

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 an officers under delegated powers and where necessary taken in consultation with members and officers.

REPORT TITLE:	Shared Prosperity Funding for - West Norfolk Cycle Scheme and Community Cycling Development
OPEN/EXEMPT	OPEN
LEAD OFFICER	Duncan Hall
IS DECISION SUBJECT TO CALL IN?:	Yes
DATE DECISION ADVERTISED:	13 th December 2023
DATE OF DECISION:	20 th December 2023
DEADLINE FOR CALL IN:	4 th January 2024
PRE-SCREENING EQUALITY IMPACT ASSESSMENT COMPLETED:	YES/NO

Delegated Power

Cabinet Report 7th February 2023 'Shared Prosperity Fund
WEST NORFOLK INVESTMENT PLAN (UK SHARED PROSPERITY FUND) AND RURAL
ENGLAND PROSPERITY FUNDING – PROGRAMME PRIORITIES

'Delegate authority to the Assistant Director for Regeneration, Housing & Place to finalise the financial allocations to the identified projects in section 4, in consultation with the Portfolio Holder for Business Culture and Heritage.'

Decision Taken

The BCKLWN has been allocated UK Shared Prosperity Funding (UKSPF) to support the government's commitment to levelling up across the UK. Two projects identified for 23/24 and possibly 24/25 (subject to future Cabinet decision) which align with UKSPF intervention priority E13: Community measures to reduce the cost of living is a 'West Norfolk Cycle Scheme and Community Cycling Development.'

At the time of the February 2023 cabinet report, it was envisaged the project would be delivered in partnership with Norfolk County Council and intended to provide competed cycle grant opportunities for community groups across the Borough with a 2023/24 budget of £20,000. Following further feasibility discussion, it was determined that the benefit of this approach would be low due to limited budget availability and a more targeted project would create a better value outcome with greater benefits to the community.

The revised scheme proposes Alive West Norfolk as the lead delivery partner, to deliver a pilot of low cost and safe access to bicycles for new and returning cyclists, hosted at Lynnsport as a central and accessible location for the community. It is possible the pilot scheme can be used as a template to enable further provision of similar cycle schemes across the borough in the future, subject to availability of funding.

The UKSPF investment will provide;

- A fleet of low standover pedal bikes for adults and youths, bike trailers, child seats and associated safety equipment.
- A cycle maintenance package.
- A secure storage facility.
- Revenue funding for cycle scheme management and cycling development events to be delivered by Alive WN for the remainder of 2023/24 and until 31 March 2025.

The project will be delivered by Alive West Norfolk and managed via a Service Level Agreement with the Borough Council.

Cycle Hire for General Public – based at Lynnsport

A fleet of bikes and associated equipment and storage will be purchased through UKSPF investment under the Communities and Place investment priority and hosted and managed by Alive West Norfolk at the Lynnsport site, which is ideally located in close proximity to existing residential communities within the King's Lynn urban area. Lynnsport is considered the best location to site this scheme due to its excellent cycle path networks and the existing management systems, experience and staff base at Alive West Norfolk which can be expanded to encapsulate and enhance this offer. This provision will directly support and enhance the Community Cycling Development provision and establish a low-cost cycle hire scheme which will be sustainable beyond the period of the current UKSPF 2022-2025 programme, aligned with the wider King's Lynn Local Cycling & Walking Infrastructure Plan.

For the duration of the UKSPF programme the bikes, associated equipment and the storage facility will remain in the ownership of BCKLWN but managed by Alive West Norfolk. Any income generated from hire will be retained for ongoing maintenance of the cycle fleet and associated equipment.

Community Cycling Development

Alive West Norfolk will provide Community Cycling Development staffing hours to deliver the administration, hire and safety management of the bike fleet and to encourage the growth of community cycling activity whilst establishing volunteer-led cycling groups which will continue post engagement. Using the fleet of bikes at Alive West Norfolk this post will host free cycling events for new and returning cyclists who may not have access to a suitable bike. This will include the provision of learn to ride sessions, led bike rides and bike maintenance training for members of the local community.

Project costs and funding

The West Norfolk UKSPF allocation for Bike Grants for 2023/24 totals £20,130. The budget detailed below includes estimated costs to establish the cycle provision scheme

West Norfolk Cycle Scheme: Start up budget UKSPF Capital 2023/24	
12 adult and 4 children's bikes	£7,450
Trailers and child seats	£900
Maintenance package	£1,600
Secure storage unit	£5,000
Safety equipment (helmets/locks/lights)	£2,030
Maintenance Equipment, tools and Accessories	£3,150
Total Budget Estimate	£20,130

West Norfolk Cycling Development Scheme Delivery budget UKSPF Revenue 2023/24	
<i>Expectation for unspent budget to be slipped to 2024/25</i>	
Management and administration costs at Alive West Norfolk	£15,000

Year 3 (2024/25) of the UKSPF programme has made an indicative provision for additional funding to be invested to enhance this initial pilot scheme to invest in any additional requirements or products that may come about because of additional initial need within 23/24. Continuation funding in 24/25 would be subject to the Council's Cabinet approval in January 2024. After the completion of the current UKSPF Programme (31 March 2025) ownership and management of the cycle assets purchased through UKSPF will transfer to Alive West Norfolk and will continue to be monitored through the Service Level Agreement existing between BCKLWN and Alive WN.

Post UKSPF Funding April 2025

The project is intended as a pilot scheme, with a small initial fleet of bicycles funded, and the UKSPF investment will be fundamental in launching the scheme at minimal risk to stimulate demand, test the market, establish and refine a delivery framework, and to develop a programme of monitoring which will support forecasting to enable robust development of future delivery plans.

A condition of the UKSPF investment will be that the cycles must be made available for public hire and community cycle events post UKSPF funding, as long as they are safe for use and regularly serviced. To both maintain the cycle hire service without UKSPF support, and also to provide opportunities to further expand the scheme if demand is high, the cost of cycle hire will need to cover scheme running costs from April 2025. The scheme will be operated on a sustainable basis with an appropriate charge, in line with wider charging policies for Alive West Norfolk, and this will be established once the full running costs are known, again this will be tested through the pilot period.

If the cycle hire element does not prove popular through the pilot period, Alive West Norfolk have advised that they would still maintain the community cycling element of the scheme, as part of their wider leisure offer, through the running of cycling sessions/lessons from Lynnsport and using equipment with local clubs/schools to support local cycling development initiatives. Additionally, as part of the community cycling development element of the pilot, the funded delivery will encourage the development of volunteer led community cycling events and these will continue to be supported with access to cycle use provided as required.

Evidence of Need: West Norfolk Cycle Scheme and Existing Cycle Hire Provision

Whilst there are a selection of bicycle shops and cycle repair businesses operating in King's Lynn there are currently no known or widely advertised cycle hire providers within the King's Lynn boundary or within the borough to the south of King's Lynn. Whilst there is more cycle hire provision within the north of the borough, particularly in coastal locations from Heacham towards the North Norfolk boundary, these are operating on a commercial basis. The low cost / not for profit approach to the cycle hire pilot scheme from the Lynnsport site would be in direct competition with this offer. Successful provision of community cycle hire within King's Lynn could provide an opportunity for alternative cycle provision enterprises to be established over time by

establishing a change in local mind sets towards accessing cycling as an alternative form of transport.

By establishing community cycle provision and cycling development schemes through UKSPF the intention is to support low cost access to cycles for service users who may not otherwise have this opportunity, in areas of the town that are identified as Indices of Multiple Deprivation Super output areas. This scheme will particularly support low income households and hirers who, possibly due to financial constraints, may not have previously learned to ride a bike, may not have the finances to buy one or may not have a suitable space to store a self-owned bike, amongst other possible reasons. This project provides a joined-up offer with Alive West Norfolk to help the community to overcome these and other factors that may be preventing them from accessing cycles as a means of transport and for leisure purposes. The Cycling Development provision will support establishment of cycling schemes in King's Lynn, will provide free guided rides (which will also promote the active travel hub in the town centre) and work to develop a base of volunteers to develop a community cycle club which could continue to deliver free guided rides in the future.

As this is a pilot project which could enable wider rollout of the scheme in the future, the expectation would be for additional schemes to continue to reflect the ethos of the joined-up cycle hire and cycle development offer, possibly through the recruitment of local cycling champions and community volunteers to continue to provide comprehensive cycling support alongside cycle hire provision. This would enable further expansion into areas where access to low cost and community focused cycle hire is not currently available to encourage a growth in local appreciation of cycling as an alternative form of community transport. Should future expansion of the scheme be undertaken in areas where private cycle hire is already available a market appraisal will be undertaken to correctly position the community cycle hire as an alternative option for local user groups.

Provision of accessible and adapted cycles

The West Norfolk Cycle Scheme is behaviour change focused; getting those who would not otherwise cycle to give it a go and the provision of a fleet of pedal bikes with low stand over height is the most accessible type of bicycle for the target audience of new and returning cyclists.

In discussions with Norfolk County Council and Alive West Norfolk regarding the establishment of this scheme it was agreed that adapted bike provision would be a good fit for provision at Lynnsport but that the 2023/24 UKSPF budget allocation would not be sufficient to support this provision alongside a fleet of low stand over cycles at the initial stages of the scheme. Adapted bikes have an initial higher cost, require larger storage facilities and additional training for staff to run and host cycling support sessions. The maintenance costs for adapted cycles are also higher than with standard cycles and a good volunteer base is recommended to support this to maintain lower running costs.

A meeting was held with a representative of Norwich Sports Park where a range of adapted bikes are available for a low hire cost at monthly [Inclusive Cycling Sessions](#) held on their sports track. This scheme received funding through the Special Olympics and also has some donated adapted cycles and some on loan. Whilst the proposed West Norfolk Cycle Scheme pilot project is not specifically designed around adapted bikes there is potential that, if the initial scheme is successful and a sound volunteer base is established that this additional provision can be built in with success and further future funding opportunities can be explored by BCKLWN and Alive WN.

Reasons for the Decision

The project aligns with the King's Lynn Local Cycling & Walking Infrastructure [Plan](#) to support modal shift to active travel in King's Lynn along identified priority routes. Lynnsport is located on National Cycling Route 1 and 'The Wootton's Red route' identified in the LCWIP.

The project will support the corporate objectives to;

Protect our environment;

- *To create a cleaner, greener, and better protected West Norfolk by considering environmental issues in all we do and by encouraging residents and businesses to do the same*

Support our communities;

- *To support the health and wellbeing of our communities,*

To contribute to the delivery of the outputs and outcomes set out in the West Norfolk Investment Plan. The UK Shared Prosperity Fund sets out priorities to support communities and place and business support. The project is in line with the priorities identified in the WNIP approved by Cabinet in July 2021 and the outputs and outcomes required by the UK Shared Prosperity Fund guidance. The proposal to provide funding for community bike provision aligns with the UKSPF to specifically support delivery of the following Investment Plan priorities of:

Embedding approaches that are Active, Clean & Green

1. Domestic efficiency / sustainability
2. Transport to get to and from work

Strengthening local enterprise and innovation systems

1. Health

The funding will provide core funding for establishing a community cycle scheme which will encourage cycling activity and provide benefits for improving health and wellbeing, encouraging alternative transport options, reducing CO2 emissions and encouraging greater use of our cycleways.

Details of alternative options, if any, considered and rejected.

Option 1: Open a competed grant scheme across the Borough

Without a pilot scheme running first there would be no template for applicants to follow. This could result in low impact schemes which are not managed to their full benefit. A budget of £20,000 would not fund enough schemes to make a competed process fair to all. It is recommended through meetings with Norfolk County Council's Active Travel and Greenways, Lead Projects Manager that it will be better to first establish a successful pilot project that could then result in secondary grant offer through REPF 24-25.

Option 2: Pilot Community Cycle hub at Lynnsport (recommended option)

Option 3: Do Nothing: funding from the UKSPF would be reallocated back to the programme towards other schemes but would not achieve the outputs and outcomes set out under E13 of the West Norfolk Investment Plan. Other schemes that do meet these objectives may not be deliverable in the funding timeframe. Opportunity for access to cycle hire in the residential community around Lynnsport would be lost and not provide a service that could improve sustainable travel and support health & well-being.

Any declarations of interest and details of any dispensations granted in respect of interests (in relation to officers and any Members consulted).

N/A

List of Background papers

[West Norfolk Investment Plan Cabinet Report 21/07/22](#)
[West Norfolk Investment Place UKSPF REPF Cabinet Report 07/02/23](#)
[King's Lynn Local Cycling & Walking Infrastructure plan, 2022](#)

Authorisation

Duncan Hall

Post Held: Assistant Director Regeneration, Housing & Place

Signature



Date **13 December 2023**

Consultation with members/officers

If the decision is taken following consultation with the members/officers, please give details:

Name of Members/officers consulted:

Councillor Alistair Beales, Portfolio Holder for Business

Signed by Member/officer as consulted:

Date

Pre-Screening Equality Impact Assessment

Borough Council of
**King's Lynn &
West Norfolk**



Name of policy/service/function		Cycle Scheme				
Is this a new or existing policy/ service/function?		New / Existing (delete as appropriate)				
Brief summary/description of the main aims of the policy/service/function being screened. Please state if this policy/service rigidly constrained by statutory obligations		A pilot scheme to create low cost and safe access to bicycles for new and returning cyclists hosted at Lynnsport as a central and accessible location for the community.				
Question		Answer				
<p>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 according to their different protected characteristic, for example, because they have particular needs, experiences, issues or priorities or in terms of ability to access the service?</p> <p>Please tick the relevant box for each group.</p> <p>NB. Equality neutral means no negative impact on any group.</p>			Positive	Negative	Neutral	Unsure
		Age	x			
		Disability			x	
		Gender			x	
		Gender Re-assignment			x	
		Marriage/civil partnership			x	
		Pregnancy & maternity			x	
		Race			x	
		Religion or belief			x	
		Sexual orientation			x	
Other (eg low income)	x					
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?	Yes / No	The bikes that will be provided through the scheme will of an accessible low stand over design. The scheme does not include the provision of adapted bikes as the budget cannot accommodate this currently. Successful delivery of the pilot scheme could open wider possibilities to incorporate adapted cycling opportunities in the future. Support for new and returning cyclists will be provided through the Cycling Development Officer.				
3. Could this policy/service be perceived as impacting on communities differently?	Yes / No	The provision will be located at Lynnsport as Alive WN cannot currently transport bikes between sites. Further provision could be expanded wider.				
4. Is the policy/service specifically designed to tackle evidence of disadvantage or potential discrimination?	Yes / No	The scheme will provide low and no cost cycling opportunities to encourage cycling activity, create cycling provision and encourage community cycling schemes. The location of the cycle hub at Lynnsport is also adjacent to known areas of deprivation so				

		will support access to cycles for low income families.
5. 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: Name
Assessment completed by: Name	Nicola Cooper	
Job title Investment Programmes Officer	Date 18/07/2023	
Please Note: If there are any positive or negative impacts identified in question 1, or there any 'yes' responses to questions 2 – 4 a full impact assessment will be required.		