

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



King's Lynn Area Consultative Committee

Agenda

Thursday, 19th September, 2019
at 6.00 pm

in the

**Council Chamber
Town Hall
Saturday Market Place
King's Lynn**



King's Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX
Telephone: 01553 616200
Fax: 01553 691663

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

DATE: THURSDAY, 19TH SEPTEMBER, 2019

**VENUE: COUNCIL CHAMBER - TOWN HALL, SATURDAY
MARKET PLACE, KING'S LYNN PE30 5DQ**

TIME: 6.00 pm

1. APOLOGIES FOR ABSENCE

To receive any apologies for absence.

2. MINUTES OF PREVIOUS MEETING (Pages 6 - 11)

To confirm as a correct record the minutes of the previous meeting.

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 Chair 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 Chair 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 Chair.

6. CHAIR'S CORRESPONDENCE (IF ANY)

7. CLINICAL COMMISSIONING GROUP (45 MINUTES)

A representative from the CCG will be present at the meeting to update the Committee about healthcare provision in King's Lynn.

8. POLICING IN KING'S LYNN - 6 MONTHLY UPDATE (30 MINUTES)

To receive the 6 monthly date from the Police.

9. SPECIAL EXPENSES TOPIC - ALLOTMENTS, PUBLIC OPEN SPACE AND PLAY AREAS (40 MINUTES) (Pages 12 - 17)

To consider the attached report.

10. SPECIAL EXPENSES TOPIC: COMMUNITY CENTRES AND PAVILIONS (30 MINUTES) (Pages 18 - 29)

To consider the attached report.

11. SPECIAL EXPENSES MONITORING REPORT (10 MINUTES) (Pages 30 - 32)

To consider the attached report.

12. COMMITTEE'S WORK PROGRAMME AND CABINET'S FORWARD DECISION LIST (5 MINUTES) (Pages 33 - 39)

The Committee is asked to consider items for a future Work Programme for

The Committee is also asked to consider the Cabinet's Forward Decision List.

13. DATE OF NEXT MEETING

The next meeting of the Committee is scheduled for **Thursday 31 October 2019** at **6pm** in the **Council Chamber, Town Hall**.

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

Councillors Miss L Bambridge, F Bone, J Collop, S Collop, A Dickinson, G Howman, C Hudson, B Jones, C Joyce, A Kemp, J Lowe, J Rust, A Tyler and M Wilkinson

By Invitation:

Items 7, 9 and 10 - Councillor Mrs E Nockolds, Portfolio Holder for Heritage & Health

Items 8 and 11 - Councillor B Long, Leader

Officers:

Stuart Ashworth – Assistant Director
Nathan Johnson – Public Open Space Manager
Claire Thompsett – Operations Manager
Holly Attlesey – Admin Assistant
Neil Gromett – Chief Operating Officer, Alive West Norfolk
Lucy Mellish – Operational Manager, Alive West Norfolk

For Further information, please contact:

Kathy Wagg
Borough Council of King's Lynn & West Norfolk
King's Court, Chapel Street
King's Lynn PE30 1EX

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, 20th June, 2019 at 6.00 pm in the Council Chamber - Town Hall, Saturday Market Place, King's Lynn PE30 5DQ

PRESENT: Councillor
Councillors Miss L Bambridge, F Bone, J Collop, S Collop, A Dickinson, G Howman, C Hudson, B Jones, A Kemp, J Lowe, J Rust and A Tyler

An apology for absence was received from Councillor C Joyce and M Wilkinson

1 **APPOINTMENT OF CHAIR FOR THE MUNICIPAL YEAR 2019/20**

RESOLVED: That Councillor A Tyler be appointed Chair for the Municipal Year 2019/2020.

2 **APPOINTMENT OF VICE-CHAIR FOR THE MUNICIPAL YEAR 2019/20**

RESOLVED: Councillor J Rust be appointed Vice-Chair for the Municipal Year 2019/2020.

3 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors C Joyce and M Wilkinson.

4 **MINUTES OF PREVIOUS MEETING**

The minutes of the KLACC meeting held on 25 March 2019 were agreed as a correct record.

5 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

6 **URGENT BUSINESS**

There was no urgent business.

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

There were no Members present under Standing Order 34.

8 **CHAIRMAN'S CORRESPONDENCE**

There was no Chairman's correspondence.

9 **INTRODUCTION TO THE COMMITTEE AND COMMITTEE'S TERMS OF REFERENCE**

The Chair provided an overview of the work undertaken by the Committee and outlined the Committee's Terms of Reference.

The Chair thanked Councillors and officers for their support which was very much appreciated.

10 **PROFESSOR STEVE BARNETT - CHAIRMAN OF THE BOARD OF DIRECTORS, QUEEN ELIZABETH HOSPITAL**

The Chair welcomed Professor Barnett to the meeting.

The Committee received an update from Professor Steve Barnett, Queen Elizabeth Hospital, which included background information and an overview of the work undertaken to address the key priorities since he had joined the Trust in December 2018.

Professor Barnett, responded to questions from the Committee relating to:

- The importance of robust management and leadership.
- Patient experiences.
- Length of waiting lists.
- Financial challenges.
- CQC report/findings which was available to view on the Queen Elizabeth Hospital website.
- Improvements required to address actions arising from the CQC report.
- Improvements to recruitment process to encourage local people to work and remain at the hospital, particularly nurses.
- Improvements to the provision of agency staff when required.
- Call centre and outsourcing of calls.
- 25% of patients being treated at the QE from surrounding counties.
- Complaints received by Ward Councillors from residents regarding parking on estates/roads near the hospital.
- Cost of improvement targets.
- Primary Care networks

The Chairman thanked Professor Barnett for attending and giving an informative and interesting update to the Committee.

11 **SPECIAL EXPENSES TOPIC: BUS SHELTERS IN KING'S LYNN**

The Committee received a presentation from the Performance and Information Officer and Database and Projects Officer.

The Committee was invited to provide input on the following areas outlined by the Performance and Information Officer, details of which had been given in the presentation:

- Advertising.
- Improvements.
- Requests for a New Shelter.

The Committee was invited to ask questions/comment.

Councillor Bambridge commented that it was a good idea to consider solar power lighting and asked if there were any plans to install cameras on Bus Shelters. Councillor Bambridge also asked the amount of officer resource which was allocated to recruiting advertisers.

In response to questions with regard to advertising, the Performance and Information Officer undertook to discuss the issues raised with the Business Development Manager. However, it was highlighted that the Borough Council did not have a marketing department.

With regard to locations of the two new bus shelters that had previously been requested, the Performance and Information Officer provided the Committee with details. The Performance and Information Officer explained the process which was being developed to request a new bus shelter and undertook to bring back a report to a future KLACC meeting.

Councillor Hudson stated that she was surprised that business rates were payable on bus shelters. In response, the Performance and Information Officer explained that the business rates were set by Central Government. Councillor Hudson added that it was worth asking the question as to whether business rates were payable, as bus shelters were not a place of business nor did they offer a facility. The Performance and Information Officer undertook to look further into the issues raised regarding business rates, although did confirm that the Non Domestic Rates Officer had already confirmed that the shelters were subject to rates due to the advertising panels.

Councillor J Collop referred to a previous meeting in 2018 when he had supported the proposal to transfer two bus shelters to South Wootton Parish Council and asked if the Borough Council was able to recover any money from the Parish Council. The Performance and Information Officer undertook to look into the matter raised and respond to Councillor Collop.

Councillor Kemp commented that consideration be given to contacting local employers to maximise the niche of local audiences for recruitment in relation to advertising. The Performance and Information Officer undertook to discuss this issue with the Business Development Manager, but added that she felt advertising on bus shelters wasn't the way that the majority of local employers would wish to recruit.

Following questions on lighting in bus shelters and street lights being in close proximity, the Database and Projects Officer explained that in general terms there were street lights close to bus stops which would provide a form of lighting. The Committee was informed that there would be a cost implication to provide improved lighting.

The general consensus of the Committee was for officers to investigate the proposal for solar lighting.

Councillor Rust highlighted the importance of adequate lighting in bus shelters for lone travellers.

The Committee was invited to forward any proposals for advertising, improvements, requests for a new shelter to Democratic Services to forward to relevant officers.

The Chair, Councillor Tyler thanked officers for the update report and referred to his previous request to move a bus shelter within his Ward. The Performance and Information Officer invited Councillor Tyler to forward details to enable her to investigate.

AGREED: 1) The Performance and Information Officer to investigate the cost and whether cameras could be installed in bus shelters and report back to a future meeting.

2) The Performance and Information Officer to liaise with relevant officers and provide a response on issues raised in relation to business rates.

3) The Performance and Information Officer to look into the points raised in relation to the transfer of two bus shelters to South Wootton Parish Council.

4) The Performance and Information Officer to discuss the issues raised regarding advertising with the Business Development Manager.

5) A copy of the presentation to be circulated to the Committee.

6) The Committee to receive a further update at their September meeting and thereafter on an annual basis.

12 **PARISH PARTNERSHIP SCHEME**

The Committee received a presentation from the Assistant Director.

Councillor Mrs Dickinson provided an example of a small scale highway improvement scheme being the road markings outside schools and asked whether these were County functions. In response, the Assistant Director confirmed that this was a Norfolk County Council function.

Councillor Rust commented that there were several schools within the Borough who experienced parking issues. Councillor Rust added that residents could contact their County Councillor who had been allocated a modest budget from Norfolk County Council to spend within their ward.

Following questions on potential schemes, the Assistant Director advised that an approach would need to be made to the relevant County Councillor for the area to discuss any potential ideas for small scale highway improvement schemes, as their support would be needed.

Councillor Bambridge commented that the corner of the Woolpack Inn, Tennyson Avenue, King's Lynn was dangerous and had a narrow pavement and suggested that a barrier should be erected for safety purposes. The Assistant Director invited Councillor Bambridge to email him the details direct.

The Chair, Councillor A Tyler thanked the Assistant Director for the update presentation.

AGREED: 1) A copy of the presentation be circulated to the Committee.

2) The Committee to forward ideas for potential Parish Partnerships schemes which have the support of the relevant County Councillor to the Assistant Director.

13 **APPOINTMENTS TO THE KLACC PLANNING SUB-GROUP**

RESOLVED: Councillors Miss L Bambridge, Mrs S Collop, B Jones and A Kemp be appointed to the KLACC Planning Sub-Group.

14 **COMMITTEE'S WORK PROGRAMME AND CABINET'S FORWARD DECISION LIST**

The Committee noted the Work Programme and the Cabinet's Forward Decision List.

Councillor Howman made reference to the current consultation with the GP surgery on Fairstead. Vida, the Healthcare provider were currently carrying out a consultation exercise on the closure the GP surgery on Fairstead. Councillor Howman added that a representative from the West Norfolk CCG should be invited to the September meeting. In response, the Assistant Director advised that an invite would be made to the CCG to attend a future KLACC meeting but in the interim Ward Members could of course submit comments on the proposed closure of the GP's surgery.

AGREED: The CCG be formally invited to attend the September meeting to give an update on primary health care in King's Lynn.

15 **DATE OF NEXT MEETING**

The next meeting of the Committee was scheduled to take place on 19 September 2019 at 6.00 pm in the Council Chamber, Town Hall, Saturday Market Place, King's Lynn.

The meeting closed at 8.15 pm

Agenda Item 9

REPORT TO:	King's Lynn Area Consultative Committee		
DATE:	19 th September 2019		
TITLE:	Public Open Space Special Expenses		
TYPE OF REPORT:	Budget Monitoring For Special Expenses for King's Lynn		
PORTFOLIO(S):			
REPORT AUTHOR:	Nathan Johnson: Public Open Space Manager Claire Thompsett: Operations Manager John Hussey: Operations Manager Holy Attlesey: Admin Assistant		
OPEN/EXEMPT	Open	WILL BE SUBJECT TO A FUTURE CABINET REPORT:	No

REPORT SUMMARY

PURPOSE OF REPORT/SUMMARY:
To provide an update on budget monitoring and outturn position for Public Open Space Special Expense areas (Allotments, Play Areas and Open Spaces)
KEY ISSUES:
The terms of reference for the King's Lynn Area Consultative Committee (KLACC) describe one of its roles as acting as a consultative forum, on the funding raised by, and utilisation of the King's Lynn Special Expenses, and to offer input on priorities for this expenditure and if appropriate the level of funds to be raised.
OPTIONS CONSIDERED:
The Committee are asked to discuss the report and make suggestions with regard to ongoing service delivery.
RECOMMENDATIONS:
That the Committee consider the monitoring position and projected outturn of Public Open Space Special Expense areas for 2019 / 2020 as detailed in the report.
REASONS FOR RECOMMENDATIONS:
Making recommendations on the utilisation of Special Expenses for King's Lynn with regards to Public Open Space Special Expense areas.

1. Introduction

1.1 One of the Terms of Reference of KLACC, is "to act as a consultative forum on the funding raised by, and utilisation of the King's Lynn Special Expenses, and to offer input on priorities for this expenditure and if appropriate the level of funds to be raised."

1.2 The Local Government Finance Act 1992 defines a Local Authority's Special Expenses. It states that Special Expenses are any expenses incurred by the authority in performing in a part of its area, a function performed elsewhere by a Parish Council.

1.3 Special Expenses are currently charged for the maintenance of Allotments, Play Areas and Open spaces; this includes West Lynn which is unparished.

1.4 The total cost of Special Expenses is met by the Council tax payers of King's Lynn. The annual charge to residents is made through an addition to the Council tax bill. The Charges for 2018 / 2019 & 2019 /2020 for these services is as follows:

	2018 / 19	2019 / 20
Allotments	£7080	£6690
Play Areas	£35,003	£35,892
Open Spaces	£301,885	£296,648

2. Monitoring Report

2.1 Allotments

In 2017 it was reported that 422 plots across 7 allotment sites within King's Lynn which were managed by the borough council and charged to Special Expenses, later in 2017 North Lynn allotments moved across to an association, which reduced the managed stock by 135 allotments. As of September 2019, there are 246 plots across 6 allotment sites within King's Lynn which are directly managed by the borough council which are charged to Special Expenses. Ferry Road, West Lynn allotments have now become an association, which has reduced the managed stock by 70 allotments.

Directly Managed Sites:

Site	No. of Plots	Size m2	Waiting List
Wardles Chase	118	30379.21	0
Seven Sisters	15	2535.81	7
Ouse Avenue	34	11287.3	10
Gaywood	61	15281.35	31
Curtis Field	8	2595.34	10
Turbus Road	10	219.17	0

The current charge per m2 is now 0.28p. This is the final increase over a 4 year period taking the average price of a plot to £70.00 per annum.

The amount charged to Special Expenses has reduced from £19,980 in 2017/18 to £6,690 for the current year.

Extra allotment area has been provided at North Lynn Allotments as part of the new development occurring in the Lynnsport area. This extra allotment allocation will be taken on by North Lynn Allotment Association.

Last year new fencing was added to Gaywood and North Lynn allotments to improve security within these sites.

There have been significant problem with security at Wardles Chase Allotment site. This is the largest allotment site and would cost a significant amount of money to fence the whole site.

Two new CCTV cameras have been installed at this site, one on the bridge leading to the allotments and one on the roadway leading down from Hardwick Road in an effort to discourage ASB.

Future Investment in new locks and keys is required for this site.

Allotment plots have been offered at Wardles Chase to all those on the waiting list for other sites.

Self-Managed Sites:

We now have 6 allotment sites that have set up associations.

Site	No. of Plots	Size m2
North Lynn	132	39821
Sharpins Field	28	7972
Drakes Field	23	9226
Winfarthing Avenue	19	5746
Old Gala Ground	73	22541
Ferry Road	70	24483

2.2 Play Areas:

Due to the number of new developments within the King's Lynn Area, there have been a number of new play areas installed and subsequently adopted.

These include:

2018: Two new play areas were built in Sand Piper way, South Lynn.

1 x LAP (Local Area for Play)

1 x LEAP (Locally Equipped Area for Play).

Due to the developments at Lynnsport 1, 2 and 3 offsite play was provided at the Lynnsport play area which was significantly improved and provided a major boost in equipment for all age ranges and inclusive play equipment.

This offsite provision not only enhanced the Lynnsport play area but also gave a central hub play area where families could interact with other families and develop social skills on a much wider scale.

2019:

A LEAP was built as part of the Marsh Lane development

A LAP will be completed in September 2019.

Please find below a list of the play area presently maintained under Special Expenses:

Post Code	Name	Area	Comments
PE34 3LN	Poppyfields	West Lynn	
PE34 3LN	Poppyfields	West Lynn	
PE34 3JR	Community Centre	West Lynn	
PE34 3JJ	Kempe Road	West Lynn	
PE30 5LA	Wisbech Road	South Lynn	
PE30 5NA	Winfarthing Avenue	South Lynn	
PE30 5NA	Winfarthing Avenue - MUGA	South Lynn	
PE30 5HE	Community Centre - MUGA	South Lynn	
PE30 5DH	Sandpiper Way (near No 60)	South Lynn	New in 2018
PE30 5DN	Sandpiper Way (near No 87)	South Lynn	New in 2018
PE30 5AN	Friars Street	Kings Lynn	
PE30 1NR	Walks - Play	Kings Lynn	
PE30 1NR	Walks - Parkour/teen	Kings Lynn	
PE30 1NR	Walks - MUGA	Kings Lynn	
PE30 1PS	Highgate	Kings Lynn	
PE30 2BX	Loke Road	North Lynn	
PE30 2BX	Loke Road - Fitness trail	North Lynn	
PE30 2BB	Edma Street	North Lynn	
PE30 2NB	Lynnsport	North Lynn	Enhanced 2018
PE30 2NB	Lynnsport Assault Course	North Lynn	
PE30 2NB	The Shed Skate Park (Lynnsport)	North Lynn	
PE30 4QN	Parkway - MUGA	Gaywood	
PE30 4QN	Parkway - Play	Gaywood	
PE30 4BX	Queen Elizabeth Avenue	Gaywood	
PE30 3AL	Marsh Lane (Seagrave Road)	Gaywood	New 2019
PE30 4SD	Woodside - Sport	Fairstead	
PE30 4SD	Woodside - Play	Fairstead	
PE30 4GD	Centre Point - Play	Fairstead	
PE30 4SU	Coronation Wood	Fairstead	
PE30 4GD	Centre Point - MUGA	Fairstead	
PE30 4SR	Doorstep Green	Fairstead	
PE30 4SE	Pulkey Wood	Fairstead	
PE30 4BG	Savage Close	Fairstead	
	Russell Close	Fairstead	NOT ADOPTED YET
	Clement Attlee Way	Fairstead	NOT ADOPTED YET
	Fred Ackland Drive	Fairstead	NOT ADOPTED YET
PE30 3DA	Peppers Green	Kings Lynn	
PE30 3HE	Blenheim Road	Kings Lynn	
PE30 3SR	Templemead Reffley	Kings Lynn	
PE30 2HU	Edward Benefer Way - MUGA	Kings Lynn	

There are no major play area refurbishments planned for this financial year.

2.3 Open Spaces

A full review of the grass cutting regime across the borough was carried out in late 2015 and came into force from March 2016, the regime is reviewed on an annual basis at the end of each cutting season and although in the main it has not changed there have been a few revisions in the schedules.

A log is still in use to record any service requests so as the situation can be monitored and revised as necessary, to date there have been 21 service requests for the King's Lynn area this year. These logs will enable to target areas where the most requests are reported and redeploy / revise resource allocation.

At the end of the 2019 grass cutting season each teams areas of responsibility will be reviewed due to the number of new housing developments that have been or due to be adopted, particularly in the North and South Lynn areas.

This will ensure that each of the teams that carry out grounds maintenance have an equitable amount of areas to maintain.

However, based on feedback from internal and external stakeholders there are no plans to drastically amend / alter the present grass cutting regime.

Ward maps showing areas maintained by the POS Service Area are available and these will be forwarded to Ward Members in due course.

All formal areas within Kings Lynn (The Walks, Tower Gardens and Mintlyn Crematorium) maintained their Green Flag Awards for 2019.

We are still awaiting the results from Anglia in Bloom Awards these will be released on Tuesday 10th September and the committee will be informed of the results at the meeting scheduled for the 19th September.

The Rivulet within the Walks has also been desilted, which has had an impact on the look and ambiance of the area and once the pump has been refurbished the rivulet will once again have a flow

This year has also seen an increase in the number of events held in The Walks and Tower Gardens these include Kings Lynn Lions Fun Day, Pride in the Park and a circus.

The POS Management Team and other officers are now preparing for Fawkes in the Walks.

3. Issues for the Panel to Consider

That the Committee consider the monitoring position and projected outturn of Public Open Space Special Expense areas for 2019 / 2020 as detailed in the report.

4. Corporate Priorities

TBC

5. Financial Implications

Although Special Expenses are not a separated budget and included in the overall Open Space budgets, all areas are within the forecasted budget as of the end of August 2019.

6. Any other Implications/Risks

Nil

7. Equal Opportunity Considerations

Nil

8. Consultation

Executive Director: Commercial Services
POS Management Team

9. Conclusion

All areas are being managed and maintained to agreed standards and within budget.

10. Background Papers



Alive West Norfolk Report

Title:	Community Centres
Lead Officer:	Neil Gromett / Lucy Mellish
Title:	Chief Operating Officer / Centre Manager
Date:	03/09/2019

1.0 Introduction

As of 1st July 2019 Alive West Norfolk took over the management of both South Lynn and Fairstead Community Centres. Having the additional resources available to assist with Marketing and Development should enable us to increase attendances from people in the local communities. This should also assist in increasing income.

Both community centres can be hired by internal and external customers and offer a range of activities for the local community.

Please find attached a business plan for 2019/2020 for discussion.

2.0 Details

South Lynn – for 19/20 we are looking to run more activities for the local community to assist their fitness and wellbeing. To do this we will be working with various community groups and internal departments of Alive West Norfolk.

It is anticipated that South Lynn Community Centre income will be down by £12310.00 due to a vacant room at the centre. We are working with Property Services to advertise this area to the general public for a tenancy lease. The centre is popular with both local and country wide business and organisation and has a very good reputation.

We are looking to work with Headway to provide bingo nights and car boot sales which will be offered to the local community.

Fairstead Community Centre – has two vacant areas which formally housed Sure start and the midwifery groups which have now vacated due to cuts by Norfolk County Council. This will have an impact on the income for the centre which will mean a loss of £1580.00 this year and £4200 year on year. There is an expression of interest from a local nursery group for the Surestart side and interest in the nursery room in the main building that has become vacant. I am arranging for a site visit as they are looking to expand their current nursery spaces. This area is already set up as it was previously used as a nursery prior to the tenants closing the doors without customers being told back in May 2018. I have also just been approached by an existing group that is hiring the facilities on a weekly basis for a meeting to view the nursery room too.

The rent which SureStart paid was for one side of the building and one small room in the main building was low and they did not actual pay any rent until 2013. The rent for both areas was £4200.00 per year and I would propose to increase this to £6k for the first year (£1500 per quarter) with an increase to £8k per year after the first 12 months. I believe that by keeping the rent at a reasonable charge will ensue that the centre is occupied and also providing provisions for the local community.

This centre is booked 6 days a week by local community groups, which has increased from 2 to 6 in the last 12 months. The centre has received a new boiler and flooring throughout the downstairs in the last year.

A tenancy agreement has just been signed by another group who hire the centre for a room upstairs which has gained an additional £3400 per annum

3.0 Recommendations

Councillors are requested to note the report and attached business plan. Suggestions for additional actions are welcomed.

Alive

South Lynn
community centre

**South Lynn and Fairstead
Community Centre**

Business Plan

2019 - 2020

Fairstead
community centre



Introduction:

South Lynn and Fairstead Community Centres are managed by Alive West Norfolk and owned by the Borough Council of Kings Lynn and West Norfolk. Both sites are to serve the community as well as providing facilities for hiring to external and internal partners and organisations

The staffing structure consists of:

- Chief Operating Officer – Neil Gromett
- Centre manager – Lucy Mellish
- Administrative assistant - Sue Morgan
- Casual caretakers

South Lynn Community Centre

South Lynn Community Centre offers a range of meeting rooms and facilities that can be booked by internal and external companies and groups. The centre has a main hall and 4 meeting rooms as well as a local charity called 'Headway' which is a tenant at the centre.

The centre has 40 different organisations that book the venue for meetings, training courses and special events. The centre also host the Alive West Norfolk training company who provide first aid training for the employees of the Borough Council of Kings Lynn & West Norfolk as well as the Carter school of Taekwondo.

Fairstead Community Centre

Fairstead community Centre offers facilities to the local community mainly through the tenants based at the centre.

These are:

- Brownies
- Independence Matters
- Youth Club
- Youth Advisory Board
- Lavender Hill Mob
- Kings Glory Church Group
- Surestart

All of the groups are assisting many people in all age ranges and walks of life within the local community.



1.	Site specific objective:		Centre income to exceed target of:	
	South Lynn Community Centre Fairstead Community Centre		Refreshments - £2000 Catering - £1500 Tenant Lettings - £25,680 General Room Hire - £11,000 BCKLWN internal room recharge - £6600 Total SLCC £46,780 for centre operations. Income - £800 Service charges - £1950 General Room hire - £8420 Tenant/Lettings £7440 FCC £18,610 for centre operations.	
			Centre Operations	£65,390
	Lead Officer:	Centre Manager (LM)	Target date:	March 2020

Monitoring areas to assist in achieving objective:

Monitoring tools	Lead Officer	Target Date
Monitor income on a monthly basis including casual, journal transfers and sundry debtor income	LM	Ongoing
Continue to use feedback from main bookees to ensure we are offering the service / facility that they require – main agencies – personnel / NCC.	LM	Ongoing
Maximise occupancy and income from vacant rooms at community centres	LM/Property services	Ongoing



Continue to work with key bookees to maximise income from that stream, mainly: <ul style="list-style-type: none"> • Personnel • NCC • NHS • Other internal departments • Tenants 	SM / LM	Ongoing
---	---------	---------

Objectives		Lead Officer	Target Date
1.1	Work in partnership with Headway to provide a car boot for the community (FCC)	LM/Headway	ongoing
1.2	Advertise the old Sure start and Nursery rooms at Fairstead Community Centre	LM/Property services	Ongoing
1.3	Advertise Office 1 at South Lynn Community Centre	LM/Property services	Ongoing
1.4	Work with Property Services to advertise vacant rooms for new tenants	LM/PS	ongoing



2.	Site specific objective:	Centre operations not to exceed budget figure of:		
		SLCC £70,890		
		FCC £30,340		
	Lead Officer:	LM	Target date:	March 2020

Monitoring areas to assist in achieving objective:

Monitoring tools	Lead Officer	Target Date	Measures
Monitor expenditure on a monthly basis to ensure budgets are not exceeded	LM	Ongoing	Monthly Review
Continue to utilise the work of the procurement department to continue with efficiency savings	LM	Ongoing	N/A
Work with the income section to raise invoices to bookees.	LM	Ongoing	Monthly Review
Work with the income section to ensure that all any arrears are paid	LM	Ongoing	Monthly Review

Future plans to influence overall expenditure figure:

	Objectives	Lead Officer	Target Date
2.1	Monitor external services to bookees to ensure that we are getting the value for money i.e. external caterers etc	LM / SM	Ongoing
2.2	Provide monthly invoices to be raised by the income section	LM	Ongoing
2.3	Monitor monthly trading accounts for community centres	LM	Monthly



3.0	Site specific objective:	Reduce energy consumption from records that we have in place (not fully year or seasonal year)		
	Lead Officer:	LM	Target date:	Ongoing

Monitoring areas to assist in achieving Objective:

Monitoring tools	Lead Officer	Target Date	Measures
Monitor all energy usage on a monthly basis to evaluate usage and consumption	LM	Ongoing	Meter readings
Continue to work in partnership with the council's Energy Officer to reduce energy consumption	LM	Ongoing	N/A

Future plans to influence overall energy consumption:

	Objectives	Lead Officer	Target Date
3.1	Work with the nominated person in relation to Refit	LM	Ongoing
3.2	Ensure the heating programme is set appropriately and is working efficiently / effectively.	LM	Seasonal



4.0	Site specific objective:	To maximise public awareness of the community centres and assist with increasing participation by the local community.		
	Lead Officer:	LM	Target date:	Ongoing

Monitoring areas to assist in achieving Objective:

Monitoring tools	Lead Officer	Target Date
Develop marketing / promotion plan to advertise centre and its facilities to gain a wider range of use (especially local community usage)	LM	Ongoing
Develop specific marketing to target specific groups i.e. local businesses for meetings, presentations etc,	LM	Ongoing
Provide local community groups with activities at the community centres	LM/VK/MM	Ongoing

Future plans to influence overall energy consumption:

	Objectives	Lead Officer	Target Date
4.1	Work with marketing to develop Social media, Instagram, Facebook and Twitter	LM/CW	Ongoing
4.2	Work with development section of Alive West Norfolk to deliver community activities	LM/VK	Ongoing
4.3	Work with the head of Health and Wellness to develop an activity programme to assist the local community to get active and healthy	LM/MM	Ongoing
4.4	Work with the BCKLWN communications department to update the current website	LM/BCKLWN	Ongoing



5.0	Site specific objective:	Maintain the building and its equipment to ensure it is safe and well presented.		
	Lead Officer:	LM	Target date:	Ongoing

Monitoring areas to assist in achieving Objective:

Monitoring tools	Lead Officer	Target Date
Service Area Operations maintain standards of presentation and service delivery	All staff	Ongoing
To ensure service area operations are maintained in terms of health and safety, service delivery and presentation.	All staff	Ongoing
To ensure service area proactively mitigates risk of equipment/facility defects.	All staff	Ongoing
To complete capital projects as outlined and agreed within time scale and within budget.	All staff	Ongoing

Future plans to influence overall energy consumption:

Objectives		Lead Officer	Target Date
5.1	Completed through H&S checks and building inspections. Report and rectify any faults within timescale.	Caretakers & CM	Ongoing
5.2	PPM schedule in place and to be monitored and adhered to.	Admin assistant & CM	Ongoing
5.3	Routine walk arounds of facility to ensure standards are being met. Action plans put into place when required.	CM	Ongoing
5.4	Opening inspections completed by key holder prior to opening.	All staff	Ongoing

King's Lynn Community Centre hiring information



South Lynn community centre

10 St Michael's Road,
King's Lynn, Norfolk PE30 5HE
southlynncc@west-norfolk.gov.uk
Tel: 01553 763620
www.west-norfolk.gov.uk/slcc



Fairstead community centre

Centrepont, Fairstead Estate,
King's Lynn, Norfolk PE30 4SR
fairsteadcc@west-norfolk.gov.uk
Tel: 01553 763620
www.west-norfolk.gov.uk/fcc

Borough Council of
King's Lynn &
West Norfolk





South Lynn Community Centre

Information about our South Lynn Community Centre and how to make a booking

South Lynn Community Centre

The centre boasts extensive facilities. Whether you're looking to host a birthday birthday party or company conference, we can meet your needs with either our main hall, or one of our community rooms.

If you would like to view the centre, please contact us on 01553 763620 to arrange this.



Fees and charges

All prices are inclusive of VAT and may be subject to change.

Peak and off peak hire charges

Area	Off peak (Monday to Friday before 5.30pm)	Peak (weekdays after 5.30pm, and weekends)
Main Hall	£20.40 per hour	£27.10 per hour
Community Room	£17.60 per hour	£17.60 per hour

Fairstead Community Centre

Information about our Fairstead Community Centre and how to make a booking

Fairstead Community Centre

Our Fairstead Community Centre is situated in Centre Point, Fairstead. The centre has its own on-site car parking and spacious grounds.

The Community Centre is the perfect location for community groups and private functions to meet.

Whether you're looking to hold a wedding reception or host a training session, we have experienced members of staff to help meet your needs.



Fees and charges

Area	Off peak (Monday to Friday before 5:30pm)	Peak time (weekdays after 5:30pm, and weekends)
Main Hall	£20.40 per hour	£27.10 per hour

Licence information

We are working in partnership with Premier Bars regarding our alcohol licence. [Premier Bars](#) are our preferred service provider for all bar related services provided at the centre.

Agenda Item 11

REPORT TO:	King's Lynn Area Consultative Committee		
DATE:	19 September 2019		
TITLE:	Budget Monitoring on Special Expense Charges for King's Lynn		
TYPE OF REPORT:	Monitoring		
PORTFOLIO(S):	Leader		
REPORT AUTHOR:	Stuart Ashworth – Assistant Director – Environment & Planning Lorraine Gore – Executive Director – Finance Services		
OPEN		WILL BE SUBJECT TO A FUTURE CABINET REPORT:	No

REPORT SUMMARY

PURPOSE OF REPORT/SUMMARY:
To provide an update on the budget monitoring and outturn position for the Committee of King's Lynn Special Expenses for the year 2019/2020.
KEY ISSUES:
The terms of reference for the King's Lynn Area Consultative Committee (KLACC) describe one of its roles as acting as a consultative forum, on the funding raised by, and utilisation of the King's Lynn Special Expenses, and to offer input on priorities for this expenditure and if appropriate the level of funds to be raised.
RECOMMENDATIONS:
1. That the Committee consider the monitoring position and projected outturn 2019/2020 as detailed in the report.
REASONS FOR RECOMMENDATIONS:
Making recommendations on the utilisation of Special Expenses for King's Lynn was within the original terms of reference of the Committee.

1. Introduction

- 1.1 One of the Terms of Reference of KLACC, is “to act as a consultative forum on the funding raised by, and utilisation of the King’s Lynn Special Expenses, and to offer input on priorities for this expenditure and if appropriate the level of funds to be raised.”
- 1.2 The Local Government Finance Act 1992 defines a Local Authority’s Special Expenses. It states that Special Expenses are any expenses incurred by the authority in performing in a part of its area, a function performed elsewhere by a Parish Council.
- 1.3 Special Expenses are currently charged for:
- Footway Lighting
 - Play Areas
 - Community Centres
 - Closed Churchyards
 - Allotments
 - Pavilions
 - Dog Bins
 - Open Spaces
 - Bus Shelters
- 1.4 The total cost of Special Expenses is met by the Council tax payers of King’s Lynn. The annual charge to residents is made through an addition to the Council tax bill. The table below details the special expenses charge 2019/2020 for King’s Lynn.

	Charge 2019/2020 £
Footway Lighting	36,430
Play Areas	35,830
Community Centres	39,300
Closed Churchyards	10,160
Allotments	6,690
Pavilions	32,280
Dog bins	12,390
Public Conveniences	13,680
Parish Partnership – Traffic Calming	810
Open Spaces	296,650
Bus Shelters	0
Total	<u>484,220</u>
Less Council Tax Support Grant	(7,390)
Net Total Charged as Special Expenses	476,830
Band D Charge 2019/2020	46.79

1.5 At the KLACC meeting on 20 September 2018 the Committee agreed:

- That going forward the Committee receives a monitoring report on expenditure within special expenses.
- That a budget of £1,000 be set aside for ways of promoting community centres, to be spent in 2018/2019 financial year, given the underspend in the community centres budget. At the end of 2018/19 financial year this was not spent, so the money is held in reserves and is still available for a future marketing campaign.

2. Current Monitoring Position 2019/2020

2.1 The 2019/2020 estimates have been reviewed for the period as at the end of July and there are currently no variances to report for 2019/2020 for special expenses within King's Lynn. The position will continue to be monitored and a further update will be provided to the KLACC meeting on the 16 January 2020. The special expenses for the financial year 2020/21 will be considered at the KLACC meeting on the 31 October 2019.

**KING'S LYNN AREA CONSULTATIVE COMMITTEE
WORK PROGRAMME 2019/2020**

25 March 2019

- Update from Bus Companies – Lynx and WNCT have confirmed their attendance
- Policing in King's Lynn – 6 monthly update
- Smoke Control Areas
- Special Expenses topic – Dog bins
- Exempt item - St George's Guildhall Update

20 June 2019

- Introduction to the Committee – Terms of Reference
- Representative from the Hospital Trust
- Special Expenses topic: Bus Shelters
- Parish Partnership Scheme
- Appointments to the KLACC Planning Sub-Group

19 September 2019

- Invitation to CCG re: healthcare provision in King's Lynn – confirmed attendance
- Policing in King's Lynn – 6 monthly update
- Special Expenses topic: Public Open Space, Play Areas and Allotments
- Special Expenses topic: Community Centres and Pavilions
- Special Expenses Monitoring Report

31 October 2019

- 2020/2021 King's Lynn Special Expenses
- Parish Partnership Scheme

16 January 2020

- Special Expenses Monitoring Report
- Special Expenses Topic: Bus Shelters
- Financial Assistance Funding
- Programme of Events

19 March 2020

- Policing in King's Lynn – 6 monthly update

Potential future items to be programmed:

- Flytipping
- Representative from the Conservancy Board
- Update on the Railway / Bus
- Dr Paul Richards – Heritage Promotion in King's Lynn

FORWARD DECISIONS LIST

Date of meeting	Report title	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
24 September 2019						
	Cinema Development Tender Results	Key	Cabinet	Culture, Heritage & Health Exec Dir – C Bamfield		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
35	Capital Strategy	Key	Council	Leader Deputy Chief Executive		Public
	CIL Governance	Key	Council	Development Exec Dir – G Hall		Public
	Nelson Quay King's Lynn - Planning and Delivery	Key	Cabinet	Corporate Projects and Assets Exec Dir - C Bamfield		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Nar Ouse Enterprise Zone Implementation & Delivery	Key	Council	Projects Delivery Exec Dir - C Bamfield		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)

	Heritage Action Zone – Unlocking Brown Field Sites and Chapel Street - HAZ contract award for Chapel Street architect	Key	Cabinet	Project Delivery Exec Dir- C Bamfield		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Endorsement of New Anglia LEP – Local Industrial Strategy for Norfolk and Suffolk	No	Cabinet	Business Development Dep C Ex - L Gore		Public
	Housing Delivery Test – Action Plan	Key	Cabinet	Development Exec Dir – G Hall		Public
	Norfolk Strategic Planning Framework	Key	Cabinet	Development Exec Dir – G Hall		Public
	Polling Station Review	Key	Council	Leader Chief Executive		Public

Date of meeting	Report title	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
12 November 2019						
	King's Lynn Area Transport Study	Non	Cabinet	Development Exec Dir – G Hall		Public
	Major Housing Project 2	Key	Council	Corporate Projects and Assets Exec Dir - C Bamfield		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
37	Waste Contract Procurement	Key	Cabinet	Environment C Bamfield – Exec Dir		Public
	Parkway – Accelerated Construction Scheme	Key	Council	Project Delivery Exec Dir – C Bamfield		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Strategic Property Acquisition	Key	Cabinet	Corporate Projects and Assets Exec Dir - C Bamfield		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)

	Development Options - Hunstanton	Key	Council	Project Delivery Exec Dir - C Bamfield		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Major Housing Phase 3 – Enabling Work for Lynnsport 1	Key	Council	Project Delivery Exec Dir - C Bamfield		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)

Date of meeting	Report title	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
7 January 2020						
	Future High Streets – Stage 2 bid for funding	Key	Cabinet	Business Development Exec Dir – C Bamfield		Public
	Hunstanton Coastal Management Plan	Key	Cabinet	Environment Exec Dir – G Hall		Public

Date of meeting	Report title	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
17 March 2020						

--	--	--	--	--	--	--