

WEST NORFOLK DISABILITY FORUM

Wednesday 23 April 2014, at 2.30pm
in the Committee Suite, King's Court,
Chapel Street, King's Lynn, Norfolk

AGENDA

1. **APOLOGIES FOR ABSENCE**
2. **MINUTES**
To confirm as a correct record the minutes of the meeting held on 5th February 2014.
3. **MATTERS ARISING AND NOT COVERED ELSEWHERE ON THE AGENDA**
4. **IMPROVEMENTS TO THE BUS STATION AND PEDESTRIAN LINK TO THE TRAIN STATION**
To receive information on the proposals.
5. **BUILD CHARITY**
To receive information on the above charity
6. **CELEBRATE ABILITY & OPPORTUNITY AWARDS 2014 ARRANGEMENTS**
To receive an update.
7. **SECRETARY'S CORRESPONDENCE**
8. **WORK PROGRAMME**
To consider the Forum's Work Programme (attached at Appendix 2) and suggest any items for possible consideration at future meetings.
9. **ANY OTHER BUSINESS**
10. **DATE OF NEXT MEETING**
To note that the next meeting of the West Norfolk Disability Forum will be the Annual General Meeting and will be held on Wednesday 2 July 2014 at 2.30pm in the Committee Suite, King's Court, Chapel Street, King's Lynn.

BOROUGH COUNCIL OF KING'S LYNN AND WEST NORFOLK

WEST NORFOLK DISABILITY FORUM

Notes of a Meeting of the West Norfolk Disability Forum held on
Wednesday 5 February 2013 at 2.30pm in the Committee Suite,
King's Court, Chapel Street, King's Lynn

PRESENT:

Representing the Borough Council: Councillors Mrs S Smeaton
(Chairman), Miss L Bambridge, T Bubb, M Chenery of Horsbrugh, M
Langwade & J Leamon.

Officers: A Cox, R Parker & L Parnell.

Representing Disabled People: P French, G Henshaw and K Warner

Apologies for absence were received from: Councillors Miss L Allen
and A Lawrence. A Bingham, W Blades, G Darling, P May, S Pomeroy
and H Sismore.

		ACTION
1.	<p><u>THE LATE COUNCILLOR GARRY SANDELL</u></p> <p>The Forum held a moments silence in respect of Councillor Garry Sandell, who sadly passed away just prior to Christmas. Councillor Sandell had been a member of the West Norfolk Disability Forum for many years.</p>	
2.	<p><u>MINUTES</u></p> <p>The minutes of the meeting held on 20th November 2013 were agreed as a correct record, subject to the following amendment (in bold):</p> <p>Item 3, Page 4, second para, the sentence be amended to read: The Forum was informed that Civil Parking Enforcement Officers had the right to seize blue badges if there was clear proof that they were being misused, for example if the badge did not belong to the driver of the vehicle and the badge holder was not present on the journey, although they had not yet utilised this right, but could in the future.</p>	

3.	<p><u>MATTERS ARISING AND NOT COVERED ELSEWHERE ON THE AGENDA</u></p> <p><u>(i) Councillor Miss L Bambridge</u></p> <p>The Chairman welcomed Councillor Miss L Bambridge to the meeting. Councillor Bambridge had been appointed as one of the Borough Council representatives on the Forum.</p>	
4.	<p><u>DEALING WITH OBSTRUCTIONS ON THE HIGHWAY</u></p> <p>Alistair Cox, Town Centres Manager, was present at the meeting and provided those present with details on proposals for dealing with obstructions on the Highway.</p> <p>He outlined the proposals by Norfolk County Council to delegate powers under the Highways Act to enable the Borough Council to make arrangements to permit items such as advertising 'A' boards, litter bins, goods for sale and tables and chairs on the highway.</p> <p>Norfolk County Council maintained the highway under legislation contained in the Highways Act 1980. Section 137 of the Highways Act provided that it is an offence to wilfully obstruct the public passage along the highway without lawful authority. Norfolk County Council had a duty to remove obstructions from the highway. Section 143 and 149 of the act enabled the Highway Authority to take direct action to remove items which were considered a nuisance or dangerous.</p> <p>Section (115E) of the Highways Act allowed local councils to consider licensing highway amenities in consultation with the County Council. The Borough Council did not currently have responsibilities to clear obstructions from the highway.</p> <p>However, Norfolk County Council were looking to devolve sections 143 and 149 from the Highways Act so that the Borough Council could enforce and remove items legally.</p> <p>Alistair Cox informed those present that the intention was to trial the introduction of a "street activities code" to allow traders to place items on the highway under specific parameters.</p> <p>The arrangements would initially be for King's Lynn town centre only, but it was the intention to eventually roll it out across the Borough.</p>	

Once the code had been introduced traders would be required to apply for a permit and a fee would be payable to cover the admin costs of the scheme. Each application would then be looked at on its own merits and judged against specific criteria. One of the conditions of the licence would be that traders would be required to have public liability insurance for the item. Alistair Cox outlined the specific criteria, which included that there needed to be a 2 metre gap between the end of the portable item and the edge of the pavement. No items would be permitted to be placed as an island away from the shop frontage and items would have to be located in the same position every day.

The Borough Council's Enforcement Officers would assist with policing the scheme and members of the public would be encouraged to report any items which were causing a hazard or were not licensed.

Alistair Cox explained that the Borough Council's Regeneration, Environment and Community Panel and the King's Lynn Town Centre Partnership had been consulted on the proposals. The Borough Council's Cabinet had also considered the proposals and had agreed for a policy to be produced and further consultation on the policy would take place.

The Forum discussed the proposals and commented that they would prefer to see the design of 'A' Boards standardised so that they were all the same size and height. The Forum also indicated that ideally they would like to see all 'A' Boards removed from the highway due to the obstruction they caused, especially to people who used wheelchairs or had a visual impairment. The Forum suggested that traders be encouraged to use banners or hanging signs which could be attached to the shop front.

Councillor Miss Bambridge explained that she was the Chairman of the North Lynn Safer Neighbourhood Action Panel and was aware that complaints had been raised regarding access through the Vancouver Quarter, especially for emergency vehicles. Alistair Cox informed those present that the Vancouver Quarter was privately owned land and therefore had different rules with regard to the street scene.

Councillor Miss Bambridge informed those present that she was a Member of the Informal Working Group who were looking at the operation of Markets in King's Lynn and explained that many

	<p>suggestions to improve the Markets had been to make the stalls more uniformed. Alistair Cox explained that if the location of a portable item was affected by market stalls a condition could be attached to the licence that the item could only be placed outside the premises on certain days of the week.</p> <p>Councillor Bubb raised concerns regarding people who used a wheelchair on the different surfaces in the town centre and how it was sometimes difficult to navigate a change of surface and asked what area would be considered as a highway, for the purposes of this scheme, in pedestrian areas. Alistair Cox explained that anywhere where vehicles were permitted would be classed as the highway.</p> <p>A copy of the presentation is attached at Appendix 1.</p> <p>The Chairman thanked the Town Centres Manager for attending the meeting and consulting the Forum on the proposals, she requested that the Forum be consulted on the draft street activities code in due course.</p>	
5.	<p><u>CELEBRATE ABILITY AND OPPORTUNITY AWARDS ARRANGEMENTS</u></p> <p><u>(i) Celebrate ability</u></p> <p>Celebrate ability 2014 would take place on Friday 21st November 2014 at Downham Market Town Hall from 10.00am to 4.00pm.</p> <p>The event would incorporate Trading Standards electric blanket testing event.</p> <p>The website was to be updated and publicity material would be produced.</p> <p><u>(ii) Opportunity Awards</u></p> <p>The Opportunity Awards would be held on Wednesday 2nd July 2014 at King's Lynn Town Hall.</p> <p>The deadline for nominations was 30th May 2014.</p> <p>Members of the Forum were encouraged to take posters and leaflets for display.</p>	

<p>6.</p>	<p><u>SECRETARY'S CORRESPONDENCE</u></p> <p><u>(i) Baby Changing Facilities in King's Court</u></p> <p>The Secretary explained that this project, which the Forum had previously been consulted on, was on hold until after the staff toilet refurbishment project had been completed.</p> <p><u>(ii) Hunstanton – Shingle Pathway</u></p> <p>The Secretary explained that a response from the Borough Council's legal department was still awaited regarding who was responsible for maintaining the pathway and who it actually belonged to due to the changes in the area, i.e. Marstons Pub Development etc. The Chairman asked if the residents who had raised the issue initially had been updated on progress and an update would be provided at the next meeting.</p> <p><u>(iii) Tuesday Market Place</u></p> <p>The Secretary informed those present that the disabled parking bays which were previously located outside Lloyds/TSB Bank had now been located to Surrey Street, which was adjacent to the Marks and Spencer's customer collection point. Members of the Forum raised concerns regarding the cobbled surface that people using wheelchairs would have to navigate and the Chairman requested that the Secretary investigate and report back to the Forum.</p>	<p>AB</p> <p>RP/AB</p>
<p>7.</p>	<p><u>WORK PROGRAMME</u></p> <p>The Forum considered the Work Programme as attached to the agenda.</p> <p><u>(i) Budget</u></p> <p>Councillor Langwade requested that a report be brought to the next meeting on the West Norfolk Disability budget available and spend.</p> <p><u>(ii) Visit to King's Lynn Railway Station</u></p> <p>A follow up visit to King's Lynn Railway Station would be arranged once work had been completed.</p>	<p>AB</p> <p>AB</p>

	<p><u>(iii) Careline Adaptations and Care and Repair Service</u></p> <p>Lisa Power agreed to come to a future meeting of the Forum to provide information on the above services.</p>	LP
8.	<p><u>ANY OTHER BUSINESS</u></p> <p><u>(i) Front Lobby of King's Court</u></p> <p>The Forum asked for feedback on how the new front lobby at King's Court was working and if any issues had been encountered. The Secretary agreed to investigate.</p> <p><u>(ii) Boal Quay Car Park</u></p> <p>Councillor Leamon raised concern that there were no disabled parking spaces on the Boal Quay Car Park. She explained that the Car Park was also a shingle surface which meant it would be difficult for people who used wheelchairs to navigate. The Chairman requested that the Secretary investigate the issue and report back to the Forum.</p> <p><u>(iii) Lynnsport Front Lobby</u></p> <p>Pat French informed the Forum that the front lobby at Lynnsport had now been removed meaning that there was no shelter for people to wait under, whilst they waited for Lynnsport to open. The Chairman requested that the Secretary inform the relevant Portfolio Holder of her concern.</p> <p>Genevieve Henshaw commented that she was disappointed that there was no bus service running to Lynnsport.</p> <p><u>(iv) Cycle Path in the Walks</u></p> <p>Kathy Warner explained that there was not a cycle path through the Walks. Councillor Miss Bambridge agreed to raise the issue at the next meeting of the Walks Forum.</p> <p><u>(v) New branding on Council vans</u></p> <p>Lisa Power from Care and Repair informed those present that careline were looking to change the design of the branding on their vehicles. She agreed to circulate the design proposals via email for comments.</p>	<p>RP/AB</p> <p>RP/AB</p> <p>RP</p> <p>LB</p> <p>LP</p>

9.	<u>DATE OF NEXT MEETING</u>	
	The next meeting of the West Norfolk Disability Forum would be held on Wednesday 23 rd April 2014 at 2.30pm in the Committee Suite, King's Court, Chapel Street, King's Lynn.	

The meeting closed at 3.39pm

West Norfolk Disability Forum – Work Programme – 2013/2014

Date of Meeting	Items
23 January 2013	<ul style="list-style-type: none"> - Visit to King’s Lynn Railway Station - Terms of Reference - Feedback from Railway Station Visit - Opportunity Awards Arrangements - Support for elderly people in the winter - Warm and Well in Norfolk and Borough Council support schemes – T Howell - Reporting Arrangements – Regeneration, Environment and Community Panel
20 March 2013	<ul style="list-style-type: none"> - Arrangements for the Opportunity Awards on 1st July 2013 – Allison Bingham - Arrangements for the Winter Warmer Session – Allison Bingham - Progress on King’s Lynn Railway Station report – Allison Bingham - Presentation from Home Instead South Lincolnshire, who cover King’s Lynn and surrounds. Have spoken with tom.mcewan@homeinstead.co.uk.
22 May 2013 (Lynnsport)	<ul style="list-style-type: none"> - Tour of facilities at Lynnsport (if meeting is held at Lynnsport – to be confirmed) - Arrangements for the Opportunity Awards on 1st July 2013 - Tour of the Bodyworks Studio - Feedback from the Bodyworks Survey – Mark Mitchell
<p>1 July 2013 – Annual General Meeting.</p> <p>Opportunity Awards in the evening.</p> <p>Venue – Corn Exchange</p>	<ul style="list-style-type: none"> - Election of Chairman and Vice Chairman - Annual Report - Schedule of future meetings - Genee Henshaw to speak on life with a guide dog – confirmed - Helen Sismore – Guidedogs – last presented to Forum on 29th November – to be confirmed

4 th September 2013	<ul style="list-style-type: none"> - Winter Warmer Session Update – Allison Bingham - Foodbank Presentation - Consultation on addition of baby changing facilities in the accessible toilet at King's Court
20 th November 2013	<ul style="list-style-type: none"> - Feedback from the Winter Warmer Session on 20 September in Downham Market - Amanda Kenny – West Norfolk Deaf Association – Presentation – confirmed – email wnda@btconnect.com - Presentation on Blue Badge online application process – Karen O Hara – Norfolk County Council
5 th February 2014	<ul style="list-style-type: none"> - Celebrate Ability & Opportunity Awards Arrangements – for summer 2014 - Dealing with Obstructions on the Highway – Alistair Cox
23 rd April 2014	<ul style="list-style-type: none"> - Presentation from BUILD Charity – Shona Bradford, Membership Development Co-ordinator. BUILD Charity is a Norfolk based independent registered charity providing social, leisure and learning opportunities to adults and young people with sensory, physical or learning disabilities. The BUILD Charity provides a wide range of opportunities ranging from youth clubs and youth activity schemes to a weekly social club as well as a range of community based activities with opportunities to take part in sport, gardening, outdoor and cultural activities as well as skills learning workshops. - Improvements to the bus station and pedestrian link to the train station – Jemma Curtis
2 nd July 2014 (Annual General Meeting)	<ul style="list-style-type: none"> - Election of Chairman and Vice Chairman - Annual Report - Schedule of future meetings

Future possible presentations:

- West Norfolk Community Transport Project – presentation re Dial-a-bus and Shopmobility. Email: enquiries@wnct.co.uk
- Presentation on Respite Care available in West Norfolk – identified 20th March 2013
- Norfolk Disabled Parents Group – invite rep to future meeting – identified 22nd May – emailed 07/08/13
- Tactile Pavements – identified 22nd May 2013