



# **King's Lynn Area Committee**

## **Agenda**

Thursday, 15th January, 2026  
at 5:15 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,  
15TH JANUARY, 2026**

**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 - 12)**

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

**3. DECLARATIONS OF INTEREST (Page 13)**

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 Chair of their intention to do so and on what items they wish to be heard before the meeting commences. Any Member attending the meeting under Standing Order 34 will only be permitted to speak on those items which have been previously notified to the Chair.

**6. CHAIR'S CORRESPONDENCE (IF ANY)**

**7. ANTISOCIAL BEHAVIOUR - BUS STATION COLLABORATION (To Follow)**

**8. COMMITTEE'S WORK PROGRAMME AND CABINET'S FORWARD DECISION LIST (Pages 14 - 19)**

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.

**9. DATE OF NEXT MEETING**

19<sup>th</sup> March 2026 at 5:15pm in the Council Chamber, Town Hall

To: Members of the King's Lynn Area Committee

Councillors F Bone, S Collop, R Colwell, S Everett (Chair), J Fry,  
D Heneghan, B Jones (Vice-Chair), C Joyce, A Kemp, J Lowe, A Moore,  
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, 13th November, 2025 at 5.15 pm in the Council Chamber, Town Hall, Saturday Market Place, King's Lynn PE30 5DQ**

**PRESENT:** Councillor S Everett (Chair), F Bone, S Collop, R Colwell, J Fry, D Heneghan, B Jones (Vice - Chair), C Joyce, A Kemp, A Moore, J Rust, D Sayers and A Ware

**PRESENT UNDER STANDING ORDER 34 ON TEAMS:** Councillors A Kemp, J Fry and A Moore.

**OFFICERS PRESENT:**

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

39                   **APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillor J Lowe.

40                   **MINUTES OF PREVIOUS MEETING**

**RESOLVED:** The minutes from the meeting held on 25<sup>th</sup> September 2025 were approved as a correct record and signed by the Vice Chair.

41                   **DECLARATIONS OF INTEREST**

Councillor Rust and Bone mentioned a non-pecuniary interest relating to the security company used for the King's Lynn Pride event.

42                   **URGENT BUSINESS**

There was no urgent business.

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

Councillors J Fry, A Kemp and A Moore were present under Standing Order 34 on Teams.

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

There was none.

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### **CAR PARKING STRATEGY**

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

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

The Chair invited questions and comments from the Committee.

Councillor Bone sought clarification on whether the figures considered parking on adjacent streets. He highlighted the impact on residents and questioned if the side streets were policed.

The Regeneration Programmes Manager confirmed the data did not include residential parking as this was car park focused. She added the feedback on residential parking could be reflected on and could be followed up by Highways at Norfolk County Council and included as a recommendation as part of the strategy. She added there was previous consultations and permit schemes on Waterloo Street which had been taken forward.

Councillor Bone commented that a survey within the organisation would be worthwhile to find out where Officers used for car parking.

Councillor Heneghan referred to the Nar Ouse Travel Hub and asked how many car parking spaces were to be available there and if there was capacity to expand if successful.

The Regeneration Programmes Manager confirmed 50 spaces but there was scope and design to include 236 car parking spaces.

Councillor Heneghan encouraged cycling and use of buses and sought confirmation of plans for bus and cycle lane from the travel hub.

The Regeneration Programmes Manager explained there was good cycling infrastructure including Harding's Way and joint ticketing with bus operators was being explored to encourage use.

In response to Councillor Rust, the Regeneration Programmes Manager commented that a plan of cycle routes could be shared and recommend the best routes to be taken. She added Norfolk County Council were working on the gyratory and local cycling and walking infrastructure plans which would also improve the walking and cycling routes.

In response to a deeper dive requested by Councillor Sayers, the Regeneration Programmes Officer summarised key findings, including peak demand in December, the popularity of the Tuesday Marketplace

car park, the prevalence of short-term parking, and the existence of spare capacity except during peak periods, while also noting a 9% increase in cashless payments and a 7% increase in income since 2018.

In response to Councillor Sayers further question on EV charging and disabled parking; the Regeneration Programmes Officer confirmed that increasing EV charging points and reviewing disabled parking provision were explicit recommendations, with ongoing efforts to ensure car parks met accessibility needs.

Councillor Colwell raised concerns about parking charges as a 'tax', and the Regeneration Programmes Manager supported by the Assistant Director for Finance and Deputy Section 151 Officer, explained the need to balance accessibility, revenue generation, and the encouragement of alternative transport modes, noting benchmarking against similar towns.

Under Standing Order 34, Councillor Kemp asked about travel plans for businesses and bus service improvements, the Regeneration Programmes Manager detailed ongoing travel plan work with major employers such as Queen Elizabeth Hospital, Mars and Greenyard and collaboration with the County Council and bus operators to align services with the park and ride initiative.

Under Standing Order 34, Councillor Kemp stressed the importance of the bus to the new medical centre and advocated this to be kept.

The Chair, Councillor Everett and Councillor Rust updated the committee on the 3H bus route, noting that while Norfolk County Council provided some funding, the route was at risk of cancellation from January 2026 due to ongoing losses, highlighting the need for continued advocacy and partnership working.

Councillor Heneghan commented on free parking however she identified the cost of providing parking and therefore highlighted the balance.

**RESOLVED:** The Committee noted the presentation on the Car Parking Strategy.

### **SPECIAL EXPENSES 2026 - 2027**

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

The Assistant Director for Finance and Deputy Section 151 Officer presented the report. He also advised that there had been many enquiries in relation to the costs that make up this budget. As a result, proposed that the Council's Finance Team review costs and income streams and make proposals back to the Committee during 2026/27 on

key opportunities to reduce subsidisation by the Borough Council and improve understanding for the Committee, where they can impact the costs and income in the Special Expenses budget.

The Chair invited questions and comments from the Committee.

Councillor Sayers sought clarification on bus shelters and asked if the figures were net costs or gross costs and there was no revenue against it.

The Assistant Director for Finance and Deputy Section 151 Officer confirmed it was net costs and highlight the income received had reduced as a contractor had dropped out but highlighted there was an opportunity for other advertisement which needed to be explored.

Councillor Bone commented there was inconsistency around the figures not aligning to his expectations as the budget for toilets cost less than dog waste bins. He outlined his support for the Council Tax Support Scheme. He questioned where the efficiencies and savings were to come from.

The Assistant Director for Finance and Deputy Section 151 Officer explained the priority was the three/four areas which were better opportunities for promoting greater use and income streams – exploring pavilions and liaising with leisure services to generate additional income. He added that supply of utilities at community centres and exploring LED lighting and could be considered for reducing costs and accessing more preferable contracts. He commented further that high transport costs for maintenance of Public Conveniences could be explored with the operations team.

Councillor Joyce commented that the finance team needed to liaise with members of King's Lynn Area Committee to bring forward ideas to reduce costs and the Special Expenses overall. He suggested an informal working group could be created.

Councillor Collop referred to the Gaywood Remembrance Service and the changes in figures – increase of £250 for first aiders. She questioned if King's Lynn, Downham Market and Hunstanton also paid for first aiders.

The Assistant Director for Health, Wellbeing and Public Protection advised that first aiders were required at public events and in regard to Downham Market and Hunstanton these events were organised in the same way in which the Gaywood Remembrance Service was. He confirmed that he would provide further details back to the Committee.

Councillor Bone provided knowledge on the cost of the quote for first aid and confirmed the need along with an event management plan and highlighted St Johns Ambulance were used for the Tower Gardens service.



Councillor Heneghan requested a financial breakdown including what was covered for the costs for Open Spaces.

The Assistant Director for Finance and Deputy Section 151 Officer explained Open Spaces was an area which was prioritised for a deeper dive to gain further context. He explained a robust piece of work needed to be done, in order to make the records of cost calculations more presentable for committee.

The Chair, Councillor Everett commented that the figures presented in the report were high and a further breakdown would be useful for the Committee.

Councillor Heneghan suggested that there was a lack of understanding of expenditure by the Committee.

Councillor Sayers highlighted the challenges with dog waste bins being collected and added that the capital was there for the Committee, but it was the revenue that was the issue. He commented on street lighting and questioned if the cost was for repair or maintenance. In addition, he referred to lighting at the bus station and the impact of the issues at this location.

The Assistant Director for Finance and Deputy Section 151 Officer explained how the cost was calculated – the cost of the lights in the borough including maintenance inspection and utility costs and considering the number of lights within the remit of King's Lynn to identify the average cost of each light.

Councillor Sayers further questioned the travel and fuel costs of a journey as the depot was at Old Meadow Road and the difference in cost travelling to King's Lynn compared to rural areas of the Borough.

The Assistant Director for Finance and Deputy Section 151 Officer explained calculations were complex for some services such as Open Spaces, but a level of pragmatism was also needed.

The Assistant Director for Finance and Deputy Section 151 Officer clarified in response to Councillor Kemp, under Standing Order 34, that if a town council were established, the Borough Council would no longer collect the special expenses share, thus avoiding double taxation, and that the process for setting up a town council would begin in the new year.

Councillor Joyce commented if special expenses were reduced then there that could lead to available revenue. However alternative funding could come from car parking, but that is retained by the Borough Council. He added financial control and management needed to be considered over any available revenue.

Councillor Colwell commented on the KLAC Support Officer role and questioned where this was to be funded from as it was included in the report.

The Assistant Director for Health, Wellbeing and Public Protection explained the post would be funded by the KLAC budget which did not relate to Special Expenses.

Councillor Joyce proposed the establishment of an informal working group to work with the finance team to review special expenses, identify potential savings, and report back with recommendations.

Councillor Bone seconded the proposal from Councillor Joyce.

The Assistant Director for Finance and Deputy Section 151 Officer explained the deadline for consultation on the budget which would be put to Council in February 2026. He added that the creation of an informal working group would be discussed with the Monitoring Officer as there was work upcoming for the Committee in relation to the creation of a Town Council.

**RESOLVED:** (1) The Committee established an informal working group to discuss and review Special Expenses including identifying savings.

(2) The Committee endorsed the proposed Special Expenses charge for 2026/27 as set out in section 2.2 of the report

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### **PARISH PARTNERSHIP BIDS 2026 - 2027**

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

The Assistant Director for Health, Wellbeing and Public Protection presented the report with Councillor Jones providing further detail on his application.

The Chair invited questions and comments from the Committee.

Councillor Colwell expressed his support for this parish partnership scheme bid and referred to the success of similar cameras in Gaywood. He questioned the proposed location of the camera which was a raised junction and sought clarification on the advice from the Highways Engineer.

Councillor Jones provided assurance that the Highway Engineer had no issues where the cameras were proposed to be placed.

Councillor Bone supported the application for the bid and the match funding from the Committee's budget. He commented on Councillor Bambridge's concerns as the County Councillor on the replacement

and maintenance of the batteries. He questioned if the school nearby would contribute to this work.

Councillor Jones provided information on who would be responsible for the maintenance and replacement of the batteries which was set out in the application and report.

Councillor Heneghan questioned how mobile the proposed cameras were. She commented further how this answered issues from residents on speeding within the North Lynn area.

In response, Councillor Jones explained the camera was portable and was to be fixed to a lamppost as located in the map set out in the report.

The Chair, Councillor Everett supported the bid as this would help reduce speeding in the area.

**RESOLVED:** 1. The Committee approved, subject to budget availability, the costed scheme.  
2. For approved schemes that the sponsoring Councillor submits the bid to Norfolk County Council.

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### **KLAC SUPPORT OFFICER**

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

The Assistant Director for Health, Wellbeing and Public Protection presented the report.

The Chair invited questions and comments from the Committee.

Councillor Joyce questioned if there was scope for flexible working and if the job was to be advertised external or internal. He questioned if members from the Committee would sit on the panel for interviews.

The Assistant Director for Health, Wellbeing and Public Protection explained the job had been costed at 2 days a week however it was down to the Committee to decide if that was sufficient. He added he would speak to HR in regards to Members being on the interview panel.

Councillor Heneghan supported the KLAC Officer role to make them more effective and agreed with Councillor Joyce with Members of the Committee having an input on selection and recruitment.

Councillor Bone expressed his support for the role and support Members with Parish Partnership Bids. He commented that he thought there would be peaks within the work of the support officer.

The Assistant Director for Health, Wellbeing and Public Protection commented the position could work within the flexible working policy as the individual would explore other grant funding for the Committee.

In response to Councillor Fry, under Standing Order 34, the Assistant Director for Health, Wellbeing and Public Protection clarified the post would be short term for two years which would come out of the budget allocated to the Committee.

Under Standing Order 34, Councillor Fry commented she felt Members should not be involved in the interview process.

Councillor Bone sought confirmation of the salary being proposed

The Assistant Director for Health, Wellbeing and Public Protection highlighted section 5 of the report which identified £16,000 a year.

Councillor Heneghan commented if there was flexibility within the role this could be reviewed and increased if necessary.

**RECOMMENDATION:** The Committee approved the creation of a KLAC support officer. The post to be for an initial two-year period for 14.8hrs per week.

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

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It was agreed the Special Expenses Informal Working Group was to be added to the Committee's Work Programme.

The committee discussed future agenda items, including antisocial behaviour hotspots, collaborative approaches with partner agencies, and the status of the accessible playground project, with members suggesting joint campaigns and outreach to address issues such as cycling without lights and youth congregation.

**RESOLVED:** The Committee noted the Work Programme and Cabinet Forward Decision List.

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### **DATE OF NEXT MEETING**

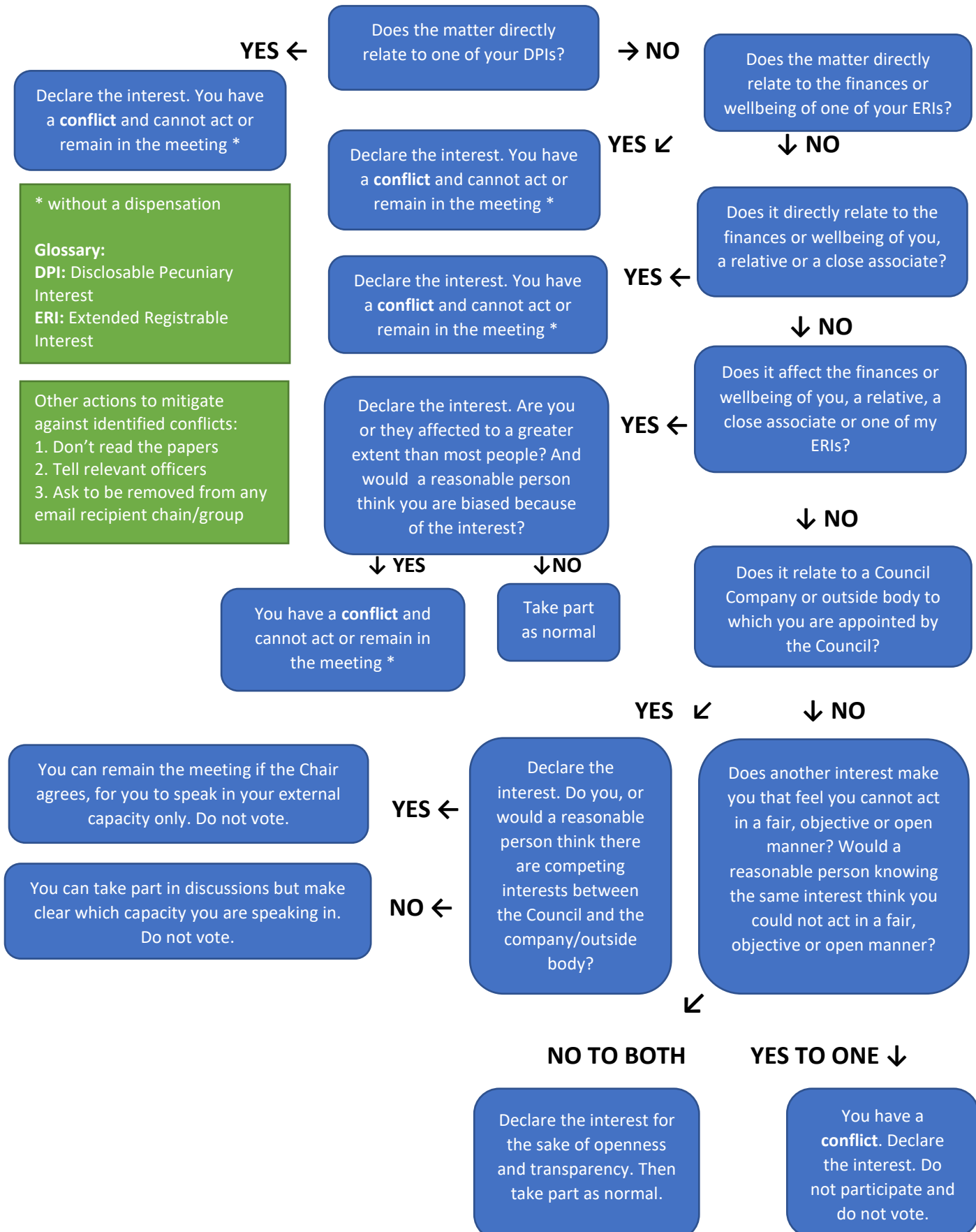
The next meeting was scheduled for the 15<sup>th</sup> January 2026.

**The meeting closed at 7.19 pm**

# DECLARING AN INTEREST AND MANAGING ANY CONFLICTS FLOWCHART



## START



**King's Lynn Area Committee Work Programme 2025/2026**

**22<sup>nd</sup> 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

**19<sup>th</sup> 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

**25<sup>th</sup> September 2025**

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

**13<sup>th</sup> 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

**15<sup>th</sup> January 2026**

- Antisocial Behaviour Hotspots- Bus Station Collaboration

**19<sup>th</sup> March 2026**

- King's Lynn Master Plan – Jemma Curtis/Duncan Hall and Connor Smalls
- Special Expenses Informal Working Group

**To be scheduled:**

King's Lynn Ferry

Trues Yard- New Project- Dr Paul Richards

Public Toilet at Gaywood

Cycling Safety Campaign

Accessible Playground Project

7-Jan-26

## 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
20 January 2026	Q2 2025-2026 Performance Management	Non	Cabinet	Leader Chief Executive		Public
	Risk Strategy and Policy Report	Non	Council	Leader Monitoring Officer		Public
	Safeguarding Policy	Non	Part Cabinet and Part Council	Corporate Governance People & Communities		Public
	Transformation Programme – LGR Readiness	Non	Cabinet	Chief Executive Leader		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 <sup>rd</sup> 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
	Capital Strategy	Key	Council	Leader S151 Officer Asst Dir Resource		Public
	Pay Policy Statement	Key	Council	Leader S151 Officer Asst Dir Resource		Public



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<b>Date of meeting</b>	<b>Report title</b>	<b>Key or Non Key Decision</b>	<b>Decision Maker</b>	<b>Cabinet Member and Lead Officer</b>	<b>List of Background Papers</b>	<b>Public or Private Meeting</b>
4 <sup>th</sup> February 2026 (NON-BUDGET)	Audit Committee Annual Report from the Chair	Non Key	Council	Finance Asst Dir Finance and Deputy S151		
	Service Level Agreement	Key	Cabinet	People and Communities Ass Dir Health Wellbeing and Public Protection		

<b>Date of meeting</b>	<b>Report title</b>	<b>Key or Non Key Decision</b>	<b>Decision Maker</b>	<b>Cabinet Member and Lead Officer</b>	<b>List of Background Papers</b>	<b>Public or Private Meeting</b>
3 <sup>rd</sup> March 2026	Lynnsport Proposals	Key	Council	Business and Culture Assistant Director, Transformation and Change		Public
17	Q3 2025-2026 Performance Management	Non	Cabinet	Leader Chief Executive		Public
	Air Quality Action Plan	Non	Council	Climate Change and Biodiversity Asst Dir – S Ashworth		Public
	King's Lynn Transport Strategy	Key	Council	Planning and Licensing Asst Dir D Hall		Public
	Housing Policies: Temporary Accommodation; Private Rented Sector	Non	Council	People and Communities Asst Dir – D Hall		Public
	King's Lynn Enterprise Park	Non	Cabinet	Business and Culture Asst Dir – D Hall		Public

<b><u>Date of meeting</u></b>	<b><u>Report title</u></b>	<b><u>Key or Non Key Decision</u></b>	<b><u>Decision Maker</u></b>	<b><u>Cabinet Member and Lead Officer</u></b>	<b><u>List of Background Papers</u></b>	<b><u>Public or Private Meeting</u></b>
23 <sup>rd</sup> April 2026	South Lynn Community Centre	Key	Cabinet	Business and Culture. Assistant Director – Property and Projects		Public

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	Hight Street Rental Auctions	None	Cabinet	Business and Culture. Assistant Director – D Hall		Public
	Climate Change Policy and Strategy Review	Key	Council	Climate Change and Biodiversity Stuart Ashworth		Public
	King's Lynn Masterplan and Parking Strategy	Key	Council	Business Open Spaces and Parking Asst Dir D Hall		Public
	Hunstanton Masterplan and Parking Strategy	Key	Council	Business 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
18	Overnight Campervan parking in Hunstanton	Non	Cabinet	Leader Asst Director – M Chisholm		Public
	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

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	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