



King's Lynn Area Committee

Agenda

Thursday, 13th November, 2025
at 6.00 pm

in the

**Council Chamber, Town Hall and available
for the public to [view on YouTube.](#)**



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**KING'S LYNN AREA
COMMITTEE AGENDA**

**DATE: KING'S LYNN AREA COMMITTEE - THURSDAY,
13TH NOVEMBER, 2025**

**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 - 8)

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

3. DECLARATIONS OF INTEREST (Page 9)

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. CHAIR'S CORRESPONDENCE (IF ANY)

7. CAR PARKING STRATEGY (Pages 10 - 22)

8. SPECIAL EXPENSES 2026 - 2027 (Pages 23 - 27)

9. PARISH PARTNERSHIP BIDS 2026 -2027 (Pages 28 - 34)

10. KLAC SUPPORT OFFICER (Pages 35 - 37)

11. COMMITTEE'S WORK PROGRAMME AND CABINET'S FORWARD DECISION LIST (Pages 38 - 43)

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.

12. DATE OF NEXT MEETING

To: Members of the King's Lynn Area Committee

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

For Further information, please contact:

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

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

Minutes from the Meeting of the King's Lynn Area Committee held on Thursday, 25th September, 2025 at 5.15 pm in the Council Chamber, Town Hall, Saturday Market Place, King's Lynn PE30 5DQ

PRESENT: Councillors S Collop (Vice - Chair), B Jones (Chair), J Fry, A Moore J Rust, D Sayers and A Ware

PRESENT UNDER STANDING ORDER 34: Councillor Bone on Zoom

OFFICERS PRESENT:

Mark Whitmore – Assistant Director for Health, Wellbeing and Public Protection
Carl Holland – Assistant Director for Finance and Deputy Section 151 Officer
Jemma Curtis – Regeneration Programmes Manager
Nicola Cooper – Investment Programmes Officer

27 APOLOGIES FOR ABSENCE

Apologies were received from Councillors Everett, Heneghan, Colwell and Lowe.

28 APPOINTMENT OF VICE - CHAIR FOR THE MEETING

RESOLVED: Councillor Collop was appointed Vice- Chair for the meeting.

29 MINUTES OF PREVIOUS MEETING

RESOLVED: The minutes from the previous meeting held on the 19th June 2025 were agreed as a correct record.

30 DECLARATIONS OF INTEREST

Councillor D Sayers declared in relation to the Parish Partnership Scheme he was a County Councillor for Norfolk County Council.

31 URGENT BUSINESS

There was no urgent business under Standing Order 7.

32 MEMBERS PRESENT PURSUANT TO STANDING ORDER 34

Councillor Bone was present on Zoom, Under Standing Order 34.

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

There were none.

34 **DRAFT KING'S LYNN PLAN FOR NEIGHBOURHOODS.**

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

The Regeneration Programmes Manager and Investment Programmes Officer gave a presentation.

The Chair thanked officers for the presentation and invited questions and comments from the Committee.

In response to a question from Councillor Fry, the Regeneration Programmes Manager explained there was flexibility in relation to the £2 million per annum cash flow and that any in year underspend can be rolled over as necessary into subsequent years within the timescales of the programme. She confirmed that borrowing against future years of funding is also allowable to bring spend forward, but there would be costs associated with that which would impact on remaining available spend so would not be the preferred route.

Councillor Ware spoke as the Culture Champion and asked if she could be included and involved in any working groups.

The Regeneration Programmes Manager referred to work on the Cultural Strategy and added the cultural steering groups fed into the Neighbourhood Plan.

Councillor Sayers sought clarification on flexibility of submission if there were changes in circumstances such as Local Government Reorganisation.

The Regeneration Programmes Manager provided assurance that the four year investment plan submitted highlighted the areas which were to be invested in and there was an opportunity annually to change these areas as priorities changed.

The Chair, Councillor Jones questioned how useful community engagement was and if there were any plans for face to face public engagement in King's Lynn town centre on Saturdays.

The Regeneration Programmes Manager explained the conferences that had been held had been useful and had also encouraged organisations to communicate with each other. She added the team were conscious that there has been a lot of public consultations recently.

In response to a question from Councillor Moore, the Regeneration Programmes Manager confirmed the form had been used for feedback for groups of 15 to 20 peoples. She provided examples of groups who had already provided feedback.

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SPECIAL EXPENSES MONITORING REPORT

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

The Assistant Director for Finance and Deputy Section 151 Officer presented the report.

The Chair invited questions and comments from the Committee.

Councillor Fry questioned the variance difference between Council tax collected and the budgeted spend.

The Assistant Director for Finance and Deputy Section 151 Officer explained central government had set a cap on how much Council Tax could be increased. He added the King's Lynn Area Committee received part of Council Tax the Borough Council collects. He highlighted to the Committee 4.1 of the report where open spaces were being reviewed to find savings and reduce the budget gap.

In response to a question from Councillor Sayers, the Assistant Director for Finance and Deputy Section 151 Officer explained, when setting the budget, previous years costs and seasonal trends were considered however variations such as weather impact heating and lighting costs. He added the Fairstead Community Centre provides a good level of income however there are costs for usage and maintenance but clarified the budgeted figures were estimates.

Councillor Collop questioned the increase from £900 to £2000 in relation to the Gaywood Remembrance Service.

Councillor Rust clarified the previous year's costs was £1200 and provided further detail on the costs of security increasing along with the cost of closing the road for the Gaywood Remembrance Service. Councillor Rust questioned the costs of Dutton Pavilion and asked for further information on if it was being used.

In response to a follow up question from Councillor Fry, the Assistant Director for Finance and Deputy Section 151 Officer explained the Committee received an element of what the Borough Council collect from Council Tax and this could only be increased by £5 based on a Band D property per annum. He explained it was a decision by Full Council how much was allocated to the King's Lynn Area Committee. He added the Council Tax for next year's budget would be decided on at Full Council in February 2026.

Councillor Sayers questioned when the review of open spaces was to be completed and if this was to be reported to the Committee.

The Assistant Director for Finance and Deputy Section 151 Officer explained this was a continuous review and there was to be an opportunity for Members to input in January and reminded Members a Special Expenses report was to be presented at the next Committee meeting.

The Chair, Councillor Jones sought clarification on how the spend on pavilions was rationalised if there was no income being made from them.

The Assistant Director for Finance and Deputy Section 151 Officer highlighted the two pavilions were Dutton and King's Way. He advised he would seek further information from the Property Services team but advised there was legal requirement for maintenance at these pavilions.

In response to Councillor Rust and Councillor Jones, it was confirmed the Dutton Pavillion costs on Plumbing and heating were required to proactively to mitigate against the risk of legionella. He added the Pavillion was used at weekends and there was an opportunity to increase its use, as part of the leisure and wellbeing strategy with a view to seeking external sports funding.

RESOLVED: The Committee considered the outturn for 2024/2025 and the monitoring position and projected outturn for 2025/2026 as detailed in the report.

36 **PARISH PARTNERSHIP SCHEME REMINDER**

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

The Assistant Director for Health, Wellbeing and Public Protection reminded the Committee of the deadlines for the Parish Partnership and outlined the procedure for making a bid.

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

RESOLVED: The Committee's Work Programme and Forward Decision List was noted.

38 **DATE OF NEXT MEETING**

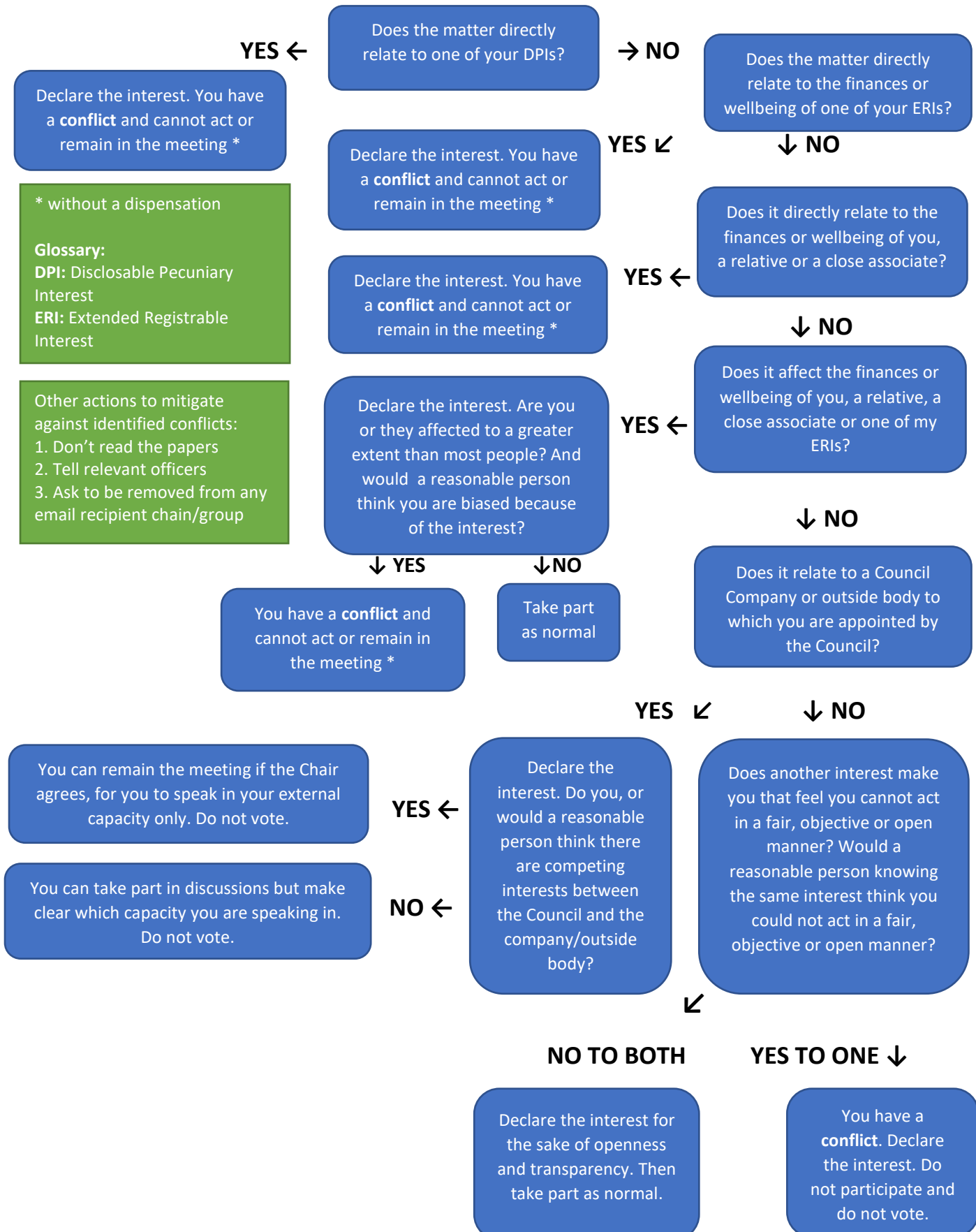
The next meeting was scheduled for the 13th November 2025 at 5:15pm in the Council Chamber, Town Hall.

The meeting closed at 6.07 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 Parking Strategy Update

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Connor Smalls, Regeneration Programmes Officer
Jemma Curtis, Regeneration Programmes Manager



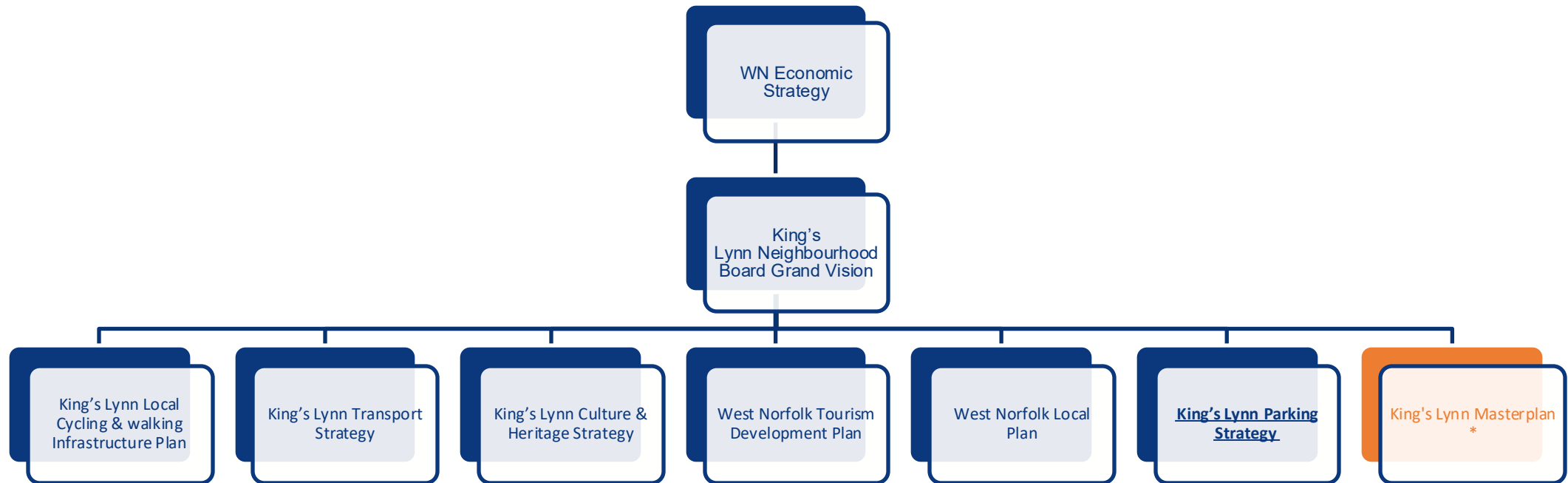
Overview

- Parking Strategy is currently paused.
- 11 • King's Lynn Masterplan will review the draft parking strategy produced so far.
- Changes will be made where necessary to ensure both Masterplan and Parking Strategy documents align.



King's Lynn - Strategic Context

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* Future Documents



Draft King's Lynn Transport Strategy

Vision

- To support sustainable economic growth in King's Lynn by facilitating journey reliability and improved travel mode choice for all, whilst contributing to improved health, air quality, safety and protection of the built and natural environment.

Objectives

- 1. Growth: Support the delivery of planned housing growth and development in the Borough
- 2. Connectivity: Enhance connectivity and accessibility for all within King's Lynn
- 3. Public Transport: Promote greater use of public transport in King's Lynn
- 4. Active Travel: Improve the active travel infrastructure to create the right conditions to make it first choice for shorter journeys
- 5. Environment: Improve local air quality and King's Lynn's natural environment and reduce overall transport emissions
- 6. Safety: Improve road safety in King's Lynn
- 7. Culture and Heritage: Protect and enhance King's Lynn's heritage and cultural environment through place-making

Policy 3: Parking. Norfolk County Council will work with the BCKLWN to deliver the Parking Strategy that balances the needs of the town with supporting the promotion of public transport and active travel. We will seek improvements that acknowledge the importance of the NCC Electric Vehicles Strategy with regards to EV parking provision.



King's Lynn - Scope of Study / Aims and Objectives

- **Scope:** Identify parking priorities and options which are informed by key stakeholder engagement and identify operational actions required to support delivery of wider strategic objectives.
- **Objectives:**
 - Support the vibrancy and vitality of King's Lynn town centre.
 - Inform effective land use to support wider regeneration objectives.
 - Provide a strategy which underpins and supports the delivery of the economic, transport strategy and the local plan.
 - Sustain revenue income streams for the Council.
 - Reconcile the need for and continued use of car parking spaces with the council's net zero ambitions and the wider climate change agenda.

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King's Lynn – Key Takeaways

- December is the overall demand peak.
- 30% of all tickets sold were at Tuesday Market Place (despite it only having 8.5% of the total BCKLWN spaces in the town).
- 51 • During December, most popular 'ticket' sold throughout the year at TMP was the free 20-minute spaces
- Overall, the most popular ticket was the up to 1 hour parking, with the free ticket being the second most popular.
- **Long Term** - The peak weekday arrival time was either 08:00 or 09:00, with the exception of The Walks (11:00) - used by people working in King's Lynn.
- **Short-term** - the peak weekday arrival times were typically between 10:00 and 12:00 – used by visitors to King's Lynn.



King's Lynn – Key Takeaways

- In a neutral month, approximately a fifth of parking capacity is available on a weekday, reducing to approximately an eighth on a Saturday and Sunday. **Visitor demand on the weekends exceeds staff users demands during the week - overall there is reserve capacity available.**
- Peak Month - only 10% of total spaces are available across all car parks (long stay and short stay combined) on a December Saturday. The critical factor is currently visitor demand on a Saturday at all times of the year. There is however currently capacity.
- 16 • There has been an increase in the use of the cashless payment option in all car parks over the 12-month period analysed - increased from 28% in November 2022 to 33.4% in October 2023
- There has been a 9% increase in usage between 2018 and 2023
- Tuesday Market Place brings in the most overall income, but it is closely followed by St James MSCP.
- A 7% increase in income between 2018 and 2023 (however smaller than seen in the overall carpark usage (9%))



King's Lynn – Key Takeaways

- Car parking is spread across car parks and parking areas - limits efficient car park usage and the opportunity to maximise turnover. It also makes it more difficult to monitor and communicate parking capacity, leading to redundant car trips around the town centre
- 17 • At most times of the year there is currently spare parking capacity, although this may not be apparent to visitors due to the wide distribution of spaces
- Most of the car parking is provided in surface car parks (60%). This is not the most efficient use of town centre land and increases vehicular traffic in the town centre
- 32% of parking is aimed at long stay users offering the least revenue opportunity and occupying large areas of parking capacity (commuters parking could be freed up by the implementation of Travel Plans to encourage use of alternative modes)



King's Lynn - Predicted Summary

- Based on population growth only – not taking into account modal shift, projects underway and proposed such as STARS, Southgates Masterplan, Bus Service Improvement and KL LCWIP.
- Expected that BCKLWN car parks will experience capacity issues on Saturdays in both the neutral and peak months in both 2030 and 2035. Car park capacity is also exceeded on weekdays in the 2035 peak month.
- 81 • Removal of car parks for development will have to consider parking demand.
- As we approach both 2030 and 2035 the impact of development and modal shift will have to be monitored to keep track of parking demand and adjust the strategy accordingly. This could account for either an increase or decrease in demand.
- **Important to remember that currently there is not a capacity issue – continued monitoring is key.**



King's Lynn – Draft Report

Recommendations

Park and Ride (seasonal or informal such as KLEP travel hub and possibly ferry)

New Car Parks (allowing for development and for consolidation)

Expansion of Existing Car Parks (to accommodate offset parking, such as adding decking)

Reduction of Existing Car Parks (to allow development such as Boal Quay)

19 **Parking Provision** (such as increased EV and disabled spaces)

Car Park Design (improve lighting and attractiveness, add solar, formalise spaces, increase size of spaces)

Parking Charges & Permits (evaluate)

Signage/Monitoring (evaluate)

Mode Shift (such as public transport and active travel improvements, mobility/active travel hubs).



King's Lynn Masterplan (in development)

- Will be reviewing transport and parking as part of wider town centre and connectivity strategies.
- Several opportunity sites are on BCKLWN owned car parks (Church Street, Boal Quay, Common Staithe).
- Opportunity to address inefficient use of land as surface car parks and rationalise and consolidate car parking, reducing redundant vehicle trips in historic core of town.



Examples of Consolidation

- Active Travel Hub at King's Lynn Enterprise Park.
- Further options emerging from the Masterplan work such as the Port Area and potential of Ferry.

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- Any Questions?



POLICY REVIEW AND DEVELOPMENT PANEL REPORT

REPORT TO:	<i>Kings Lynn Area Committee (KLAC)</i>		
DATE:	13 th November 2025		
TITLE:	Recommendations on Special Expense Charge for King's Lynn		
TYPE OF REPORT:	<i>Policy Development</i>		
PORTFOLIO(S):	Cllr Chris Morley, Portfolio Holder for Finance		
REPORT AUTHOR:	Carl Holland, Assistant Director - Finance		
OPEN/EXEMPT	Open	WILL BE SUBJECT TO A FUTURE CABINET REPORT:	Yes

REPORT SUMMARY

PURPOSE OF REPORT/SUMMARY:
To consider the proposed King's Lynn Special Expenses for the year 2026/27
KEY ISSUES:
<p>The terms of reference for the King's Lynn Area Committee (KLAC) describe one of its roles as acting as a forum, on the funding raised by, and utilisation of the King's Lynn Special Expenses including the determination of where surplus funding raised in connection with King's Lynn Special Expenses should be utilised in the area. KLAC can also determine the spend of any budget allocated to them and provide recommendations to Cabinet on new priorities for King's Lynn Special Expenses.</p> <p>Any recommendations will need to be made in full consideration of the implications on the Special Expenses charge.</p>
OPTIONS CONSIDERED:
<ol style="list-style-type: none"> 1. Make no recommendations for changes to Special Expenses for the 2026/27 financial year 2. Make recommendations to Cabinet on the priorities for, and utilisation of, the Special Expenses charge for King's Lynn, for the period 2026/27
RECOMMENDATIONS:
<ol style="list-style-type: none"> 1. That the Committee endorse the proposed Special Expenses charge for 2026/27 as set out in section 2.2 of the report
REASONS FOR RECOMMENDATIONS:
Making recommendations on the utilisation of Special Expenses for King's Lynn was within the original terms of reference of the Committee.

1. Introduction

1.1 The Terms of Reference for KLAC set out the following:

- To determine the spend of any budgets allocated to KLAC
- To determine where surplus funding raised in connection with King's Lynn Special Expenses should be utilised within the area
- To provide recommendations to Cabinet on new priorities for King's Lynn Special Expenses
- To monitor King's Lynn Special Expenses throughout the financial year

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

1.3 Special Expenses are currently charged for:

- Footway Lighting
- Play Areas (including capital scheme)
- Community Centres
- Closed Churchyards
- Allotments
- Pavilions
- Dog Bins
- Open Spaces
- Bus Shelters
- Public Conveniences (80% of costs of Walks Broadwalk and Management Building facilities)
- Gaywood Remembrance Service

- 1.4 The total cost of Special Expenses is met by the Council Taxpayers of King's Lynn. The annual charge to the residents is made through an addition to the Council Tax bill. The table below details the Special Expenses charge for 2025/26.

Special Expenses	Charge 2025/2026
	£
Footway Lighting	55,940
Play Areas	52,430
Community Centres	54,720
Closed Churchyards	13,350
Allotments	10,640
Pavilions	66,210
Dog bins	36,300
Open Spaces	375,610
Bus Shelters	17,470
Public Conveniences	16,780
Gaywood Remembrance Service	2,000
Total	701,450
Less: Borough Council Budget Support	-122,630
Net Total Charged as Special Expenses	578,820
Tax Base	11,192.10
Band D Charge 2025/26	£51.72

2. Special Expenses 2026/27

- 2.1 The council tax base for King's Lynn in 2026/27 is 11,063.20 which is a decrease of 128.9 from 2025/26.
- 2.2 The table below details the estimated cost of Special Expense charges for King's Lynn for 2026/27.

Special Expenses	Proposed Charge 2026/27
	£
Footway Lighting	57,000
Play Areas	54,818
Community Centres	62,096
Closed Churchyards	13,992
Allotments	11,230
Pavilions	57,578
Dog bins	37,425
Open Spaces	387,254
Bus Shelters	17,618
Public Conveniences	17,468
Gaywood Remembrance Service	2,000
Total	718,479
Less: Borough Council Budget Support (See para. 2.6)	0
Net Total Charged as Special Expenses	718,479
Tax Base	11,063.20
Band D Charge 2026/27	£64.94
Band D Charge 2025/26	£51.72
Increase	£13.23
Percentage increase	25.6%

2.3 The main movements in cost between the Special Expenses charges for 2025/26 and the estimated charges for 2026/27 are as follows.

Increase

- **Footway Lighting £1,060** – this is due to an expected increase in prices to take effect from 1st April 2026. This is an estimated figure and subject to change
- **Play Areas £2,388** – this is due to an estimated increase in staffing costs of 4.8%. This is subject to change
- **Community Centres £7,376** – this is due to an estimated increase in staffing costs of 4.8%. This is subject to change
- **Open Spaces £11,644** – this is due to an estimated increase in staffing costs of 4.8%. This is subject to change.

Decrease

- **Pavilions £8,632** this is due to estimated increases in lettings (grass pitches) and revised estimates on utilities. This is an estimated figure and subject to change

Gaywood Remembrance Service – this cost has been built in for the cost of the road closure and stewards in relation to the Gaywood Remembrance Services as a longer-term funding solution. It is currently estimated that there will be no change from 2025/26.

It is worth noting that all the areas are estimated figures at the present time and subject to change when our base budget assumptions are confirmed and approved later in the month. The referendum limits may also change when the December Budget is announced, which may allow us to charge more before breaching the limits.

- 2.4 The above figures present a significant increase in the cost of services provided through special expenses. The increase of £13.23 exceeds the £5.00 increase in council tax that the council is permitted to levy without going through a referendum exercise.

- 2.5 The Council applies a notional split of the £5.00 increase in council tax as follows:

Borough Council	£4.50
Special Expenses	£0.50

- 2.6 In order to bring the level of increase in special expenses down from £13.23 to £0.50 it will require support from the council's budget. The council will not know the final figure until the budget setting process is near completion and the council tax resolution can be calculated in detail. At this point in time, it is estimated the required level of support from the council will be £140,759. The Council will maximise the £0.50 increase across all special expenses and arrive at a balancing figure. This will take into account the overall level of special expenses across all parishes.

- 2.7 The Council Tax base for Band D equivalents reduces on the previous year by 128.9 to 11,063.2. This is because there has been an increase in the volume of properties where people eligible for the single resident discount; Council Tax Support claims and that are empty properties, which are exempt from payment. This impacts on the formula for calculating the band D equivalents.

3. New Schemes

- 3.1 There are currently no proposals for new schemes for consideration at the time of writing this report. However, as can be seen from the detail in the report, there is no spare capacity to fund any new schemes at this point in time.

4. Financial Implications

- 4.1 There will be financial implications associated with the allocation of Special Expenses. The implications will be dependent on the recommendations which the Committee make to Cabinet.
- 4.2 As can be seen from the report, increases in the level of special expenses will have an impact on the council's core budget. If the Council exceeds the £5.00 Council Tax referendum limit (subject to confirmation) on increasing Council Tax overall, it may be necessary to make further amendments to comply with the legislation on Council Tax increases. These will be reported back accordingly.
- 4.3 Due to the significant increase in special expense cost, the financial implications may impact on future years also which will limit the possibility of any new schemes being brought forward unless fully funded.

5. Conclusion

- 5.1 The Committee is asked to consider and endorse the Special Expenses charge for 2026/27, and corresponding council supplement as set out in the report whilst noting the financial implications also set out in the report.

KING'S LYNN AREA COMMITTEE REPORT

REPORT TO:	King's Lynn Area Committee Report		
DATE:	13 November 2025		
TITLE:	Parish Partnership Bids		
TYPE OF REPORT:	Development		
PORTFOLIO(S):			
REPORT AUTHOR:	Mark Whitmore		
OPEN/EXEMPT	Open	WILL BE SUBJECT TO A FUTURE CABINET REPORT:	No

REPORT SUMMARY/COVER PAGE

PURPOSE OF REPORT/SUMMARY:			
To make a decision on which bids to progress to Norfolk County Council for consideration for Parish Partnership Funding in 2026/27.			
KEY ISSUES:			
OPTIONS CONSIDERED:			
<i>None</i>			
RECOMMENDATIONS:			
<ol style="list-style-type: none"> 1. To consider for approval, subject to budget availability, the costed scheme. 2. For approved schemes that the sponsoring Councillor submits the bid to Norfolk County Council 			
REASONS FOR RECOMMENDATIONS:			
To ensure that the highways improvement schemes in the unparished area of Kings Lynn can be submitted to Norfolk County Council.			

REPORT DETAIL

1. Introduction

The Parish Partnership scheme allows local councils to bid for highway improvement schemes in their areas. The scheme covers a broad range of improvements, from electric vehicle charging points, to bus shelters and footways.

2. Proposal.

The scheme opened in June 2025 and closes on 1st December 2025 and will provide 50% of the cost of a scheme.

The process for receiving funding from Norfolk County Council is as follows:

- Identification of proposed bids by individual Councillors
- Discussion with NCC Highway Engineer on feasibility
- Costs estimate provided by NCC
- KLAC to determine which, if any, schemes it would like to progress.
- Determination that budget and ongoing maintenance costs are within budget
- Application submitted to NCC by 6th December
- NCC approve or decline the bid
- If approved funds are transferred and scheme designed and delivered.

The following costed proposals have been submitted for consideration by KLAC:

1. Installation of SAM3 Camera

Sponsor Cllr Jones

Location – Columbia Way

Reason for application – concern for safety of pedestrians, including school children, from speeding vehicles.

KLAC funding required £2376.50 in 26/27.

3. Issues for the Panel to Consider

Applications to the scheme close on the 1st December 2025,

4. Corporate Priorities

Supporting our Communities

5. Financial Implications

KLAC will need to fund 50% of the cost of the scheme.

Maintenance of the assets will be included in future special expenses costs.

6. Any other Implications/Risks

Approval of the bid by KLAC does not guarantee NCC will approve the application

7. Equal Opportunity Considerations

EQI screening will be required for each approved bid prior to submission.

8. Environmental Considerations

None

9. Consultation

Each bid is subject to Councillors having identified a need via informal consultation with constituents.

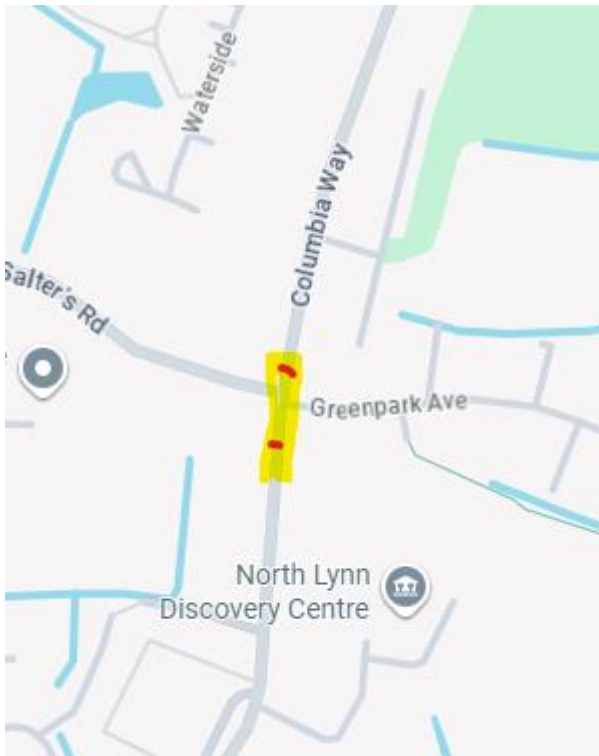
10. Conclusion

KLAC has received one costed application for consideration

11. Background Papers

Completed applications attached at Appendix 1

Parish Partnership bid application form 2026/27

Fund applied for:	Parish Partnership Fund 2026/27		
Applicant details:	Cllr Ben Jones		
Submitted by/contact:			
Phone Number:	07542 228989		
Email:	Cllr.Ben.Jones@west-norfolk.gov.uk		
Sum applied for:	4,753.00		
Total project cost:	4,753.00		
Project title:	SAM3 Camera on Columbia Way		
Project detail: (please include a plan/map of the extents of the scheme):	Place speed awareness cameras along here 		
plan/map attached:	Yes (Above)		
Parish Income:	Precept	Other Income	Total Yearly Income

Reason for works:	<p>There is a middle school on Green Park Avenue and children cross this road going to school and leaving. It is also now become a 4 way junction and with people parking on the road either side it obscures drivers vision when exiting either Greenpark Ave or Salters Rd, and it people are not adhering to the speed limit down this road another accident is imminent.</p>		
Any relevant supporting documents (e.g. supportive correspondence):	<p>Confirmed via emails – 22/10/2025</p>		
Highway Engineer Name	<p>MartinRose-Wells</p>		
Please confirm the project has the support of the local Highway Engineer - please provide date and details of discussion	<p>Contents of email dated 22/10/2025</p> <p>With this confirmed,</p> <p>I am happy to support the bid for a SAM unit under the Parish Partnership Scheme. Please see attached letter for how to apply.</p> <p>Should the application be granted in March 2026, we can assess and review the locations and prepare the MOU.</p> <p>There is no ongoing maintenance cost as yourself or The borough will be responsible for the unit we will not offer any repair or replacement.</p> <p>For a full and accurate cost including the 3 post installations please make an enquiry with sales@westcotec.co.uk 01362 853124</p> <p>We can facilitate this order on your behalf. However, it would make sense for you to discuss the functionality and relocation needs with the solar equipment you have suggested with the supplier directly.</p> <p>Also, I have been informed additional brackets are a good idea to make instillation on each site easier ,.</p> <p>Kind regards</p>		

	<p>Martin Rose-Wells, Highway Engineer</p> <p>West Area Office</p> <p>Infrastructure - Highways</p> <p>Poplar avenue,</p> <p>Saddlebow</p> <p>Kings Lynn</p> <p>PE34 3AQ</p> <p>Tel: 01603 638235 Mobile: 07767100206</p>
County Councillor (Local Member) Name	Cllr Lesley Bambridge
Please confirm the project has the support of the County Councillor (Local Member) – please provide date and details of discussion	<p>Email from Cllr Bambridge dated 16/09/2025</p> <p>It could come out of my Member's Fund but I have, on another email, just advised Cllr Jones, about the need for batteries to be removed, charged and returned and that this was not, when we had one for Tennyson Road/Goodwins Road/Vancouver Avenue. A resident took it upon himself to look after it but when he moved away, and others, there was no one to do it and neither NCC or BCKLWN had it in their responsibilities.</p> <p>Once it was installed, it was the Police's remit to manage the speeding but that was a very rare occasion. I was part of a Speedwatch team and we did "clock" speeders and, I believe, was if we managed to record 11, then the Police would come along and do the official recording. Because of residents moving – including me- the Speedwatch team didn't exist as well as the batteries not being looked after</p> <p>I have been asked to have cameras installed along Columbia Way, and explained the situation and none of the residents was prepared to manage it.</p> <p>When I chaired SNAP, a resident of Wootton Road requested cameras near his house and he couldn't get any of his neighbours to get a Speedwatch team together to back up the need.</p> <p>Jason, could you update me – and Cllr Jones – on the current situation with SAMs? If the situation has changed, then please use my fund to cover the costs. If it hasn't changed, then I have to</p>

	<p>question if this is a good use of taxpayers money,</p> <p>With regard to Columbia Way, all drivers are aware that there is a speed limit but some disregard it and would if they realised that the SAMs aren't particularly efficient because of the need to police the speeding.</p> <p>Lesley</p>
<p>Local Member Funding (if any) Please state amount and attach email confirmation from the Local Member</p>	

KING'S LYNN AREA COMMITTEE REPORT

REPORT TO:	King's Lynn Area Committee Report		
DATE:	13 November 2025		
TITLE:	KLAC Support Officer		
TYPE OF REPORT:	Decision		
PORTFOLIO(S):			
REPORT AUTHOR:	Mark Whitmore		
OPEN/EXEMPT	Open	WILL BE SUBJECT TO A FUTURE CABINET REPORT:	No

REPORT SUMMARY/COVER PAGE

PURPOSE OF REPORT/SUMMARY:
To make a decision on whether to approve the creation of KLAC Support Officer Post on a part time basis for an initial period of 2 years
KEY ISSUES:
There is not sufficient officer resource to support KLAC in the development of project proposals. The post holder will provide support in preparing draft priorities, co-ordinating projects, identify funding opportunities and prepare business cases.
OPTIONS CONSIDERED:
No other options considered.
RECOMMENDATIONS:
1. To approve the creation of a KLAC support officer. The post to be for an initial two year period for 14.8hrs per week.
REASONS FOR RECOMMENDATIONS:
To provide the necessary officer resource to support KLAC.

REPORT DETAIL

1. Introduction

The Terms of Reference for KLAC set out at section 4 the functions of the committee, included in these functions is the authority to determine the spend of the KLAC budget and to authorise the submission of applications for funding (Clauses 4.1 and 4.2). Additionally clause 4.8 sets out the expectation to carry out community engagement within the unparished area of King's Lynn.

There is currently no officer support to assist KLAC in the discharge of these functions.

2. Proposal

It is proposed to create a temporary (2yr) part time (14.8hrs/week) post to provide the necessary support for KLAC required to enable the committee to discharge it's functions effectively.

The post holder will be responsible for:

- The development of project proposals.
- Providing support in preparing draft priorities for KLAC.
- Co-ordinating projects.
- Identifying funding opportunities
- Preparing business cases.

3. Issues for the Panel to Consider

The creation of the post will be funded from the KLAC budget, indicative costs are set out in section 5 below.

Should KLAC decide not to agree the recommendation, members of the committee will need to deliver the functions of the post holder themselves.

4. Corporate Priorities

The recommendation will support the delivery of all four of the Councils corporate priorities within the unparished area of King's Lynn.

- Promoting growth and prosperity to benefit West Norfolk
- Protecting and enhancing our environment
- Delivering services that are efficient, effective, and responsive
- Supporting and strengthening our communities

5. Financial Implications

The post has been graded as a PG11 post. Mid point of PG11 is £32439pa
The post will be funded from the KLAC budget and based on the midpoint of the scale will be circa.£ 16,000pa (including oncosts and dependent of salary offered).

6. Any other Implications/Risks

None

7. Equal Opportunity Considerations

. None

8. Environmental Considerations

N/A

9. Consultation

N/A

10. Conclusion

KLAC has been asked to consider the creation of a KLAC Support Officer role to assist them in the delivery of their functions as set out in the Terms of Reference for the Committee

11. Background Papers

None

King's Lynn Area Committee Work Programme 2025/2026

22nd May 2025

- Appointment of Chair and Vice-Chair for Municipal Year
- Memberships of KLAC Planning Sub- Group and Play Areas Informal Working Group 2025/2026
- Youth Advisory Board- Presentation on the Importance of accessible play equipment. - Eloise Riches- Birt
- Neighbourhood Plan/Local Plan- Alex Fradley, Luke Brown and Michael Burton

19th June 2025

- Parish Partnership Reminder
- King's Lynn Town Council- Charlotte Marriott/ Andrew Barrett
- Plan for Neighbourhoods- Jemma Curtis/Duncan Hall/Michelle Gant
- KL Masterplan- Jemma Curtis

25th September 2025

- Draft Neighbourhoods Regeneration Plan – Nicola Cooper/Jemma Curtis/ Walton Mabuto
- Special Expenses- Carl Holland
- Parish Partnership Scheme Reminder- Mark Whitmore

13th November 2025 – Special Expenses

- Car Parking Strategy- Jemma Curtis/ Duncan Hall
- King's Lynn Master Plan – Jemma Curtis/Duncan Hall and Connor Smalls
- Special Expenses- Michelle Drewery
- Parish Partnership Scheme Bids – Mark Whitmore
- KLAC Officer – Mark Whitmore

15th January 2026

<u>19th March 2026</u>

- King's Lynn Master Plan – Jemma Curtis/Duncan Hall and Connor Smalls

To be scheduled:

King's Lynn Ferry

Local Immediate Falls Team – LIFT – Sue McDowell

Trues Yard- New Project- Dr Paul Richards

Public Toilet at Gaywood

4-Nov-25

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
11 November 2025						
	Council Tax Support Scheme 2026/2027	Key	Council	Finance Ass Dir – M Drewery		Public
	Pride in Place Programme	Non	Council	Leader Asst Director – Regeneration, Housing and Place		Public
	Local Nature Recovery Strategy (Adoption)	Non	Council	Climate Change and Bio Diversity Asst Dir – S Ashworth		Public
	Scrutiny Review	Non	Council	Leader Monitoring Officer		Public
40	Licensing Act 2003 Policy Review	Non	Council	Planning and Licensing Alexa Baker – Monitoring Officer		Public
	Quarter 2 Budget Monitoring	Non	Cabinet	Portfolio - Finance Assistant Director – Carl Holland		Public
	Sale of unit at Oldmeadow Road, King's Lynn	Key	Cabinet	Portfolio – Business Assistant Director – Property and Projects		Private

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
20 January 2026						
	Q2 2025-2026 Performance Management	Non	Cabinet	Leader Chief Executive		Public
	King's Lynn Enterprise Park	Non	Cabinet	Business and Culture Asst Dir – D Hall		Public

4-Nov-25

	Risk Strategy and Policy Report	Non	Cabinet	Leader Monitoring Officer		Public
	Air Quality Action Plan	Non	Council	Climate Change and Biodiversity Asst Dir – S Ashworth		Public
	Safeguarding Policy	Non	Council	Corporate Governance People & Communities		Public
	Transformation Programme – LGR Readiness	Non	Cabinet	Chief Executive Leader		Public
	Climate Change Strategy	Key	Council	Climate Change and Biodiversity Stuart Ashworth		Public
	Housing Policies: Temporary Accommodation; Private Rented Sector	Non	Council	People and Communities Asst Dir – D Hall		Public
41	Lynnsport Proposals	Key	Council	Business and Culture Assistant Director, Transformation and Change		Public
	Property Disposal Policy	Key	Council	Business and Culture. Assistant Director – Property and Projects		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
3 rd February 2026 (BUDGET)						
	Budget	Key	Council	Leader S151 Officer Asst Dir Resource		Public
	Capital Programme	Key	Council	Leader S151 Officer Asst Dir Resource		Public
	Treasury Management Strategy	Key	Council	Leader S151 Officer Asst Dir Resource		Public

4-Nov-25

	Capital Strategy	Key	Council	Leader S151 Officer Asst Dir Resource		Public
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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
4 th February 2026 (NON-BUDGET)						
	Q3 2025-2026 Performance Management	Non	Cabinet	Leader Chief Executive		Public
	King's Lynn Transport Strategy	Key	Council	Planning and Licensing Asst Dir D Hall		Public

Date of meeting	Report title	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
3 rd March 2026	King's Lynn Masterplan	Key	Council	Business Asst Dir D Hall		Public
	Hunstanton Masterplan	Key	Council	Business Asst Dir D Hall		Public
	King's Lynn Parking Strategy	Non	Council	Open Spaces and Parking Asst Dir D Hall		Public
	Hunstanton Parking Strategy	Non	Council	Open Spaces and Parking Asst Dir D Hall		Public

Items to be scheduled

	Custom and Self Build Site – Stoke Ferry	Non	Cabinet	Regeneration and Development Assistant Director - D Hall		Public
	Overnight Campervan parking in Hunstanton	Non	Cabinet	Leader Asst Director – M Chisholm		Public

4-Nov-25

	Article 4 Direction	Non	Cabinet	Regeneration and Development Assistant Director – S Ashworth		Public
	Empty Homes Strategy Review	Key	Council	People and Communities Asst Dir M Whitmore		Public
	King's Lynn Town Football Club	Non	Cabinet	Property		Private- Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Housing Assurance Strategy	Non	Council	People and Communities Asst Dir M Whitmore		Public
43	Domestic Abuse Tenants/Residents Policy and Domestic Abuse Intersectionality Policy	Non	Council	People and Communities Asst Dir - D Hall		Public
	IT Hardware Refresh	Key	Cabinet	Finance Assistant Director - Corporate Services		Private
	Local Government Reorganisation Consultation Response	Key	Council	Leader Chief Executive		Public
	Heacham Beach Huts	Key	Cabinet	Business Asst Dir – Property		Exempt