

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



# **King's Lynn Area Consultative Committee**

## **Agenda**

Monday, 27th March, 2017  
at 6.00 pm

in the

**Committee Suite  
King's Court  
Chapel Street  
King's Lynn**





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**KING'S LYNN AREA CONSULTATIVE  
COMMITTEE AGENDA**

**DATE: MONDAY, 27TH MARCH, 2017**

**VENUE: COMMITTEE SUITE, KING'S COURT, CHAPEL  
STREET, KING'S LYNN**

**TIME: 6.00 pm**

**1. APOLOGIES FOR ABSENCE**

To receive any apologies for absence.

**2. MINUTES OF PREVIOUS MEETING (Pages 6 - 12)**

To confirm as a correct record the minutes of the previous meeting held on 5 January 2017.

**3. DECLARATIONS OF INTEREST**

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.

These declarations apply to all Members present, whether the Member is part of the meeting, attending to speak as a local Member on an item or simply observing the meeting from the public seating area.

**4. URGENT BUSINESS**

To consider any business which, by reason of special circumstances, the Chairman proposes to accept as urgent under Section 100(b)(4)(b) of the Local Government Act, 1972.

**5. MEMBERS PRESENT PURSUANT TO STANDING ORDER 34**

Members wishing to speak pursuant to Standing Order 34 should inform the Chairman of their intention to do so and on what items they wish to be heard before the meeting commences. Any Member attending the meeting under Standing Order 34 will only be permitted to speak on those items which have been previously notified to the Chairman.

**6. CHAIRMAN'S CORRESPONDENCE (IF ANY)**

**7. INFLUENCING DECISIONS**

The Chief Executive and Democratic Services Manager have been invited to attend for this item.

**8. POLICING IN KING'S LYNN**

Inspector W Hornigold has been invited to attend to give an update to the Committee on Policing in King's Lynn.

**9. BUS TRANSPORT IN KING'S LYNN**

Representatives from Stagecoach have been invited to attend for this item.

**10. FOOTWAY LIGHTS**

To receive an update in relation to footway lights.

**11. UPDATED TERMS OF REFERENCE FOR SNAP MEETINGS (Pages 13 - 15)**

The Committee is asked to note the updated Terms of Reference for SNAP meetings.

**12. COMMITTEE'S WORK PROGRAMME (Pages 16 - 17)**

The Committee is asked to consider items for a future Work Programme for 2017/2018.

**13. DATE OF NEXT MEETING**

The next meeting is scheduled to take place on **Tuesday 13 June 2017** at **6pm** in the **Education Room, Town Hall, King's Lynn**.

To: Members of the King's Lynn Area Consultative Committee

Councillors Miss L Bambridge, Mrs S Buck, J Collop, Mrs S Collop, C Joyce, C Kittow, G McGuinness, G Middleton, P Rochford, M Shorting, T Smith, A Tyler, Mrs M Wilkinson and T Wing-Pentelow

For Further information, please contact:

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

**KING'S LYNN AREA CONSULTATIVE COMMITTEE**

**Minutes from the Meeting of the King's Lynn Area Consultative Committee held on Thursday, 5th January, 2017 at 6.00 pm in the Committee Suite, King's Court, Chapel Street, King's Lynn**

**PRESENT:** Councillor Mrs S Collop (Chairman)  
Councillors Miss L Bambridge, Mrs S Buck, Mrs S Collop,  
G McGuinness, P Rochford, T Smith, A Tyler and Mrs M Wilkinson

**1 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors J Collop and I Gourlay.

**2 MINUTES OF PREVIOUS MEETING**

The Minutes of the Meetings held on 5 October and 15 December 2016 were agreed as a correct record.

**3 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**4 URGENT BUSINESS**

There was no urgent business.

**5 MEMBERS PRESENT PURSUANT TO STANDING ORDER 34**

There were no Members present pursuant to Standing Order 34.

**6 CHAIRMAN'S CORRESPONDENCE (IF ANY)**

There was no Chairman's correspondence to report.

**7 VOLUNTEERING MATTERS**

The Committee received a presentation from Vicki Howling, Project Manager for Volunteering Matters on their work in supporting people with disabilities to play an active role in their local community through volunteering.

Vicki Howling responded to questions relating to:

- The age of the volunteers;
- The funding of Volunteering Matters;
- Marketing and promotion.

The Chairman thanked Vicki for an interesting and informative presentation.

## 8 **BUS TRANSPORT IN KING'S LYNN**

There were no representatives from Stagecoach present at the meeting.

## 9 **KING'S LYNN SAFER NEIGHBOURHOOD ACTION PANEL MEETINGS**

Sue Payne, the Council's Neighbourhood Officers updated the Committee on proposed arrangements for the King's Lynn SNAP meetings. She explained that in the past there had been 9 separate SNAP meetings however this had proved difficult to maintain. There were now 3 SNAP meetings. At the last review meeting held with SNAP Chairs, it was agreed that the King's Lynn SNAP meeting would be in the form of a drop in surgery held on the first Tuesday of each month between 11am and 1pm in the King's Court customer waiting area.

It was explained that numbers attending the drop-in sessions had not been as good as was hoped for and the same people who attended under the old system were attending now. The issues raised had not been suitable to adopt as priorities.

Recently, Borough Council Officers had met with Police colleagues to agree how attendance could be improved and also inform members of the public what SNAPS were for and how they should raise issues if they could not attend.

The Council's Neighbourhood Officer then outlined the proposal as follows:

1. That a 30 minute drop-in session takes place immediately prior to the KLACC meetings. At 6pm members of the public will have to leave or stay to observe the meeting. If people still wished to talk to officers they will have to move to the Foyer.
2. Between, KLACC meetings, the drop-in surgeries will continue as at present. Once the building work starts on the ground floor, the arrangements will be reviewed.
3. There will not be a need for a Chairman, although Borough Councillors are welcome to attend.

4. Issues reported will be taken on by an officer (Borough or Police), or Councillor and the outcomes fed back directly to the complainant.
5. The Police will decide if a Police Volunteer needs to attend.

The proposals would be subject to approval at the Annual SNAP Review meeting taking place on 18 January 2017.

The Committee then discussed the proposals in detail and it was:

**AGREED:** (1) That the proposal outlined above be agreed subject to the drop-in time being amended to 5pm – 6pm.

(2) That further consideration be given to the advertising of the SNAP meetings.

(3) That the Chief Inspector be invited to attend a future meeting of the Committee.

## 10 **PARISH PARTNERSHIP FUNDING**

The Assistant Director explained that the County Council's Partnership Programme allowed Parish Councils to bid for matched funding for small scale highway improvement schemes in their areas. In the unparished area of King's Lynn and West Lynn, this Committee would now consider any scheme put forward.

The Assistant Director further explained that if the Committee decided to support a particular scheme, the recommendation would be passed to Cabinet for their consideration.

One scheme had been put forward for 20/1718. This was an enhanced pedestrian refuge island crossing, close to the housing estate known as Poppyfields in West Lynn. A feasibility report had also been produced and was attached to the report, which set out the background to the request as well as details of the proposal.

The Committee noted that the total cost of the scheme would be £20,000. It was also stated that if the actual costs came in below £20,000 there would be a pro-rata refund. If the costs exceeded £20,000, Norfolk County Council would accept the risk and the Borough Council contribution would therefore be capped at £10,000.

The Chairman then invited Paul Donnachie to outline the scheme.

Mr Donnachie explained that the intention of the enhanced island refuge was to make it easier for pedestrians to cross the road safely. Although there was no accident record to warrant the County Council providing a crossing improvement, it could be delivered through the



jointly funded parish partnership programme. He considered that the proposal delivered value for money.

He explained that the different types of pedestrian crossings were determined nationally by traffic flow and pedestrian numbers. A signalled crossing would not meet the required standard requirement and would be too expensive at £100k+, given that the upper limit on any individual Norfolk County Council Parish Partnership contribution was £25,000.

In relation to the provision of a zebra crossing, Mr Donnachie explained that a zebra crossing on a raised table at the current bus stop location may be viable but would require a detailed pedestrian/traffic survey to confirm that and it was the view of Norfolk County Council that pedestrian numbers were unlikely to reach those required for a zebra crossing. A zebra crossing would also be expensive at £60k+ which would include improving the surfaces of the approaches to achieve the required skid resistance.

Another key issue which had been raised was visibility – this had also been raised by the West Lynn Forum. It was explained that detailed adjustments to the siting of the island would be needed at detailed design stage to ensure acceptable visibility was available, which had been noted in the Safety Audit, which was an absolute minimum requirement. This would require measurement of traffic speeds and a topographical survey. However the minimum sight distance for pedestrians based on a site measurement was around 50m and likely to be acceptable.

In relation to whether the island could have a barrier to make the crossing safer, Mr Donnachie explained that any surrounding barrier would need to be offset by 450-500mm from the edge of the island. This would leave only 1m standing space within the 2m island, which was not enough, particularly for users with buggies and pushchairs.

Mr Donnachie also explained that the provision of Belisha beacons would increase the cost as the cost of a beacon was £1800 each and might not be appropriate in this situation. However measures to make the island as conspicuous and safe as possible would be considered at the detailed design stage. He added that other available options could be looked at, such as advance signs and they could get the local school involved to design signs, which had taken place in other locations.

He concluded that the proposal needed to be looked at in further detail with the local Ward Members, County Councillor and West Lynn Forum, but he considered that the proposal was the most suitable scheme and did offer value for money.

The Chairman then invited questions from the Committee, some of which are summarised below:

In relation to value for money and affordability, Councillor McGuinness suggested that the proposal did not offer a significant increase in safety and resulted in a lot of cost for not much benefit. He also considered that there needed to be something that forced drivers to slow down. He added that there needed to be more information in relation to whether the proposal provided value for money. He asked what the next steps would be if the proposal was not supported tonight and whether it could be considered again in next year's Parish Partnership Scheme.

Councillor Joyce cited other examples where other types of crossings had been provided and stated that he did not understand why there was resistance to a zebra crossing in this location. He added that if the refuge could not be made safer then he could not support the proposal. He further added that not all zebra crossings were raised.

Mr Donnachie responded that the proposed crossing was safer than what was there at the moment. In relation to zebra crossings, he advised that they did not have to be raised but they did have to meet national design standards requirements and he was doubtful that that could be achieved in this location. He also made reference to the cost of the zebra crossing and queried whether the Borough Council would be willing to contribute £35,000 to the cost.

Councillor McGuinness referred to the measures in Clenchwarton which included Belisha beacons, raised zebra crossing and raised tables. He considered that the proposal put forward for the residents for West Lynn was not good enough. He added that it needed to be addressed that the speed in that area needed to be reduced and considered that a zebra crossing would do that but not a refuge as proposed.

In response, Mr Donnachie explained that it had been agreed to run the Parish Partnership Programme year on year, however a zebra crossing could not be provided if the standards could not be met. He added that in relation to Clenchwarton, this was more built up.

The Assistant Director advised that if the proposal was not supported tonight, then it could be considered again in 2018/19 or the County Councillor could progress a scheme separately.

The Committee then voted on whether or not to support the proposal for an enhanced pedestrian refuge island crossing at Poppyfields, West Lynn, which was not supported by the Committee.

The Chairman thanked Mr Donnachie for attending the meeting.

**AGREED:** That, the proposal for an enhanced pedestrian refuge island crossing at Poppyfields, West Lynn is not supported.

## 11 BT TELEPHONE BOXES

The Assistant Director introduced the report and explained that BT was currently consulting with the Borough Council, through the Local Planning Authority, for the proposed removal of 97 telephone boxes across the Borough. They had been deemed to be no longer required and there was no longer deemed to be a 'social need' for them. Within the parished areas the Parish Council had been consulted as to whether they wished the phone boxes to remain or if they agreed to their removal.

It was explained that the consultation was a formal process, and the Planning Committee in January would recommend whether or not to agree or object to the proposed removals. The views of the Parish Councils would be reported to Planning Committee and it was considered that KLACC also needed to consider whether to agree to the proposed removals, or to object.

The Assistant Director also explained that attached to the report was a leaflet prepared by BT which provided some background information to the proposed removals, and also explained how BT determined if there was a 'social need' for a payphone.

Attention was drawn to 2.0 of the report which was a list of the BT phone boxes proposed to be removed in King's Lynn and West Lynn.

The Chairman referred to the statement that BT would not remove a payphone where there was a reasonable need. The Assistant Director advised that on the back page of the leaflet where there was an explanation of social need, ie:

- In a suicide hotspot
- In an accident blackspot
- In an area without any mobile coverage;
- Within 400 metres of the coast.

The Assistant Director explained that there should not be any payphones on the list at 2.0 which met the criteria.

The Committee then discussed the report and it was:

**AGREED:** (1) That the 5 BT payphones on the list with 30 calls and more should be retained, together with the payphone at Ferry Square, West Lynn as this connected to a travel hub (6 in total).

(2) That the Committee agrees to the proposal to remove the remaining 4 phone boxes within King's Lynn and West Lynn.

## 12 COMMITTEE'S WORK PROGRAMME

The Committee was reminded that at the Special Meeting held on 15 December 2016 it agreed to consider items to be added to the Work Programme, which would ultimately lead to recommendations to Cabinet to be included in King's Lynn Special Expenses for future years. A draft Work Programme had been circulated to the Committee separately.

Councillor Joyce suggested that the Committee should set up an Informal Working Group to go through the Special Expenses which could then report back to the main Committee to help to inform it when considering Special Expenses. It was agreed that footway lighting could be looked at in the first instance. Councillors Joyce and J Collop were nominated to be on the Informal Working Group. There were no other volunteers.

**AGREED:** (1) That the draft Work Programme be agreed.

(2) That an Informal Working Group be set up to look at footway lighting in the first instance. The Informal Working Group would consist of Councillors Joyce and J Collop and would report back to the main Committee at a future date.

## 13 DATE OF NEXT MEETING

The next meeting of the Committee would be held on **Monday 27 March 2017** at **6pm** in the Committee Suite, King's Court, Chapel Street, King's Lynn.

**The meeting closed at 8.00 pm**

**KING'S LYNN AREA CONSULTATIVE COMMITTEE – 27 MARCH 2017**

**Update on the Review of the Safer Neighbourhoods Action Panel**

As far as the arrangements for King's Lynn are concerned –

From May this year the monthly drop-ins will be held on the first **Wednesday** in each month, 11am to 1pm, and will continue in the CiC waiting area until we are told that it is out of use. We are looking for a new venue. The Police are leading on this as they pay the room hire charge.

In addition, before each KLACC (wef the June meeting), there will be a drop in from 5pm. Councillors agreed to 'take turns' in attending this.

For Members' information, Martin Chisholm is attending the next drop-in on Tuesday April 4<sup>th</sup> to address parking related concerns, which members of the public still raise. We will let people on the distribution list know about this.

Highways are unable to attend and may come to a future drop in.

The updated Terms of Reference for SNAPs are attached.

Sue Payne  
Neighbourhood Officer

## **Safer Neighbourhood Action Panels (SNAPs)**

### **1. Terms of Reference**

- I. To act as the Safer Neighbourhood Action Panel for the district and determine priorities for action.
- II. To consider issues referred from other appropriate bodies.
- III. To consider concerns about any aspects of life in its district, which are raised by any resident, or organisation, and if relevant and necessary make recommendations to an appropriate agency. However, there will be some issues relating to County or Nationwide regulations, which cannot be resolved by the SNAP, eg Speeding, Parking, planning-related.

### **2. Membership**

- I. Each Panel will have an appointed chair, vice-chair, member of the Police Safer Neighbourhood Team, and a representative from the Borough Council Community Safety & Neighbourhood Nuisance Team.
- II. Representatives from other agencies will be invited to attend as and when required eg NCC Highways, Housing Associations.
- III. The Borough Council shall appoint the Chair and Vice Chair.
- IV. Membership shall be reviewed annually

### **3. Quorum**

- I. For a SNAP meeting to progress there is no minimum attendance but, to be effective, it is expected that 1 Borough Councillor, 1 Borough Council Officer, and 1 Police Representative should attend.

### **4. Procedures, Protocols, & Public Speaking**

- I. Each meeting of a SNAP will be held within its district.
- II. They may be at one or two different venues to encourage members of the public to attend.
- III. The Chairman shall be responsible for maintaining order and effective conduct of the business at meetings.
- IV. There will be an opportunity during the meeting when the public and Parish/Town Council representatives can raise issues of concern, or discuss feedback and information from Panel members.
- V. No attendee shall speak for more than five minutes; the Chairman will remind the meeting of this.
- VI. The Panel will select up to three priorities that will be worked on between SNAP meetings. However, it may be felt that the issues raised are not suitable and/or do not fulfil the criteria to be SNAP priorities.
- VII. Priorities should be local issues that can be dealt with by SNAP members in the time before the next meeting. They cannot deal with issues relating to policy such as described above.

- VIII. The priorities will be decided by the SNAP members, taking into consideration feedback from the public and members of the Panel, as well as any analytical/statistical submissions made on crime and ASB. The priorities will be agreed in a private discussion between Panel members, to ensure that they are relevant and appropriate.
- IX. Discussions should focus on setting priorities for resolution by officers, and not seeking solutions to the problem there and then.
- X. All members of the Panel shall be entitled to vote on community priorities, advisory and non-financial matters. In the event of an equality of votes, the Chair shall have a second, or casting vote.
- XI. The Panel will identify which officer/agency will be responsible for each priority who will, if appropriate, report back at the next SNAP meeting on work carried out and results.
- XII. For other issues, officers will feedback directly to the people who raised them.
- XIII. SNAP meetings are designed to be a forum through which community issues can be raised. Confidential or sensitive issues should not be raised publicly at a SNAP, but can be discussed with officers before or after the meeting, or through normal routes.
- XIV. Officers should be available after the meetings should anyone wish to discuss anything of a sensitive or confidential nature.
- XV. Formal minutes are not required for SNAP meetings. Notes will be taken to include Panel Members, issues raised, priorities adopted/lead agency, and will be circulated to Panel Members as soon as possible. Details of members of the public who attend will not be recorded.
- XVI. Any member of the public can attend any SNAP meeting if they cannot attend their district meeting.
- XVII. In King's Lynn, meetings will take the form of a drop-in held monthly at a location in the town, and/or before the quarterly meeting of the King's Lynn Area Consultative Committee.

## **5. Administration**

- I. The Police will book and bear the cost of venues, and liaise with the keyholder, caretaker as appropriate.
- II. Police Support Volunteers will take notes and distribute as above and circulate the Agenda to Panel Members, Borough Council Ward Members, Agencies, and members of the public.

**KING'S LYNN AREA CONSULTATIVE COMMITTEE  
WORK PROGRAMME 2017/2018**

**15 December 2016 – Special Meeting**

- Special Expenses and priorities for King's Lynn

**5 January 2017**

- Volunteering Matters
- Bus Transport - Stagecoach have been invited to attend.
- Parish Partnership Funding
- King's Lynn Safer Neighbourhood Action Panel meetings – Sue Payne
- BT Telephone boxes

**27 March 2017**

- Influencing decisions – CE and Democratic Services Manager
- Bus Transport – Stagecoach have been invited to attend
- Policing in King's Lynn Inspector Wes Hornigold will attend.
- Footway lights update
- Update on SNAP arrangements

**13 June 2017**

- Update on bus shelters
- Pavilions
- Public Open Space in King's Lynn



**12 September 2017**

- Parish Partnership Scheme
- Public Toilets

**Additional Meeting end of November/early December**

- Special Expenses
- Parish Partnership Scheme

**15 January 2018**

**26 March 2018**

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**Other Issues:**

- Presentation from Voluntary Organisations
- Waste/Recycling
- Role of the Neighbourhood Teams
- Future Housing Development for King's Lynn
- King's Lynn Bike Users Group – Proposal for a bike hire scheme in King's Lynn
- Update on the Arts Centre.