

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



# **Special Meeting of the King's Lynn Area Consultative Committee**

## **Agenda**

**Tuesday, 13th February, 2024  
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  
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**KING'S LYNN AREA  
CONSULTATIVE  
COMMITTEE AGENDA**

**DATE: TUESDAY, 13TH FEBRUARY, 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. DECLARATIONS OF INTEREST (Page 5)**

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.

**3. 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.

**4. 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.

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

**6. CONSIDERATION OF DRAFT TERMS OF REFERENCE FOR KLAC (Pages 6 - 13)**

**7. DATE OF NEXT MEETING**

The next meeting of the Committee is scheduled for Thursday 14 March 2024 at 5.15 pm in the Council Chamber, Town Hall.

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

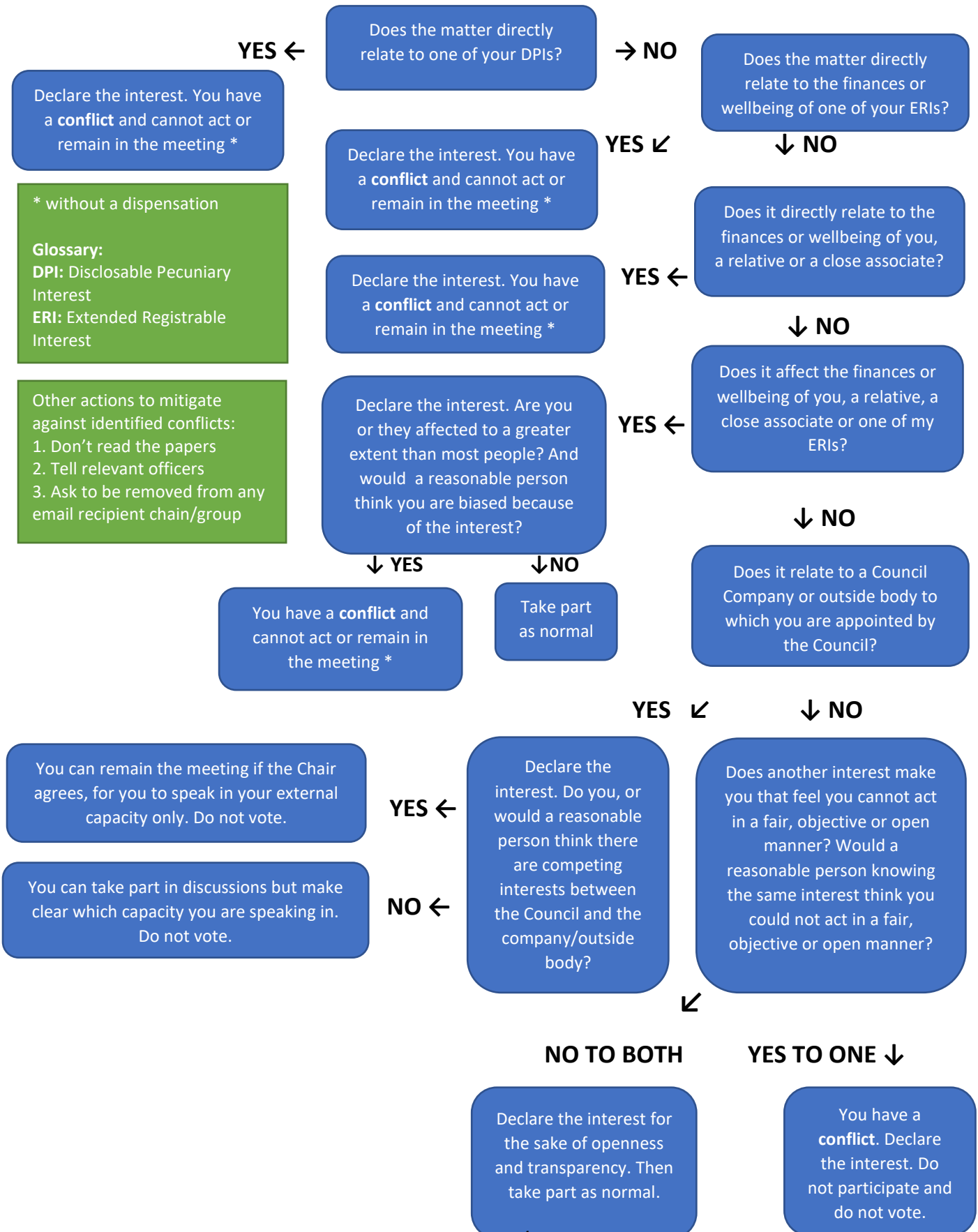
For Further information, please contact:

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

**DECLARING AN INTEREST AND MANAGING ANY CONFLICTS FLOWCHART**



**START**



**REPORT TO KINGS LYNN AREA CONSULTATIVE COMMITTEE (KLACC)**

DATE:	13 February 2024		
TITLE:	KLAC Draft Terms of Reference		
TYPE OF REPORT:	Consultation		
PORTFOLIO(S):	Leader		
REPORT AUTHOR:	Monitoring Officer		
OPEN/EXEMPT	Open	WILL BE SUBJECT TO A FUTURE CABINET REPORT:	Yes

**Consideration of Draft Terms of Reference for KLAC**

<b>PURPOSE OF REPORT</b>
<p>The Council has included within its Corporate Strategy for 2023 – 2027 the following:</p> <p><i>Bring forward proposals to enable the King’s Lynn Advisory and Consultative Committee (KLACC) to become a decision-making body</i></p> <p>At it’s meeting of 11 January 2024, options on the future governance of KLACC were put forward for discussion. KLACC resolved that:</p> <ul style="list-style-type: none"> <li>(1) That the Committee supports the creation of an Area Committee.</li> <li>(2) That Terms of Reference for an Area Committee be drafted and presented to a future meeting.</li> <li>(3) That the frequency of meetings be considered further.</li> <li>(4) That further consideration be given to the name of the Committee.</li> <li>(5) That a suitable budget be identified for the Committee.</li> </ul> <p>A draft Terms of Reference for an Area Committee (Appendix B) is attached for consideration by KLACC.</p>
<b>KEY ISSUES:</b>
<p>For KLACC to operate as an Executive Committee a Terms of Reference for the new Committee need to be considered and agreed.</p>
<b>OPTIONS CONSIDERED:</b>
<p>KLACC will become an Executive Committee and thus requires a Terms of Reference for the Committee to operate within.</p>
<b>RECOMMENDATIONS:</b>
<p>KLACC members are requested to consider the draft Terms of Reference included in this report and to make any further recommendations for inclusion/exclusion.</p>
<b>REASONS FOR RECOMMENDATIONS:</b>
<p>To deliver the Council’s Corporate Strategy.</p>

## **REPORT DETAIL**

### **1. Introduction**

- 1.1 The Council established the King's Lynn Advisory and Consultative Committee (KLACC) to provide a forum in which matters affecting the unparished areas of King's Lynn could be discussed. KLACC also acts as a consultative forum on various matters and can make recommendations to Cabinet on proposed highway improvement schemes within the area.
- 1.2 The Corporate Strategy 2023-2027 contains specific reference to creating a committee which gives decision making powers to members representing the unparished area of King's Lynn, with an associated budget to enable members to allocate funding and make decisions for residents not represented by a Parish Council.
- 1.2 At the KLACC meeting of 11 January, options for the creation of a decision-making body of KLACC were discussed. The two options were:
- a) 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.
  - b) 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.
- 1.3 The KLACC members agreed that an executive area committee was the preferred option. This report is for KLACC members to consider the draft Terms of Reference for the executive area committee.

### **2. Proposal.**

- 2.1 The Council has set out to revise KLACC into a decision-making body as part of its Corporate Strategy.
- 2.2 KLACC Members have agreed to set up an executive area committee.

### **3. Issues for the Panel to Consider**

- 3.1.1 KLACC's views on the draft Terms of Reference are sought.
- 3.1.2 Members are invited to consider what a new decision-making body would be called.

### **4. Corporate Priorities**

- 4.1 Revising KLACC into a decision-making body is set out within the Council's Corporate Strategy under the priority of: *Efficient and effective delivery of our services.*

### **5. Financial Implications**

- 5.1 There is currently two reserves allocated to KLACC. A £10,800 reserve related to income generated through COVID from the use of the South Lynn Community Centre

and the second £35,500 currently allocated towards Fairstead and South Lynn Community Centres. The creation of an executive area committee would enable the committee to apply for funding such as Community Infrastructure Levy and Shared Prosperity Funding for projects specific to King's Lynn.

**6. Any other Implications/Risks**

6.1 None .

**7. Equal Opportunity Considerations**

7.1 King's Lynn is unparished there currently does not have a decision-making body considering the specific needs of the area. Unlike parished areas, KLACC is currently unable to raise funds through a precept, only through Special Expenses. Enabling KLACC to be a decision-making body will afford the same opportunity to the residents of King's Lynn as those represented by a Parish Council.

**8. Environmental Considerations**

8.1 None

**9. Consultation**

9.1 KLACC has been consulted on the preferred governance structure of the decision-making body.

**10. Conclusion**

KLACC Members' views are sought on the draft Terms of Reference for the executive area committee.

**11. Background Papers**

11.1 Report to KLACC 11 January 2024



## TERMS OF REFERENCE OF THE KINGS LYNN AREA COMMITTEE (“KLAC”)

### 1. Definitions

<b>Approved Resource</b>	Officer resource approved by the chief executive of the Council
<b>Area</b>	Means the delineated area lined red on the map attached as Appendix A
<b>Budget</b>	Means the annual budget approved by the Council
<b>Cabinet</b>	Means the executive of the Council within the meaning of the Local Government Act 2000
<b>Corporate Strategy</b>	Means the current corporate strategy adopted by the Council
<b>Council</b>	Borough Council of King's Lynn and West Norfolk
<b>KLAC</b>	King's Lynn Area Committee
<b>King's Lynn Special Expenses</b>	Means [OBTAIN STAT REF]
<b>Member</b>	An elected Councillor
<b>Municipal Year</b>	Means the period starting from the date of Annual Council to the day preceding the following Annual Council
<b>SLT</b>	the Senior Leadership Team of the Council

### 2. Status

2.1 The King's Lynn Area Committee (“KLAC”) is an executive area committee constituted pursuant to section 9E of the Local Government Act 2000 and established by Cabinet on [DATE].

2.2 KLAC is established to discharge the functions set out within these terms of reference within the Area.





### **3. Composition & Operation**

- 3.1 KLAC shall comprise of all ward Members from the Area.
- 3.2 All KLAC Members shall have voting rights.
- 3.3 KLAC does not have to be politically proportionate as it is an area committee.
- 3.4 KLAC shall be supported by a member of SLT and an officer from democratic services. KLAC may invite other senior officers to attend meetings where relevant to an agenda item.
- 3.5 Quorum is four voting Members.
- 3.6 Meetings of KLAC shall be held no less than 4 times per annum.

### **4. Functions**

The functions of KLAC will be as follows:

- 4.1 To determine the spend of any reserves within the Budget allocated to KLAC. Such decisions are to be made in accordance with clause 5.
- 4.2 To authorise the submission of applications for funding for the Area, for example Community Infrastructure Levy funding, with the operational use of Approved Resource to prepare and submit funding applications.
- 4.3 To determine where surplus funding raised in connection with King's Lynn Special Expenses should be utilised within the Area. Such decisions are to be made in accordance with clause 5.
- 4.4 To provide recommendations to Cabinet on new priorities for King's Lynn Special Expenses.
- 4.5 To monitor King's Lynn Special Expenses throughout the Municipal Year.



- 4.6 Enable Members from the unparished area of King's Lynn to meet together to discuss issues of mutual interest which have implications beyond the boundaries of individual wards.
- 4.7 To act as a consultative forum on issues affecting the whole or the majority of the unparished area of King's Lynn including planning applications for major developments.
- 4.8 To encourage and carry out community engagement within King's Lynn residents, with Approved Resource where necessary.

## 5 **Funding Decisions**

- 5.1 Decisions under 4.1 and 4.3 above can be taken to authorise capital or revenue spend on or connected to the use of South Lynn Community Centre and/or Fairstead Community Centre.
- 5.2 Other decisions under clause 4 to for spending within the Area or to authorise an application for funding shall be taken in accordance with the scoring criteria at 5.3.
- 5.3 Projects with the most points utilising the following criteria may be approved by KLAC:

### 5.3.1 **Project Need (up to 30 points)**

Considering the following non-exhaustive list:

- The relevance to the priorities in the Corporate Strategy or other Council policy
- The current lack of facilities in the area
- The last time the relevant ward received funding through KLAC or another public body
- The strength of the outputs and outcomes to the ward and/or Area

### 5.3.2 **Project Feasibility (up to 30 points)**

Considering the following non-exhaustive list:

- The strength of the business case submitted to support the project
- Availability of match funding



- The proposed timeline for delivery of the project

### 5.3.3 **Community Engagement (up to 20 points)**

Considering the following non-exhaustive list:

- Evidence of community involvement in project planning
- Support from local stakeholders and residents
- Strategies for capturing ongoing community engagement

### 5.3.4 **Innovation and Sustainability (up to 20 points)**

Considering the following non-exhaustive list:

- Consideration of long term environmental and economic sustainability
- Alignment with the Council's climate change strategy and action plan
- Potential for future growth and adaptability.

## 6 **Review**

KLAC will review these Terms of Reference annually and make any recommendations for change to Cabinet.

APPENDIX A

