



King's Lynn Area Committee

Agenda

**Thursday, 17th September, 2026
at 5:15pm**

in the

**Council Chamber, Town Hall, Saturday
Market Place, King's Lynn and available to
view on [WestNorfolkBC on YouTube.](#)**



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**KING'S LYNN AREA
COMMITTEE AGENDA**

**DATE: KING'S LYNN AREA COMMITTEE - THURSDAY,
17TH SEPTEMBER, 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 6 - 11)

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

3. DECLARATIONS OF INTEREST (Page 12)

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. PRESENTATION ON PLAY AREA EQUIPMENT (Pages 13 - 24)

8. SPECIAL EXPENSES MONITORING REPORT (Pages 25 - 29)

9. PARISH PARTNERSHIP SCHEME REMINDER

The Committee are reminded of the Parish Partnership Scheme 2027/2028.

Please see the below process and timeline;

- BCKLWN / Borough Councillor's identify what they would like to consider under Parish Partnership Scheme Bid
- They discuss this with the Norfolk County Council Highway Engineer to determine if it is feasible, or whether other Norfolk County Council departments need to be brought into the conversation (Road Safety / Passenger transport, etc)
- Once agreed that something is feasible, the Highway Engineer (or other dept) will provide an estimate for costs and pass back to BCKLWN / Borough Councillor's
- BCKLWN / Borough Councillor's determines whether they have the funding and progresses below if so- Draft Bids will go to KLAC and agree which Bid's will be put forward to Norfolk County Council
- BCKLWN / Borough Councillor's fills in the Parish Partnership Scheme Bid form and sends to the relevant email in NCC before December of that financial year, with all information attached (conversations, emails etc)
- Norfolk County Council decides whether the Parish Partnership Scheme Bid is successful, and informs BCKLWN / Borough Councillor's and Highway Engineer / other dept.
- Highway Engineer passes to design.
- BCKLWN pays the 50% to Norfolk County Council
- Norfolk County Council advises Highway Engineer / other dept, funds have been received
- Designer creates scheme and delivers it via suitable contractor, updating BCKLWN/ Borough Councillor's as things progress.

The King's Lynn Area Committee meeting will be held on the **12th November 2026** and all Bids will be discussed, and the Committee will agree which Bids

will be put forward to Norfolk County Council. Therefore, please provide your Draft Parish Partnership Scheme Bid along with evidence you have liaised with Norfolk County Council, that the bid is feasible and costed to **the Assistant Director, Health, Wellbeing and Public Protection and Democratic Services by the 26th October 2026.**

All bids to be submitted by 01 December 2026 to Norfolk County Council via email: pppschemes@norfolk.gov.uk by the Member.

10. COMMITTEE'S WORK PROGRAMME AND CABINET'S FORWARD DECISION LIST (Pages 30 - 39)

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.

11. DATE OF NEXT MEETING

The next meeting of the Committee is to be held on the 12th November 2026 at 5:15pm in the Council Chamber, Town Hall, Saturday Market Place.

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:

democratic.services@west-norfolk.gov.uk
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, 18th June, 2026 at 5.15 pm in the Council Chamber, Town Hall,
Saturday Market Place, King's Lynn PE30 5DQ**

PRESENT: Councillors 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

OFFICERS PRESENT:

Mark Whitmore, Assistant Director for Health, Wellbeing and Public Protection
Charlotte Marriott, Interim Corporate Governance Manager
Scarlet Pettit, Corporate Governance Graduate

EXTERNAL ATTENDEE: Vicky Etheridge, BID Manager

1 APPOINTMENT OF CHAIR FOR THE MUNICIPAL YEAR 2026/2027

RESOLVED: Councillor S Everett was appointed Chair for the
Municipal Year 2026/2027

**2 APPOINTMENT OF VICE - CHAIR FOR THE MUNICIPAL YEAR
2026/2027**

RESOLVED: Councillor B Jones was appointed Vice - Chair for the
Municipal Year 2026/2027

3 APOLOGIES FOR ABSENCE

An apology of absence was received from Councillor Lowe.

4 MINUTES OF PREVIOUS MEETING

RESOLVED: The minutes from the previous meeting held on the 19th
March 2026 were agreed as a correct record.

5 DECLARATIONS OF INTEREST

There was none.

6 URGENT BUSINESS

There was no urgent business.

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

There was none.

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

There was none.

9 **KING'S LYNN UNPARISHED AREA - COMMUNITY GOVERNANCE REVIEW CONSULTATION RESULTS**

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

The Interim Corporate Governance Manager and Corporate Governance Graduate presented the results of the first consultation on establishing a Town Council for King's Lynn, highlighting strong resident support, key concerns, and next steps. The consultation ran for six weeks from early February to the end of March, with submissions accepted online, by paper, email, or letter. Information was distributed to nearly 20,000 properties in the unparished area, resulting in 915 individual respondents, surpassing the 1-2% response rate goal.

Approximately 86% of respondents supported the creation of a town council, with the leading theme being the desire for increased local voice and representation, especially in the context of Local Government Reorganisation (LGR). Concerns about being absorbed into larger authorities and funding biases were prominent.

Around 10% of respondents opposed the creation of a town or parish council, primarily due to financial concerns such as council tax increases and the lack of a cap on the precept.

Over 86% of respondents favoured maintaining mayoral and civic heritage, citing the importance of historical continuity and civic pride. Opposition was mainly due to cost concerns, with some suggesting the mayoralty could be maintained at reduced expense. Few respondents suggested alternatives to a town or parish council, with options like ward forums and community associations receiving minimal support.

Councillor Rust thanked Officers for the presentation and questioned the financial impact on residents with the chartered trustee model. The Interim Corporate Governance Manager explained that the chartered trustee model would have limited financial impact as it does not deliver services, and further financial modelling will be conducted if a second consultation proceeds.

The chartered trustee model was discussed as an interim arrangement to preserve civic functions and the mayoralty if a parish council was not established, with limited financial impact as it would not deliver services.

In response to Councillor Kemp, the Interim Corporate Governance Manager explained the precept for a new parish council would depend on the assets and services transferred, with the Borough Council funding the initial year if established before unitary status. Provisions such as a parish clerk would also be provided initially.

Councillor Colwell thanked the officers for the presentation and recognised this consultation compared to others done by the Borough Council had received a good response and residents were interested. He questioned if there was an expected drop in responses to the second consultation and potential extended consultation. In response the Interim Corporate Governance Manager highlighted the second consultation was to focus on technical details such as the name, implementation date, election arrangements, precept, civic heritage, and warding. She noted the response rate may dip due to timing, but significant resident interest was still anticipated. She recognised a consultation period of the summer was not best practice but may be required due to time constraints and the deadline of January 2027.

Councillor Sayers questioned the responses for residents not within the unparished area and the impact on the statistic if those responses were removed. The Corporate Governance Graduate advised she did not have the specific data however the highlighted 90% of the responses were from residents from the unparished area.

In response to questions from Councillor Bone and Kemp, the Interim Corporate Governance Manager explained Officers were drafting recommendations based on the consultation feedback, to be presented to the Electoral Arrangements Committee on 29th June and then to Full Council in July. If approved, a second, more technical consultation will follow, with the aim of establishing a new parish council by April 2027, subject to tight legislative timeframes.

Councillor Kemp raised concerns about warding arrangements, especially in deprived areas losing representation under the unitary model. The Interim Corporate Governance Manager confirmed that draft recommendations on councillor numbers per ward would be published, and no ward was proposed to have only one councillor.

Councillor Kemp raised further question about who decides on warding and councillor numbers, with the Interim Corporate Governance clarified that current proposals were drafts developed with an external consultant and will be subject to further input and consultation.

BID BUSINESS PLANS AND PROPOSALS

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

Vicky Etheridge from Discover King's Lynn presented the BID's achievements, ongoing consultation, and future plans. She explained that the BID operates as a business-led organisation within a defined town centre area, funded by a levy on business properties, and was preparing for a third term with a ballot scheduled for autumn.

The BID had implemented popular initiatives such as street rangers, Shopwatch and Pubwatch schemes, events like markets and street entertainment, business support, and the Discover King's Lynn app, all aimed at increasing footfall and supporting local businesses

Challenges include financial constraints, the need to adapt to local government changes, and maintaining or expanding services. Priorities for the next five years include continued marketing, events, business support, and acting as a voice for local businesses.

The Bid Manager highlighted the importance of working with the future town council and new authority, as well as exploring ways to expand BID services and foster greater community involvement in the town centre.

Councillor Heneghan inquired about the sustainability of BID services with the BID Manager explaining without Discover King's Lynn there would be a reduction in events and services as it would be down to the Local Authority however there was unlikely to be a budget for this.

Councillor Rust questioned if there was any consideration for a safety perception around King's Lynn as she felt it was to be beneficial with finding out why residents was not coming into the Town Centre. The BID Manager explained a similar question on safety perception was asked in another campaign.

Councillor Colwell commented the app was not promoted and many residents were not aware. He suggested promoting the app and services by providing free WIFI around the Town Centre. The BID Manager explained free WIFI had been explored however it was difficult to implement due to the cost. She agreed this was to be revisited along with the demand and users.

In response to Councillor Fry, the BID Manager commented in the next term it was to be considered on extending the area in which BID covered including with working with businesses and charities.

Councillor Kemp expressed her concerns on the number of vacant units in the Town Centre. The BID Manager explained some vacant properties was from national chains vacating but provided assurance

she was working with estate agents and local entrepreneurs to fill the vacant units.

Committee Members and the BID Manager discussed markets being brought back into the Town Centre, noting the Merchants Market and this bringing additional trade into the town. She noted the difficulty with local businesses being able to attend Markets during the week.

11 **MEMBERSHIP OF KLAC'S SUBGROUPS AND INFORMAL WORKING GROUP**

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

The planning subgroup will continue with Councillors Collop, Ware, and Jones as members, and Councillor Heneghan as a substitute

The play areas informal working group was initially proposed for disbandment but would continue due to ongoing concerns about playground conditions. Councillors expressed concerns about the state of playgrounds and the stalled accessible playground project. It was agreed to maintain the working group, liaise with officers, and add the accessible playground project to the committee's work programme.

Councillor Collop asked why the informal working group had not met recently. In response, Councillor Rust explained that the Assistant Director for Health, Wellbeing and Public Protection had successfully secured funding for accessible play equipment in the Walks. She noted that she had attended an event with Officers, where it became clear that additional work was needed to ensure all accessibility needs were fully addressed. However, due to limited Officer capacity within the Open Spaces team, the funding was ultimately lost. She acknowledged that, despite this setback, there remained a strong willingness to progress the project, and that both Councillors and Officers had already undertaken significant work.

Membership for the special expenses informal working group was sought and confirmed, with five elected members – Councillors Kemp, Ware, Jones, Everett and Rust volunteering to participate.

RESOLVED:

1. That the KLAC Planning Sub-Group continues to operate, and Membership of the Group be sought and confirmed by the Committee for the 2026/27 Municipal Year.
2. The Funding Priorities and Opportunities Informal Working Group be disbanded due to having not met and the creation of the KLAC Support Officer will now fulfil this responsibility on behalf of KLAC.
3. The Committee agree the Terms of Reference for the Special Expenses Informal Working Group as set out in Appendix 1 and

Membership of the Group be sought for and confirmed by the Committee for 2026/2027.

4. The Play Areas Informal Working Group remain established with the existing membership and an item be brought to the a future meeting of the Committee.

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

It was agreed an item on the accessible playground equipment was to be added to the Work Programme and scheduled for a future meeting.

The Committee noted the Work Programme and Cabinet Forward Decision

13 **DATE OF NEXT MEETING**

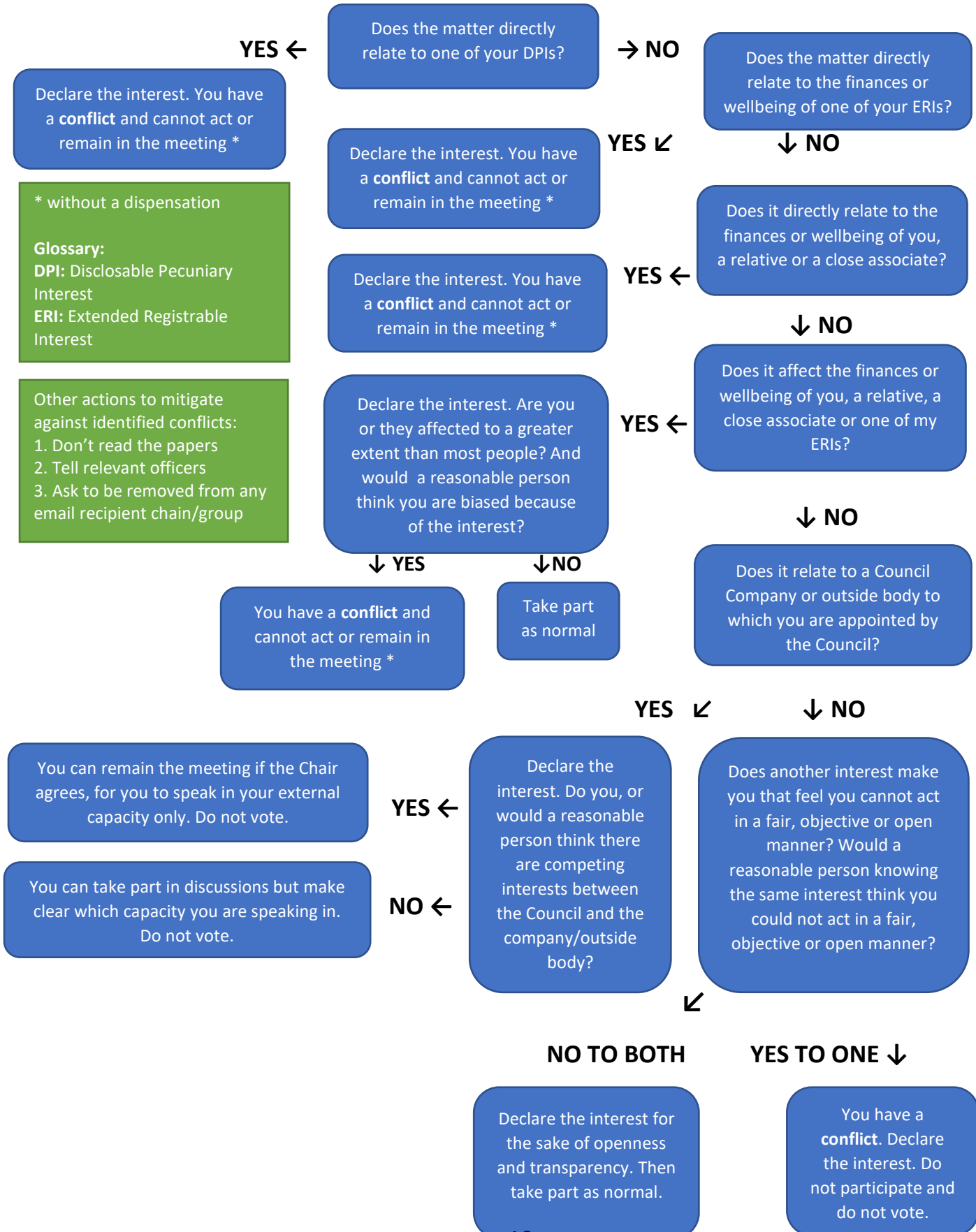
17th September 2026 at 5:15pm in the Council Chamber, Town Hall.

The meeting closed at 6.42 pm

DECLARING AN INTEREST AND MANAGING ANY CONFLICTS FLOWCHART



START



* 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

Play Areas - KLAC

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Agenda Item 7

Public Open Space Department

Borough Council of
King's Lynn &
West Norfolk



Overview

- This presentation provides KLAC with an overview of the current position of play provision across the unparished area of King's Lynn, including:
 - The overall condition of existing play areas and equipment.
 - Recent investment undertaken to improve play facilities and planned repairs.
 - Future investment to enhance accessible play provision.

BCKLWN Play Areas – Current Status

- **Total Play Areas Across BCKLWN**
 - **82** play areas and associated facilities managed across the Borough
- **Play Areas and MUGAs in Unparished King's Lynn**
 - **43** play areas and Multi-Use Games Areas (MUGAs), representing just over **50%** of the borough-wide provision



Play Area Management

- Play areas are routinely inspected throughout the year.
- Identified defects and risks are assessed and prioritised.
- Repairs and maintenance are undertaken according to risk level and operational priority.
- Where necessary, equipment is repaired, isolated or removed to ensure continued public safety.

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Condition Rating

- **Good** – Modern equipment with limited signs of wear.
- **Fair** – Functional equipment showing expected age-related wear.
- 17 • **Old/Worn** – Older equipment with more noticeable deterioration, approaching the end of its expected lifespan and likely to require future replacement or significant refurbishment. This equipment is still serviceable.



Overall Estate Condition

18	Area	No. of Sites	Good	Fair	Old/Worn
	West Lynn	4	2	1	1
	South Lynn	8	5	3	0
	Fairstead / King's Reach	13	2	5	6
	Gaywood	9	5	2	2
	North Lynn	6+(1 unequipped)	3	2	1
	Central King's Lynn	2	2	0	0
	Total	43	20	12	10



Recent Investment / Improvement



- Parkway – Gaywood

Recent Investment / Improvement

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- Edma Street – North Lynn

Current planned maintenance/replacement

- Woodside Climber – requires removal due to corrosion
 - Estimated cost to replace £20,000

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Walks Accessible Play

- **Previous Funding Position**

- A proposal to develop an accessible play area was explored; however, the level of funding available at the time was insufficient to deliver the full vision for an inclusive and accessible facility.
- As a result, the project could not progress in its intended form.

- **Future Investment**

- A capital budget allocation of £120,000 has been identified for 2027 (Tier 3).
- The funding is intended to support the development of accessible play provision at The Walks.
- Requirement to explore options for further funding



Funding Opportunities

- A more proactive approach to identifying external funding is required moving forward
 - Working with Regeneration and other corporate teams to align opportunities with the prioritised programme and explore how external funding can be combined with existing capital and other appropriate funding sources.

Future Approach

- Develop a prioritised programme of investment based on condition, safety, accessibility and Community Need
- 24 • Identify sites approaching end of life and consider:
 - Replacement like-for-like
 - Consider opportunity to redesign or rationalise
- Develop a funding approach around these priorities



POLICY REVIEW AND DEVELOPMENT PANEL REPORT

REPORT TO:	Kings Lynn Area Committee (KLAC)		
DATE:	17 th September 2026		
TITLE:	Budget Monitoring on Special Expense Charge for King's Lynn		
TYPE OF REPORT:	Monitoring		
PORTFOLIO(S):	Cllr Chris Morley, Portfolio Holder for Finance		
REPORT AUTHOR:	Carl Holland, Assistant Director – Finance (Dep S.151)		
OPEN/EXEMPT	Open	WILL BE SUBJECT TO A FUTURE CABINET REPORT:	No

REPORT SUMMARY

PURPOSE OF REPORT/SUMMARY:
To provide an update on King's Lynn Special Expenses for the years 2025/2026 and 2026/2027.
KEY ISSUES:
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 also provide recommendations to Cabinet on new priorities for King's Lynn Special Expenses. Any recommendations will need to be made in full consideration of the implications on the Special Expenses charge.
RECOMMENDATIONS:
1. That the Committee consider the outturn for 2025/2026 and the monitoring position and projected outturn for 2026/2027 as detailed in 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 This report provides members with information on the final outturn position for 2025/26 and also the current position for 2026/27 for the period to end of August 2026.

1.4 Special Expenses are charged in each year where relevant for:

- Footway Lighting
- Play Areas
- Community Centres
- Closed Churchyards
- Allotments
- Pavilions
- Dog Bins
- Open Spaces
- Bus Shelters
- Public Conveniences (80% of costs of Walks Broadwalk facility, allocation reflecting, not all users are residents)
- Gaywood Remembrance Service

1.5 The total cost of Special Expenses should be 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.

2 Outturn Position 2025/26

2.1 The table below details the outturn position for the special expenses charge for 2025/2026 for King's Lynn:

	Charge 2025/2026	Outturn 2025/2026	Variance
	£		
Footway Lighting	50,080	61,229	11,149
Play Areas	52,260	50,559	(1,701)
Community Centres	55,810	34,235	(21,575)
Closed Churchyards	13,350	13,350	0
Allotments	10,650	(790)	(11,440)
Pavilions	61,970	68,281	6,311
Dog bins	15,350	15,350	0
Open Spaces	366,560	366,560	0

Bus Shelters	17,500	10,225	(7,275)
Public Conveniences	16,710	17,759	1,049
Parish Partnership Traffic Calming	0	0	0
Gaywood Remembrance Service	2,000	1,318	(682)
Total	662,240	638,075	(24,165)
Less BC Budget Support	(83,420)	(59,255)	
Net Total Charged as Special Expenses	578,820	578,820	
Taxbase	11,192.10	11,192.10	
Band D Charge	51.72	51.72	

2.2 The reasons for the main variances are detailed below –

- Footway Lighting – Adverse £11,149 - overspend due to significantly increased electricity partially costs offset by lower than anticipated repairs and maintenance costs.
- Play Areas - Favourable (£1,701) - due to lower than budgeted repairs and maintenance costs.
- Community Centres – Favourable (£21,575) - improved performance from income received at Fairstead Community Centre and South Lynn Community Centre.
- Allotments – Favourable (£11,440) - underspend due to a reduction in repairs and maintenance and water costs, plus an increase in income.
- Pavilions – Adverse £6,311 - overspend due to increased electricity and repairs and maintenance costs, particularly Dutton and Kingsway (planned plumbing works at each pavilion), which are partially offset by a slight increase in income.
- Bus Shelters – Favourable (£7,275) - underspend due to a reduction in repairs and maintenance costs, plus unexpected income.
- Public Conveniences – Adverse £1,049 - overspend due to an increase in utility, repairs and maintenance and insurance costs.

2.3 The year end position resulted in an underspend of £24,165 resulting in a lower contribution of £59,255 from the council towards the costs for the year.

3 Forecast Outturn Position 2026/27

3.1 The 2026/2027 estimates have been reviewed for the period as at the end of August and there are currently minimal variances to report for 2026/2027 Special Expenses within King's Lynn. The position will continue to be monitored, and a further update will be provided to the KLAC meeting on 12th November 2026.

	Charge 2026/2027	Forecast Outturn 2026/2027	Variance
	£	£	
Footway Lighting	57,000	58,300	1,300
Play Areas	55,850	50,540	(5,310)
Community Centres	48,860	41,120	(7,740)
Closed Churchyards	13,990	13,990	0
Allotments	8,380	8,890	510
Pavilions	66,580	78,400	11,820
Dog bins	37,580	37,580	0
Open Spaces	391,240	391,240	0
Bus Shelters	17,620	12,980	(4,640)
Public Conveniences	17,470	19,200	1,730
Parish Partnership Traffic Calming	0	0	0
Gaywood Remembrance Service	2,000	2,000	0
Total	716,570	714,240	(2,330)
Less BC Budget Support	(65,760)	(63,430)	
Net Total Charged as Special Expenses	650,810	650,810	
Taxbase	11,063.20	11,063.20	
Band D Charge	58.83	58.83	

3.2 The reasons for the main variances are detailed below –

- Footway Lighting – Adverse £1,300 - increase in repairs and maintenance costs.
- Play Areas – Favourable (£5,310) - anticipated decrease in repairs and maintenance and reduction arising following review of staffing overheads.
- Community Centres – Favourable (£7,740) underspend is forecast due to additional income received at Fairstead Community Centre. The forecast also reflects the impact of the transfer of occupation and management of South Lynn Community Centre to the Purfleet Trust.
- Pavilions – Adverse £11,820 - increase in repairs and maintenance costs at Dutton (Replacement Fire Alarm Panel) and Kingsway (continued plumbing replacement programme).
- Bus Shelters – Favourable (£4,640) - underspend due to a decrease in repairs and maintenance costs to date.
- Public Conveniences – Adverse £1,720 - overspend due to an increase in utility, maintenance and insurance costs.

4 Financial Implications

- 4.1 The council currently contributes to special expense costs. Any overspends will create additional pressure on the council until such time as special expense costs can be met in full by taxpayers. A review of King's Lynn open space costs is to be undertaken which may result in a reduction of costs being charged to special expenses.

5 Conclusion

- 5.1 This report sets out the financial position on the King's Lynn Special Expenses for consideration by KLAC as part of their Terms of Reference.
- 5.2 The Committee is asked to note the outturn for 2025/2026 and consider the monitoring position and projected outturn for 2026/2027 as set out in the report.

King's Lynn Area Committee Work Programme 2026/2027

<u>Date of Meeting</u>	<u>Agenda Items</u>
18 th June 2026	• King's Lynn CGR - Consultation responses • BID Business Plans and Proposals • Special Expenses Informal Working Group • Membership of KLAC's Subgroups and Informal Working Group
17 th September 2026	• Play Area Equipment • Special Expenses Monitoring Report • Parish Partnership Reminder
12 th November 2026 (Special Expenses)	• Special Expenses - Carl Holland • Parish Partnership Scheme Bids – Mark Whitmore
21 st January 2026	
4 th March 2026	

To be scheduled:

King's Lynn Ferry

Trues Yard- New Project- Dr Paul Richards

Public Toilet at Gaywood

Cycling Safety Campaign King's Lynn Conservation Area Review

Accessible Playground Project

Cycling Safety involving the Local Bicycle Users Group about Cycle Parking

Review of public seating and benches in King's Lynn



Forward Decisions List

The Forward Decision List outlines the Cabinet's upcoming decisions over the next few months. It specifies which decisions are considered significant and indicates those that may lead to portions of the meeting being conducted in private. In addition, the list highlights the responsible Lead Officer and Portfolio Holder.

This document will be updated and republished on the Council's website each month. Any queries relating to the Forward Decision List should be forwarded to Democratic Services: Democratic.Services@West-Norfolk.gov.uk

What is a Key Decision?

Key decisions are defined as an executive decision which is likely:

- ∞
- (a) To result in the local authority incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the decision relates, or (significant relates to £500,000 or more)*
 - (b) To be significant in terms of its effect on communities living or working in the area comprising two or more wards and electoral divisions in the Council's areas. (significant relates to one third of the population in a ward).*

The key decision and non-key decision process is only for decisions made by the Executive, i.e. not those made at Planning, Council, Licensing etc. When assessing whether or not a decision is a key decision the decision maker must consider all the circumstances of the case. However, a decision which results in a significant amount spent or saved will generally be considered to be a key decision.

Why might a decision be made in private?

Members of the public may be excluded from a meeting or information if the nature of the business to be discussed is likely to involve the disclosure of exempt information such as details that could identify an individual or pertain to the financial or commercial interests of a person or organisation. Such information should only be made exempt, if it is in the public interest to do so under Schedule 12A of the Local Government Act 1972.



Cabinet Members:

Councillor Alistair Beales: Leader
Councillor Simon Ring: Deputy Leader and Portfolio Holder for Business
Councillor Jim Moriarty: Portfolio Holder for Planning and Licensing
Councillor Sandra Squire: Portfolio Holder for Environmental and Coastal
Councillor Michael de Whalley: Portfolio Holder for Climate Change and Biodiversity
Councillor Chris Morley: Portfolio Holder for Finance
Councillor Jo Rust: Portfolio Holder for People and Communities
Councillor Sue Lintern: Portfolio Holder for Culture and Events
Councillor Josie Ratcliffe: Portfolio Holder for Transport Strategy and Car Parking

Cabinet Members can be contacted directly and their contact details can be found via our website: [Committee details - Cabinet](#)

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Senior Management

Kate Blakemore: Chief Executive
Michelle Drewery: Deputy Chief Executive and Section 151 Officer
Emma Kavanagh: Chief Operating Officer
Emma Hodds: Chief of Staff and Monitoring Officer
Siobhan Cleeve: Interim Assistant Director Leisure and Culture
Stuart Ashworth: Assistant Director Environment and Planning
Liz MacDonald: Assistant Director Property & Projects
Martin Chisholm: Assistant Director Operations & Commercial
Duncan Hall: Assistant Director Regeneration, Housing & Place
Carl Holland: Assistant Director for Finance and Deputy Section 151 Officer
Honor Howell: Strategic Lead to the Chief Executive and Leader
Paul Lowes: Assistant Director Corporate Services
Mark Whitmore: Assistant Director, Health, Wellbeing and Public Protection

Members of the Senior Management team can be contacted directly via esteam@west-norfolk.gov.uk



SEPTEMBER 2026

Date of meeting	Report title	Key or Non-Key Decision	Decision Maker	Cabinet Member/Portfolio	Lead Officer	Open or Exempt
08 September 2026	Business Improvement District - Business Plan	Key	Cabinet	Deputy Leader and Cabinet Member for Business	Assistant Director, Regeneration, Housing & Place (Duncan Hall)	Open
08 September 2026	Budget Monitoring Quarter 1	Non	Cabinet	Cabinet Member for Finance	Assistant Director, Finance and Deputy Section 151 Officer (Carl Holland)	Open
08 September 2026 24 September 2026	Future Swimming Provision for West Norfolk	Key	Cabinet Council,	Deputy Leader and Cabinet Member for Business	Strategic Advisor to the CEO and Leader (Honor Howell)	Open
08 September 2026	Corporate Performance Monitoring Quarter 1	Non	Cabinet	Leader of the Council	Chief of Staff and Monitoring Officer (Emma Hodds)	Open
08 September 2026 24 September 2026	Appointment of Honorary Aldermen	Non	Cabinet Council	Leader of the Council	Chief Executive (Kate Blakemore)	Open



OCTOBER 2026

Date of meeting	Report title	Key or Non-Key Decision	Decision Maker	Cabinet Member/Portfolio	Lead Officer	Open or Exempt
13 October 2026	Shareholder Committee Terms of Reference	Non	Cabinet	Leader of the Council	Chief of Staff and Monitoring Officer (Emma Hodds)	Open
13 October 2026	ICT Transformation Programme	Key	Cabinet	Cabinet Member for Finance	Chief of Staff and Monitoring Officer (Emma Hodds)	Part exempt
13 October 2026 29 October 2026	National Planning Scheme of Delegation	Non	Cabinet Council,	Cabinet Member for Planning and Licensing	Assistant Director, Environment and Planning (Stuart Ashworth)	Open
13 October 2026 29 October 2026	King's Lynn Masterplan and Parking Strategy	Key	Cabinet Council,	Deputy Leader and Cabinet Member for Business	Assistant Director, Regeneration, Housing & Place (Duncan Hall)	Open

NOVEMBER 2026

Date of meeting	Report title	Key or Non-Key Decision	Decision Maker	Cabinet Member/Portfolio	Lead Officer	Open or Exempt
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Borough Council of
**King's Lynn &
West Norfolk**



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17 November 2026 03 December 2026	Hunstanton Masterplan and Parking Strategy	Key	Cabinet Council,	Deputy Leader and Cabinet Member for Business	Assistant Director, Regeneration, Housing & Place (Duncan Hall)	Open
17 November 2026 03 December 2026	Budget Monitoring Quarter 2	Non	Cabinet	Cabinet Member for Finance	Assistant Director, Finance and Deputy Section 151 Officer (Carl Holland)	Open
17 November 2026 03 December 2026	Council Tax Support Scheme for Working Age people for 2027/2028	Key	Cabinet Council,	Cabinet Member for Finance	Assistant Director, Finance and Deputy Section 151 Officer (Carl Holland)	Open
17 November 2026	Corporate Performance Monitoring Quarter 2	Key	Cabinet	Leader of the Council	Chief of Staff and Monitoring Officer (Emma Hodds)	Open
JANUARY 2027						
Date of meeting	Report title	Key or Non-Key Decision	Decision Maker	Cabinet Member/Portfolio	Lead Officer	Open or Exempt
19 January 2027	Housing Delivery Strategy	Key	Cabinet	Cabinet Member for People and Communities	Assistant Director, Regeneration, Housing & Place (Duncan Hall)	Open



FEBRUARY 2027

Date of meeting	Report title	Key or Non-Key Decision	Decision Maker	Cabinet Member/Portfolio	Lead Officer	Open or Exempt
03 February 2027 25 February 2027	Medium Term Financial Strategy 2026-2031	Key	Cabinet Council,	Cabinet Member for Finance	Assistant Director, Finance and Deputy Section 151 Officer (Carl Holland)	Open
03 February 2027 25 February 2027	Capital Programme 2026-2030	Key	Cabinet Council,	Cabinet Member for Finance	Assistant Director, Finance and Deputy Section 151 Officer (Carl Holland)	Open
03 February 2027 25 February 2027	Treasury Management Strategy	Key	Cabinet Council,	Cabinet Member for Finance	Assistant Director, Finance and Deputy Section 151 Officer (Carl Holland)	Open
03 February 2027 25 February 2027	Capital Strategy	Key	Cabinet Council,	Cabinet Member for Finance	Assistant Director, Finance and Deputy Section 151 Officer (Carl Holland)	Open

MARCH 2027



Date of meeting	Report title	Key or Non-Key Decision	Decision Maker	Cabinet Member/Portfolio	Lead Officer	Open or Exempt
03 February 2027	Budget Monitoring Quarter 3	Non	Cabinet	Cabinet Member for Finance	Assistant Director, Finance and Deputy Section 151 Officer (Carl Holland)	Open
16 March 2027	Corporate Performance Monitoring Quarter 3	Key	Cabinet	Leader of the Council	Chief of Staff and Monitoring Officer (Emma Hodds)	Open

TO BE SCHEDULED

Date of meeting	Report title	Key or Non-Key Decision	Decision Maker	Cabinet Member/Portfolio	Lead Officer	Open or Exempt
	King's Lynn Conservation Area Appraisal and Management Plan	Non	Council, Cabinet	Cabinet Member for Planning and Licensing	Assistant Director, Environment and Planning (Stuart Ashworth)	Open
	Empty Homes Strategy Review	Key	Council	Cabinet Member for People and Communities	Assistant Director, Health, Wellbeing and Public Protection (Mark Whitmore)	Open
	Housing Assurance	Non	Council	Cabinet Member for People and Communities	Assistant Director, Health, Wellbeing and	Open



	Strategy				Public Protection (Mark Whitmore)	
	Domestic Abuse Tenants/Residents Policy and Domestic Abuse Intersectionality Policy	Non	Council	Cabinet Member for People and Communities	Assistant Director, Regeneration, Housing & Place (Duncan Hall)	Open
	Heacham Beach Huts	Key	Cabinet	Deputy Leader and Cabinet Member for Business	Assistant Director, Property (Liz MacDonald)	Part exempt 3 Information relating to the financial or business affairs of any particular person (including the authority holding that information)