the Transformation process that is also underway. No mean task.

2 Forthcoming Activities and Developments.

Financial Settlement from Government.

25/26 Budget Consultation.

External Audit timetable for Statements of Accounts and Governance.

Procurement and Contract Management Integration Process.

2nd Home Council Tax Resolution with County.

Intranet Development.

Continuing saga of IDB funding.

3 Meetings Attended and Meetings Scheduled

5/11 Cabinet

6/11 Cabinet briefing

8/11 SLA and Grant Funding Review

11/11 Members Major Project Board

13/11 Webinar Digital Switchover

15/11 Contract Management

18/11 Audit Committee

19/11 Budget and Finance

20/11 Cabinet "awayday"

25/11 Joint Group

26/11 Shareholder Committee

27/11 Procurement

28/11 IT and Microsoft Product.

" CPP.

CABINET MEMBERS REPORT TO COUNCIL

28 November 2024

COUNCILLOR BAL ANOTA - CABINET MEMBER FOR OPEN SPACE AND EVENTS

For the period 1 to 28 November 2024

1 Progress on Portfolio Matters.

Fawkes in the Walks 2024

A record number of over 20,000 people came to enjoy our free fireworks display and entertainment in The Walks on Friday. It was a fantastic event and great to see many families enjoy it.

The Entertainment was provided by Top Cover and Bear Club which started a 6pm followed by the fireworks at 8pm, with more live music at the end. All hosted by Simon Rowe from Radio West Norfolk,

However, I was disappointed to hear that, despite the borough council putting on a professionally run display, somebody decided to set off their own fireworks minutes after our display had finished with a wayward firework entering the crowd in The Walks.

“I was concerned to hear that four people suffered minor injuries from this firework but reassuringly we had medical support on hand from a Doctor and Paramedics as part of our safety team who were able to help them so they could walk away from the park after they treated their wounds. I thank the staff for their quick actions and wish the four attendees a speedy recovery.

I would also like to thank all members our fantastic Open Space Team who ran the whole event to precision timings, and we are also extremely grateful to King’s Lynn Park Run whose runners volunteered to do a litter pick of The Walks before their run on Saturday morning.





Christmas Lights Switch On



Now to my favourite time of the year, this year we're adding even more festive magic to our town centre, there will be lots of family activities during the day and the lights will be turned on at 5pm on the 24th of November.

At 2pm there's live music on the borough council stage in the Tuesday Market Place. Popular upbeat songs will be performed by Soul Sisters, St Martha's School Choir will perform Christmas Carols, followed by music from

headliners Vex.

Meet Cinderella, ahead of this year's pantomime at the Corn Exchange. Cinderella will be available for photos from 3:30pm at the venue.

Simon Rowe from Radio West Norfolk will be playing Christmas hits in between the live music on stage in the Tuesday Market Place and after the Christmas lights switch-on there will be more festive classics from Vex.

A lantern parade will meander through town from 4:20pm, anyone with tambourines, triangles or other percussion instruments are invited to join the parade, that finishes in the Tuesday Market Place in time to see the lights switched on by the Mayor of King's Lynn & West Norfolk, Cllr Paul Bland, with help from Cinderella

The team are very busy this week with the preparation works ahead of this event.



Please check our website for further information

Mintlyn Crematorium



I was very pleased to be presenting a cheque for £11,600 with the Mayor and the team at Mintlyn to a fantastic Charity, Cradle charity has a national team of volunteers, CRADLE Ambassadors, who have lived experience of

pregnancy loss or termination. Cradle work with local hospitals and provide comfort bags filled with donated toiletries for anyone who has had an unexpected admission to hospital.

The money has been raised through a charitable scheme, operated by the Institute of Cemetery and Crematorium Management (ICCM), of which Mintlyn is a member. Under the scheme metal from medical implants is recycled after cremation

Cemeteries

We are looking to bring an all member briefing forward regarding cemetery capacity space in King's Lynn. We have commissioned an independent survey to identify potential locations, and the costs associated with bringing these sites forward. I will keep all members updated on progress and potential dates.

Herbicide-Free Weed Control Demonstration

This demonstration stems from a public question being asked of me around insecticides and how often we use it, this got me thinking that if there a better way of doing this without the use of Insecticides, pesticides or herbicides, the team contacted a firm who do this for a demo at Kingsway Recreational Grounds.

Foamstream is a commercial herbicide-free weed control solution, which kills unwanted vegetation, including weeds, moss and algae using precise application of hot water insulated by a specially formulated biodegradable and organic foam.

I was particularly impressed with it's versatility and uses, it was like a Swiss army knife, this machine not only does weed control but many other things like, gum and some graffiti removal, urban cleaning of street signs, street sanitation, street furniture and lots of general cleaning as this also works as a hot/cold pressure washer with many attachments for every need.

Another great advantage of this was the long reach lance which can allow the operator to administer the product from a safe environment and will reduce any traffic congestions as it does not impede on the carriageway. Time will tell of this offers a viable alternative to traditional spraying.

Pictures below of the demo.....



2 Forthcoming Activities and Developments.

Portfolio Meetings
Planning Committee
Other Meetings

3 Meetings Attended and Meetings Scheduled

October 2024

17th – Ward Matters MD

17th – MAG001 Meeting

17th – Special Cabinet Meeting

17th – DMFC Sponsors Evening

18th – QE2 Hospital Site Visit

23rd – Portfolio Meeting – MC

27th – Ward Matters MD

28th – Kate Blackmore – Portfolio Meeting

29th – Sibelo Liaison Meeting

November 2024

1st – Fowkes in the Walks

4th - Planning Committee – TH

5th – Portfolio Meeting – MC

5th – Cabinet – CC

6th – Cabinet Briefing

8th – David Wiles

8th – ICCM Cheque Presentation – Mintlyn

8th – Ward Matters

8th – Leziate PC

14th – Weed Foam Demo

CABINET MEMBERS REPORT TO COUNCIL

28th November 2024

COUNCILLOR – JO RUST CABINET MEMBER FOR – PEOPLE AND COMMUNITIES

For the period 17th October – 18th November 2024

1 Progress on Portfolio Matters. –

I've taken on board comments about cabinet reports and have used AI to summarise my 8 page report into a more condensed format. Thus for those of you with limited time, you can still be familiar with my activities without reading the full thing. However, there are links in the main body of the report and I am asking that you take part in the consultations that I've included.

1. Portfolio Progress Summary

Housing and Homelessness:

• Housing Register Status:

- The current housing register includes 1,258 applicants:
- Emergency priority: 1 (0.08%)
- High priority: 144 (11.45%)
- Medium priority: 409 (32.51%)
- Low priority: 704 (55.96%)
- A total of 234 new or updated applications were received within the reporting period.

• Housing Advice and Homelessness Declarations:

- 140 residents received housing advice, leading to 78 new homelessness declarations or ongoing investigations.

• Housing Lettings:

- Only 30 lets were recorded in September, a notably low figure that is currently being investigated for accuracy.

Healthcare and Community Support:

• Hospital Infrastructure and Care Initiatives:

- A comprehensive tour of the Queen Elizabeth Hospital (QEH) revealed ongoing remediation and the development of new units (e.g., endoscopy, diagnostics). Discussions highlighted issues like the ward closures linked to the trust's patient discharge strategies and the significant cost implications of delayed discharges (£4 million annually).
- The "discharge to assess" scheme was discussed as a more efficient method of evaluating patient care needs outside the hospital, leading to quicker and more realistic care planning.

- **Community Engagement:**

- Attended events such as the Beat Your Bills session in Downham Market, showcasing local support for residents amidst the cost of living crisis.
- Participation in Carer's Voice and advocacy for Carer's Identity Passports to streamline support processes for caregivers.

2. Key Activities and Developments

Training and Strategic Initiatives:

- **Equality Impact Assessment (EqIA) Training:**

- Undertook a comprehensive EqIA training to ensure decisions do not unlawfully discriminate against protected groups. This will enhance decision-making processes and support the council's corporate strategy.

- **Housing Regulation and Development:**

- Engaged in discussions about Freebridge Community Housing's strategy, its new leadership direction, and the implications of government funding, such as the £500 million boost to the Affordable Homes Programme and its potential impact on local housing.

Healthcare Consultations:

- **NCC Housing Support Cuts:**

- Highlighted the critical nature of the ongoing NCC consultation on proposed budget cuts to housing-related support services, from £4.7 million to £2.7 million. Emphasized the potential negative impacts on residents reliant on services such as floating support and young people services.

- **NHS and Health Inequalities:**

- Advocated for participation in consultations to shape future NHS services, reinforcing the importance of council-provided preventive services.

Community and Social Support:

- **Dementia-Friendly Initiatives:**

- Supported the rollout of a Dementia Friendly Town programme in Downham Market, which, if successful, could expand to King's Lynn and Hunstanton.

- **Support for Young People:**

- Engaged with youth-focused programs, such as accessible play area initiatives and meetings with Youth Advisory Boards to bolster youth aspirations and opportunities.

3. Engagements and Community Presence

- **Cultural and Remembrance Events:**

- Attended art exhibitions and Remembrance Sunday services, demonstrating commitment to community support and awareness.

- **Workshops and AGMs:**

- Participated in the Homestart AGM, supporting their preventive work with young parents, and encouraged donations that will be match-funded in December to aid local families.

4. Challenges and Forward Strategy

Budget and Funding Concerns:

- The council faces challenges from proposed budget cuts at various levels, affecting support for vulnerable residents. Advocacy for maintaining essential services remains a priority.

Future Commitments:

- **Upcoming Engagements:** Scheduled involvement includes events like the White Ribbon Day and continued collaboration with housing and community health organizations.
- **Strategic Monitoring:** Continuous assessment of developments related to government housing programmes and their potential impacts on local housing delivery.

Conclusion:

The period showcased dedicated efforts toward housing stability, community health, and support for vulnerable groups. Despite budget constraints, proactive measures, training, and community engagement remain central to meeting residents’ needs and advancing the council’s strategic objectives.

Housing register

Group by
1-Emergency Card -1 = 0.08%
2-High – 144 = 11.45%
3-Medium – 409 = 32.51%
4-Low – 704 = 55.96%
Total 1258

234 new or change of circumstances received.

Housing Options

140 were given housing advice, of these 78 progressed into new homeless declarations and/or are ongoing investigations.

Lets

30 lets in September. This figure is low and is being investigated to assess accuracy

Last month Total number applicants	Percentage
4-Low	749 55.73
3-Medium	443 32.96
2-High	152 11.31
Total	1344 100.0

231 new or change of circumstances received

Housing Options

152 were given housing advice, of these 76 progressed into new homeless declarations and/or are ongoing investigations.

Lets

We were advised of 73 lets in September. Please see attached list of properties advertised.

On Thursday 17th October I attended an internal meeting to discuss White Ribbon accreditation. I'm pleased that following that, we passed a motion at full council on 31st October where White Ribbon accreditation was discussed and fully supported. We will now work towards gaining full accreditation which is a significant move on from solely supporting the one day of the year which is set aside to mark this. While this will be at a cost, it was agreed that this cost will be born out by trying to eradicate violence against women and girls which actually costs our society up to £66 billion every three years.

Like other councillors I attended a tour of the QEH on Friday 18th October. This was a full and comprehensive tour around the site where we all saw the extent of the remedial work that's taking place to make the building safe to use. We were also able to visit the new buildings which include endoscopy and the diagnostic unit. We had the board minutes from the meeting where off-site options were discussed as a location for the new build and better understood why the on-site option was chosen. It was interesting to learn that if an off-site option was going to be taken up, West Winch was the preferred location. I have recently been contacted by a number of staff concerned about matters at the trust which include the closure of two wards, the use of bank staff and the appointment of a new team connected to the New Hospital Programme. I met with two of the exec team and learned that the ward closures were related to the trust better managing the discharge of patients who were clinically fit to be discharged. Figures for daily discharge had been as low as 6 a day, but the trust had worked hard to increase that to 13, with a target of 15 per day. The cost to the trust to host medically fit patients was £4 million a year, with no funding coming to support this cost. The most important matter though, is the longer patients remain in hospital, the worse they become and then they end up being medically treated. There is a scheme called discharge to assess, which sees patients discharged and then their care needs assessed in the place that they are residing in. I was previously sceptical over this, but the explanation I received made far more sense. When patients are assessed in hospital, they're over prescribed care, sometimes prescribed complex packages of care that actually don't exist, and which lead to a far longer discharge time. When patients are assessed in their own environment it takes far less time and the care needed is more realistic. I was told that the use of bank staff had been significantly cut because posts had been made substantive. This cuts costs too. Finally, I raised the matter of concerns about new staff who were being taken on for the New Hospital Programme. Staff are being employed, but they are on fixed term contracts and funded by central government and not the hospital budget.

While I know we and our residents, remain concerned about the state of the NHS and our hospital in particular, the information that we were given on the 18th, combined with the information I obtained at my meeting, has given us a clearer picture of the situation and the desire to continue to improve and secure our local NHS services.

On Tuesday 22nd October I attended a full days Equality Impact Assessment training. It was great to have this refresher as my training was undertaken over a decade ago! The training was useful and informative and I look forward to seeing changes in the way our EqIA are completed for cabinet reports and briefings. The reason that this is important is because some of the decisions that we take may have a negative impact on those with protected characteristics. Vulnerable people already face challenges, and we have a legal duty to make sure that we don't unlawfully discriminate or disadvantage any protected groups. If this is the case, steps need to be taken to mitigate or minimise this impact. If they can't be mitigated against, we need to understand why and justify why the decision taken is in the best interests of our residents. It was interesting to learn that the government's decision to withdraw the Winter Fuel Allowance didn't go through an EqIA. Our corporate strategy is about making the lives of our residents better and improving our services. Undertaking accurate EqIA supports this. The training was so interesting that I forgot to attend the planting of the Kalyna tree presented to the mayor by members of our Ukrainian community. Apologies Oksana.

My regular meetings with Freebridge continue and at this meeting I heard about the newly appointed chair – Bob Walder, and the desire to evolve from compliance and governance to opportunities. The organisation is developing a community plan for North Lynn and has aspirations to engage with the local community when drafting it. At the invitation of Freebridge I attended a conference in Ipswich on 6th November. It was an Independent East Board and Tenants meeting. Independent East are a collaborative of the 5 regional housing providers, and they work together to access economies of scale for services like audit etc. I genuinely found the conference incredibly useful and will be using what I learned to ask Freebridge some more probing questions. I learnt that the regulator of social housing (RSH) has introduced new consumer standards requiring landlords to provide safe and good quality homes for their tenants, along with good quality landlord services. It was stated that a lot of C3 ratings are coming from local authorities because they don't have the resources to bring them up to a rating of C2. C1 is the highest rating. I have attached the rating which was awarded to Freebridge last year. It's the most recent one.

[Current regulatory judgement: Freebridge Community Housing Limited \(13 December 2023\) - GOV.UK](#)

The report is interesting as the financial viability was regarded downwards from V1 to V2. The reports are the equivalent of an Ofsted rating on schools. This links with the recent government announcement about the £500 million boost to the Affordable Homes Programme and the intention to use it to will build up to 5,000 additional affordable homes. Taken alongside a 5-year commitment for a social housing rent settlement of CPI+1% and the reduction in Right to Buy discounts, this will have an impact on us locally, but we just

can't be certain exactly how at the moment. So whilst the £500million is additional money there is no certainty how this will be used, for example whether the £500million extra equates to X amount of new affordable Homes. The current Affordable Homes Programme (AHP) which is in place until March 2026 and to which the £500million will be added to could be amended in a number of ways, including to support the drive for more social rent homes as opposed to affordable rents. To achieve social rents a higher grant rate is required. So the extra £500million could therefore, be used to support higher conversions in the existing programme or indeed additional homes. It's worth noting however that there has been no extension to the AHP which finishes in March 2026, therefore if it is to be used for the latter option i.e. additional units there isn't a lot of time to deliver (March 2026). As a council, we just don't know at this point, but the situation is being monitored closely.

Our officers also think that the 5-year rent settlement will provide much greater certainty to our Registered Housing Providers (RPs) and potentially support more capacity in the sector to deliver more. Over the last 12-18 months there has been a significant reduction in RPs development capacity and appetite to take on new affordable units and commit to new schemes. This isn't down to a single factor. In the main it's down to higher interest rates/borrowing costs, regulatory requirements i.e. focus on damp & mould etc, lack of certainty around rent settlement which affects borrowing and legacy impacts of the rent reduction requirement under previous government. The 5-year settlement is certainly a big step in the right direction to increase confidence and certainty across the RP sector. This along with the recent interest rate reduction will hopefully translate into greater capacity.

Finally on the Right to Buy discounts, this will mainly affect stock holding authorities but those tenants who transferred to Freebridge under stock transfer and still hold their tenancy will have the Preserved Right to Buy (PRTB). When we last enquired about the number of PRTB disposals with Freebridge it was on average between 10-20 properties per annum. The reductions in discount levels proposed will potentially see the number of disposals decrease.

Our council will continue to monitor all that is emerging and of course the sectors response to it. A key document that we are all waiting on is the Housing Strategy that was referenced in the summer along with the announcement on changes to the National Planning Policy Framework.

An issue of huge importance to us is the consultation taking place by NCC at the moment over services to support people in their own homes or other accommodation. NCC currently spend £4.7 million a year and they are proposing to make savings in the amount they spend on these services. It's well worth remembering that there have already been cuts to these vital services, from £10 million previously to the current £4.7. These current proposals will see a further reduction down to a mere £2.7m a year on housing related support. This is another huge cut. While NCC claim to know that other partners – like our borough council - also spend money on these types of services, I strongly suspect they don't understand exactly how much

it is we do provide. NCC funding currently covers the following types of services: Floating support, short-term support that helps adults stay in their homes, Homeless services, Young People Services and Sheltered Housing support. Our residents need and use these services. If they are cut our residents will suffer, so your ward will be impacted and you will be affected. I urge you to take part in the consultation and say our area can't afford a further reduction, especially following so soon after the last round of cuts. We have until December 16th to have our say. Attached is the link necessary to take part in the consultation

[Your views on our proposal to review our Housing Related Support Services - Norfolk County Council - Citizen Space](#)

Another consultation I'm urging you to take part in is the one about the future of our NHS – attached is the necessary link. It's vital that we play our part in shaping our healthcare services as our council provides many services which are designed to negate the need to use hospitals and are meant to keep us healthy for longer.

[Change NHS](#)

I attended a Carer's Voice partnership meeting on Thursday 24th October, hearing of why having a carers passport is important to ensure those who care get the support that they need. Carers often have to tell their story time and time again. They're often passed from pillar to post to try to access support, a carer's passport would negate this. We will have residents who are carers, if you know of any, please check if they have a passport and if not, help them to obtain one. [Carers Identity Passport – Carers Voice](#)

I referred to a situation I had been informed of by West Norfolk Carers where they had carer who requested a carer's assessment only to be asked why they wanted it! Also, WNC rang for a young carers needs assessment and was advised to telephone CADs, only to be told they didn't meet the criteria for a tier 3 support. This is incorrect as young carers needs assessment isn't tier 3 support. This meant the member of staff was forced to call again, adding to their workload. If you have residents who are young carers please encourage them to seek support - [Young carers and families - Norfolk County Council](#). I reported this at the meeting and it's now been resolved with the staff involved getting some refresher training and the young carer getting their assessment.

On Friday 25th October I went to Downham Market to see some of the team deliver a regular Beat your Bills session at the marketplace. The event was well attended and many people benefitted from the information given out by Jacob, Lorcan, Julie from Community and Linda from Housing Standards. This facility helps our residents manage the continuing cost of living crisis and also provides them with other avenues for support.

I attended the Norwich YAB meeting with the Exec Director of Play England on 29th Oct. We hear further about how it costs 3 times more to raise a child who has a disability and the importance of accessible play areas. This is something that we're working on in King's Lynn, with the intention of securing

not just the funding for accessible play equipment, but the officer time to plan and deliver it. Following on from that meeting our local YAB are attending a KLAC meeting in January to present to the group once again, about the importance of accessible play.

On 30th October our council arranged that we light up the corn exchange blue to acknowledge National Care Leavers week. Our council have included Care leavers as a protected group on our Equality Impact Assessments to ensure that they are given consideration when we're making our decisions. As part of our care leavers covenant we have an action plan to develop our local offer and there is an officer working group who are working to progress the ideas that they have. We have a survey for care leavers with the aim of understanding what's important to them, and how the council can further support them. If you have any care leavers in your ward, would you please ask them to take part - https://online.west-norfolk.gov.uk/care_leavers/sncic_care_leavers_survey.htm
. [Support for care leavers | Borough Council of King's Lynn & West Norfolk](#)

I chaired our regular Health and Wellbeing Partnership on 31st Oct. It's a really well attended meeting with lots of participation from our partner organisations. This month we had a presence from the DWP who provided leaflets to distribute on applying for pension credits. - [Pension Credit: How to claim - GOV.UK](#)

We heard from the NHS about the work that's going on at a Place level, this sounds a bit jargonistic, but it basically means Trusts deliver essential healthcare services in the places that people live and work. In the context of integrated care systems (ICSs), 'place' refers to a **smaller geographic footprint within a system** which often aligns with a local authority area or patient flows for acute care. So in our Place area there's a specialist diabetes project trying to deal with the massive pressure that community nursing is currently under, a lot of which is due to insulin administration which is very pronounced in the West. There's dental support to care home residents and then the Food for Thought initiative which works to reduce health inequalities in our diets and which might be expanded. We discussed the data sharing which is taking place and which means our council can target vulnerable residents to try to help them access the grants available to retrofit their properties with energy efficiency measures to reduce their bills, cut carbon emissions and keep them warm. We have already had 3 people going through the programme and another 5 starting, so that data sharing has already shown results. Other points discussed at the meeting was an Active Travel Promotion Grant, introduced by Professor Lee Smith. Lee explained that as a local person he was acutely aware that there was no academic research emanating from our area and he was keen to change that. He had worked with the Purfleet Trust (recently awarded the Kings Award for Voluntary Service which recognizes the dedication and hard work of its volunteers) looking at the high prevalence of cancer in homeless communities. As a result of that research a cancer prevention screening programme for homeless was introduced with Purfleet being the main group in the UK. This helps us further our programme to reduce health inequalities.

Following on from my meeting in Downham Market with some local residents I was pleased to see the launch of the programme to make Downham a Dementia Friendly Town. If it can be rolled out there we can try to replicate it in King's Lynn and Hunstanton. This helps to tackle the inequalities that residents might face due to their condition.

We had full council on 31st October where we passed some important motions including one about working with our young people. Cllr Jones and I are arranging to meet with the member of youth parliament and YAB. Our policies officer will also be involved to close any gaps in communication between us and those who represent the voice of young people. Ensuring young people are able to access opportunities, increase their aspirations and achieve their potential is a corporate goal.

On Saturday 9th November I visited an art exhibition at Eternity Church in Downham Market to see the display from No More Silence, of survivors of child sexual abuse. It was very powerful and moving. This is a subject which is uncomfortable to talk about, but services for survivors must be improved. Jean, who leads the group, has made contact with Sarah Taylor, the PCC and Zoe Billington of Norfolk and Suffolk Mental Health Trust about this matter and has asked Terry Jermy, MP for South West Norfolk, to speak in the House about the matter.

Like many of you, I laid a wreath on Remembrance Sunday, mine was at St Faiths Church. The service had a focus around children and young people and the Reverend Kyla was so welcoming to everyone. It was very moving and nearly 400 people were present including the local councillors and our Deputy Mayor.

I attended Food for Thought on Tuesday 12th. I love going, not purely for the free and tasty food I get to sample, but to see the enjoyment experienced by those present and to hear of how the sessions have helped them to prepare new foods on a budget. You can see groups of friendships forming over the 12 week sessions.

On 13th November I attended the Homestart AGM. This is an important service to support as it undertakes preventative work with young parents who are struggling, helping them to build better lives, empower them to make sustainable decisions and building bonds in their local communities. They help make sure that every child gets the best possible start in life. Which is one of the Marmot Principles and something we aim to achieve. From midday on the 3rd to the 10th December you can donate and your donation will be match funded, so worth double the amount. A £3 donation will be doubled to £6 and could fund books and toys to support children's home learning. While a £5 donation, doubled to £10 could fund a volunteer's travel costs to a family in their local community. [Home-Start Norfolk | Because childhood can't wait](#)

DWP Household Support Fund

The DWP Household Support Fund amount is determined by the DWP for Authorities in England. For Norfolk it is distributed and project managed by

Norfolk County Council based on each districts:-

- Universal Credit claims / Free School Meals / Free Prescription thresholds
- Data on people receiving guarantee credit and/or savings credit elements of Pension Credit
- Data on people on income related Employment and Support Allowance
- Data on people who are in receipt of Housing Benefit only

However, support is not restricted only to vulnerable households in receipt of benefits, districts use other sources of information to identify vulnerable households.

2 Forthcoming Activities and Developments.

Swan Youth Project 13th birthday celebration – 15/11/24

Regulator of Social Housing Local Authority Engagement session 18/11/24

Cabinet Away Day 20/11/24

An Introduction to Age Friendly Communities 21/11/24

KLAC special expenses meeting 21/11/24

Downham Market Foodbank Visit 22/11/24

White Ribbon Day events 25/11/24

West Norfolk Prosperity Funding Partnership meeting 25/11/24

Norfolk and Waveney Health and Wellbeing Partnership event 26/11/24

West Norfolk Community Transport Meeting 26/11/24

E&C 26/11/24

Culture and Heritage Strategy Meeting 28/11/24

Full Council 28/11/24

3 Meetings Attended and Meetings Scheduled

Portfolio briefings – Health and Wellbeing

Portfolio Briefings – CIC

Full Council

Health and wellbeing partnership meetings (monthly)

E&C

Freebridge briefing

Joint Group Meetings

Cabinet/special cabinet/cabinet sifting/Cabinet Briefings

IDB meetings

Food for Thought

Homelessness and housing delivery briefing

ICS at NCC

SLA meetings

QEH tour

Carers Voice

EqlA training

Youth Advisory Board Play meeting

Safeguarding meeting

Licensing
Independent East Board and Tenant conference
No More Silence
Remembrance Sunday Service
Homestart AGM

Cabinet Members Report to Council

28th November 2024

Councillor Simon Ring – Deputy Leader and cabinet member for Business and Culture

In order to condense the contents of this report to readable levels I have used AI in its creation.

Leisure

Funding and Subsidy Reductions

- **Swimming Pool Support Fund (SPSF):**
- Secured £10k for LED lighting at Downham Leisure, bringing total SPSF funding to £98k.
- Funding for Oasis and St James projects allowed reallocation of capital programme funds.

Health Inequalities Initiatives

- **Aqua Ease Programme:**
- £2k HALG grant secured for a pilot at St James targeting individuals with body dysmorphia or aquaphobia.
- Plans to expand to other pools, with internal champion support.
- **New Offerings:**
- Aqua Circuits launched at Oasis Hunstanton for mobility-impaired customers.

Membership Growth

- 2,160 memberships sold, up 314 from last year.
- Direct debit income increased by 14.3% against target, with notable growth at Downham Market and Oasis.

Events and Community Engagement

- **Key Events:**
- *Halloween Hell Jam* (26 Oct): 50 skateboarders, 30 spectators.
- *Play Loud* (2 Nov): 70 attendees.
- Learn-to-Swim gala at St James with 70+ participants, 10 progressing to the academy.
- Taekwondo training camp and grading at Downham Market.
- Hunstanton Bowls Club Presidents Weekend with 50 participants.

Health Partnerships

- Delivered 300 hours of Cancer Wellness Support at QEH in 2024.
- 437 Falls Prevention sessions across 8 venues, with 500+ attendances.
- 309 wellness referrals from the Active Now project, addressing health inequalities.

Environmental Initiatives

- Exploring LED floodlight upgrades for tennis and multi-use pitches.

- eEnergy project investigating solar energy options for leisure venues.

Staff Development and Training

- 3 internal Swim Teacher qualifications delivered, including apprentices and lifeguards.
- External training courses (e.g., First Aid, Lifeguard) offered to the public, boosting income.
- National Pool Lifeguard course hosted at Oasis in October, including internal and external participants.

This report highlights effective funding use, community health initiatives, membership growth, and environmental and staff development progress.

Corn Exchange Report

Financial Performance

- Current revenue is £50K above target.
- Pantomime ticket sales are 1,400 seats ahead of previous years, generating an additional £20K.
- Benchmarking:
 - Ticket sales are 2% higher than peer venues and 23% above pre-COVID levels.
 - Ticket prices are 22% higher than pre-COVID.

Venue Highlights

1. Corn Exchange

- Sales for September shows improved after a slow start.
- The cast for the pantomime arrives on 29th November for 10 days of rehearsals. Press/VIP night invitations have been sent.

2. Cinema

- After a slow start to the year, performance has improved due to popular releases.
- Paddington screenings last weekend sold out, as did *The Polar Express*.
- December features a range of Christmas films and major releases such as *Gladiator 2* and *Wicked*.

3. Town Hall

- 44 weddings are booked for 2024, matching pre-COVID levels.
- Only 25 bookings confirmed for 2025; new marketing materials (brochure and video) have been developed and are being promoted in the cinema.

Community and Events

• Community Support:

- Supported the King's Lynn Players' 80th Anniversary production of *The Sound of Music* at the Corn Exchange, providing significant technical assistance.
- Saturday matinee is expected to sell out.

• Events:

- Booked Jools Holland for the KL Festival. The Corn Exchange will split profits with the festival. Tickets are priced at £78.
- Technical team supported Guildhall activities, Lynnsport's Glow Ride, and will assist with Lynnsport's gymnastics event on 23rd November.

Capital Projects

- Planning to replace auditorium lighting with LEDs, which will make the Corn Exchange fully LED. A £30K budget is allocated for this upgrade.

Staffing

- One staff member has begun a year-long Level 5 Management programme.

Summary

The Corn Exchange is performing strongly with ticket sales exceeding targets, successful community events, and an exciting lineup for the festive season. Strategic improvements in marketing and infrastructure are in progress to sustain long-term growth and community engagement.

3G Pitch Development Update

Background

The *King's Lynn and West Norfolk Local Football Facilities Plan (2020)* highlighted the need for additional 3G pitches, identifying Lynnsport as a priority site due to local demand. Norfolk FA and the Football Foundation have supported the Borough Council in pursuing funding and development for a second 3G pitch in King's Lynn.

Progress to Date

1. Cabinet Approval and Funding:

- Cabinet approved the project in November 2021.
- Community Infrastructure Levy (CIL) funding was secured in January 2022.

2. Planning Applications:

• First Application (April 2023):

- Proposed location met with objections regarding noise, light pollution, biodiversity impact, and access issues.
- Application was withdrawn to explore alternative locations within Lynnsport.

• Second Application (April 2024):

- New location adjacent to the existing 3G pitch was proposed.
- Objections persisted, including concerns about a bridle path and access issues raised by Norfolk Highways.
- Fields in Trust confirmed formal permission was unnecessary, but administrative commitments to protect the field led to withdrawal of the application.

Current Position

The second planning application has been withdrawn.

Next Steps

- Norfolk FA, the Football Foundation, and the Borough Council are identifying alternative sites in King's Lynn and surrounding areas.
- The *Local Football Facility Plan* is being updated, with a revised version expected in early 2025.
- A feasibility study, supported by an external consultancy, will assess potential sites based on updated criteria.
- A "call for sites" will invite local organizations to propose locations for the pitch.

Funding

Football Foundation funding remains allocated for the development of a 3G pitch in King's Lynn, previously earmarked for Lynnsport.

Summary:

Efforts to establish a second 3G pitch in King's Lynn have faced setbacks due to local objections and site challenges. However, stakeholders are committed to identifying a suitable location, with updated plans and feasibility studies underway to ensure the project progresses.

I have also had meetings with various active leisure interest groups who are keen to re-invigorate the Rec at Hunstanton into an active sporting arena and to encourage residents of all ages to get involved.

Tourism and Marketing

East Anglia LVEP

The West Norfolk Tourism department, as a partner of Visit East of England, is thrilled with Lonely Planet's recognition of East Anglia as a top 2025 destination in its prestigious *Best in Travel* list. The region, the only English entry, includes mentions of West Norfolk highlights such as Brancaster Staithe, Sandringham Estate, RSPB Snettisham, and the Norfolk Coast Path.

Partnership Initiatives

• Hanse League Projects:

- Active in King's Lynn Hanseatic Club and the 2025 Hanse Festival Committee, planning a 2-day event in June 2025.
- Supporting HANSA20, a monthly series of events celebrating King's Lynn's 20th anniversary as a Modern Hanse League member.
- Participated in Boston Hanse Association's AGM, sharing insights on leveraging Hanseatic heritage for community and visitor engagement.
- Backing the King's Lynn Hanse Artworks project, funded by SPF.

• West Norfolk VENI Steering Group:

- Delivered a presentation on local tourism in October.
- Collaborated on Q&A video content featuring students and jobseekers for the upcoming West Norfolk Tourism Ambassadors E-Learning Course.

Marketing and Promotions

• Print Advertising:

- Created paid half-page adverts for Hunstanton, King's Lynn, and Downham Market in the *Coach Touring Directory 2025*, targeting group tour operators.
- Launched the *Norfolk Coast Myths & Legends* booklet at the "Fear in the Fens" festival in October. Public distribution and events are planned for 2025, promoting year-round tourism through storytelling and folklore.

• Online Content:

- Produced over 24 GB of high-quality promotional footage showcasing West Norfolk's coast, fenlands, and rural businesses. Content focuses on engaging formats for platforms like Instagram and TikTok, with special emphasis on Christmas promotions.

Culture and Heritage

Cultural and Heritage Strategy Progress Report

Overview

The Borough Council, in partnership with Arts Council England, is developing a ten-year Culture & Heritage Strategy for King's Lynn. This initiative aims to unite creative partners, residents, and businesses to establish a shared vision for the town's cultural growth. The strategy will align activities, attract investment, and strengthen the creative sector to benefit the entire community.

Progress to Date

• **Engagement Activities:**

- Conducted one-on-one interviews with stakeholders.
- Held initial workshops in July 2024 to gather feedback on cultural and heritage opportunities.
- Organized surveys through the Town Board to understand residents' aspirations.
- Follow-up workshops in September 2024 to refine priorities and gather additional insights.

• **Emerging Strengths:**

- King's Lynn boasts a rich cultural heritage, engaged communities, and business support for cultural activities.
- Significant investment is anticipated in cultural infrastructure over the next 3–4 years.
- Growing population offers opportunities to expand cultural capacity.
- The *West Norfolk Economic Strategy* highlights the potential for cultural industry growth.

• **Identified Challenges:**

- Lack of coordination among cultural organizations.
- Perception that cultural leadership is elitist, limiting inclusivity.
- Threats from health inequalities, deprivation, and funding uncertainties.
- Outward migration of young talent due to limited opportunities in the town.

Key Themes

Four priority themes have been identified:

1. **Young People as Makers, Creators, and Producers**

- Inspire and equip young people to explore and develop their creative potential.

2. **Animating King's Lynn's Heritage**

- Transform heritage into dynamic, interactive experiences accessible to all.

3. **Inclusivity and Diverse Voices in Heritage and Culture**

- Create an inclusive cultural scene that celebrates contributions from all communities.

4. **Collaborative Working for Resilience**

- Foster partnerships for a resilient cultural sector with financial stability and shared impact.

Proposed Delivery Approach

• **Formation of a Culture Steering Group:**

- A group of 10 members from the local community and cultural sector will oversee strategy implementation.

- Task Groups will be established to deliver specific projects and secure funding.
- The Steering Group will be supported by, but not led by, the Borough Council.

Next Steps

- Continue gathering public feedback through a short questionnaire.
- Finalize the strategy with input from residents, businesses, and stakeholders.

Summary:

Significant progress has been made in shaping King's Lynn's Culture & Heritage Strategy through community engagement and consultation. Key priorities focus on inclusivity, youth engagement, collaboration, and heritage animation. The next steps involve forming a steering group and finalizing the strategy to position King's Lynn as a cultural leader in the region.

We are interested to hear from residents, businesses, stakeholders and interested people with a short questionnaire to invite comments and help us further develop the Culture and Heritage Strategy which is right for the people and place of King's Lynn.

The survey is running until 25 Nov and this is the link [Culture | Culture | Borough Council of King's Lynn & West Norfolk](#)

Guildhall Cultural Highlights and Progress

Recent Successes

1. Dragon Festival

- A resounding success with the addition of a town-wide trail in partnership with the BID, enhancing community engagement.

2. Lay of the Land Exhibition

- Attracted over 1,400 visitors, with significant engagement from multiple primary schools during the exhibition.

3. West Norfolk Academy Trust Art Exhibition

- Opened in both galleries, showcasing the talent of our young people and reinforcing ties with the local education community.

4. Shakespeare's Birthplace Trust Collaboration

- St Martha's Primary School performed *A Midsummer Night's Dream* as part of the prestigious Children's Folio Project, placing the Guildhall among just four national locations involved (Stratford, Preston, Alnwick Castle, and King's Lynn).

5. KLODS Presentation

- *Dracula: The Musical* delighted audiences, contributing to the vibrant cultural offerings at the Guildhall.

6. CYP Move/Shake Project

- Culminated with a presentation at the Guildhall, empowering young people as future producers and leaders in the arts.

Impact Metrics

- **Footfall:** Year-to-date footfall represents over 15% of the Borough's population.
- **Media Reach:** Guildhall content has reached an impressive 427 million people year-to-date.

Upcoming Events

- **Christmas at the Guildhall (8th December):** Featuring family-friendly activities and miniature donkeys, promising festive cheer and strong community attendance.

Strategic Developments

- **Cultural and Heritage Strategy:** Progress continues with further workshops and stakeholder meetings to shape the long-term vision for cultural and heritage initiatives in the Borough.

Conclusion

The Guildhall continues to deliver high-impact cultural programming and engagement, contributing significantly to the Borough's cultural landscape and community well-being. These successes highlight the importance of continued investment in the arts and heritage sectors.

Business Report

Property Developments and Lettings

1. Acceptance of New Buildings

- The office and industrial buildings on Peterborough Road were officially accepted from the developer on 11th November 2024.

2. New Lettings

• Unit 1 (Suites A to D):

- A lease agreement has been finalized and is set to be completed today.
- The incoming tenant, a local firm from King's Lynn, plans to expand its research and development facilities. This letting occupies half of the council-developed office floorspace.

• Unit 3 (Suites C and D):

- Terms have been agreed with another local firm, pending completion of a planning condition for new air handling units.

• Occupancy Update:

- Once these leases are completed, 75% of the newly developed office space will be occupied.

3. Industrial Units

- A marketing campaign is underway to secure tenants for the light industrial units (Unit 5 and Unit 7) on Peterborough Road.

Love Your Town Program – Year 2

1. Grant Distribution

- Ten grants, funded by the UK Shared Prosperity Fund (UKSPF) in partnership with Norfolk County Council, have been awarded to projects enhancing footfall in Downham Market, Hunstanton, and King's Lynn.
- Each project received up to £2,000.

2. Funded Projects

Project Recipient Town

Heritage Open Day Discover Downham Downham Market
Silent Disco Town Tour R+D The Garage Trust King's Lynn

Go Go Sunny Hunny Break Charity Hunstanton
Restoration of Sun Dial Dial House Cafe Downham Market
Teddy Bears Picnic Downham Market TC Downham Market
Evening with Colin Bell Downham Market TC Downham Market
Gingerbread Trail Mabel Bakery Downham Market
Hanse Street Artwork Celebration Real Nice Signs King's Lynn
Two further grants offered but not yet confirmed

Future of the UK Shared Prosperity Fund

- The UK Government has confirmed an extension of UKSPF funding for a transition year in 2025-26.
- Awaiting updates to the UKSPF prospectus and funding allocations from MHCLG.
- Investment priorities for 2025-26 will be reviewed and aligned with forthcoming guidance.

Summary

Significant progress has been made in property lettings on Peterborough Road, with 75% of the new office space nearly fully occupied. Meanwhile, Love Your Town grants have supported vibrant local projects, and future plans for UKSPF funding are being reviewed to ensure sustained community and economic benefits.

Meetings Attended and Meetings Scheduled

I have had numerous meetings with officers and outside bodies

Officers

Kate Blakemore
Michelle Drewery
Tina Underwood
Oliver Judges
Duncan Hall
Martin Chisholm
Jemma Curtis
Tim Fitzhigham
Honor Howell
James Grant
James Arrandale
Alexa Baker
Tommy Goode
Lynne Fawkes

Outside bodies

Civic Society
Hunstanton Action Group

Conservancy Board
Town Deal Board
BID
The Garage
Museum Services
Hunstanton Town Council

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

28 November 2024

COUNCILLOR ALISTAIR BEALES – LEADER OF THE COUNCIL

For the period 1 to 28 November 2024

1 Progress on Portfolio Matters.

Given the seemingly very short time since the last Council meeting, I will focus on the less well reported areas of my portfolio.

Emergency Planning – in view of the awful flooding in Spain, particularly Valencia, I asked our District Emergency Planning Officer for comment on our warning systems of such events, there having been some criticism of the Spanish system. As follows:

We have a multilayer system (flood alert, flood warning and severe weather warning), that uses mobiles, landlines and also pushes to smart devices if they are located in an area at risk. In addition to that, in extremis the government alert system can be activated if required if immediate threat to life occurs - this will be pushed to all devices in a particular area.

As part of the community engagement work, we do with colleagues from the Environment Agency we regularly promote that to individuals, business and to parishes. Also, as part of the planning process, I comment with advice on how to receive these messages on any development in areas at risk of flooding:

Because of its location in an area at risk of flooding I would suggest that the occupiers:

-Should sign up to the Environment Agency flood warning system (0345 988 1188 or www.gov.uk/flood)

- A flood evacuation plan should be prepared (more details at www.gov.uk/flood):

- o This will include actions to take on receipt of the different warning levels.*
- o Evacuation procedures e.g. isolating services and taking valuables etc.*
- o Evacuation routes*

The aim is to get the message out to more and more people in West Norfolk so that if we were in a position of widespread tidal or river flooding, we should be able to warn as many people as possible in advance.

Central Services – the Assistant Director, Central Services reports the following work is being undertaken in addition to the normal workings of the department.

- Work is underway within Communications to review and refresh our communication channels internally with staff and members and externally with residents, and to revise our consultation processes.
- Supporting the transfer of Alive West Norfolk back into the Council.
- Taking part in the national recruitment campaign to promote careers in local government.

Southgates – the Sustainable Transport and Regeneration Scheme (STARS) scheme continues to progress. The design and development of this transformational scheme to the town's historic gateway continues to take shape with progress being made by NCC officers on the submission of the Outline Business Case to government for the STARS highway and public realm element of the masterplan. In parallel, officers continue to progress the design development and assessment of delivery options for the development sites as set out in the masterplan; stakeholder meetings have taken place this month to support the continued development of this scheme. While we were unsuccessful in a recent bid for Brownfield site funding to support the financial viability of the development, we are hopeful the new government will make new funding opportunities available to support sustainable housing growth in the town.

Towns Fund - significant progress is being made across the delivery of the £37m Town Deal programme with planning permission secured for the Guildhall but there remains substantial work to do to keep the programme on track. The Town Board and officers continue to monitor the programme delivery closely and will make the appropriate strategic decisions required to ensure delivery. The Town Board is recruiting further private sector representatives to join the board and the recruitment pack can be found on the Borough Council website.

2 Forthcoming Activities and Developments.

Council budget – members will be aware of the looming deficit if no action is taken. By 2026/27 we would have a multi-million pound deficit and no reserves to balance the budget. This is a key challenge facing our new CEO and one of the key qualities we were looking for in those interviewed and the person that was successful, was an understanding of and willingness to tackle the deficit. The CEO has risen to that challenge and there has been something of a culture change within the organisation and as part of that, addressing the deficit is top of the agenda and actions are being formulated. At this stage, I have laid out broad parameters for the CEO and her team but I am not involved in the detail, nor are elected colleagues. The officer team,

having been tasked with this as a

matter of urgency, need the space to think freely and present the cabinet with options. Cabinet will see those options shortly and following cabinet debate and deliberation, all councillors will be briefed as soon as is practicable and proposals will go through the full democratic process. The deficit is serious and structural and will require some big and perhaps difficult decisions and I aim to build a political consensus around the actions needed in the best interests of our community. Obviously, that requires that elected members are well informed and able to input into the process. You can all be assured that will be the case and I look forward to healthy debate and I hope, agreement. More info to follow as soon as I am able.

Devolution – as we know the Norfolk and Suffolk deals agreed with the previous Government did not proceed and the following link to a Govt. statement explains why and gives some detail on the new Govt's approach.

<https://www.gov.uk/government/news/four-devolution-agreements-signed-off-and-others-progressing>

The key question for all of us is what happens next. The Chancellor referred briefly to devolution in her Budget stating that the upcoming devolution white paper "will set out more detail on the government's devolution plans, including on working with councils to move to simpler structures that make sense for their local areas, with efficiency savings from council reorganisation helping to meet the needs of local people". It also said that it would set out the government's plans to "widen devolution to more areas and deepen the powers of existing mayors and their combined authorities, ensuring they have the tools needed to boost economic growth".

All will become clearer when the English Devolution Bill White Paper is published. Our officers believe that could be as early as the week of this full Council meeting following conversations with officials from MHCLG (Ministry of Housing, Communities and Local Government). Reading between the lines it appears that unitary could be back on the agenda. I have my own views on that but will await the White Paper before commenting.

3 Meetings Attended and Meetings Scheduled

4th Nov – update from Communications team.

4th Nov – Cabinet sifting.

5th Nov – meeting with Persimmon Homes at the Willows, Downham Market

5th Nov – Cabinet

6th Nov – meeting with Associated British Ports

6th Nov – trees on Purfleet Street (site visit)
 6th Nov – Cabinet briefing
 7th Nov – briefing meeting on Grimsby to Walpole NSIP
 7th Nov – portfolio meeting
 7th Nov – prep for meeting with James Wild MP/Director General NT
 7th Nov – meeting with all Group Leaders
 8th Nov – meeting with Leader & CEO of Breckland District Council
 11th Nov – Members Major Project Board
 11th Nov – meeting with CEO
 12th Nov – Leader/Deputy briefing with CEO
 13th Nov – meeting at Portcullis House with James Wild MP/Director General of the National Trust
 14th Nov – cemetery briefing
 14th Nov – fortnightly briefing from Monitoring Officer
 14th Nov – meeting with Independent Review Panel (member allowances)
 14th Nov – pre meeting to prep for meeting with ALB's on 21st Nov
 15th Nov – reception Swan Youth Project (apologies given at late notice)
 18th Nov – introduction to interim providing HR support
 18th Nov – briefing on Hunstanton remembrance service
 18th Nov – pre meet for meeting with MHCLG re grant funding methodology and allocation
 18th Nov – West Norfolk investment plan priorities
 18th Nov – Audit Committee
 19th Nov – budget briefing
 19th Nov – Transport Informal Working Group
 19th Nov – R&D Panel
 20th Nov – Cabinet Away Day (at Kings Lynn Town Hall!)
 21st Nov – Brancaster ward visit
 21st Nov - meeting with MHCLG re grant funding methodology and allocation
 21st Nov - meeting with Arm's Length Bodies (ALB's) including Historic England, the Arts Council, Visit England, Norfolk & Suffolk Local Visitor Economy Partnership, Department for Business and Trade, Homes England and others.
 22nd Nov – meeting with Terry Jermy MP
 22nd Nov – meeting with Broadland Hosing Association
 22nd Nov – Town Deal Board
 25th Nov – meeting with Monitoring Officer
 25th Nov – West Norfolk Prosperity Funding
 26th Nov – wildlife site at Florence Fields
 26th Nov – Shareholder Committee
 26th Nov – planning meeting
 26th Nov – E&C Panel
 27th Nov – High Street update
 27th Nov – full Council pre meet
 27th Nov – transformation briefing with CEO/Deputy
 27th Nov – Exacom
 27th Nov – EELGA leaders meeting
 27th Nov – CPP
 28th Nov – meeting with CEO
 28th Nov – pre Council briefing on West Norfolk as a Marmot Place

28th Nov – full Council