1. **Replacement Bus Shelters – King's Lynn** (Pages 2 – 6)

BOROUGH COUNCIL OF KING'S LYNN AND WEST NORFOLK

RECORD OF DECISION TAKEN BY OFFICERS UNDER DELEGATED POWERS

This is a record of a decision taken by officers under delegated powers and where necessary taken in consultation with members and officers.

REPORT TITLE:	Replacement Bus Shelters – Kings Lynn
OPEN/EXEMPT	Open
LEAD OFFICER	Mark Whitmore
IS DECISION SUBJECT TO CALL IN?:	No – Urgent Decision.
DATE DECISION ADVERTISED:	6th February 2026
DATE OF DECISION:	6th February 2026
DEADLINE FOR CALL IN:	N/A
PRE-SCREENING EQUALITY IMPACT ASSESSMENT COMPLETED:	Yes

Delegated Power
Specify the particular delegated power being exercised by reference to the Scheme of Delegation or the Council body minute and date.

Delegated power being exercised in accordance with the recommendation approved by Kings Lynn Area Committee at item 54 on the 15th January 2026.

The King's Lynn Area Committee delegate authority to the Chair, two Members of the Committee; Councillor J Rust and Councillor A Kemp and the Assistant Director for Health, Wellbeing and Public Protection to determine the work and approve the spend out of King's Lynn Area Committee's budget for the improvements.

Decision Taken
Specify precise details of the decision taken.

To approve the release of £16,516.20 from the Kings Lynn Area Committee budget for the replacement of the bus shelters as outlined below, this being 20% of the cost of replacement with the remaining 80%: (£66,064.80) being met by Norfolk County Council.

Shelters to be replaced:

- BUSSH003 – 40 Gayton Road, Gaywood PE30 4EL: 42 Gayton Rd - Google Maps **After 9m or on a Sunday (£11,887 exc VAT)**
-
- BUSSH024 – Adjacent to Springwood Roundabout, Gayton Road PE30 4TE - 122 Gayton Rd - Google Maps **After 9m or on a Sunday (£9,622 exc VAT)**
-
- BUSSH029 – Opposite Marsh Lane, Wooton Road PE30 3AA - 176 A148 - Google Maps **After 9m or on a Sunday (£9,774 exc VAT)**
-
- BUSSH008 – Opp William Booth Road, William Churchill Drive PE30 4RA - 14 Winston Churchill Dr - Google Maps **Anytime (£8,454 exc VAT)**
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- BUSSH011 – Opp 22 William Booth Road, William Booth Road PE30 4XB - 21 William Booth Rd - Google Maps **Anytime (£9,028 exc VAT)**
-
- BUSSH019 – Adjacent to Post Mill, Winston Churchill Drive PE30 4RN - 18 Winston Churchill Dr - Google Maps **Anytime (£8,454 exc VAT)**
-
- BUSSH027 – Adjacent Gaywood Road, Winston Churchill Drive PE30 4XA - Winston Churchill Dr - Google Maps **Anytime (£8,454 exc VAT)**
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- BUSSH016 – Gaywood Park High School, Queen Mary Road PE30 4QF - 1 Queen Mary Rd - Google Maps **Between 9am – 4pm (£8,454 exc VAT)**
-
- BUSSH028 – Near Beloe Crescent, 195 Saddlebow Road PE30 5BW - 195 Saddlebow Rd - Google Maps **Between 9am – 4pm (£8,454 exc VAT)**

Reasons for the Decision
Specify all reasons for taking the decision

The deadline for approving the spend is the 9th February 2026 which is the reason the decision is urgent. There is insufficient time to allow the Kings Lynn Area Committee to approve the item and therefore be subject to call in.

The replacement of the listed shelters will ensure that they remain suitable for use.

Details of alternative options, if any, considered and rejected. Alternative would be to decline the offer of replacement shelters. This would leave King's Lynn with end of life bus shelters that would require more regular maintenance.
Any declarations of interest and details of any dispensations granted in respect of interests (in relation to officers and any Members consulted). None
List of Background papers Minutes and Decision of KLAC meeting held on the 15th January 2026
Authorisation Post Held :Assistant Director – Health Wellbeing and Public Protection Signature [redacted] Date **2nd February 2026**
Consultation with members/officers **If the decision is taken following consultation with the members/officers, please give details:** **Name of Members/officers consulted:** **Peter Gray – Facilities Management Officer** **Cllr S Everett – Chair of King's Lynn Area Committee** **Cllr J Rust – Portfolio Holder** **Cllr A Kemp – Member of King's Lynn Area Committee** Date **6th February 2026**

Stage 1 - Pre-Screening Equality Impact Assessment

For equalities profile information please visit Norfolk Insight - Demographics and Statistics - Data Observatory

Name of policy/service/function	Replacement Bus Shelters in unparished area of Kings Lynn			
Is this a new or existing policy/ service/function? *(tick as appropriate)*	New		Existing	Y
Brief summary/description of the main aims of the policy/service/function being screened. Please state if this policy/service is rigidly constrained by statutory obligations, and identify relevant legislation.	Provision of replacement bus shelters			
Who has been consulted as part of the development of the policy/service/function? – new only *(identify stakeholders consulted with)*				

Question	**Answer**				
1. Is there any reason to believe that the policy/service/function could have a specific impact on people from one or more of the following groups, for example, because they have particular needs, experiences, issues or priorities or in terms of ability to access the service? Please tick the relevant box for each group. NB. Equality neutral means no negative impact on any group. ***If potential adverse impacts are identified, then a full Equality Impact Assessment (Stage 2) will be required.*** **For more information on health inequalities please visit The King's Fund*		Positive	Negative	Neutral	Unsure
	Age			x	
	Disability			x	
	Sex			x	
	Gender Re-assignment			x	
	Marriage/civil partnership			x	
	Pregnancy & maternity			x	
	Race			x	
	Religion or belief			x	
	Sexual orientation			x	
	Armed forces community			x	
	Care leavers			x	
	Health inequalities*			x	
	Other (eg low income, caring responsibilities)			x	

Please provide a brief explanation of the answers above:

All of the sites benefit from existing shelters which with regular maintenance are fit for purpose. However they are nearing the end of their operational lives and provision of new shelters will ensure continuing provision. As such the impact is neutral

Question	Answer	Comments
2. Is the proposed policy/service likely to affect relations between certain equality communities or to damage relations between the equality communities and the Council, for example because it is seen as favouring a particular community or denying opportunities to another?	No	
3. Could this policy/service be perceived as impacting on communities differently?	No	
If 'yes' to questions 2 - 3 a full impact assessment will be required unless comments are provided to explain why this is not felt necessary: **Decision agreed by EWG member: ……..**		
4. Are any impacts identified above minor and if so, can these be eliminated or reduced by minor actions? If yes, please agree actions with a member of the Corporate Equalities Working Group and list agreed actions in the comments section	Yes / No	**Actions:** **Actions agreed by EWG member:** **…….**
5. Is the policy/service specifically designed to tackle evidence of disadvantage or potential discrimination?	Yes / No	**Please provide brief summary:**

Assessment completed by: **Name**	**Mark Whitmore** [redacted]		
Job title	**Assistant Director Health Wellbeing and Public Protection**		
Date completed	**2nd Feb 2026**		
Reviewed by EWG member	**Alison Demonty** [redacted]	**Date**	**04.02.2026**

☐ **Please tick to confirm completed EIA Pre-screening Form has been shared with Corporate Policy** (corporate.policy@west-norfolk.gov.uk)