

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



Environment and Community Panel

Agenda

**Tuesday, 4th June, 2024
at 4.30 pm**

in the

**Council Chamber, Town Hall, Saturday Market Place,
King's Lynn, PE30 5DQ and available for public to
view on [WestNorfolkBC - YouTube](#)**



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

Friday 24th May 2024

Dear Member

Environment and Community Panel

You are invited to attend a meeting of the above-mentioned Panel which will be held on **Tuesday, 4th June, 2024 at 4.30 pm** in the **Council Chamber, Town Hall, Saturday Market Place, King's Lynn PE30 5DQ** to discuss the business shown below.

Yours sincerely

Chief Executive

AGENDA

1. Apologies for absence

To receive any apologies for absence.

2. Minutes (Pages 5 - 13)

To approve the minutes of the previous meeting of the Environment and Community Panel held on 9th April 2024.

3. Declarations of interest (Page 14)

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.

Those 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 proposed 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 what items they wish to be heard before a decision on that item is taken.

6. Chair's Correspondence

If any.

7. Appointment of Vice Chair for Municipal Year

**8. Membership of Task Groups and Informal Working Groups 2024/2025
(Page 15)**

The Panel has established the following groups:

- Homelessness and Housing Delivery Task Group
- Single Use Plastics Informal Working Group
- Climate Change Informal Working Group

The Panel, jointly with Regeneration and Development Panel established the following Informal Working Group:

- Tourism Informal Working Group

RECOMMENDATIONS:

1. That the Homelessness and Housing Delivery Task Group continues to operate and the Democratic Services Officer be instructed to seek Membership of the Task Group from the Group Leaders for the 2024/2025 municipal year.
2. The Climate Change Informal Working Group and Single Use Plastics Informal Working Groups be disbanded as they have not met for over a year.
3. That Members wishing to serve on the Tourism Informal Working Group be notified to the Chair of the Regeneration and Development Panel and the two Panel Chairs liaise accordingly.

9. Nominations to Outside Bodies and Partnerships (Pages 16 - 18)

For information, details of the Outside Bodies and Partnership for 2023/24 are listed below;

- Borough Council/College of West Anglia Liaison Board
- King's Lynn and West Norfolk Area Museums Committee
- King's Lynn Football Club Board (Observer)
- Norfolk County Council- Norfolk Countywide Community Safety Partnership Scrutiny Sub-Panel
- Norfolk Health Overview and Scrutiny Committee
- West Norfolk Community Transport Project

10. **Councillor Community Grant Scheme** (Pages 19 - 26)

11. **Work Programme and Forward Decision List** (Pages 27 - 28)

12. **Date of the next meeting**

To note that the next meeting of the Environment and Community Panel is scheduled to take place on **16th July 2024** at **4:30pm** in the **Council Chamber, Town Hall, Saturday Market Place, King's Lynn.**

To:

Environment and Community Panel: T Barclay, P Bland, A Bullen, S Collop (Chair), P Devulapalli, D Heneghan, P Hodson, A Kemp, J Kirk, P Kunes, J Ratcliffe and S Sandell

Portfolio Holders: Councillor A Beales- Leader of the Council- Agenda Item 10.

BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK

ENVIRONMENT AND COMMUNITY PANEL

**Minutes from the Meeting of the Environment and Community Panel held on
Tuesday, 9th April, 2024 at 4.30 pm in the Council Chamber, Town Hall,
Saturday Market Place, King's Lynn PE30 5DQ**

PRESENT: Councillor S Collop (Chair),

Councillors P Devulapalli, (Vice Chair), M Bartrum, P Bland, R Bearshaw, A Bubb
(Substitute for P Kunes), R Colwell (Substitute for J Ratcliffe), C Crofts
(Substitute for H Humphrey), S Lintern (Substitute for A Bullen),
S Sandell and A Ware,

Portfolio Holders:

Councillor A Beales,
Councillor M de Whalley,
Councillor J Moriarty,
Councillor J Rust,

Officers:

Stuart Ashworth- Assistant Director
Duncan Hall- Assistant Director
Andy King- Senior Housing Manager
Ged Greaves- Climate Change Manager
Luke Brown – Senior Planning Officer

By Invitation:

Niki Parks- Norfolk County Council
Vanessa Reeve- West Norfolk Community Transport (WNCT)
Julian Patterson- Lynx Buses
Graham Smith- Lynx Buses

EC85: APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Bhondi, Bone,
Bullen and Ratcliffe

EC86: MINUTES

RESOLVED: The Minutes from the meeting held on 27 February 2024
were agreed as a correct record and signed by the Chair

EC87: **DECLARATIONS OF INTEREST**

[Click here to view the recording of this item](#)

Cllr Colwell declared an interest as a County Councillor for Gaywood South in relation to the bus transport item.

EC88: **URGENT BUSINESS**

There was none.

EC89: **MEMBERS PRESENT PURSUANT TO STANDING ORDER 34**

Councillor D Heneghan (on Zoom).

EC90: **CHAIR'S CORRESPONDENCE**

[Click here to view the recording of this item](#)

Item of business 10, Climate Change Update brought forward on the agenda to that published to item 9 at request of Councillor de Whalley.

EC91: **UPDATE ON THE BUS SERVICE IMPROVEMENT PLAN AND Q&A SESSION WITH BUS OPERATORS - 40 MINUTES**

[Click here to view the recording of this item](#)

The Panel received an update from Niki Parks from Norfolk County Council as follows;

The Bus Service Improvement Plan had been awarded £49.5 Million for improvements to the service which included bus priority scheme, junction improvement, traffic flow improvement, improving waiting facilities at stops, maintenance of King's Lynn Bus Station, additional bus routes and links to medical services.

The Panel received updates from the representatives from WNCT and Lynx buses as follows;

As part of Bus Service Improvement Plan, both Lynx and Go to Town buses were offering £1.50 cap on fares for a Single Journey in King's Lynn and 25% off weekly, monthly and group tickets. Service being provided as part of Improvement Plan would be commercially sustainable.

The Chair invited questions and comments from the Panel, as summarised below;

Councillor Colwell asked if there are plans for a bus to go through Gaywood and then onto St James' Medical Centre, and if there were plans for buses to start earlier and finish later for residents to commute to work.

Vanessa Reeve from West Norfolk Community Transport for referred to Reffley and Wootton Services were running.

Monday to Friday buses starting at 7.07 am for commute to work, and 7.30 pm last bus although numbers for buses in evenings were low so there were unlikely to be later ones as the service not sustainable. He confirmed there was a bus to Marsh Lane for the St James' Medical Centre requiring a short walk to it.

Councillor Colwell asked consideration a bus to directly outside the St James' Medical Centre to be considered.

Councillor Sandell asked if bus routes from rural areas could be considered to tie in with rail service time.

Julian Patterson from Lynx Buses explained that the that bus timetable had been revised in 2018 however train times were then changed.

The Chair asked that bus timetable boards and bus stops be in the same place at the bus stop. She also asked the procedure for enforcement when cars parked in bus stops and suggested that more buses be put on during Festival Too.

Niki Parks undertook to investigate if a Traffic Regulation Order was in place for the stop, if not to address what needed to be done to resolve the issue. She also confirmed that Timetables would be part of the Improvement Plan.

Julian Patterson advised free buses were put on in 2015 for Festival Too however issues with antisocial behaviour and driver's work schedules not permitting work next day.

Councillor Lintern asked if there were any plans for the south of King's Lynn.

Niki Parks answered that gold bus stops would be fitted with QR codes across all of the county which included Downham Market and there would be an accessibility upgrade for rural bus stops. Bus stops upgraded in rural areas have to be moved depending on risk assessments and available land.

Niki Parks encouraged parishes to work with NCC to look at existing and new bus stops if needed in response to Councillor Bearshaw comment on work the parish council was doing.

Councillor Rust queried the cost of maintaining gold bus stops if they were re-chargeable.

Niki Parks advised that Bus Shelters were not put in unless agreement had been reached on maintenance.

Councillor Moriarty thanked the invitees for the time taken for providing update to the panel and asked what the plans were for refurbishment at King's Lynn Bus station. He referred to sustainability of development and the need to have bus services in operation to encourage their use as properties were built.

Niki Parks advised NCC would be maintaining the area, clean up, fixed screens and more cycle stands for it to become a travel hub. She offered to provide the plans. She also reminded members that the NCC could encourage use and provide service could not force their use.

Vanessa Reeve advised that WNCT were working closely with St James Health Service to understand times and needs. They currently offered dial a bus to link villages to King's Lynn. She informed members that further information was to be released on Friday.

Councillor De Whalley asked what could be done to improve diesel buses and to encourage the use of electric buses.

Julian Patterson answered in three years spent £3 million on euro 6 diesel buses to improve emissions. He reminded members that when traffic flowed it improved emissions. There were no plans for alternative fuel buses at the moment due to the cost and limitations on mileage.

Councillor Beales commented that it was good to see active maintenance of the Bus Station..

The Vice Chair asked about variation of prices and lack of direct route buses in rural areas such as Swaffham and Marham to Downham Market. She also asked what percentage of the budget had been used on King's Lynn & West Norfolk and whether green roofs been considered for bus shelters.

Niki Parks stated the price of the fare depended on the company and their cost of running the service. She explained that and the funding was not for the longer term so the pricing may change again after the funding ceased. It was noted that Lynx Buses had reduced their fares and offered discounts. £13 Million had been used and green roofs can be considered but maintenance down to parish.

Councillor Bubb referred to an issue with a bus shelter in Dersingham and asked how much of the budget was spent on Norwich.

Niki Parks responded that if Councillor Bubb provides specific details on the bus stop to her she would investigate further. She also

confirmed that Norfolk County Council did not put any budget towards electric buses and was funded by the Government.

EC92: **CLIMATE CHANGE UPDATE - 30 MINUTES**

[Click here to view the recording of this item](#)

The Panel received a Climate Change Update presentation from the Climate Change Manager, a copy of which is attached.

The Chair thanked the officer for his report and invited questions and comments from the Panel, as summarised below;

Councillor Colwell commented that 24% of the area's carbon emissions was from Transport, he encouraged active travel along with the re-wetting of peat land.

The Climate Change Manager agreed and added that as we develop the detail of the updated strategy we can think about how transport and peat can be included. It was noted that most land is privately owned and it will be important to engage with landowners, farmers and other stakeholders.

The Vice Chair thanked the Climate Change Manager for the presentation and enthusiasm and asked for further explanation on the business expo.

The Climate Change Manager advised about the Expo event held in June 2022. The event was organised on the council's behalf by the Norfolk Chamber of Commerce involving a wide range of businesses and guest speakers to encourage net zero practices. It may run again if members agreed to its inclusion in the new strategy and action plan.

Councillor Beales, in referring to the issue of peat land commented on the level of agricultural schemes and re-wilding taking place in the borough. He drew attention to the need to maintain productivity within the country rather than importing goods.

Councillor De Whalley thanked the Climate Change Manager for the presentation and drawing attention to the challenges and opportunities before the council.

RESOLVED: The Panel noted the update.

EC93: **CABINET REPORT - GYPSY AND TRAVELLER PREFERRED SITES
- 30 MINUTES**

[Click here to view the recording of this item.](#)

Officers presented the report which explained that authority was needed to proceed with a further period of consultation on those proposed (allocated) sites for Gypsy and Traveller use. Evidence and feedback had been considered to identify the most appropriate locations to accommodate the identified need for Gypsy and Traveller provision.

The Chair thanked officers for their report and invited questions and comments from the Panel, as summarised below.

Councillor Crofts made reference to the titles of the wards in the report which were not accurate. He commented on his previous experience as Chair of Upwell Parish Council and Small Lode which was one mile long and with a number of sites concentrated in one area. He asked if the allocated sites were the tolerated sites, then what is the situation with planning permission.

The Senior Planning Officer responded that unauthorised or tolerated sites that did not have planning permission will be formalised where a direct need from the sites has arisen.

Councillor Crofts stated that the NPPF stated that there shouldn't be a high number of sites in one area and should not cause concern to other residents, he asked why there was such a high allocation in Small Lode.

The Senior Planning Officer advised that the number of sites proposed sites had been reduced in the Outwell/ Upwell area following consultation feedback.

Councillor Crofts stated families concerned were the same family and therefore would not be available for the open market. That Senior Planning Officer stated there was a direct need for those existing families on existing sites and the Council is seeking to make provision for these families.

Councillor Bearshaw asked made reference to unauthorised sites and questioned why they were now being permitted. The Assistant Director answered that material circumstances must be considered and planning circumstances into account before enforcement. The Senior Planning Officer added that once the local plan was updated this would make it easier to take action on unauthorised sites.

Councillor Lintern asked for confirmation that once The Local Plan had been adopted that any sites which were set up illegally would be enforced.

Assistant Director explained that it would be easier to enforce unauthorised sites not in the local plan.

RESOLVED: The Environment and Community Panel supports the recommendations to Cabinet, as set out below;

1. Endorses the revised Gypsy, Travellers and Travelling Showpeople Proposed Sites and Policy document, the Gypsy and Traveller Site Assessment Document, the associated Strategic Flood Risk Assessment and the Sustainability Appraisal and Habitat Regulations Assessment for consultation.
2. Delegated Authority be granted to Portfolio Holder for Development and Regeneration and Assistant Director- Environment & Planning, to include minor amendments as required to consultation.

EC94: **HOMELESSNESS AND ROUGH SLEEPING STRATEGY REVIEW - 30 MINUTES**

[Click here to view the recording of the item.](#)

Duncan Hall, Assistant Director introduced the Homelessness Review. This document precedes the forthcoming Homelessness and Rough Sleeping Strategy which has to be published every five years. It was intended to publish the reviewed strategy by Autumn 2024.

The Homelessness Review provided an overview of homelessness experience and provision in King's Lynn and West Norfolk. It looked at:

- The current and future levels of homelessness in the borough,
- The available provision of services for people experiencing or facing homelessness,
- The ability of such services to meet current and future demand.

The Senior Housing Manager gave a presentation on the Homelessness Review as included with the minutes.

The Chair thanked officers for their report and invited questions and comments from the Panel, as summarised below;

In response to Councillor Bearshaw's question: the starting point for the collation of council data was April 2019 –when a new computer system was introduced – running through to the end of June 2023.

The Vice Chair asked if we could communicate and work alongside GP's/Practices for them to identify homelessness. It was agreed networking with services to identify homelessness was essential. The Senior Housing Manager agreed to include GPs and other public/private bodies in the development and implementation of the strategy.

The Vice Chair asked how the King's Lynn Night Shelter fitted in with the strategy, to which the Senior Housing Manager advised that the Night Shelter was a first stage accommodation provider for someone sleeping rough/ homeless before sustainable accommodation was found. The Council worked closely with the night shelter to develop this service.

Councillor Colwell asked why the council was reluctant to take and use Night Shelter data. He suggested additional support for trauma training be provided. The Assistant Director explained the Night Shelter had been in the process of changing its method of operation for two to three years. The difference in numbers was because the methodology for determining the Council's figures and the annual rough sleeping snapshot count were prescribed by central government. A new role had been created to look at the council's data in more depth.

Councillor Rust commented that the council was working with the Night Shelter and reminded members that ending rough sleeping was linked to the provision of housing which the council was taking a lead with via the housing companies.

Councillor Lintern referred to the Night Shelter's planning application and crime and disorder plan comments made, which she felt reflected the Borough Council departments' need to work together.

RESOLVED: The Panel supports recommendations as set out below;

1. The Panel endorsed the findings of the Homelessness Review to support and inform the work of the newly emerging Homelessness and Rough Sleeping Strategy 2024-2029.
2. The Panel agreed that the Homelessness and Housing Delivery Task Group continued to operate and receive detailed information and updates and monitoring of the strategy.
3. The Panel agreed the revised Terms of Reference for the Group.

EC95: **WORK PROGRAMME AND FORWARD DECISION LIST**

Members of the Panel were reminded that an eform was available on the Intranet which could be completed and submitted if Members had items which they would like to be considered for addition to the Work Programme.

Councillor Bubb was advised to complete form for item relating to review of Crematorium being added to Work Programme.

RESOLVED: The Panel's Work Programme was noted.

EC96: **DATE OF THE NEXT MEETING**

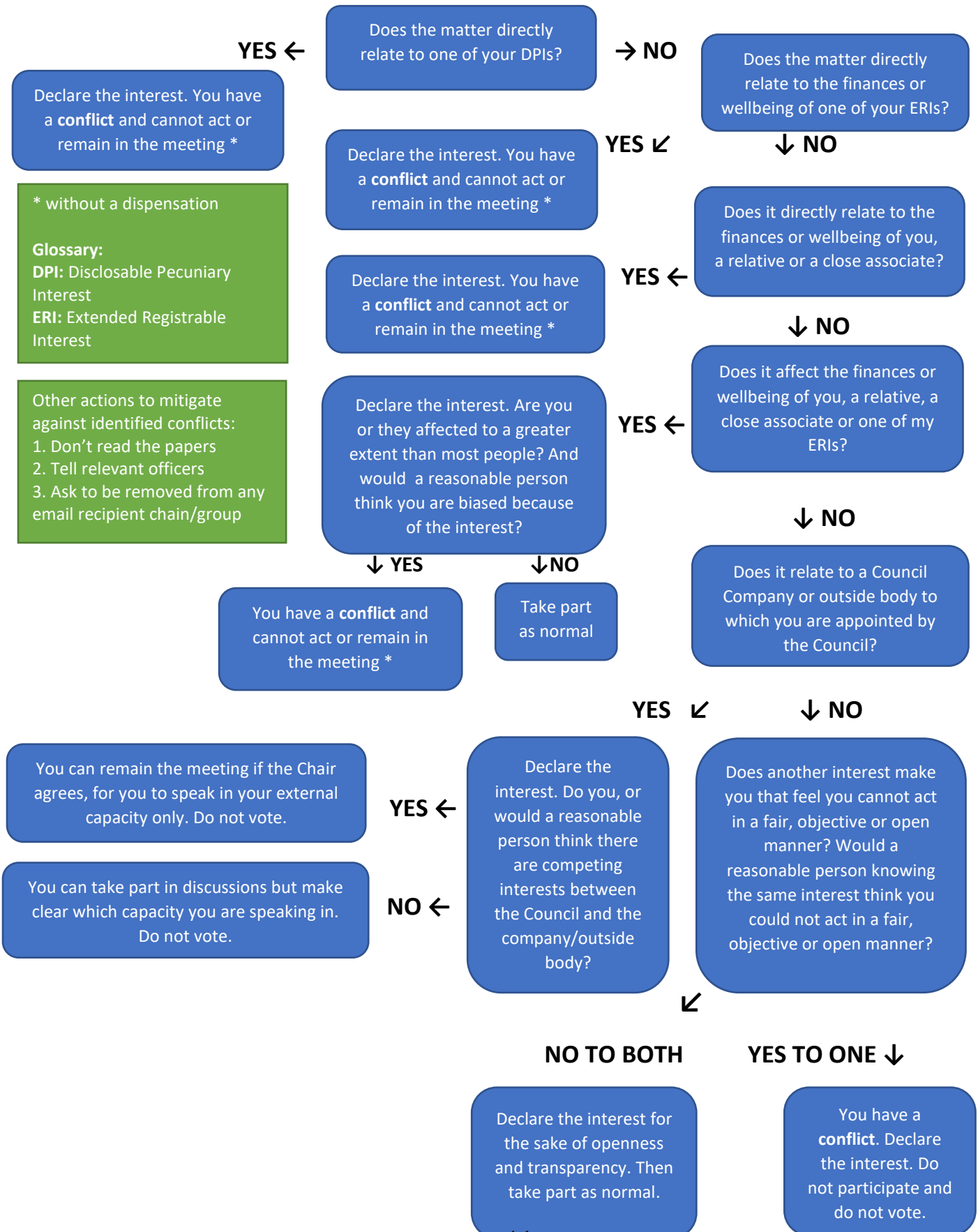
The next meeting of the Environment and Community Panel would be held on **4th June 2024 at 4:30pm** in the **Town Hall, King's Lynn.**

The meeting closed at 7.16 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

POLICY REVIEW AND DEVELOPMENT PANEL REPORT

| | | | |
|-----------------|---|---|----|
| REPORT TO: | Environment and Community Panel | | |
| DATE: | 4 th June 2024 | | |
| TITLE: | Membership of Task Groups and Informal Working Groups 2024/2025 | | |
| TYPE OF REPORT: | Operational | | |
| REPORT AUTHOR: | Democratic Services Officer | | |
| OPEN/EXEMPT | Open | WILL BE SUBJECT TO A FUTURE CABINET REPORT: | No |

REPORT SUMMARY/COVER PAGE

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| PURPOSE OF REPORT/SUMMARY: |
| <p>This report invites the Environment and Community Panel to arrange for the appointment of Members to serve on the Informal Working Groups and Task Groups, which have previously been established by the Panel, for the municipal year 2024/2025.</p> <p>The Panel has established the following groups:</p> <ul style="list-style-type: none"> - Homelessness and Housing Delivery Task Group - Single Use Plastics Informal Working Group - Climate Change Informal Working Group <p>The Panel has also established the following Informal Working Group, jointly with the Regeneration and Development Panel:</p> <ul style="list-style-type: none"> - Tourism Informal Working Group |
| RECOMMENDATIONS: |
| <ol style="list-style-type: none"> 1. That the Homelessness and Housing Delivery Task Group continues to operate and the Democratic Services Officer be instructed to seek Membership of the Task Group from the Group Leaders for the 2024/2025 municipal year. 2. The Climate Change Informal Working Group and Single Use Plastics Informal Working Groups be disbanded as they have not met for over a year. 3. That Members wishing to serve on the Tourism Informal Working Group be notified to the Chair of the Regeneration and Development Panel and the two Panel Chairs liaise accordingly. |

For information – 2023/2024 Membership of Groups is below

Homelessness and Housing Delivery Task Group: Councillors S Sandell, V Spikings, T Bubb, S Collop, A Ryves, S Lintern and 1 vacancy.

Single Use Plastics Informal Working Group: Councillors Bubb and Devulapalli.

Climate Change Informal Working Group: Councillor Bubb.

Tourism Informal Working Group: Councillors Beal, Bullen, Bone, Bearshaw, Heneghan, Collingham, Dickinson, Rust.

POLICY REVIEW AND DEVELOPMENT PANEL REPORT

| | | | |
|-----------------|--|---|----|
| REPORT TO: | Environment and Community Panel | | |
| DATE: | 4 th June 2024 | | |
| TITLE: | Nominations to Outside Bodies and Partnerships | | |
| TYPE OF REPORT: | Operational | | |
| PORTFOLIO(S): | Leader | | |
| REPORT AUTHOR: | Rebecca Parker | | |
| OPEN/EXEMPT | OPEN | WILL BE SUBJECT TO A FUTURE CABINET REPORT: | NO |

REPORT SUMMARY/COVER PAGE

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| PURPOSE OF REPORT/SUMMARY: |
| The Panel is invited to nominate representatives to participate in the outside bodies and partnerships which fall within the Environment and Community Panel’s remit as set out in the report. |
| RECOMMENDATIONS: |
| <ol style="list-style-type: none"> 1. That nominations be made by the Panel. 2. That the reporting arrangements be noted, as shown in the report. 3. That Council be requested to approve the nominations made by the Panel |
| REASONS FOR RECOMMENDATIONS: |
| To ensure continued involvement in the community by the Council. |

1.0 BACKGROUND

- 1.1 The Cabinet at its meeting on 11th June 2024 will confirm a number of Cabinet appointments to outside bodies and partnerships. Further appointments will be made by the Council on 27th June 2024 in the following categories:
- Scrutiny and regulatory roles
 - Parish level representation, parished and unparished areas
 - General appointments

2.0 INSURANCE COVER FOR BOROUGH COUNCILLORS

2.1 The Council’s insurance will indemnify any employee or member arising from their service on the board or participation in the capacity of governor, officer, trustee, director, committee member or other official of any not-for profit entity other than the insured.

Provided always that:

- a) The service or participation by the employee or member is specifically requested by or under the specific direction of the insured.
- b) The insured is legally entitled to approve the service or participation and to indemnify the employee of member in respect of it.

c) Any payment will only be made by the insurer for an amount in excess of any indemnification or insurance coverage provided by the not-for-profit entity or afforded from any other source and to which the employee or member is entitled.

2.2 When a member is appointed to serve on an outside body, they should also ensure that as well as completing the Register of Financial and Other Interest form, they should complete the annual "Related Party Transactions form", with the details of those bodies on which they serve.

3.0 FEEDBACK FROM MEMBERS ON OUTSIDE BODIES

3.1 The Panels should be able to request reports from Councillors serving on outside bodies which fall within their remit. This will make it possible for members both to assess the usefulness of making appointments to bodies and be informed of any relevant matters.

4.0 APPOINTMENT OF REPRESENTATIVES

4.1 This Panel is invited to nominate representative(s) to participate in the outside bodies and partnerships listed below which fall within the Panel's remit. For information, details of the representatives for 2023/24 are listed below.

4.2 Any Members wanting to continue in their roles, or any Councillors who are interested in putting themselves forward for nomination are encouraged to contact the Chair in advance of the meeting.

- **Borough Council/College of West Anglia Liaison Board – 1 representative**
Frequency of meetings: once every six months.
Venue: Alternates between the College and the Council or remotely.
Current representative is Councillor Osborne.
For information Councillor Parish is also appointed by Cabinet to this Board.
- **King's Lynn and West Norfolk Area Museums Committee – 3 representatives**
Frequency of meetings: Quarterly
Venue: Alternates between Council Offices and King's Lynn Museum or remotely.
Time: Usually 2pm
Current representatives are Councillors Bland, Bubb and non-Councillor Bill Davison.
For information Councillor de Whalley is appointed to the Committee by Cabinet and Councillor Kemp is appointed to the Committee by Council.
- **King's Lynn Football Club Board (observer) – 1 representative**
Venue: Football Club
Current representative is Paul Bland
- **Norfolk County Council – Norfolk Countywide Community Safety Partnership Scrutiny Sub-Panel – 1 representative & substitute**
Frequency of meetings: quarterly – usually on a Monday
Venue: Norfolk County Council
Time: 9.30am
Current representatives are Councillor Rose and Kemp (substitute)
- **Norfolk Health Overview and Scrutiny Committee – 1 representative & substitute**
Frequency of meetings: 7 times a year
Venue: Norfolk County Council
Time: 10.00am

Note: Members must be a Member of an Overview and Scrutiny Committee. Preferably not be board members or governors of a local health service organisation or a member of the Health and Wellbeing Board in order to limit conflicts of interest.

Current representatives are Councillor Devulapalli and Bhondi (sub)

- **West Norfolk Community Transport Project – 1 representative**

Frequency of meetings: Quarterly – usually on a Monday

Venue: North Lynn

Time: 5.30pm

Current representative is Councillor Everett

5.0 FINANCIAL IMPLICATIONS

5.1 Mileage and subsistence allowances for Councillor attending meetings.

6.0 ACCESS TO INFORMATION

Current lists of member representation

POLICY REVIEW AND DEVELOPMENT PANEL REPORT

| | | | |
|-----------------|--|---|----|
| REPORT TO: | Environment and Community Panel | | |
| DATE: | 4 June 2024 | | |
| TITLE: | Councillor Community Grant Scheme | | |
| TYPE OF REPORT: | Monitoring | | |
| PORTFOLIO(S): | Leader of the Council | | |
| REPORT AUTHOR: | Honor Howell Corporate Governance Manager/Assistant to the Chief Executive | | |
| OPEN/EXEMPT | Open | WILL BE SUBJECT TO A FUTURE CABINET REPORT: | No |

REPORT SUMMARY/COVER PAGE

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| PURPOSE OF REPORT/SUMMARY: |
| On 9 September 2021, Council agreed to create a Councillor Community Grant Scheme to run consecutively during 2021-2022 and 2022-2023 to support local projects and activities that will have a positive impact throughout the borough. Cabinet agreed on 1 August 2023, to extend the scheme for 2023-2024 under the current policy and conditions. |
| KEY ISSUES: |
| To support members, give practical financial assistance to schemes in their constituencies which will benefit the community as well as contribute to the council’s overall vision and corporate strategy. |
| OPTIONS CONSIDERED: |
| The Environment and Community Panel is asked to review the delivery of the scheme for 2023-2024. |
| RECOMMENDATIONS: |
| The Environment and Community Panel to note the report. |
| REASONS FOR RECOMMENDATIONS: |
| That Councillors acknowledge the projects and associated benefits of the Councillor Community Grant Scheme and how it has provided valuable funding for their communities. |

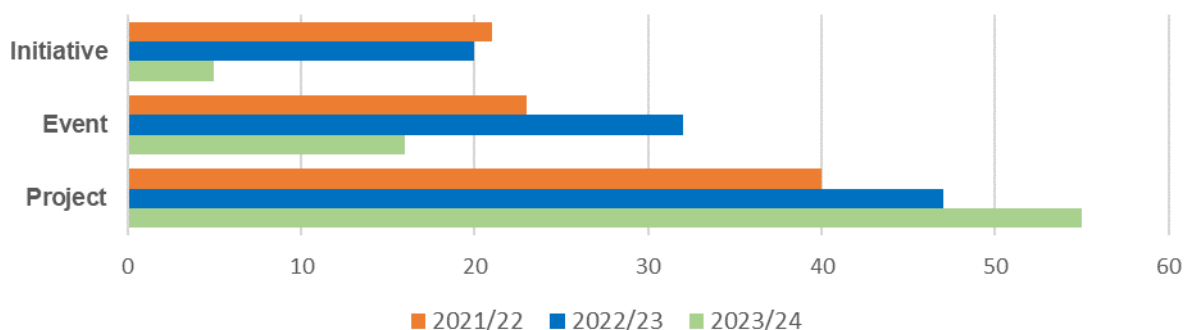
1. Introduction

- 1.1 The Councillor Community Grant Scheme was introduced with the aim of funding community projects, events and initiatives to deliver better outcomes for residents in the borough as well as contributing to the achievement of the priorities of the Corporate Strategy.
- 1.2 Each ward councillor has a budget of £1,000pa to assist their constituents with funding for projects which meets the criteria of the scheme.
- 1.3 Training on the scheme was offered to newly elected members to set out their roles and responsibilities, including issues to consider when awarding funding, transparency, data protection and signposting to other funding support options.

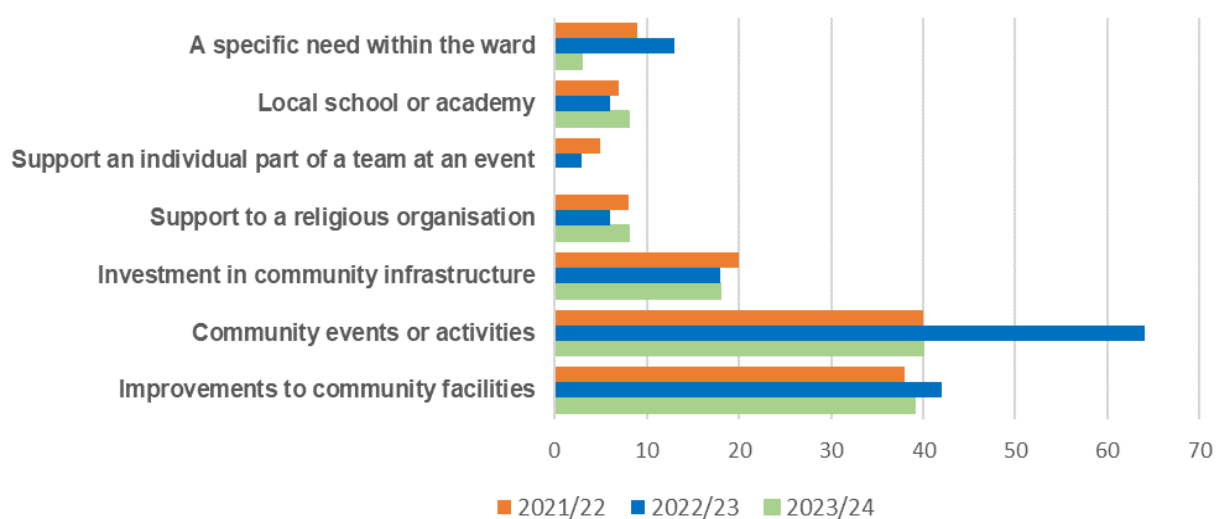
2. 2023-2024 overview and achievements

- 2.1 In 2023-2024 councillors awarded funding to 76 local groups and organisations for projects, initiatives and events amounting to £41,956.67, all grants are listed in Appendix A. Community projects continues to be the most popular grant request, with the number of event requests reducing compared to 2022-2023 when the local community enjoyed celebrating the Queen's Jubilee and King's Coronation.

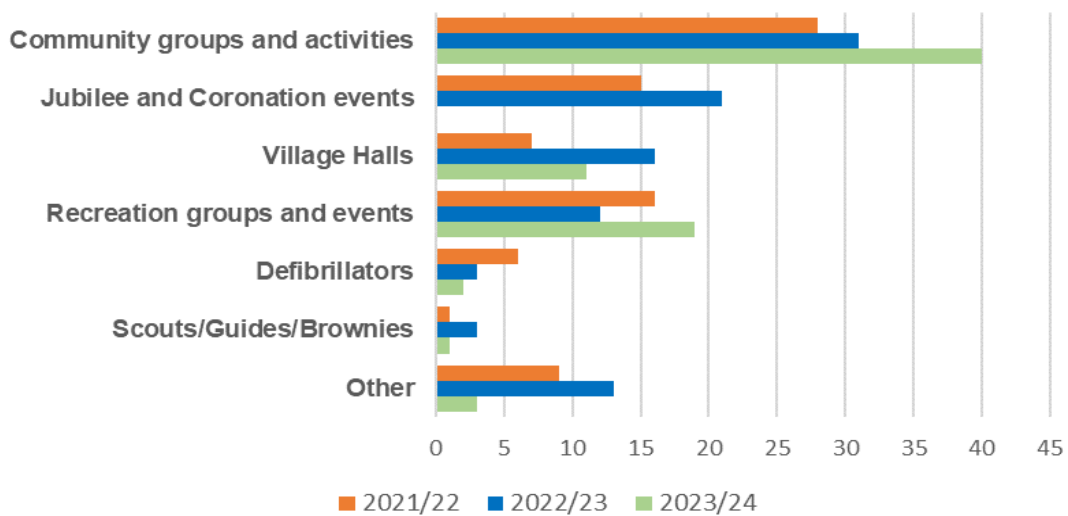
2.2 The number of Projects / Events / Initiatives awarded funding



2.3 The criteria met by each grant was decided by members with some grants meeting multiple criteria



2.4 A breakdown of the key community themes awarded grant funding



3. Issues for the panel to consider

3.1 The Environment and Community Panel is asked to review the delivery of the scheme for 2023-2024.

4. Corporate priorities

4.1 The Councillor Community Grant Scheme contributes to the following priorities within the Corporate Strategy:

- Protect our environment
- Support our communities

5. Financial implications

5.1 Of the £55,000 2023-2024 budget, £41,956.67 was allocated with the remaining £13,043.33 being transferred back to the council's general reserves.

5.2 Full consideration from Cabinet has enabled the funding to be built into the revenue budget until 2026-2027.

6. Any other implications/risks

6.1 None.

7. Equal opportunity considerations

7.1 A pre-screening equality impact assessment was completed when the policy was agreed at Cabinet on 3 August 2021. This assessment was positive across all criteria.

8. Environmental considerations

8.1 None.

9. Consultation

9.1 Management Team and Council Leader

10. Conclusion

10.1 The Environment and Community Panel to review and note the report.

11. Background papers

- Cabinet report 3 August 2021
- Cabinet report 1 August 2023

2023-2024 Councillor Community Grant

Appendix A

| Applicant | Item requested | Ward | Funding provided |
|--|---|--|------------------|
| Shouldham Bowls & Social Club | Improve facilities for people with disabilities to attend the Community Friendship Club | Airfield | £200 |
| Fincham Memorial Hall and Playing Fields | User friendly seating for the old or infirm users of the hall | Airfield | £863.28 |
| West Norfolk Riding for the Disabled -The Magpie Centre | Purchase magnetic boots, massage pads, turnout rugs and a hay steamer for the care of the horses and ponies. | Airfield | £900 |
| The Little School of Needle Craft Free Community Craft Group | Provide free after school clubs to teach 7-17 year olds new skills to reuse, recycle and repurpose old garments | Bircham with Rudhams | £150 |
| Bircham in Bloom | Planting schemes for various parts of the village to enhance the village environment, encourage wildlife and promote social amenity | Bircham with Rudhams | £250 |
| Rudhams and District Village Hall | Replacement of kitchen windows | Bircham with Rudhams | £450 |
| Titchwell and Choseley Parochial Church Council | Purchase and install a teak bench | Brancaster | £800 |
| Clenchwarton Parochial Church Council | Construction of wooden plinth to improve access for community events | Clenchwarton | £1,000 |
| West Dereham Village Hall | Replacement of kitchen equipment | Denver | £500 |
| Dersingham Day Centre | Easter lunch for elderly residents | Dersingham | £250 |
| Dersingham Tennis Club | Cleaning and repainting of tennis court | Dersingham | £1,000 |
| Ingoldisthorpe Sports and Social Club | Costs towards detailed plans and estimates to undertake the enhancements and improvements to the sports pavilion | Dersingham | £750 |
| Melody Allsorts of Downham | Funding to help with rehearsal space and props for panto | Downham Old Town, East Downham & South Downham | £750 |
| Melody Allsorts of Downham | Support residents with visible and invisible disabilities to participate in amateur dramatic workshops and performing in a musical | East Downham | £630.25 |
| Emneth Central Hall Management Committee | Replacement of radiators | Emneth with Outwell | £1,000 |
| Outwell Playing Field and Village Hall Committee | Purchase two seat benches | Emneth with Outwell | £500 |
| St Faiths Church Gaywood | Setting up and running costs for a weekly youth group | Fairstead | £1722.50 |
| Feltwell Community Group | Two defibrillators | Feltwell | £1,000 |
| Southery Village Hall | Replacement of radiators | Feltwell | £1,000 |
| Hudson Fen Leisure Ltd | Renewal of play area equipment | Gayton and Grimston | £1,000 |
| Parents Committee at Howard Junior School | Contribution towards a selection box for each child | Gaywood Clock | £100 |
| Parents Committee at Howard Junior School | Provide toothbrush and toothpaste to all pupils | Gaywood Clock | £519.90 |
| King's Oak Academy | Provide toothbrush and toothpaste to all pupils | Gaywood Clock | £121.60 |
| King's Lynn Church of the Nazarene craft group | Wool to make blankets for Ukraine and the local cat sanctuary | Gaywood North Bank | £200 |

| Applicant | Item requested | Ward | Funding provided |
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| King's Lynn Child Contact Centre | Provide equipment and a suitable area for parents to read books with their children. | Gaywood North Bank | £600 |
| Little Miracles | Provide refreshments and craft supplies for Easter event | Gaywood North Bank | £150 |
| Hanseatic Union | Childrens Easter Activity Event | Gaywood North Bank | £400 |
| 8:56 Foundation | Provision of wellbeing booklets to support men's mental health at events around West Norfolk | Heacham | £254.50 |
| West Norfolk Singers | To help with rehearsal costs, insurance and copyright music | Heacham | £200 |
| Heacham in Bloom | Create a sustainable raised flower bed featuring an antique plough | Heacham | £350 |
| Sedgeford Village Hall | Relocation of school bell within the community and replacement bench in the play area | Heacham | £1,000 |
| Little Lights | Storage containers | Hunstanton | £240 |
| Castle Acre Playing Field Association | Purchase of Tennis rackets and Pickleball rackets for villagers to use on newly completed MUGA. | Massingham with Castle Acre | £500 |
| Harpley Village Hall | Replace window frames, fascias, upgrade lighting to LED and measuring equipment for monitoring heating oil levels | Massingham with Castle Acre | £400 |
| Castle Acre Coronation Bowls Club | Soft mats for the end ditches | Massingham with Castle Acre | £100 |
| Penny Black | Christmas vegetable boxes for senior residents | Methwold | £100 |
| Methwold History Group | Purchase a computer, scanner and photocopier | Methwold | £500 |
| Methwold Times parish magazine | Support with increased cost of printing | Methwold | £250 |
| Swan Youth Project | Creation of a breakout room and safe space to support mental health and family support meetings | North Downham | £500 |
| Downham Market Macular Society | Provide information, activities and speakers for those with sight loss due to macular disease | North Downham | £500 |
| The Beacon Church community cafe | Purchase a printer and cartridges | North Lynn | £781.64 |
| North Lynn Food Hub | Set up a hub with discounted food, toiletries and cleaning products | North Lynn | £1,000 |
| St Marys Church | Provide free Christmas events including illumination and light show | Snettisham | £500 |
| Snettisham Events Committee | Provide Christmas lunch to Snettisham pensioners | Snettisham | £250 |
| Snettisham Wednesday Activities Get-together | Transport costs for residents with mobility issues | Snettisham | £250 |
| Downham Dementia | Gazebo, flag and outdoor furniture to use when attending events | South Downham | £750 |
| Alive West Norfolk | South Lynn Holiday Clubs (3 days) provide coaching, food and marketing | South and West Lynn | £840 |
| West Lynn Action Group | Purchase a litter bin | South and West Lynn | £400 |
| King's Lynn & West Norfolk Pride | Contribution towards the free annual event for the residents of the borough | Springwood & St Margarets with St Nicholas | £1,000 |

| Applicant | Item requested | Ward | Funding provided |
|--|--|------------------------------------|-------------------------|
| King's Lynn Men's Shed | Installation of a defibrillator and improvements to heating system | St Margarets with St Nicholas | £1,500 |
| St Clements High School | Young carers events | Terrington | £1,000 |
| Linnets in the Community | Purchase community t-shirts for volunteers representing the charity at local events | The Woottons | £200 |
| West Norfolk Autism Group | Support spring events being held for the group | The Woottons | £200 |
| Priory Rotary Club | Erection of a plaque to mark the planting of trees in South Wootton | The Woottons | £165 |
| AFC Football Club, Wiggshall | Purchase a new lawn mower | Tilney, Mershe Lande and Wiggshall | £1,000 |
| Wiggshall St Mary Magdalen Village Hall | Planting of woodland on a disused recreational area | Tilney, Mershe Lande and Wiggshall | £800 |
| Three Holes Village Hall & Playing Field | Replacement of two cooker hoods to comply with H&S standards | Upwell & Delph | £300 |
| The Welney Coffee Social | Purchase of a hot water boiler to support the Coffee Social | Upwell & Delph | £600 |
| Barroway Drove Village Hall | Place a bench, plaque and planters at the area where the time capsule was buried at the Platinum Jubilee | Upwell & Delph | £250 |
| Wimbotsham Recreation Ground Committee | Provide a Christmas tree on Wimbotsham village green, mince pies and soft drinks | Upwell & Delph | £250 |
| Lakes End Village Hall | Repairs to roof and ceiling of the village hall | Upwell & Delph | £300 |
| Upwell Playing Field Committee | Redecoration of changing rooms | Upwell & Delph | £300 |
| Walpole St Peter Parish Hall | Host a bacon bap morning on 28/10/23 and a cream tea on 1/12/23 with a display of village archives to give villagers an opportunity to say goodbye to the hall which is being rebuilt after 100 years | Walsoken, West Walton & Walpole | £250 |
| Ingleborough Care Farm | Purchase a pre-assembled access slope to provide disabled access to the static caravan at the care farm in West Walton. | Walsoken, West Walton & Walpole | £350 |
| Walpole Parish Foundation and Recreation Trust | Purchase of bingo machine, PA system, tea urn and 5 tables | Walsoken, West Walton & Walpole | £350 |
| 13 th Walpole Scout Group | Sleepover at Sealife Centre | Walsoken, West Walton & Walpole | £600 |
| Watlington Football Club | New kit for girls team | Watlington | £500 |
| Watlington Short Mat Bowls | Replacement of short mat bowls carpets | Watlington | £500 |
| West Norfolk Lawn Tennis Club | Resurfacing of tennis courts with artificial grass. | West Winch | £2,000 |
| Wereham Village Hall | Purchase and install a CCTV camera for the Community Room to enhance security in support of the establishment of a Community Computer Scheme at the Village Hall, providing free training in computer skills for the residents | Wissey | £200 |
| Stoke Ferry and District History Group | To provide laminated maps, documents and photographs | Wissey | £200 |

| Applicant | Item requested | Ward | Funding provided |
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| Stoke Ferry Community Enterprise Ltd | Banners to advertise community café | Wissey | £200 |
| The Hole in the Green Gang | A gabion bench seat that will double up as a bug hotel | Wissey | £200 |
| Stoke Ferry Village Hall | New village hall sign | Wissey | £200 |
| St Faiths Church, Gaywood | Provide traffic management/road closure and security for the Remembrance parade in Gaywood | Fairstead, Gaywood Chase, Gaywood Clock, Gaywood North Bank, Springwood | £1,110 |
| West Norfolk Young Carers | To provide a Halloween party for 60 Young Carers in West Norfolk. To hire a venue, provide a disco, games, a tuck shop, a pumpkin carving station and buffet. | Bircham with Rudhams, Downham Old Town, East Downham, Gaywood Chase, Gaywood Clock, North Lynn, South and West Lynn, Springwood | £958 |

ENVIRONMENT AND COMMUNITY PANEL WORK PROGRAMME 2024/2025

| DATE OF MEETING | TITLE | TYPE OF REPORT | LEAD OFFICER/ ATTENDEE | OBJECTIVES AND DESIRED OUTCOMES |
|----------------------------------|---|----------------|-----------------------------|--|
| 4th June 2024 | Membership of Task Groups and Informal Working Groups 2024/2025 | Operational | Democratic Services Officer | To appoint Members to Task Groups and Informal Working Groups established by the Panel |
| | Nominations to Outside Bodies and Partnerships | Operational | Democratic Services Officer | To nominate representatives to outside bodies and partnerships |
| | Appointment of Vice Chair for the Municipal Year | Operational | | |
| | Councillor Community Grants | | Debbie Ess/ Honor Howell | For information |
| | Any Cabinet Reports which fall within the remit of the Panel – to be confirmed. | | | |
| | | | | |
| 16th July 2024 | Any Cabinet Reports which fall within the remit of the Panel – to be confirmed. | | | |
| | Cabinet Report – Alive West Norfolk Arrangements | Cabinet Report | | After Joint Panel and prior to Cabinet on 30 th July 2024 |
| | Homelessness and Rough Sleeping Strategy | Cabinet Report | Andy King | Update, recommendations before going to Cabinet on 17 th September 2024 |
| | Recommendations from the Biodiversity Task Group | Cabinet Report | Stuart Ashworth | To consider the report and make any appropriate recommendations to Cabinet |
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| 3rd September | Any Cabinet Reports which fall within the remit of the | | | |

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| 2024 | Panel – to be confirmed. | | | |
| | King's Lynn Town Football Club | | Matthew Henry | |
| | | | | |
| 8th October 2024 | Any Cabinet Reports which fall within the remit of the Panel – to be confirmed. | | | |
| | DFG Framework | | Jo Russell Ryan Wilson | Before going to Cabinet on 24 th October 2024 |
| | | | | |
| 26th November 2024 | Any Cabinet Reports which fall within the remit of the Panel – to be confirmed. | | | |
| | | | | |
| 8th January 2025 | Any Cabinet Reports which fall within the remit of the Panel – to be confirmed. | | | |
| | | | | |
| 25th February 2025 | Any Cabinet Reports which fall within the remit of the Panel – to be confirmed. | | | |
| | | | | |
| 8th April 2025 | Any Cabinet Reports which fall within the remit of the Panel – to be confirmed. | | | |

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To be scheduled

- Gayton Road Cemetery – to come back once alternative locations had been identified.
- Policy Development – Review of Tree and Woodland Strategy and update from the Arboricultural Officers
- Notice of Motion – Dentistry
- Service Level Agreement for Council Approved testing Stations
- Informal Working Group – Wash Barrier
- Wash East Coast Management Strategy – Unit C