

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

**RECORD OF DECISION TAKEN BY OFFICERS UNDER DELEGATED POWERS**

This is a record of a decision taken by an officers under delegated powers and where necessary taken in consultation with members and officers.

<b>REPORT TITLE:</b>	Shared Prosperity Funding for West Norfolk Cycle Scheme
<b>OPEN/EXEMPT</b>	Open
<b>LEAD OFFICER</b>	Duncan Hall
<b>IS DECISION SUBJECT TO CALL IN?:</b>	Yes
<b>DATE DECISION ADVERTISED:</b>	29 <sup>th</sup> August 2023
<b>DATE OF DECISION:</b>	5 <sup>th</sup> September 2023
<b>DEADLINE FOR CALL IN:</b>	12 <sup>th</sup> September 2023
<b>PRE-SCREENING EQUALITY IMPACT ASSESSMENT COMPLETED:</b>	YES/NO

**Delegated Power**

Cabinet Report 7th February 2023 'Shared Prosperity Fund  
WEST NORFOLK INVESTMENT PLAN (UK SHARED PROSPERITY FUND) AND RURAL  
ENGLAND PROSPERITY FUNDING – PROGRAMME PRIORITIES

'Delegate authority to the Assistant Director for Regeneration, Housing & Place to finalise the financial allocations to the identified projects in section 4, in consultation with the Portfolio Holder for Business Culture and Heritage.'

**Decision Taken**

The BCKLWN has been allocated UK Shared Prosperity Funding (UKSPF) to support the government's commitment to levelling up across the UK. Funding for West Norfolk has been allocated in response to the submission of the West Norfolk Investment Plan (WNIP), which was developed in consultation with key stakeholders and identifies intervention areas which will address key areas of need across the Borough. One of the projects identified for 23/24 and possibly 24/25 (subject to future Cabinet decision) which aligns with UKSPF intervention priority E13: Community measures to reduce the cost of living is a 'Grant Scheme for Bikes.' Original discussions with Norfolk County Council intended to provide competed cycle grant opportunities for community groups across the Borough but with a 2023/24 budget of £20,000 it was determined that the benefit of this approach would be low due to limited budget availability and a more targeted project would create a better value outcome with greater benefits to the community.

Following discussions with Norfolk County Council and Alive West Norfolk (AWN) the proposed scheme to be delivered is a pilot scheme to create low cost and safe access to bicycles for new and returning cyclists hosted at Lynnsport as a central and accessible location for the community. It is intended that the established process of cycle provision through this project can be used as a template to enable further provision of community cycle schemes across the borough in the future, subject to availability of funding. This template may be applied to advise third party organisations or groups looking to set up community cycle schemes and may potentially link with grant provision through other funding sources such as the Rural England Prosperity programme.

The UKSPF investment will provide;

- A fleet of low standover pedal bikes for adults and youths, bike trailers, associated safety equipment.
- A cycle maintenance package.
- A secure storage facility.
- Match funding towards a fixed term role (12 months anticipated) for a Cycling Development Officer who will be appointed by Cycling UK and funded via Norfolk County Council. (Contribution will secure provision in King's Lynn 2 days per week – desk space has been offered at Lynnsport)

The project will be delivered by Alive West Norfolk in partnership with a Cycle Hub development project led by Cycling UK's Cycling Development Officer. The Service Level Agreement existing between the Borough Council and Alive West Norfolk will incorporate this provision within its 2023/4 update.

**Cycle Hire for General Public – based at Lynnsport**

A fleet of bikes and associated equipment and storage will be purchased through UKSPF investment under the Communities and Place investment priority and hosted and managed by Alive West Norfolk at the Lynnsport site. This provision will directly support and enhance the Community Cycle Hub Development Project and establish a low-cost cycle hire scheme which will be sustainable beyond the period of the current UKSPF 2022-2025 programme, aligned with the wider King's Lynn Local Cycling & Walking Infrastructure Plan.

For the duration of the UKSPF programme the bikes, associated equipment and the storage facility will remain in the ownership of BCKLWN but managed by Alive West Norfolk.

#### Community Cycle Hub Development Project

NCC, in partnership with Cycling UK, Active Travel England (through the Capability and Ambition Fund) and the Borough Council of King's Lynn and West Norfolk, is appointing a Cycling Development Officer who will be based in Kings Lynn for two days per week with the aim of kick-starting cycling activity and establishing a community cycling hub in the town, creating a focus for growing cycling activity whilst laying the foundations to create a sustainable, volunteer-led programme post engagement. This post will have access to book (free of charge) the UKSPF funded fleet of cycles hosted at Lynnsport, as required, to support the provision of free cycling events for new and returning cyclists who may not have access to a suitable bike. This will facilitate a wide reach for this project which will include the provision of learn to ride sessions, led bike rides and bike maintenance training for members of the local community. A Service Level Agreement between Norfolk County Council and Borough Council of King's Lynn and West Norfolk to set out the roles and responsibilities of the partners is currently under development.

The policy and process for cycle hire for the period July 2023 to March 2025 will be developed in partnership between BCKLWN and Alive WN with guidance from Norfolk County Council and Cycling UK.

Year 3 (24/25) of the UKSPF programme has made an indicative provision for additional funding to be invested as an expansion of this initial scheme. E-bike provision may be considered for Year 3 subject to an assessment of value for money and storage / charging facilities. Continuation funding in 24/25 would be subject to the Council's Cabinet approval. After the completion of the current UKSPF Programme (31.03.25) ownership and management of the cycle assets purchased through UKSPF will transfer to Alive West Norfolk and will continue to be monitored through the Service Level Agreement existing between BCKLWN and Alive WN.

The West Norfolk UKSPF allocation for Bike Grants for 2023/24 totals £20,130. The budget detailed below includes estimated costs to establish the cycle provision scheme and it is intended that budget remaining after initial purchase would be used to invest in any additional requirements or products that may come about because of additional initial need within 23/24.

<b>West Norfolk Cycle Scheme: Start up budget</b>	
10 adult and 4 children's bikes	6200
Trailers and child seats	900
Maintenance package	1000
Secure storage unit	5000
Safety equipment (helmets/locks/lights)	650
Maintenance Equipment, tools and Accessories	3151
<b>Total</b>	<b>16901</b>

### **Reasons for the Decision**

The project aligns with the King's Lynn Local Cycling & Walking Infrastructure [Plan](#) to support modal shift to active travel in King's Lynn along identified priority routes. Lynnsport is located on National Cycling Route 1 and 'The Wootton's Red route' identified in the LCWIP.

To contribute to the delivery of the outputs and outcomes set out in the West Norfolk Investment Plan. The UK Shared Prosperity Fund sets out priorities to support communities and place and business support. The project is in line with the priorities identified in the WNIP approved by Cabinet in July 2021 and the outputs and outcomes required by the UK Shared Prosperity Fund guidance. The proposal to provide funding for community bike provision aligns with the UKSPF to specifically support delivery of the following Investment Plan priorities of:

Embedding approaches that are Active, Clean & Green

1. Domestic efficiency / sustainability
2. Transport to get to and from work

Strengthening local enterprise and innovation systems

1. Health

The funding will provide core funding for establishing a community cycle scheme which will encourage cycling activity and provide benefits for improving health and wellbeing, encouraging alternative transport options, reducing CO2 emissions, encouraging greater use of our cycleways and creating a sustainable local offer which can be further expanded and replicated across the borough.

In this instance, Lynnsport King's Lynn is the best location to site this scheme due to its excellent cycle path networks and the existing management systems, experience and staff base at Alive West Norfolk which can be expanded to encapsulate and enhance this offer. In future Alive West Norfolk may be able to explore expansion of the community cycle scheme to other sites.

### **Details of alternative options, if any, considered and rejected.**

#### **Option 1: Open a competed grant scheme across the Borough**

Without a pilot scheme running first there would be no template for applicants to follow. This could result in low impact schemes which are not managed to their full benefit. A budget of £20,000 would not fund enough schemes to make a competed process fair to all. It is recommended through meetings with Norfolk County Council's Active Travel and Greenways, Lead Projects Manager that it will be better to first establish a successful pilot project that could then result in secondary grant offer through REPF 24-25.

#### **Option 2: Pilot Community Cycle hub at Lynnsport (as detailed above)**

**Option 3: Do Nothing:** funding from the UKSPF would be reallocated back to the programme towards other schemes but would not achieve the outputs and outcomes set out under E13 of the West Norfolk Investment Plan. Other schemes that do meet these objectives may not be deliverable in the funding timeframe. Opportunity for access to cycle hire in the residential community around Lynnsport would be lost and not provide a service that could improve sustainable travel and support health & well-being.

**Any declarations of interest and details of any dispensations granted in respect of interests (in relation to officers and any Members consulted).**

N/A

**List of Background papers**

[West Norfolk Investment Plan Cabinet Report 21/07/22](#)

[West Norfolk Investment Place UKSPF REPF Cabinet Report 07/02/23](#)

[King's Lynn Local Cycling & Walking Infrastructure plan, 2022](#)

**Authorisation**

Duncan Hall

Post Held: Assistant Director Regeneration, Housing & Place

Signature

Date

**Consultation with members/officers**

**If the decision is taken following consultation with the members/officers, please give details:**

**Name of Members/officers consulted:** Cllr Alistair Beales, Portfolio Holder for Business

**Signed by Member/officer as consulted:**

Date

# Pre-Screening Equality Impact Assessment

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



Name of policy/service/function	Cycle Scheme				
Is this a new or existing policy/ service/function?	New / <del>Existing</del> (delete as appropriate)				
Brief summary/description of the main aims of the policy/service/function being screened.  Please state if this policy/service rigidly constrained by statutory obligations	A pilot scheme to create low cost and safe access to bicycles for new and returning cyclists hosted at Lynnsport as a central and accessible location for the community.				
<b>Question</b>	<b>Answer</b>				
<p><b>1.</b> Is there any reason to believe that the policy/service/function could have a specific impact on people from one or more of the following groups <b>according to their different protected characteristic</b>, for example, because they have particular needs, experiences, issues or priorities or in terms of ability to access the service?</p> <p>Please tick the relevant box for each group.</p> <p>NB. Equality neutral means no negative impact on any group.</p>		Positive	Negative	Neutral	Unsure
	Age	x			
	Disability			x	
	Gender			x	
	Gender Re-assignment			x	
	Marriage/civil partnership			x	
	Pregnancy & maternity			x	
	Race			x	
	Religion or belief			x	
	Sexual orientation			x	
Other (eg low income)	x				
<b>Question</b>	<b>Answer</b>	<b>Comments</b>			
<p><b>2.</b> Is the proposed policy/service likely to affect relations between certain equality communities or to damage relations between the equality communities and the Council, for example because it is seen as favouring a particular community or denying opportunities to another?</p>	Yes / No	<p>The bikes that will be provided through the scheme will of an accessible low stand over design. The scheme does not include the provision of adapted bikes as the budget cannot accommodate this currently. Successful delivery of the pilot scheme could open wider possibilities to incorporate adapted cycling opportunities in the future. Support for new and returning cyclists will be provided through the Cycling Development Officer.</p>			
<p><b>3.</b> Could this policy/service be perceived as impacting on communities differently?</p>	Yes / No	<p>The provision will be located at Lynnsport as Alive WN cannot currently transport bikes between sites. Further provision could be expanded wider.</p>			
<p><b>4.</b> Is the policy/service specifically designed to tackle evidence of disadvantage or potential discrimination?</p>	Yes / No	<p>The scheme will provide low and no cost cycling opportunities to encourage cycling activity, create cycling provision and encourage community cycling schemes. The location of the cycle hub at Lynnsport is also adjacent to known areas of deprivation so will support access to cycles for low income families.</p>			
<p><b>5.</b> Are any impacts identified above minor and if so, can these be eliminated or reduced by minor actions? If yes, please agree actions with a member of the Corporate Equalities Working Group and list agreed actions in the comments section</p>	Yes / No	<p><b>Actions:</b></p> <p><b>Actions agreed by EWG member:</b> Name .....</p>			
<p><b>Assessment completed by:</b> <b>Name</b></p>	<p><b>Nicola Cooper</b></p>				