

REPORT TO:	King's Lynn Area Consultative Committee		
DATE:	16 January 2020		
TITLE:	Bus Shelter Policy for the unparished area of King's Lynn		
TYPE OF REPORT:	Policy Development		
PORTFOLIO(S):	Development – Cllr Blunt		
REPORT AUTHOR:	Vanessa Dunmall – Property Services		
OPEN/EXEMPT	OPEN	WILL BE SUBJECT TO A FUTURE CABINET REPORT:	YES

REPORT SUMMARY/COVER PAGE

PURPOSE OF REPORT/SUMMARY:
<p>Members of KLACC may recall from their overview of Bus Shelters in the unparished area of King's Lynn, that a process for requesting a new shelter was under development.</p> <p>This process has been progressed and, as part of a draft policy, is now brought to KLACC for comment and input, prior to taking through to Cabinet for adoption.</p>
KEY ISSUES:
<ul style="list-style-type: none"> • The process has been influenced by the NCC Parish Partnership Scheme requirements, for it was agreed in October 2016 that requests such as that for a new shelter, would be taken to a scheme of this nature, to try and obtain match funding. • The process has been developed around the role of the ward councillor, for in parished areas, the parish council would be leading. For this reason, all requests, wherever received, will be directed in the first instance to the relevant ward councillor, with full officer support available from Property Services. Views are welcomed on this approach.
OPTIONS CONSIDERED:
<p>This is a new policy and a new process being developed, therefore no alternative proposals have been considered.</p>
RECOMMENDATIONS:
<p>Members of KLACC are asked to provide input to the proposed process, included in the draft policy document, prior to this being taken to Cabinet for adoption.</p>
REASONS FOR RECOMMENDATIONS:
<p>To participate in the adoption of the new proposed 'Bus Shelter Installation and Maintenance Policy'.</p>

REPORT DETAIL

1. Introduction

The Borough Council of King's Lynn & West Norfolk has been responsible for bus shelters in the unparished area of King's Lynn since the start of 2018. A policy for dealing with the installation of new shelters and the maintenance of existing shelters, is needed.

2. Proposal

A policy has been drafted and is brought to the KLACC for comment and input, prior to taking through to Cabinet and Full Council for adoption.

3. Issues for the Panel to Consider

- The process for considering a new shelter has been influenced by the NCC Parish Partnership Scheme requirements, as it was agreed in October 2016 that requests such as that for a new shelter, would be taken to a scheme of this nature, to try and obtain match funding.
- The process has been developed around the role of the ward councillor, for in parished areas, the parish council would be leading. For this reason, all requests, wherever received, will be directed in the first instance to the relevant ward councillor, with full officer support available from Property Services. Views are welcomed on this approach.

4. Corporate Priorities

The provision and support for bus shelters fits with the proposed corporate priority (going to Cabinet on 7th January 2020) to 'Promote, lobby and support infrastructure improvements across the district'.

5. Financial Implications

None – bus shelters are already dealt with and have a budget (from special expenses) in place, this new policy is determining how requests for new shelters are dealt with and outlining maintenance responsibilities.

6. Any other Implications/Risks

None

7. Equal Opportunity Considerations

An Equalities Impact Assessment pre-screening form has been completed, a full impact assessment is not required.

8. Environmental Considerations

Bus shelters by their nature should help to support public transport. The new policy aims to ensure requests for new shelters are dealt with in a consistent way.

9. Consultation

This report is consultation with KLACC prior to taking the proposed policy to Cabinet.

10. Conclusion

The attached draft policy covers the supply and erection of new shelters, and the inspection, repairs and maintenance of existing shelters, in the unparished area of King's Lynn. KLACC are asked for their input and comments.

11. Background Papers

Norfolk County Council – Parish Partnership Scheme

Norfolk County Council – 'Provision of new bus shelters' document