

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



King's Lynn Area Consultative Committee

Agenda

Thursday, 14th March, 2024
at 5.15 pm

in the

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



King's Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX
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**KING'S LYNN AREA
CONSULTATIVE
COMMITTEE AGENDA**

DATE: THURSDAY, 14TH MARCH, 2024

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

TIME: 5.15 pm

1. APOLOGIES FOR ABSENCE

To receive any apologies for absence.

2. MINUTES OF PREVIOUS MEETING (Pages 5 - 20)

To confirm as a correct record the minutes of the previous meeting held on:

11 January 2024 – Special Meeting

29 January 2024

13 February 2024 – Special Meeting

3. DECLARATIONS OF INTEREST (Page 21)

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. ADULT CHANGING PLACES IN KING'S LYNN

8. JOINT PRESENTATION FROM BEN GRIFFITHS, PC CHLOE GEARY AND PC PATRYCK POLOM ON NCC TARGETED YOUTH SUPPORT SERVICES

9. COMMITTEE'S WORK PROGRAMME AND CABINET'S FORWARD DECISION LIST (Pages 22 - 27)

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.

10. DATE OF NEXT MEETING

The next meeting is scheduled for **20 June 2024** at 5.15 pm in the Council Chamber, Town Hall, King's Lynn.

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

Councillors M Bartrum, F Bone, S Collop, R Colwell, S Everett (Vice-Chair), D Heneghan, B Jones, C Joyce, A Kemp, J Lowe, J Rust, D Sayers, A Ware and M Wilkinson

For Further information, please contact:

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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, 11th January, 2024 at 6.00 pm in the Council Chamber, Town Hall, Saturday Market Place, King's Lynn PE30 5DQ

PRESENT: Councillor J Rust (Chair)
Councillors M Bartrum, F Bone, S Collop, R Colwell, S Everett, D Heneghan, B Jones, C Joyce, A Kemp, A Ware and M Wilkinson

Also present:

Councillor Anota	-	Portfolio Holder for
Councillor Moriarty		Portfolio Holder for
Councillor Morley		Portfolio Holder for
Councillor Parish		Leader of the Council
Lorraine Gore	-	Chief Executive
Michelle Drewery	-	Assistant Director Resources / Section 151 Officer
Alexa Baker	-	Assistant Director for Legal, Governance & Licensing (Monitoring Officer) & Management Team Rep for the meeting
Kathy Wagg	-	Democratic Services Officer

1 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Lowe and Sayers.

2 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

3 **URGENT BUSINESS**

There was no urgent business.

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

There were no Members present pursuant to Standing Order 34.

5 **CHAIR'S CORRESPONDENCE (IF ANY)**

There was no Chair's correspondence.

6 **KLACC - FUTURE ARRANGEMENTS**

[Click here to view a recording of this item on You Tube](#)

The Monitoring Officer presented the report to the Committee and advised that the Council had included within its Corporate Strategy for 2023 – 2027, the following:

Bring forward proposals to enable the King's Lynn Area Consultative Committee (KLACC) to become a decision-making body.

The purpose of the report was to explain the potential options and limitations on what a decision-making body could look like, as part of a two-stage consultation process.

Following this consultation, terms of reference would be produced and presented to a future meeting of KLACC, with a view to proposals for a new decision-making body being submitted to Cabinet in March 2024.

The Monitoring Officer explained that there were two primary options available for creating a decision-making body:

1. A free-standing non-executive (ie. A Full Council function) committee. The Committee would have terms of reference setting out the remit in which it could act, set by Full Council. The Committee would need to be politically proportional and therefore it would not be possible to have a decision-making body solely made up of ward members from unparished areas of King's Lynn, unless Groups were willing to give up seats to enable this.
2. An executive area committee. This would also be a free-standing Committee, but legislation requires that membership be made up of only members from the area it covers. This can be set up as an executive function, which would have increased alignment with current decision-making powers which sat with Cabinet.

The Monitoring Officer also made reference to the remit and decision-making powers of the newly created body, as set out in the report. If the Committee became an executive Area Committee, then it could apply for funding such as CIL and Shared Prosperity. There would be officer support to support these applications although it would have to be a limited resource.

The Assistant Director for Resources explained that there were currently two reserves available at the moment, which could be allocated to a new decision-making body. The first sat at £10,800 and had already been approved to be allocated to KLACC and related to income generated through COVID from the use of the South Lynn Community Centre. The second sat at £35,500 and had a current allocation towards Fairstead and South Lynn community centres, however it was advised that there might be a boiler replacement at one

of the community centres committed against that sum but further investigation was required.

The Committee was also asked to consider what a new decision-making body would be called.

The Chair then asked for comments / questions from the Committee, a summary of which is listed below:

Councillor Heneghan stated that going for an Area Committee would make sense.

Councillor Kemp also supported the Committee turning into an Area Committee, as it would represent those areas without a Parish Council. She also supported the idea of the Committee having its own budget.

Councillor Mrs Wilkinson, whilst supporting the proposals, stated that the money should be spent on Fairstead, as plans had started towards starting a youth club. The area did not have a community centre as such and there was nowhere for the youth club could meet.

Councillor Bone, again whilst supporting the proposals, added that care needed to be taken not to impact on Council Tax for the residents of King's Lynn. He concurred with the comments made by Councillor Mrs Wilkinson that Fairstead was in need of funding opportunities. He welcomed the idea of an Area Committee and being able to access funding.

The Chair added that she had not taken on board that establishing a Town Council would have the potential to have a negative impact on Council Tax.

What the Committee wanted was to have the ability to make its own decisions about the area and the people they represented, and this appeared to her to be that perfect compromise. We will be a decision-making body and will not be negatively impacting on Council Tax and would not be setting own precept. She was pleased with what she was hearing was a positive attitude to this opportunity.

Councillor Colwell stated that he was excited by the proposals, as he had been contacted by residents who felt that there was a deficiency in democracy for the residents of King's Lynn. He supported both the creation of an Area Committee and Fairstead Youth Club.

In terms of funding, he encouraged Members to look at match funding for schemes to make any money go as far as possible.

He considered the name King's Lynn Area Committee to be sensible.

Councillor Joyce added that the Committee should have a secure budget and questioned whether open spaces should be in Special

Expenses and considered that an Area Committee would be the best way forward.

In response to comments made by Councillor Joyce, the Chair stated that the charges that KLACC were incurring were being looked at.

Councillor Everett added that he supported the creation of an Area Committee. The Committee did need a budget, so it knew what money it had. He stated that money did need to be set aside for Fairstead.

The Chief Executive added that there did not seem to be many Community Groups, and that could be something that the newly formed Committee could be involved with to get Community Groups established and running. The newly formed Committee could apply for Shared Prosperity funding on behalf of Community Groups. With regards to monitoring special expenses, this needed to come to the Committee more regularly so that questions could be asked if there was overspend / underspend. The proposed changes would allow KLACC to start working more like a Parish Council.

The Chair added that there were lots of different funding pots out there for the Committee to apply to. The funding could also relate to the training of local community champions so that they could act and get those community groups up and running with the Committee's support.

Councillor Colwell referred to 3.5 in the report regarding caps of funding. He suggested that a cap should be put in place.

He also referred to 3.9 and how to engage with communities. He suggested that the Committee should make sure this is what residents wanted before making a final decision. He also suggested that it might be useful to have coffee mornings across the town to invite people to come and have a chat with Councillors about what they would like to see. The second element was about that on-going conversation about how the funds would be spent. He asked whether it would be useful to have a residents forum set-up.

The Chair responded that some wards did have resident's forums, Councillor Bone and Heneghan had one in their ward and for some wards it was easier to set them up than others and that was why having access to funding to train community leaders was useful.

The Chair agreed that engagement with communities was important, but this needed to be done carefully to manage expectations. She added that there were lots of community groups out there for example the Committee had engaged with the Youth Advisory Board when progressing with the accessible play equipment at The Walks. She added that she did not want to wait in progressing the Committee to an Area Committee.

Councillor Colwell outlined his ideas in relation to engagement with community groups and having engagement events before becoming an executive committee.

The Chair asked the Committee to consider whether it should carry out engagement events before it became an Area Committee.

The Monitoring Officer explained that any formal consultation would have to run through Communications and there was currently no provision for that and it would delay the process.

Councillor Jones added that he supported an Area Committee, which was something that had been asked for a long time. He urged the Committee not to slow the process down as the sooner it became a decision-making body, the sooner changes could be made for the communities that Members represented. He would the Committee to be established as a decision-making body first and then the Terms of Reference could include engagement with the community rather than wait and hold the process up. He outlined his idea in relation to funding.

The Chair added that it had been pointed out that Councillors all had their community grants and further consideration needed to be given to funding.

Councillor Joyce made reference to Downham Market having the same issue with Special Expenses. He suggested that in relation to the issue of community engagement, a surgery for residents could be held once a week with maybe two Councillors in attendance, resulting in direct engagement with the community.

The Chair added that it was important that Councillors went out to the community rather than expecting them to come to Councillors. She stated that she found an 'out and about' event with Freebridge Community Housing really useful. She felt that everyone agreed that community engagement was important.

Councillor Kemp added that community engagement was important needed to be reinforced and outlined various ways that this could happen.

Councillor Colwell added that he was aware that certain wards had easier access to community groups and therefore able to apply for funding. That was one of reasons why he was looking forward to the creation of an Area Committee and would not want the creation of it to be held up in any way.

Councillor Parish added that he was pleased that the Committee was enthusiastic about the creation of an Area Committee. He hoped that once the Area Committee was established it would better the lives of people living in King's Lynn.

In summary the Committee:

AGREED:

- (1) That the Committee supports the creation of an Area Committee.
- (2) That Terms of Reference for an Area Committee be drafted and presented to a future meeting.
- (3) That the frequency of meetings be considered further.
- (4) That further consideration be given to the name of the Committee.
- (5) That a suitable budget be identified for the Committee.

7 **DATE OF NEXT MEETING**

Councillor Mrs Collop asked if the start time of the meetings could be brought forward as she used public transport and struggled to get to the meeting for 6pm.

Following a discussion, it was agreed that future meetings would commence at 5.15 pm.

The next meeting was scheduled to take place on **Monday 29 January 2024** at **5.15 pm** in the **Council Chamber, Town Hall, King's Lynn**.

The meeting closed at 7.15 pm

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 Monday, 29th January, 2024 at 5.15 pm in the Council Chamber,
Town Hall, Saturday Market Place, King's Lynn PE30 5DQ**

PRESENT:

Councillors M Bartrum, F Bone, S Collop, R Colwell, S Everett (Vice-Chair),
D Heneghan, B Jones, A Kemp, J Lowe, J Rust (Chair),
A Ware and M Wilkinson

The Vice-Chair took the Chair until the Chair arrived.

1 APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillor Mrs Wilkinson.

Councillors Lowe and Rust (Chair) had advised that they would be late arriving to the meeting.

2 MINUTES OF PREVIOUS MEETING

The minutes of the previous meeting were agreed as a correct record.

3 DECLARATIONS OF INTEREST

There were no declarations of interest.

4 URGENT BUSINESS

There was no urgent business to report.

5 MEMBERS PRESENT PURSUANT TO STANDING ORDER 34

There were no Members present pursuant to Standing Order 34.

6 CHAIR'S CORRESPONDENCE (IF ANY)

There was no Chair's correspondence to report.

7

JULIE CHAPLIN, HANSEATIC UNION WILL GIVE A BRIEFING ON THE WORK BEING CARRIED OUT WITH THE UKRAINIAN COMMUNITY AND THE WIDER MIGRANT COMMUNITY.

[Click here to view a recording of this item on You Tube](#)

The Chair welcomed Julie Chaplin from the Hanseatic Union to the meeting to give an outline of the work being carried out with the Ukrainian community and wider migrant community.

Julie explained that the Hanseatic Union was a charity which had been set up 10 years ago to help to address isolation and the non-interaction between the different parts of the community. The charity decided to put on some activities to bring the communities together and to build up a programme and offer support to help get people into employment. She added that following meetings with clients, there tended to be a theme of issues and need, and so a project was put together to try and meet that need.

She added that over the 10 years the Hanseatic Union had worked with thousands of different Eastern Europeans, different migrant groups and more recently Ukraine's, which was how links had been formed with the Council in relation to the Ukrainian Welcome Centre. Work was also carried out with English people. She added that Eastern Europeans, migrants and refugees tended to be very isolated.

Julie provided some statistics to the Committee in relation to the areas of work which they covered (January 2023 – January 2024) and explained some of the stories behind the statistics and the challenges faced:

- Benefits – 309
- Council Tax - 33
- Housing - 229
- Poverty - 245
- Tribunals – 38

Councillor Rust joined the meeting and took over the Chair.

She explained that in a lot of the cases there was very little that the Charity could do in terms of financial support.

The Chair thanked Julie for the update and then invited questions / comments from the Committee, a summary of which is provided below:

Councillor Jones asked whether the local Councillor was contacted if someone was having issues, as they might be able to help signpost to the correct department. Julie explained that she didn't but would look to do this in the future and share with her colleagues. One such issue that had arisen was Eastern Europeans being able to vote in the elections.

Councillor Bone asked whether the Hanseatic Union carried out any joined up working with Access. Julie explained that Access had closed so they had taken on extra work because of that.

The Chair added that other charities were also at risk of closure.

Councillor Colwell asked whether they linked up with the Citizens Advice Bureau?

Julie explained that she had spoken to the Regional Manager, but they worked in different ways. The HU was about relationship building and giving advice and guidance also came into that but the HU wanted long-term relationships. In terms of legal advice, she explained that they used Google and Norfolk Community Law, but she was trying to get funding to be able to provide legal advice for their clients, as there was no longer legal aid.

Councillor Colwell asked whether there was anything further that Norfolk Community Law might be able to assist with as well as the Pandora Project.

Julie explained that they did work with the Pandora Project and explained that the difference between the HU and other organisations was that the staff from the HU was culturally aware with the client group and gave examples.

The Assistant Director advised that they were currently carrying out some work with Norfolk Community Law to try and fill some of the gap that Access left. He asked if Members were aware of anywhere that they can operate out of in the town centre as they were looking for a premises that they could use for a couple of days a week.

Julie advised that she had two members of staff trained to immigration level 1 to try fill the gap of Access and they were going to be trained to level 2. They had also been able to employ two of the Access staff on part time contracts and also supported the other Access staff into gaining employment.

Councillor Kemp thanked Julie for the work carried out. She asked whether clients accessed the Healthy Support Vouchers and the Household Support fund.

Julie confirmed that they had accessed the food vouchers and explained how that had helped families as it had been used as an engagement tool.

In terms of the Housing Support Fund, she explained that she was probably the biggest referral to it. She added that isolation was the next target she was working on with a Member of Mark's team, and explained how she was trying to get people to find each other.

She also advised that work was on-going with addiction and mental health. She also provided an update on the work they were doing around SEN.

In response to a query from Councillor Mrs Collop, Julie advised that her team did lots of school admissions and school interventions and advised Councillor Collop to refer them to her team.

Councillor Jones referred to the statistics and asked what percentage came from different wards.

Julie advised they were orientated to the schools and a lot of their clients came from North Lynn, a percentage from South Lynn and a large percentage from the middle of town. She explained that if they found about a new pot of people, they tried to make contact and directed them to services, etc.

The Chair made reference to the Group that had set up a Church and suggested that it might be helpful to introduce them to the Churches Together Group.

The Chair thanked Julie for attending and that the Committee had benefitted from hearing what the Hanseatic Union did.

Julie added that Mark's team worked alongside them and had been very helpful.

8

STREET LIGHTING - TRACY BROOKER

[Click here to view a recording of this item on You Tube](#)

The Chair welcomed Tracy Brooker, Property Services Manager to the meeting, to respond to questions which had been raised at the Special Expenses meeting held on 16 November 2023, in relation to:

- **Has solar been looked at?**

Tracy confirmed that the Council had looked at using solar power for streetlighting. There were some advantages of using solar streetlighting but also disadvantages, the obvious one being that it was very weather dependant. Also, the initial outlay was greater for solar lighting, it provided limited brightness and there was also an increase in maintenance costs because of the frequency of upkeep and cleaning of the solar panels. Whilst it did have its uses, it was emerging technology, which was being kept under review, but it was not really suitable for the Borough's streetlights at the moment.

- **Have we looked at joining up with county to make savings through procurement?**

This was a function of the County Council, but they had devolved it to the Borough Council and unfortunately, they were not adopting any more streetlights. Some savings had been made. Under the Re:fit programme the Council was awarded £569,000 to change some streetlighting columns which had been procured at a reduction of approximately £270,000. The remaining £300,000 from that budget was going to be used to replace all of the Borough's streetlights with LED equivalents to reduce on-going energy costs. The project was starting now, and it was hoped that it would be out to procurement at the beginning of the next financial year.

- **Lighting in the walks still using incandescent bulbs - what work is being done to replace them?**

These would be replaced to LED lighting as part of the project detailed above.

In summary, the issues raised were on the radar already and it was hoped to bring the changes in as soon as possible subject to going through the appropriate tender processes.

The Chair thanked Tracy for the update and invited the Committee for questions / comments, as detailed below:

Councillor Jones stated that he understood the problems with solar panels, but he felt that there were other technologies where you could have mains supply so that when the battery in the solar panel reduced, it could be switched over to the mains.

The Property Services Manager explained that the solar streetlights had a battery which needed replacing after every 10 years and could be a disadvantage where the streetlights were used more frequently. There were some advantages to solar but not for large scale replacement projects. She added that there were more disadvantages than advantages at the present time for solar lighting, but she envisaged that this would change in time as it was emerging technology.

Councillor Kemp asked if officers were aware that the County Council were sadly planning to cut out 2% of streetlights in Norfolk. She added that there were areas in the town where streetlights were needed for safety reasons and asked if the County had been in contact with the Borough Council. If the Council was trying to encourage walking and cycling more then streetlights were needed in various areas.

The Property Services Manager advised that she was not aware of that but was not surprised. As Members were aware, there was Borough Streetlights and County Streetlights. The Council was planning on replacing the existing bulbs for LED ones, to gain the benefits of reduced maintenance costs and also longevity. There were no plans to

adjust the timings of when the streetlights came on and to leave them as they currently were.

Councillor Kemp stated that some of the areas in South Lynn, Nar Ouse Way, and at the rear of KLIC, which were Borough owned, were not working properly. If people could not walk around safely, they would use other transport modes.

The Property Services Manager undertook to look at the area and see if the streetlights in question was the responsibility of the Borough or Norfolk County Council.

The Chair asked what steps the County Councillors had taken regarding this issue because the Borough had a responsibility to maintain their own streetlights. Residents also needed to report them if there was an issue.

Councillor Colwell stated that residents in Reffley had asked for solar lights to be considered in Reffley Park. The land was owned by the Borough Council and leased to Reffley Community Centre. He would welcome a discussion regarding that.

He also advised that any member of the public could use the on-line form to report an issue or contact their County Councillor. He was also aware that Amey had undertaken a process in recent months to renumber the streetlights by way of yellow stickers and he encouraged residents to use that service if there was a light out.

The Chair added that residents should be empowered to report things themselves. She put on social media the links to be able to report issues and she urged everyone to do that.

She explained that if there were instances of anti-social behaviour taking place then residents should be encouraged to log them and report them on the non-emergency number and when the Police next attended the meeting, they could be passed on to them.

Councillor Mrs Collop added that she often reported issues with streetlighting via Amey and they were usually fixed within 3-5 working days.

The Chair thanked Tracy for the update and attending the meeting.

9

UPDATE ON ACCESSIBLE PLAY EQUIPMENT AT THE WALKS

The Assistant Director – Health, Wellbeing & Public Protection advised the Committee that the bid had been submitted and accepted. A decision on whether the bid had been successful would be announced in March 2024.

The Chair would be speaking to Radio Norfolk about the provision of the accessible play equipment even though a decision on the bid would not have been made. She added that this would send a message to residents that this was an ambition of the Committee.

10 **APPOINT ANOTHER MEMBER TO THE KLACC PLANNING SUB-GROUP**

AGREED: That Councillors Bartrum and Ware be appointed to the Sub-Group, subject to appropriate Planning Committee Training being carried out.

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

Click here to view a recording of this item on You Tube

The Committee discussed items to be placed on the work programme.

Councillor Colwell asked for an item on a crossing for Tennyson Avenue be added. He advised that he had commissioned a feasibility report on the issue. It was agreed that this would be circulated to the Committee.

Councillor Bone suggested that the Committee should look at producing a Neighbourhood Plan for the town.

AGREED: (1) That the above items be added to the work programme.

(2) That the Committee noted the Cabinet's Forward Decisions list.

12 **HONORARY ALDERMAN JOHN LOVELESS**

Tributes were made to Honorary Alderman John Loveless who had sadly passed away at the weekend.

The Committee then stood for a minutes' silence in his memory.

13 **DATE OF NEXT MEETING**

An additional meeting of the Committee had been scheduled for Tuesday 13 February 2024 at 5.15 pm in the Council Chamber, Town Hall.

The meeting closed at 6.22 pm

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 Tuesday, 13th February, 2024 at 5.15 pm in the Council Chamber,
Town Hall, Saturday Market Place, King's Lynn PE30 5DQ**

PRESENT: Councillor J Rust (Chair)
Councillors Mrs S Collop, R Colwell, S Everett, D Heneghan
and B Jones

Present on Zoom: Councillor Bone and Councillor Lowe

Officers: Alexa Baker – Monitoring Officer
Michelle Drewery – Assistant Director & S151 Officer

Councillor Colwell suggested that the Committee should adjourn for 15 minutes to see if more Committee members were attending. This was agreed by those present.

The Committee reconvened at 5.35 pm.

1 APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors Ware and Mrs Wilkinson, Lorraine Gore and Mark Whitmore.

2 DECLARATIONS OF INTEREST

There were no declarations of interest.

3 URGENT BUSINESS

There was no urgent business.

4 MEMBERS PRESENT PURSUANT TO STANDING ORDER 34

There were no Members present pursuant to Standing Order 34.

5 CHAIRMAN'S CORRESPONDENCE (IF ANY)

There was no Chair's correspondence to report.

6 **CONSIDERATION OF DRAFT TERMS OF REFERENCE FOR KLAC**

Click here to view a recording of this item on You Tube

The Monitoring Officer introduced the report and explained that at its meeting on 11 January 2024, the Committee had resolved:

- (1) That the Committee supports the creation of an Area Committee.
- (2) That the Terms of Reference for an Area Committee be drafted and presented to a future meeting.
- (3) That the frequency of meetings be considered further.
- (4) That further consideration be given to the name of the Committee.
- (5) That a suitable budget be identified for the Committee.

A draft Terms of Reference for an Area Committee had been attached to the report. The Monitoring Officer advised that she was seeking views of the draft Terms of Reference in order for it to be considered by the Corporate Performance Panel at its meeting on 26 February and Cabinet on 5 March 2024.

The Monitoring Officer explained that the Area Committee would be subject to scrutiny so that needed to be added into the Terms of Reference.

She also drew the Committee's attention to 4.1 of the Terms of Reference, and explained that it should not just refer to reserves and this would be amended.

Also at 4.5 it should be financial year and not Municipal Year.

The Committee then discussed the draft Terms of Reference as put forward.

In terms of frequency of meetings, it was proposed by Councillor Heneghan and seconded by Councillor Jones that the frequency of meetings should be increased to 6 per year.

Councillor Everett asked whether the Vice-Chair of the Area Committee should have an allowance. The Monitoring Officer explained that this would need to go forward to the IRP.

In terms of the name of the Committee, it was agreed that it should be King's Lynn Area Committee.

It was therefore agreed:

- (1) That the draft Terms of Reference be agreed, subject to the amendments detailed above.
- (2) That the frequency of meetings be increased to 6 per year. Additional meetings could be called if necessary.
- (3) That the name of the new Area Committee be King's Lynn Area Committee.
- (4) That the issue of the Vice-Chair of the Area Committee receiving an allowance be brought to the attention of the IRP.

7 **DATE OF NEXT MEETING**

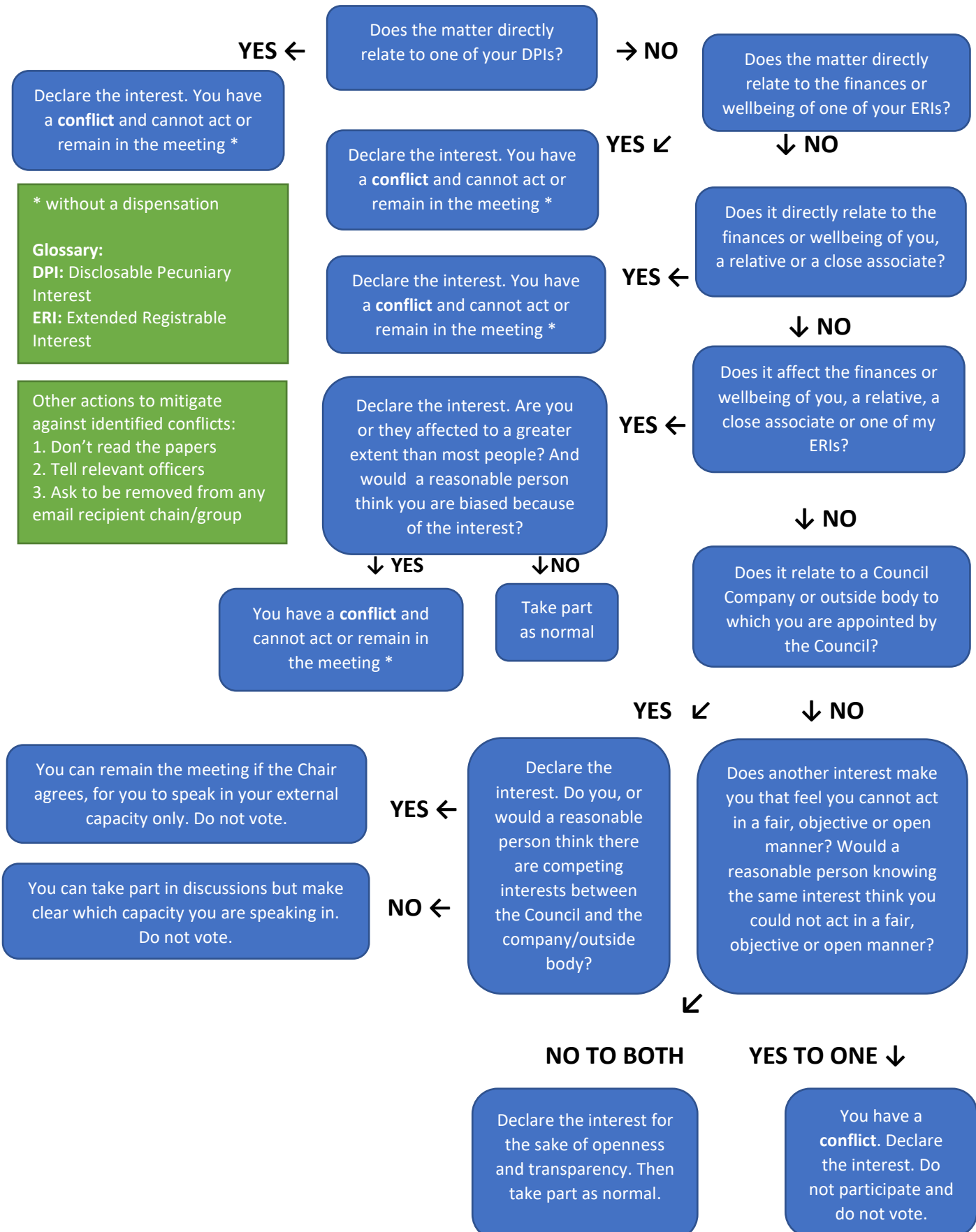
The next meeting of the Committee would take place on Thursday 14 March 2024 at 5.15 pm in the Council Chamber, Town Hall.

The meeting closed at 6.05 pm

DECLARING AN INTEREST AND MANAGING ANY CONFLICTS FLOWCHART



START



Declare the interest. You have a **conflict** and cannot act or remain in the meeting *

* without a dispensation

Glossary:

DPI: Disclosable Pecuniary Interest

ERI: Extended Registrable Interest

Other actions to mitigate against identified conflicts:

1. Don't read the papers
2. Tell relevant officers
3. Ask to be removed from any email recipient chain/group

**KING'S LYNN AREA CONSULTATIVE COMMITTEE
WORK PROGRAMME 2023/2024**

29 June 2023

- Appointment of Chair
- Appointment of Vice-Chair
- Introduction to the Committee and its Terms of Reference
- Discussion with the Leader, Councillor Parish
- Membership of KLACC Planning Sub-Group and Play Areas Informal Working Group 23/24
- Update on the Parish Partnership Scheme
- Update of the provision of accessible play equipment at The Walks

21 September 2023

- Consideration of any parish partnership schemes
- Update on the provision of accessible play equipment at The Walks

16 November 2023

- Special Expenses
- Update on the provision of accessible play equipment at The Walks

Special Meeting – 11 January 2024

- To consider the issue of making KLACC an Area Committee

29 January 2024

- Street lighting – Tracy Brooker (*confirmed*)
- Support to the Ukrainian community and the wider migrant community – *Julie Chaplin (confirmed for 5.20 pm)*
- To appoint another Member to the KLACC Planning Sub-Group
- Update on the accessible play equipment at The Walks

13 February 2024

- Further information on KLACC becoming an Executive Committee

14 March 2024

- Adult Changing Places – David Ousby (*confirmed*)
- Joint Presentation from Ben Griffiths, PC Chloe Geary and PC Patryck Polom on NCC Targeted Youth Support Services

To be programmed:

Litter / dog poo bins
King's Lynn Ferry
QEH Governing Body - Request from Councillor Rust
Local Immediate Falls Team – LIFT
Marmot presentation
Neighbourhood Plan for King's Lynn
New crossing at Tennyson Road

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
5 March 2024						
	Peer Review Challenge Action Plan	Non	Council	Leader Chief Executive		Public
	Corporate Strategy - Annual Plan 2024/25	Key	Council	Chief Executive Leader		Public
	KLACC – Area Committee Status	Non	Council	Leader Monitoring Officer		Public
	Indemnity for Councillors and Officers on outside bodies	Non	Cabinet	Leader Monitoring Officer		Public
25	Anti Money Laundering Policy Review	Non	Council	Finance Assistant Director – M Drewery		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
11 April 2024 Special Meeting						
	Local Plan Gypsy and Traveller Preferred Sites	Key	Council	Development and Regeneration Asst Dir S Ashworth	Local Plan Task Group mins and Agendas	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
23 April 2024						

	Florence Fields – Tenure Mix	Non	Council	Deputy Leader Assistant Director – D Ousby		Part Public and part Private- Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Review of Outside Bodies	Non	Cabinet and Council	Leader		Public
	Article 4 Direction	Non	Cabinet	Regeneration and Development Assistant Director – S Ashworth		Public
	CIL applications referred to Cabinet	Non	Cabinet	Development and Regeneration Asst Dir – S Ashworth		Public
26	Data Protection Policy Review	Non	Council	Leader Monitoring Officer		Public
	Redundancy Payments Scheme	Non	Council	Leader Exec Dir – D Gates		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
11 June 2024						
	St George's Guildhall RIBA Stage 3 and project scope	Key	Cabinet	Regeneration & Development Asst Dir		Public
	Empty Homes Strategy Review	Key	Council	People and Communities Asst Dir M Whitmore		Public
	King's Lynn Town Football Club	Non	Cabinet	Property Asst Dir – M Henry		Private- Contains exempt Information under

						para 3 – information relating to the business affairs of any person (including the authority)
	Appointments to Outside Bodies	Non	Cabinet	Chief Executive Leader		Public
	Review of Planning Scheme of Delegation	Non	Council	Development and Regeneration Asst Dir – S Ashworth		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 September 2024						
	Homelessness and Rough Sleeping Strategy Update	Non	Cabinet	Asst Director - D Hall		Public

Items to be scheduled

	Notice of Motion 7-21 – Councillor Kemp – Equalities	Non	Council	People & Communities Asst Dir B Box		Public
	Procurement Strategy	Non	Cabinet	Finance Asst Dir – D Ousby		Public
	Custom and Self Build Site – Stoke Ferry	Non	Cabinet	Regeneration and Development Assistant Director - D Hall		Public
	Southend Road Hunstanton	Key	Cabinet	Regeneration & Development Asst Dir – D Ousby		Public
	Overnight Campervan parking in Hunstanton	Non	Cabinet	Leader Asst Director – M Chisholm		Public

	Pay Award 2024	Key	Cabinet	Leader		Public
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