

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



King's Lynn Area Consultative Committee

Agenda

Wednesday, 5th October, 2016
at 6.00 pm

in the

**Committee Suite
King's Court
Chapel Street
King's Lynn**



If you require parts of this document in another language, large print, audio, Braille or any alternative format please contact the Council Information Centre on 01553 616200 and we will do our best to help.

LATVIAN

Ja Jums nepieciešamas daļas no šī dokumenta citā valodā, lielā drukā, audio, Braila rakstā vai alternatīvā formātā, lūdzu, sazinieties ar Padomes informācijas centru (Council Information Centre) pa 01553 616200 un mēs centīsimies Jums palīdzēt.

RUSSIAN

Если вам нужны части этого документа на другом языке, крупным шрифтом, шрифтом Брайля, в аудио- или ином формате, обращайтесь в Информационный Центр Совета по тел.: 01553 616200, и мы постараемся вам помочь.

LITHUANIAN

Jei pageidaujate tam tikros šio dokumento dalies kita kalba, dideliu šriftu, Brailio raštu, kitu formatu ar norite užsisakyti garso įrašą, susisiekite su Savivaldybės informacijos centru (Council Information Centre) telefonu 01553 616200 ir mes pasistengsime jums kiek įmanoma padėti.

POLISH

Jeśli pragną Państwo otrzymać fragmenty niniejszego dokumentu w innym języku, w dużym druku, w formie nagrania audio, alfabetem Braille'a lub w jakimkolwiek innym alternatywnym formacie, prosimy o kontakt z Centrum Informacji Rady pod numerem 01553 616200, zaś my zrobimy, co możemy, by Państwu pomóc.

PORTUGUESE

Se necessitar de partes deste documento em outro idioma, impressão grande, áudio, Braille ou qualquer outro formato alternativo, por favor contacte o Centro de Informações do Município pelo 01553 616200, e faremos o nosso melhor para ajudar.



King's Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX
Telephone: 01553 616200
Fax: 01553 691663

**KING'S LYNN AREA
CONSULTATIVE
COMMITTEE AGENDA**

DATE: WEDNESDAY, 5TH OCTOBER, 2016

**VENUE: COMMITTEE SUITE, KING'S COURT, CHAPEL
STREET, KING'S LYNN, PE30 1EX**

TIME: 6.00 pm

1. APOLOGIES FOR ABSENCE

To receive any apologies for absence.

2. MINUTES OF PREVIOUS MEETING (Pages 6 - 10)

To confirm as a correct record the minutes of the previous meeting held on Tuesday 12 July 2016.

3. DECLARATIONS OF INTEREST

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. CHAIRMAN'S CORRESPONDENCE (IF ANY)

7. BUS TRANSPORT IN KING'S LYNN

Representatives from Stagecoach have been invited to the meeting as requested by the Committee.

8. PARISH PARTNERSHIP SCHEME

Paul Donnachie, Capital Programme Manager, Norfolk County Council has been invited to give an overview of the Parish Partnership Scheme to the Committee.

**9. PROPOSED CHANGES TO THE COMMITTEE'S TERMS OF REFERENCE
(Pages 11 - 27)**

The Committee is asked to consider a report on Proposed Changes to the Terms of Reference of the Committee and make any appropriate comments.

10. SPECIAL EXPENSES AND PRIORITIES FOR KING'S LYNN (Pages 28 - 33)

The Committee is asked to consider the above report and make any appropriate recommendations to Cabinet.

11. EVENTS - BREAKDOWN OF COSTS

The Committee will receive an update from the Business Manager.

12. KLACC PLANNING SUB-GROUP

The Committee is asked to consider future arrangements and appointing additional Members to the Sub-Group.

13. COMMITTEE'S WORK PROGRAMME (Pages 34 - 35)

The Committee is asked to consider items for a future Work Programme for 2016/2017.

14. DATE OF NEXT MEETING

Thursday, 5th January 2017 in the Committee Suite, King's Court, Chapel Street, King's Lynn.

To: Members of the King's Lynn Area Consultative Committee

Councillors Miss L Bambridge, Mrs S Buck, J Collop, Mrs S Collop, I Gourlay, C Joyce, C Kittow, G McGuinness, G Middleton, P Rochford, M Shorting, T Smith, A Tyler, Mrs M Wilkinson and T Wing-Pentelow

For Further information, please contact:

Kathy Wagg x 6276
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 CONSULTATIVE COMMITTEE

Minutes from the Meeting of the King's Lynn Area Consultative Committee held on Tuesday, 12th July, 2016 at 6.00 pm in the Committee Suite, King's Court, Chapel Street, King's Lynn

PRESENT: Councillor Mrs S Collop (Chairman)
Councillors Miss L Bambridge, Mrs S Buck, J Collop, Mrs S Collop, I Gourlay, C Joyce, P Rochford, T Smith, A Tyler and Mrs M Wilkinson

An apology for absence was received from Councillor G Middleton, M Shorting and T Wing-Pentelow

1 **APPOINTMENT OF CHAIRMAN**

RESOLVED: That Councillor Mrs S Collop be appointed as Chairman for the remainder of the Municipal Year.

2 **APPOINTMENT OF VICE-CHAIRMAN**

RESOLVED: That Councillor A Tyler be appointed Vice-Chairman for the remainder of the Municipal Year.

3 **MINUTES OF PREVIOUS MEETING**

The Minutes of the Meeting held on 14 March 2016 were agreed as a correct record.

4 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

5 **URGENT BUSINESS**

There was no urgent business.

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

There were no Members present pursuant to Standing Order 34.

7 **CHAIRMAN'S CORRESPONDENCE (IF ANY)**

There was no Chairman's correspondence to report.

8 **WEST NORFOLK DISABILITY FORUM**

There were no members of the Disability Forum present at the meeting.

9 **BUS TRANSPORT IN KING'S LYNN**

The Chairman welcomed Richard Tucker from First Eastern Counties Buses Limited and Julian Patterson from Lynx. Richard Tucker explained that the X1 service operated 6 days a week half hourly and an hourly service on a Sunday.

In response to a query from Councillor Mrs Buck regarding the X1 timetable being confusing, Richard Tucker agreed to report this to the Commercial Department.

Julian Patterson explained that Lynx Buses had started up around 18 months ago, and the primary route was King's Lynn to Hunstanton. He stated that 25 years ago there were only two buses an hour to Hunstanton, now there were 7 buses an hour.

The Committee then asked questions which were answered by Richard Tucker and Julian Patterson in relation to:

- The route used by Lynx Buses and whether this could include Fairstead to the Hospital;
- How old the vehicles were and when they were changed.
- Would there be any benefit in a park and ride scheme.
- How reliable were the half hourly X1 buses.
- How did the operators find the changes at the bus station.
- Were new routes looked at.
- Would there be more up to date real time information at bus stops.

Julian Patterson raised the issue of the number of traffic lights along London Road and that roadworks could often cause delays and effect reliability, and cited the works at Edward Benefer Way.

It was explained that Norfolk County Council were aware of the concerns.

The Chairman thanked both Richard Tucker and Julian Patterson for attending the meeting.

10 **VOLUNTEERING ARRANGEMENTS**

Sarah Moore, Operations Manager explained the background and existing arrangements for the volunteers for the Red Mount Chapel and Southgates. The buildings were open to the members of the public

from May to September on a Wednesday, Saturday and Sunday from 1 – 4 pm.

Currently she was responsible for coordinating the volunteers and it was proving difficult to find enough volunteers to cover all the opening times, as the buildings had to be manned by two people. There were 68 vacant slots from now until the end of the season, therefore, on occasions, a building had to be closed to the public.

The Operations Manager further explained that she had produced a flyer to try to encourage more people to become volunteers.

In answer to a question from the Chairman the Operations Manager explained that volunteers did not currently receive time credits, this had been looked at a while ago but that was something that could be looked at again.

The Operations Manager advised the Committee that she was currently re-writing the section of the website relating to volunteers. In addition to the flyers, there would also be a press release.

The Operations Manager also explained that John Loveless had volunteered to help chase up the volunteers however consent was required from the volunteers to use their information and without that consent contact could not be made with them.

Councillor J Collop stated that the volunteers did give up a lot of their time and must be congratulated for that. He added that a lot of effort was put into making King's Lynn a place to visit and he would not want to see the buildings closed. He acknowledged that the Operations Manager was trying to find a way forward but it was important to keep the buildings open.

The Operations Manager explained that discussions had been held and it was very likely that the co-ordination of the volunteers would be the responsibility of Bob Price who was based at the Town Hall. Volunteers would be able to contact him easier and he already co-ordinated other volunteers.

In response to a comment, the Operations Manager explained that the volunteers were invited to a Mayor's reception between the end of September and May to thank them for their work.

The Chairman thanked the Operations Manager for the update.

11

SOUTHGATES HLF BID

Oliver Bone, Curator at Lynn Museum stated that 23,000 cars travelled through the Southgates but not many people actually visited it. He

added that the building was impressive and an important gateway into the town. The building had received investment in the past and was now in need of further investment. Mr Bone explained that King's Lynn had been successful in HLF bids in the past and a total of £43 million had been invested in King's Lynn & West Norfolk and named some examples.

Mr Bone then informed the Committee of the elements of the proposal.

Discussion took place about whether the outside of the South Gates could be enhanced, however it was explained that there were physical constraints with the building itself.

Mr Bone explained that if the bid was successful then work would start very soon after the decision.

The Chairman thanked Mr Bone for attending and the interesting update to the Committee.

12 **PRIORITIES FOR KING'S LYNN**

The Assistant Director reminded the Committee that at the previous meeting, it was suggested that the Committee consider Priorities for King's Lynn to present at this meeting. He also reminded the Committee that at the next meeting in September, the Committee would be looking at Special Expenses.

Councillor Joyce suggested that the town's street lights should be switched back on, particularly in the High Street which was very intimidating to walk along in the dark. Councillor Smith disagreed and felt they were acceptable.

Councillor J Collop explained that he would like to see a breakdown of cost for the various events which were held in the town centre and the Walks. The Assistant Director explained that there was an events budget and plan which was overseen by the Executive Director for Commercial Services and he could be invited to the next meeting.

The Vice-Chairman suggested facilities for people with disabilities, as to whether more could be done to assist them. The Assistant Director pointed out that representatives from the Disability Forum had been invited to attend the meeting but did not attend.

Grass cutting was also suggested, and the Assistant Director explained that some Parish Councils had made the decision to pay for more cuts.

Councillor Mrs Buck also suggested the overall provision of youth facilities.

Councillor Smith suggested that more sites should be identified for green spaces. The Assistant Director advised that this could be difficult as it was down to ownership and it was difficult to secure a large piece of open space in King's Lynn for green space, especially given the need for land for housing. He added that looking into future allocations for open space was a long term planning policy issue.

AGREED: That this item be looked at again at the next meeting of the Committee.

13 **COMMITTEE'S WORK PROGRAMME**

The Committee noted the Work Programme. It was confirmed that the Leader had accepted an invitation to attend the next meeting of the Committee.

14 **DATE OF NEXT MEETING**

The next meeting of the Committee would be held on Tuesday 27 September 2016 at 6pm.

The meeting closed at 7.45 pm

REPORT TO:	King's Lynn Area Consultative Committee		
DATE:	5 October 2016		
TITLE:	Amendment to the terms of reference		
TYPE OF REPORT:	Update		
PORTFOLIO(S):	Leader		
REPORT AUTHOR:	Stuart Ashworth – Assistant Director – Environment & Planning		
OPEN		WILL BE SUBJECT TO A FUTURE CABINET REPORT:	Yes

REPORT SUMMARY/COVER PAGE

PURPOSE OF REPORT/SUMMARY:			
<p>The report proposes an additional element to the Terms of Reference of the King's Lynn Area Consultative Committee, allowing the Committee to make recommendations to Cabinet about potential match funding proposals put forward through the Parish Partnership Scheme, or other similar Parish funding schemes.</p> <p>The Parish Partnership Programme has been running for 5 years, aimed at delivering small co-funded highway improvements for local communities. It is open to all Town/Parish Councils in Norfolk, with the deadline for the submission of bids for 2017/18 being 16 December 2016. The scheme requires match funding, with a maximum County Council contribution of £25,000. The scheme has been expanded by the County Council, to allow bids for schemes in the unparished areas of the County.</p>			
KEY ISSUES:			
<p>At present King's Lynn & West Lynn cannot benefit from this potential 'funding pot' for small-scale highway schemes. At a County level a similar issue has arisen in Norwich and Great Yarmouth, and the County Council are now proposing a mechanism to allow such areas to bid from this pot.</p> <p>A mechanism is required so that potential highway schemes in King's Lynn & West Lynn are considered by the King's Lynn Area Consultative Committee (KLACC), and put forward for consideration by Cabinet, relating to whether to commit match funding to identified highway schemes, which would then be submitted as part of the bidding process to the County Council.</p> <p>It is important that the financial implications of any bid are properly considered and understood. It is proposed that a business case would need to be put forward by a Ward Member with any bid, showing the costs of any proposed scheme, along with how it is supported by local residents.</p>			
OPTIONS CONSIDERED:			
<ol style="list-style-type: none"> 1. Add to the terms of reference to allow KLACC to make recommendations on the Parish Partnership Programme or similar funding schemes for the benefit of King's Lynn & West Lynn. This will allow the Committee to act as a representative body where schemes in the unparished areas can be considered and put through to Cabinet for potential match funding. It will be a more co-ordinated approach. It will also allow some potential match funding to come forward from the Borough Council, although the financial implications of each scheme will need to be carefully considered. It is understood that 			

Norwich City and Great Yarmouth Borough Councils will be taking a similar approach to their unparished areas, through an appointed body making recommendations on proposed schemes.

2. Do not alter the terms of reference of KLACC and leave it to local groups to submit bids through their elected County Council Member.

This is an alternative put forward by the County Council which would mean local groups would need to be co-ordinated to a level acceptable to the County Council, and bids would need to be submitted by the local County Councillor on their behalf. This approach is less likely to be effective than a co-ordinated approach. The funding required would also have to come from those local groups.

RECOMMENDATIONS:

That the King's Lynn Area Consultative Committee proposes a new term of reference with regards to the Parish Partnership Programme, or other similar funding scheme.

REASONS FOR RECOMMENDATIONS:

To provide a mechanism which will allow for funding bids under the Parish Partnership Programme, for small-scale highway improvement schemes, to come forward within the unparished areas of King's Lynn & West Lynn.

REPORT DETAIL

1.0 Introduction

- 1.1 The County Council has been operating the Parish Partnership Programme (PPP) from 2011, which has involved inviting Parish and Town Councils to submit bids for local highway improvements in their areas, with the County Council potentially funding up to 50% of a scheme's costs through the PPP. A total funding pot of £380,000 has currently been set aside by the County Council for the year 17/18, for this purpose.
- 1.2 In the time it has been operating, the County Council has been made aware of concerns that the Parish Partnership Programme (PPP) excluded the unparished areas of the County, including King's Lynn. As such it has agreed to amend the scheme to allow bids to come forward from unparished areas as well as from Parish Councils.
- 1.3 The deadline for the latest round of bids for the 2017/18 funding year is 16 December 2016

2.0 Proposal

- 2.1 The proposal is to amend the terms of reference of the King's Lynn Area Consultative Committee to allow it to make recommendations to Cabinet regarding the Borough Council match funding potential small-scale highway improvement schemes, within the unparished areas of King's Lynn and West Lynn.
- 2.2 If the terms of reference are amended as recommended, then potential highway schemes will need to be considered on an annual basis by the Committee, to be forwarded to Cabinet to allow any bids considered acceptable to be submitted to the County Council within the bid deadline.
- 2.3 Small-scale highway schemes would have to be put forward, and given the limited funding pot across the County, and indeed recognising the financial constraints within the Borough Council, it is recommended that each scheme put forward should be accompanied by a business plan. The County Council have stated that they need the following information, which would be included in a business plan
 - Details of the scheme, its cost and the match funding figure
 - Who, and how many people will benefit
 - How it supports the objectives of the Local Transport Plan
 - Local support, particularly from your local County Council Member, frontagers and land owners
 - For 'off highway' schemes, your proposals for future maintenance

3.0 Issues for the Committee to Consider

- 3.1 The County Council have previously recommended that in unparished wards they will allow bids to come forward under the PPP. They were tasked with investigating whether Councils with unparished areas would support bids in such areas, and whether they would offer a PPP pot to help support bids.
- 3.2 The County Council also proposed to invite unparished wards to submit bids via their elected County Council Members, which could be an alternative way of dealing with this issue.

- 3.3 It is understood that through further discussion that Norwich City and Great Yarmouth Borough Council (the other areas with unparished areas) are also proposing to have a group/Committee to represent the unparished areas and to consider bids put forward in the same way as proposed and recommended for this Committee.
- 3.4 The Committee may also wish to consider the mechanism by which schemes are to be put forward and considered. In Parished areas it is understood that Parish Councils will carry out initial discussions with the County Council as highway authority on the potential feasibility and costs of a scheme, before submission of a formal bid to the County Council. Within the unparished areas this is likely to be carried out by Borough Ward Members initially.
- 3.5 The Committee will need to consider how schemes put forward are to be funded. In the same way as Parishes will fund highway works in their areas through their precepts, the King's Lynn Special Expenses charge would need to be utilised to fund schemes in the unparished area. However, this could be spread over the lifetime of a scheme, which would minimise the impact on Special Expenses. For example, if £10,000 is sought for match funding, on a scheme with a lifespan of 25 years, this would be £400 per year on Special Expenses. If this is divided by the current tax base of 9636 (based on band D) in the unparished area, then this would add 4p per year to Special Expenses going forward. Last year King's Lynn Special Expenses was £43.30.
- 3.6 It is also worth noting that additional houses will of course come forward within the unparished areas of the town, thereby adding to the tax base.

4.0 Corporate Priorities

- 4.1 This proposal meets the objectives of the following corporate priorities:
- Priority one: provide important local services within our available resources
 - Priority three: work with our communities to ensure they remain clean and safe
 - Priority six: work with our partners on important services for the Borough

5.0 Financial Implications

- 5.1 There will be financial implications of match funding small-scale highway improvements. Any match funding would have to be put to Special Expenses for the unparished area.

6.0 Any other Implications/Risks

- 6.1 Agreed bids may need to be coordinated and submitted by Borough Council staff.

7.0 Equal Opportunity Considerations

- 7.1 There are no particular equal opportunity concerns with this proposal.

8.0 Consultation

- 8.1 Councillor Long and the Chairman and Vice-Chairman of the KLACC.

9.0 Conclusion

- 9.1 It is recommended that there is an addition to the Committee's terms of reference, to enable it to make recommendations to Cabinet regarding match funding of small-scale highway works within the unparished area of King's Lynn & West Lynn. Any scheme put forward would need to be supported by a fully informed business plan, as described in section 2.3.
- 9.2 Should the Committee support the expansion of its terms of reference then that will need to be agreed by Cabinet and Council.

10.0 Background Papers

8 July 2016 Norfolk County Council - Report to Environment Development and Transport Committee-Highway Parish Partnership Programme – unparished wards

Environment Development and Transport Committee

Item No.

Report title:	Highway Parish Partnership Programme-unparished wards
Date of meeting:	8 July 2016
Responsible Chief Officer:	Tom McCabe, Executive Director for Community and Environmental Services
<p>Strategic impact The Highways and Transport Service contributes directly to supporting the following Council priority:</p> <p><i>“Good infrastructure – We will make Norfolk a place where businesses can succeed and grow. We will promote improvements to our transport and technology infrastructure to make Norfolk a great place to do business.”</i></p> <p>The Parish Partnership programme delivers small highway improvements which are considered a priority by local communities and support Local Transport Plan (LTP) objectives. It is also covered by a “vital signs” performance indicator.</p> <p>In March 2016, EDT Committee approved a report on bids for 2016/17. The Committee also agreed that the officers should look at the criteria for those qualifying for Parish Partnership Schemes and report back</p>	

Executive summary

<p>This report sets out options and recommendations to extend eligibility for the parish partnership programme. If agreed, this can be implemented in time for the 2017/18 bidding deadline of December 2016</p> <p>It is recommended that Members:</p> <ol style="list-style-type: none"> 1. Support Options 1 and 3, with an upper limit on any individual Norfolk County Council contribution of £25,000. 2. Invite unparished wards to submit bids (via their elected County Council Member). 3. Instruct Officers to engage with Borough/City Councils to explore potential match funding/ financial support for bids.
--

1. Background

- 1.1. The Parish Partnership Programme (PPP) began in September 2011, when Parish and Town Councils were invited to submit bids for local highway improvements, with the County Council initially funding up to 50% of bid costs. Limited funding is therefore targeted to meet needs identified at a local level and helps us to support and promote our role in enabling communities.
- 1.2. The County Council will support 50% of bid costs (with consideration of increased contributions for parish councils with incomes below £2,000) with funding of £380,000. This comprises £300,000 of the highway improvements budget, plus £80,000 from the Norfolk Safety Camera Partnership (SafeCam) towards SAM2 bids.
- 1.3. The number of bids received over the past five years by bidders is mapped in Appendix A. This indicates a reasonable distribution across Norfolk, although many parishes have submitted none.
- 1.4. The number and value of bids submitted over the past five years by District is shown in Appendix B. This indicates a reasonable spread of bids in relation to the size of each District, although the number (13) and value (£59,531) of bids within the Great Yarmouth Borough Council area is comparatively low.
- 1.5. The PPP is currently open only to Town and Parish Councils. Several members have raised concerns that unparished wards within the following Council areas are excluded:
 - King's Lynn Borough Council
 - Norwich City Council
 - Great Yarmouth Borough Council.
- 1.6. In March 2016, EDT Committee approved a report on bids for 2016/17. The Committee also agreed that the officers should look at the criteria for those qualifying for Parish Partnership Schemes and report back.
- 1.7. Parish Partnerships" is one of the County Council's "vital signs" on which progress is reported annually. The PPP represents an important engagement with local communities in promoting and meeting their aspirations. The relevant report card is included in Appendix C for information.

2. Proposals

- 2.1 We have reviewed the most recent census population data for:
 - Town/Parish Councils
 - Unparished wards within King's Lynn Borough Council, Norwich City Council, and Great Yarmouth Borough Council. Figures are provided in Appendix D.

This shows that the population ranges for unparished wards all fall within the population ranges for Town/Parish Councils (less than 100 up to 24340 for Thetford Town Council). It is therefore not possible to classify unparished wards

as “rural” based on population results. It is suggested that there are several options under which unparished wards could qualify for the PPP.

- 2.2 **Option 1.** Include any unparished ward that opted to become a parish council. That may be seen as an administrative burden if the only benefit is to be able to bid for PP but remains an option allowing them to generate and direct their own funding.
- 2.3 **Option 2.** Include only these on the outlying “rural” perimeter. However, that could be seen as discriminatory to these just inside the perimeter, without supporting data to justify such a distinction.
- 2.4 **Option 3.** Include all unparished wards, on the basis that they would have to raise the required 50% funding either from their Borough/City Council or another source; Officers could explore whether these Councils would a) support the principle and b) also offer a similar PPP “Pot” to support such bids. Any concerns that bids for schemes in more urban areas could be disproportionately expensive in relation to the available £380,000 budget may be addressed by proposing a notional upper limit on any individual County Council contribution. The maximum supported bid value to date was £40,000 in 2015/16 attracting a maximum County Council contribution of £20,000. A sensible starting threshold may therefore be £25,000.

Any concern that PPP may fund a disproportionately higher number of more expensive bids in denser urban areas, at the expense of rural areas is effectively addressed by our ranking system which takes account of;

- contribution to LTP objectives
- contribution to the local community
- cost

Accordingly, this system tends to favour high impact/low cost schemes should funding have to be rationed.

3. Democratic representation

- 3.1 Town/Parish Councils normally submit bids via their appointed clerk, ideally with local member support (but not explicitly required). Bids from unparished wards may be driven by a local pressure/campaign group which would need to a) appoint a named representative and b) consult with and submit any bid via their local NCC member to provide legitimate democratic representation.
- 3.2 Letters inviting bids for 2017/18 were sent out in June 2016 with a closing date of 15 December 2016 (Appendix E), giving bidders 6 months to develop their proposals.
- 3.3 **It is recommended that Members:**
- 1. Support Options 1 and 3, with an upper limit on any individual Norfolk County Council contribution of £25,000.**
 - 2. Invite unparished wards to submit bids (via their elected County Council Member).**
 - 3. Instruct Officers to engage with Borough/City Councils to explore**

potential match funding/ financial support for bids.

If Committee approves these recommendations, this will allow invites to be sent in July 2016 to County Members representing unparished wards, allowing 5 months to develop and submit any bids.

4. Further development

4.1 Given the importance of “Parish partnerships” in supporting community based working going forward, the March 2016 report proposed the following actions to measure and seek improvements in the following aspects of the programme:

1. Assess/determine viable bids each January; report to EDT Committee and gain approval; programme scheme delivery

2. Value of additional (non-highways) funding secured. We have identified information on alternative funding sources to support delivery of the programme, either in replacement of or addition to existing funding. This has been added to our website and will be progressively expanded (see para 4.2 below)

3. Number of bids from parishes who have not previously submitted bids. We have identified and contacted all Parish/Town Councils who have not previously submitted bids, toward determining what obstacles may exist, how we may support overcoming these, and encourage submission of bids where practicable. We have offered several options to progress this;

- a) email or phone call
- b) NCC Officers meeting a representative or attending Parish/Town council meeting
- c) NCC organising a “Forum” (if sufficient interest expressed) which Parish/Town Councils could attend to collectively discuss issues, with the aim of promoting/supporting bids

4.2 To help improve our service to Parish/Town Councils, a section on the NCC website (<http://www.norfolk.gov.uk/parishpartnerships>) has been created and added to the most recent letter to bidders. This provides supporting information on parish partnerships including:

- How to apply
- Projects covered (ie Information on scheme types)
- Downloads (inc most recent letters to bidders)
- Funding (Information on potential funding sources that bidders could access, to complement or replace their contributions). This to be progressively expanded to reflect further opportunities as identified by Officers including the corporate bidding team

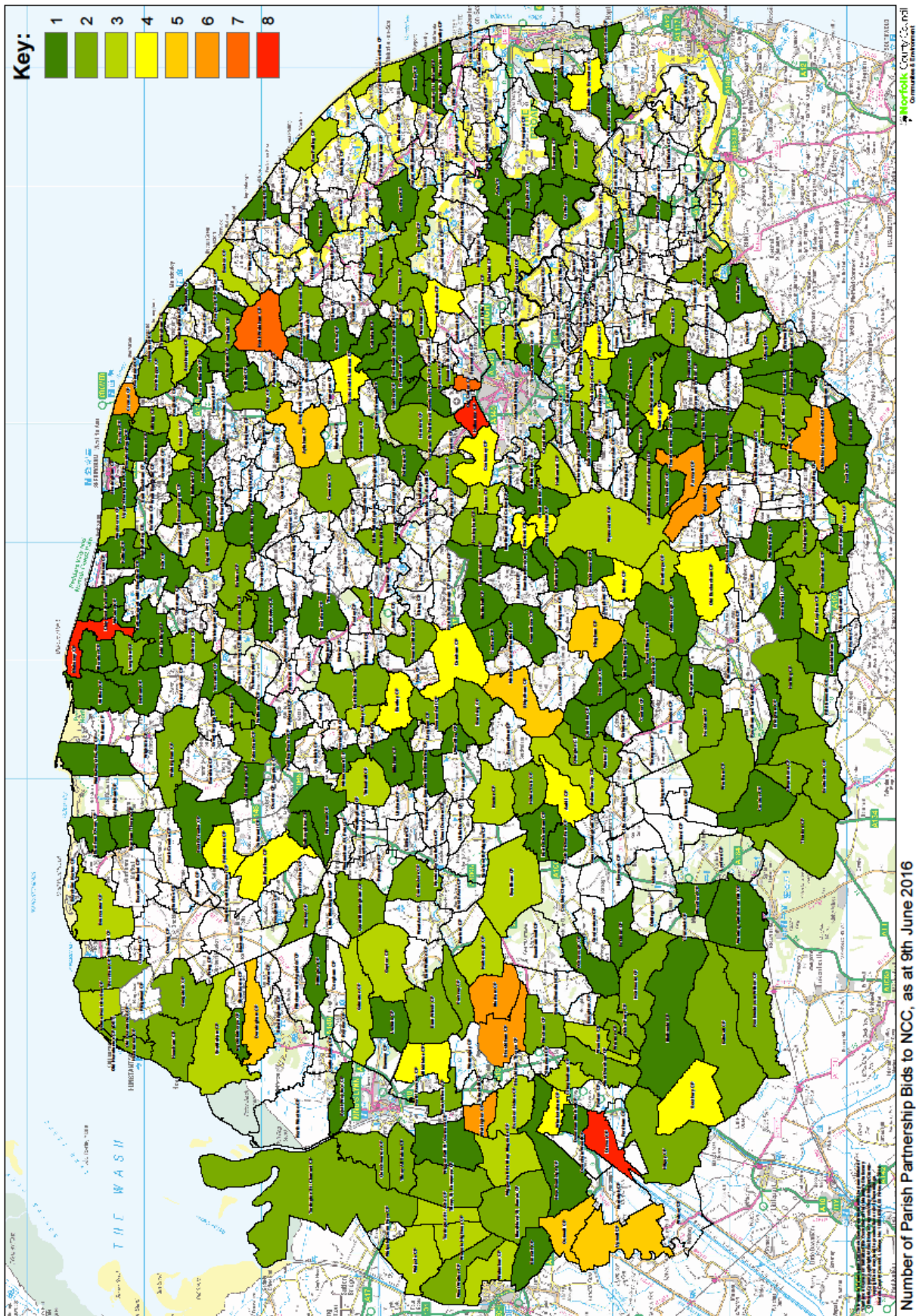
5. Evidence

5.1 The basis for extending the PPP is described in Section 2 of this report.

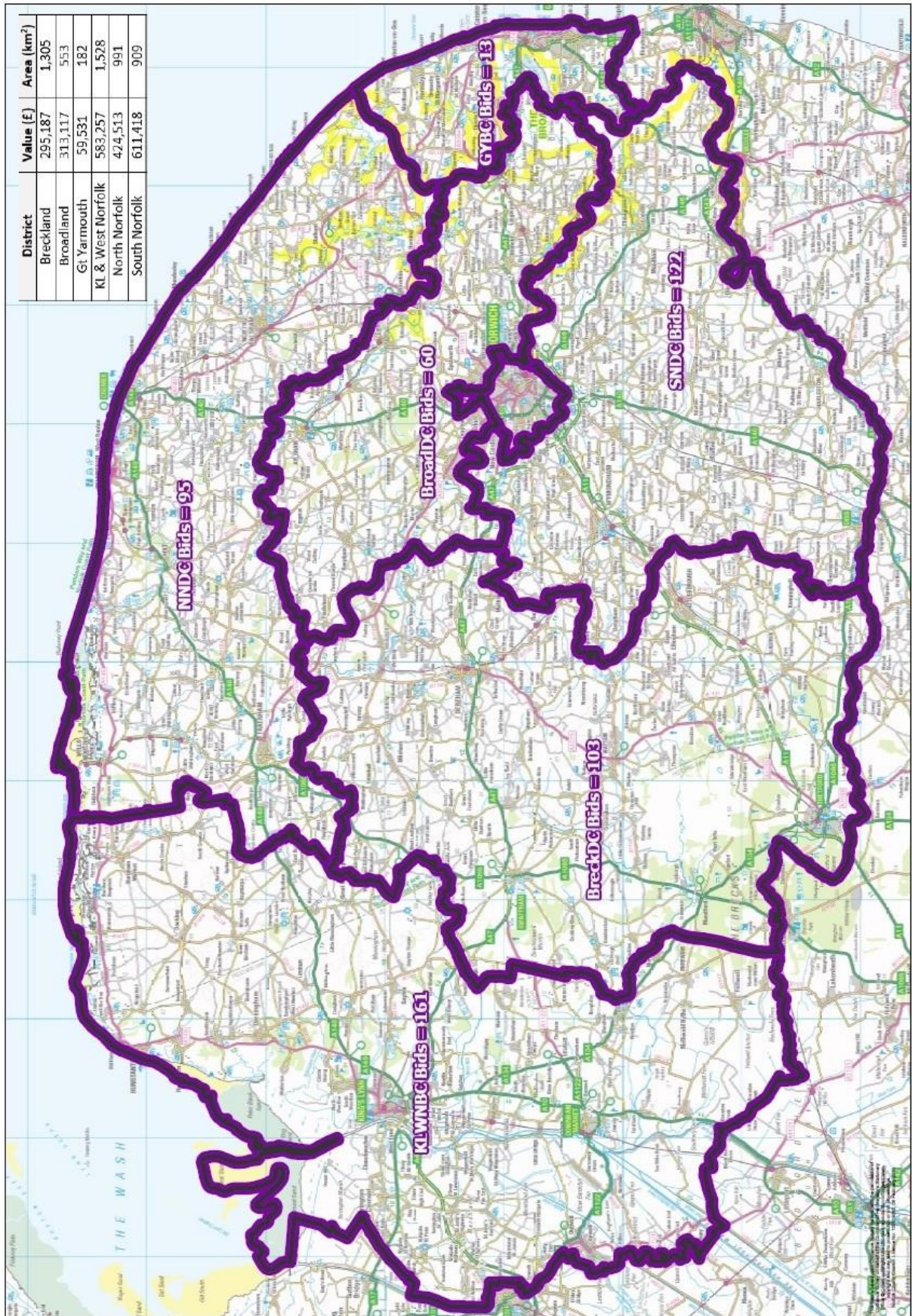
6. Financial Implications

6.1 The allocation of funding to the Parish Partnerships programme was approved by members as part of setting the Highways capital programme, the bids from parishes recommended to be taken forward are within the available funding.

APPENDIX A: Cumulative bids by Parish (June 2016)



APPENDIX B: Cumulative bids and bid value by District (5th February 2016)



Number of Parish Partnership Bids to NCC, by District, as at 5th Feb 2016

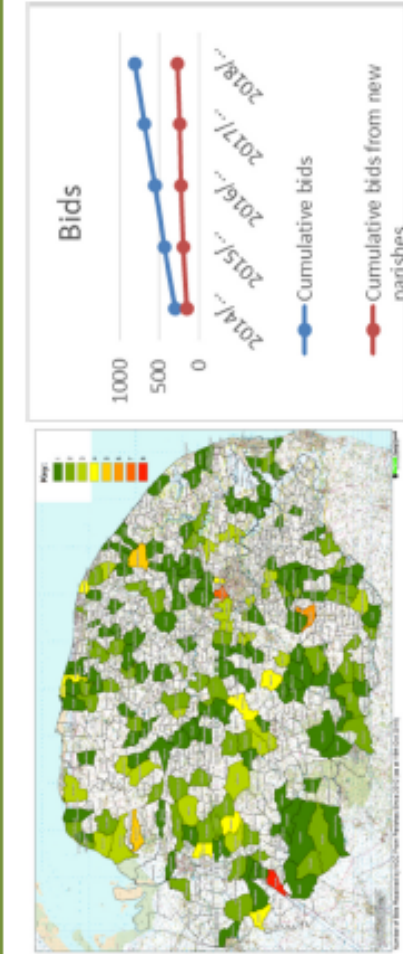
Highway improvements for local communities – parish partnerships

Why is this important?

This delivers highway improvements that are a priority for local communities and which contribute to Local Transport Plan (LTP) objectives.

Performance

What is the background to current performance?



Current performance. Parish/Town Councils submit bids each year for schemes. £300,000 of the highway improvements budget supports 50% funding for bids, which are assessed, and approved by EDT Committee. The most popular bids types are Trods (simplified lower cost alternative to footways) and SAM2 (mobile VAS units which flash vehicle speed as a reminder to the driver).
Benchmarking. Previous bid numbers/value (scheme is unique to Norfolk)
Projected performance. Increased bid coverage
Threats to performance improvement. Few bids received from lower income parishes (NCC have offered to consider extra support for such parishes on a case-by-case basis). Availability of Parish funding may limit bidding.
Opportunities. Securing extra funding to incentivise further and larger bids (The Norfolk Safety Partnership provide extra funding for mobile flashing speed signs (SAM2) promoting road safety).

What will success look like?

1. Delivering all viable bids each year
2. Increased funding from alternative sources (eg CIL; Norfolk Safety Camera Partnership) where practicable
3. Increased bid coverage across Norfolk (increased “cumulative bids from new parishes”).

Action required

- Assess/determine viable bids each January; report to EDT Committee and gain approval, followed by scheme delivery
- Publicise known additional funding sources to parishes and seek additional funding sources where practicable
- Promote parish partnership scheme to parishes that have not participated, seeking to remove any obstacles.

Responsible Officers

Lead: Nick Tupper (Head of Highways) Data: Paul Donnachie (Capital Programme Manager)

APPENDIX D: Parish populations

Unparished ward populations (2012 census)

King's Lynn

North Lynn	6072
Gaywood north bank	7681
Old gaywood	1907
Springwood	2027
Fairstead	6479
Gaywood Chase	5115
St margarets with St Nicholas	4861
South and West Lynn	4971
Total	39113

Great yarmouth

Yarmouth north	4646
Central and North gate	8298
Nelson	8681
South Town and Cobholm	5657
Claydon	7689
St Andrews	5131
Gorlston	5548
Magdalen	7256
Total	52906

Norwich

University	10279
Bowthorpe	11683
Eaton	8781
lakenham	9326
Thorpe Hamlet	10557
Crome	9855
Catton grove	10596
Mile Cross	10655
Wensum	11504
Sewell	9934
Mancroft	9641
Town Close	10404
Nelson	9297
Total	132512

APPENDIX E: Letter to Parish/Town Councils invitina bids (June 2016)



Environment, Transport, Development
County Hall
Martineau Lane
Norwich
NR1 2SG

NCC contact number: 0344 800 8020
Textphone: 0344 800 8011

Your Ref:
Date: 13 June 2016

My Ref: HI/12/GEN/MW/PD
Tel No.: 0344 800 8020
Email: martin.wilby@norfolk.gov.uk

From the Chairman of the County Council's Environment, Development & Transport Committee

Dear Sir/Madam

Delivering local highway improvements in partnership with Town and Parish Councils

I am delighted to inform you that due to the success of working in partnership with Parish/Town Councils for the last five years the Parish Partnership Scheme Initiative will again be repeated in the financial year 2017/18. Further, supporting information can also now be accessed online (click here: <http://www.norfolk.gov.uk/parishpartnerships>). If you have difficulty accessing the internet, please call 01603 223097 and we can supply copies.

The County Council has again allocated £300,000 on a 50/50 basis to fund schemes put forward by Town and Parish Councils to deliver projects that are priorities for local communities.

To encourage bids from Town and Parish Councils with annual incomes below £2,000, we will again consider providing additional County Council funding (on a scheme by scheme basis). This will depend on the number and value of bids received, and evidence of income. We are also particularly keen to encourage and support first-time bids.

This letter provides more information on the process, invites you to submit bids, and explains how the County Council can support you in developing your ideas. The closing date will be 16 December 2016. If you need any advice in developing your ideas, especially around the practicalities and cost estimates, please consult your local Highway Engineers based at your local Area Office.

Continued.../

Once all bids have been received we will assess them and inform you of our decision in March 2017.

What sort of schemes would be acceptable?

- Small lengths of formal footway
- Trods (a simplified and low cost footway),
- Improved crossing facilities
- Street furniture (eg cycle racks/benches at bus stops)
- Improvements to Public Rights of Way.
- Flashing signs to tackle speeding. We would encourage you to consider Speed Awareness Mobile Signs (SAM2-which flash up the driver's actual speed) rather than fixed signs (VAS- which flash up the speed limit). The number of VAS in Norfolk has grown, and checks show that speed reduction benefits can be minimal. Whilst we will still consider bids for fixed VAS, we will need to be satisfied that they will be effective in reducing speed. We consider that SAM2 mobile signs, which are moved around on an agreed rota, are better at reducing speed ; **SAM2 can be jointly purchased with neighbouring Parishes, and would be owned and maintained by the Parish/Town Council**
- Part-time 20mph signs with flashing warning lights, outside schools. The County Council trialled these in 2008/9, and generally had a favourable community response, with some moderate reductions in average speeds during peak times. Whilst the County Council supports the aspiration to have part-time, 20mph speed limits outside each school in Norfolk, to do this would cost in the region of £3.75 million
- School Keep Clear carriageway markings outside schools. **This type of improvement is being included within the Parish Partnership Initiative for the first time.** Applications will be considered for either new school keep clear carriageway markings (which must be supported by the local school) or making existing school keep clear markings enforceable. However, in both cases and depending on the location, it may not always be practicable for Civil Parking Enforcement (CPE) Officers to undertake enforcement and this may happen only where it is operationally convenient to do so (i.e. when officers are in the area engaged on other enforcement work). To be enforceable, school keep clear markings need to comply with specific regulations and this could mean that existing school keep clear markings may need amending (your Highway Engineer can advise)

Schemes can be on or off the highway provided they are linked to the highway. If they are off highway the future responsibility for the maintenance will fall to the Parish or Town Council.

Schemes should be self-contained and not require other schemes or works to make them effective.

Continued .../

Schemes that support the Local Transport Plan objectives will have a higher priority for funding. The LTP can be found online by clicking here: [LTP](#)

With the County Council's agreement Parishes can employ private contractors to deliver schemes. Any works on the highway would be subject to an agreed programme, inspection on completion, and the contractor having £10m public liability insurance.

What schemes will not be considered?

- Bids for minor traffic management changes such as speed limits or waiting restrictions will not qualify.
- Bids for installation of low-energy LED lighting in streetlights to help cut energy bills and maintenance.
- Last September we wrote to bidders, offering to also allow bids for carrying out additional pothole repairs on minor roads. That option did not prove to be popular and is now withdrawn.

What information should you include in your bid?

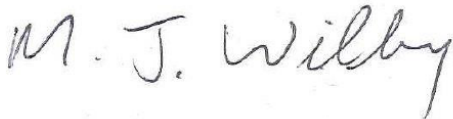
- Details of the scheme, its cost and your contribution.
- Who, and how many people will benefit.
- How it supports the objectives of the Local Transport Plan.
- Local support, particularly from your local Member, frontagers and land owners.
- For 'off highway' schemes, your proposals for future maintenance.

Please find a simple bid application form attached to this letter. When assessing your bid we will consider the points above, but also look at:

- The potential for casualty reduction.
- Any ongoing maintenance costs for the County Council.

Your bids should be emailed to the Capital Programme Manager, Paul Donnachie (email: paul.donnachie@norfolk.gov.uk) or posted for his attention to the above address. If you need further information on the bid process please contact Paul, by email or by phoning 01603 223097. For advice on the scheme practicalities and/or likely costs, please contact your local Highway Engineer.

Yours sincerely



Martin Wilby
Chairman of Environment, Development and Transport Committee

Agenda Item 10

REPORT TO:	King's Lynn Area Consultative Committee		
DATE:	5 October 2016		
TITLE:	Recommendations on Special Expense charge for King's Lynn		
TYPE OF REPORT:	Policy development		
PORTFOLIO(S):	Leader, Environment, Housing and Community		
REPORT AUTHOR:	Stuart Ashworth – Assistant Director – Environment & Planning		
OPEN		WILL BE SUBJECT TO A FUTURE CABINET REPORT:	Yes

REPORT SUMMARY

PURPOSE OF REPORT/SUMMARY:			
<p>To help provide options for the Committee in its consideration of the King's Lynn Special Expenses for the year 2017/18.</p>			
KEY ISSUES:			
<p>The terms of reference for the King's Lynn Area Consultative Committee (KLACC) describe one of its roles as acting as a consultative forum, on the funding raised by, and utilisation of the King's Lynn Special Expenses, and to offer input on priorities for this expenditure and if appropriate the level of funds to be raised. This will need to be a recommendation to Cabinet.</p> <p>Any recommendations will need to be made in full consideration of the implications on the Special Expenses charge.</p>			
OPTIONS CONSIDERED:			
<ol style="list-style-type: none"> 1. Make no recommendations for changes to Special Expenses for the 17/18 financial year. 2. Make recommendations to Cabinet on the priorities for, and utilisation of, the Special Expense charge for King's Lynn, for the period 17/18. 			
RECOMMENDATIONS:			
<ol style="list-style-type: none"> 1. That the Committee identifies recommended changes (if any) to the current Special Expenses charge. 2. That the Committee identifies any particular priorities from the current list of items for which the King's Lynn Special Expenses charge is made. 3. That the Committee decide whether or not to recommend a charge on Special Expenses to ensure the toilet facilities at Gaywood and the Walks remain open to the general public. 4. That the Committee decide whether or not to recommend that the Council enters discussions with the current owners of the bus shelters within King's Lynn, with a view to investigating the potential to take these on when the current contract expires. 			
REASONS FOR RECOMMENDATIONS:			
<p>Making recommendations on the utilisation of Special Expenses for King's Lynn was within the original terms of reference of the Committee. Also the Committee is asked to look at the particular issues relating to the toilets mentioned in the report, and the bus shelters within King's Lynn.</p>			

1.0 Introduction

- 1.1 One of the Terms of Reference of KLACC, is “to act as a consultative forum on the funding raised by, and utilisation of the King’s Lynn Special Expenses, and to offer input on priorities for this expenditure and if appropriate the level of funds to be raised.”
- 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 Special Expenses are currently charged for
- Footway Lighting
 - Community Centres
 - Allotments
 - Dog Bin Emptying
 - Play Areas
 - Pavilions
 - Closed Churchyards
 - Open Spaces

The charges are calculated in various ways, and this is described in more detail in the following section.

- 1.4 The total costs of Special Expenses are met by the Council tax payers of King’s Lynn. The annual charges to the residents are made through an addition to the Council tax bill. The calculation of the charge to the resident is as follows (based on 2016/17 budget figures):

Total Costs of Services	£452,258
Less element of Council Tax Support grant	£34,990
Net Special Expenses Charge 2016/17	£417,270
Council Tax Base-King’s Lynn (Band D)	9,636
Calculated Special Expenses Charge	£43.30
Actual Special Expenses Charge for 2016/2017	£43.30

- 1.5 Currently Special Expenses are broken down as follows:

Footway lights	£27,606
Play Area Equipment	£30,540
Community Centre	£47,860
Closed churchyard maintenance	£9,309
Allotments	£20,360
Pavilions	£30,300
Dog Bins	£10,208
Open Spaces	£276,075
Total	£452,258

- 1.6 To ensure that KLACC is able to provide input into the setting of Special Expenses in King’s Lynn for the 2017/18 financial year, then it will need to make its recommendations at this October meeting.

2.0 Issues & Options

- 2.1 This section breaks down the various areas for which Special Expenses are currently charged, and how the charges are calculated.

Footway Lighting

- 2.2 The Council maintains a stock of streetlights, mainly on footpaths at present. The costs are calculated on an estimated charge per streetlight. It should be noted that this stock will increase, as the County Council is no longer adopting new street lights within the highway, unless they are deemed to be needed for highway safety reasons. New housing estates within King's Lynn & West Lynn are likely therefore to incur additional costs in the future. This will impact upon the Special Expenses charge going forward.

Play Area Equipment

- 2.3 This is calculated on the estimated costs for the year, based on the number of pieces of equipment and the inspection regime. King's Lynn also includes the MUGA's and the costs associated with those. The costs will increase in time as new play areas come on stream and also as developer commuted sums expire.

Community Centres

- 2.4 The Community Centres at Fairstead and St Michaels (South Lynn), are currently dealt with through Special Expenses. The charge is based on the estimated costs for the year, which in turn is based on actual costs from previous years.

Closed Churchyard maintenance

- 2.5 The closed churchyards within King's Lynn include St Faiths, St Peters (West Lynn), St Johns (The Walks), St Nicholas Chapel, King's Lynn/St Margarets Minster, All Saints Church, Cemetery at the rear of St James Park, and the Quaker Cemetery. The works undertaken include cutting the grass, some planting of bedding plants and their maintenance.

Allotments

- 2.6 This has been dealt with separately and the Committee has already made recommendations which have been agreed, for the allotments in time to become self-funding by 2019/20. There may therefore be scope to utilise these savings

Pavilions

- 2.7 The Pavilions at Kingsway, the Dutton Pavilion (River Lane) and West Lynn are maintained by the Borough Council, although the pavilion at West Lynn will not be maintained in the future, but will be handed over to the Social Club. The annual charge is based on the estimated costs, which are based on previous year's actual costs.

Dog Bins

- 2.8 Dog bins are charged per empty. This is a standard charged across the Borough. There are currently 34 bins emptied twice a week and 83 emptied weekly, within the unparished area.

Open Spaces

- 2.9 The Council deals with 101 hectares (almost 250 acres) of land for grounds maintenance. This is the largest cost and includes grass cutting, leaf clearance, bedding plants, maintenance work to hedges and some tree work. Grass cutting is the largest element of this. Cutting is based on 6, 12 & 18 cuts per year. At present high profile sites such as the Walks, Tower Garden and Central Park (NORA) benefit from the 18 cut regime. Play areas and highly visible sites generally get 12 cuts per year, with the remainder of sites getting 6 cuts per year.
- 2.10 A separate report is being produced for the Environment and Community Panel meeting on the 12 October, on the overall subject of grass cutting, and the costs involved, across the Borough. This report should be published at the time of the KLACC meeting, so will help inform the debate on this issue.
- 2.11 The Committee can make recommendations as to how the Special Expenses charges, described above, are utilised within the unparished area.
- 2.12 Clearly a proposed reduction in Special Expenses will have knock on effects for the delivery of services within King's Lynn, and residents will see noticeable reductions in services such as dog bin emptying, grass cutting etc. Conversely any increase will need to be properly and fully considered in terms of the impact upon the current Special Expenses charge for the unparished area.

3.0 Potential additional items for Special Expenses

Public Toilets

- 3.1 An informal working group has recently met to discuss the future of the public toilets within the Borough, including King's Lynn. The Council has a budget gap to meet in the next 5 years, and is looking to make savings where possible, with the cost of public toilets one area identified for a review. A copy of the findings of that group is attached to this report.
- 3.2 With regards King's Lynn, the toilets at the Bus Station, Ferry Street, Baker Lane & the St James Multi-storey car park, were seen as associated with and key parts of parking or transport facilities, with no change to maintenance arrangements recommended. However the group specifically recommended that KLACC give consideration to the future of three public toilet facilities within King's Lynn, namely the facilities at Gaywood, and the two sets of toilets at the Walks. It is understood that the Gaywood toilets have been subject to vandalism and anti-social behaviour in the past, which led to their closure. However they have recently been opened again to the public.

The annual costs of maintaining these three identified toilet facilities is currently:

Gaywood	£9,555
Walks (Broadwalk)	£9,046
Walks (Management building)	£7,302
Total	£25,903

- 3.3 The Committee is asked to consider whether to charge the above toilet facilities to Special Expenses. The costs could be partially off-set by the savings in the allotment charges, although this will still need £17,903 to be charged to Special Expenses, should the total set out above be added to the 2017/18 charge. This off-set would increase as the allotments become self-funding by 2020. The alternative would be to close the facilities, or seek to hand over to third parties if possible.

Bus Shelters

- 3.4 Within King's Lynn, excluding the bus station, the bus shelters have been erected and maintained by a company, through a contract that has been running for approximately 15 years. That contract enabled the company to take the advertising revenue from the bus shelters, and in return they provided and maintained them. The contract will be coming to an end early in 2017, and there may be an opportunity to discuss whether the Council can take on the bus shelters, at this time. Members will be aware that within parished areas, bus shelters are usually dealt with by the relevant Parish Council. The views of KLACC on the scenario of the Council seeking to take ownership and maintenance of the bus shelters are sought.

4.0 Corporate Priorities

- 4.1 The recommendations of the Committee relate to how special expenses are spent on the provision of certain services within King's Lynn. As such this fits with the following corporate priorities:

Priority one – provide important local services within our available resources

Priority three – work with our local communities to ensure they remain clean and safe

5.0 Financial Implications

- 5.1 There will be financial implications associated with the spending of Special Expenses. The implications will depend on the recommendations of the Committee.

6.0 Any other Implications/Risks

- 6.1 None identified

7.0 Equal Opportunity Considerations

- 7.1 There are no particular equal opportunity considerations raised by this report.

8.0 Consultation

- 8.1 Councillors Long and Lawrence, and the Chairman and Vice-Chairman of the KLACC

9.0 Conclusion

- 9.1 As part of their terms of reference the King's Lynn Area Consultative Committee (KLACC) can make recommendations on priorities for the expenditure and if appropriate the level of funds to be raised through Special Expenses within King's Lynn.

9.2 This report sets out the background to Special Expenses, along with details of how it is currently charged within the unparished area of King's Lynn, including West Lynn. This includes a breakdown of the current costs.

9.3 The Committee is asked to make recommendations to Cabinet on the King's Lynn Special Expenses, as per their current terms of reference, as well as on the specific issues of the three sets of toilets mentioned in the report, and on the issue of potentially taking on bus shelters.

10.0 Background Papers

Environment & Community Panel Report – Public Toilet Review

**KING'S LYNN AREA CONSULTATIVE COMMITTEE
WORK PROGRAMME 2016/2017**

7 January 2016

- King's Lynn Special Expenses
- King's Lynn Transport Issues (Quentin Brogdale, NCC will attend)
- Allotments (Sarah Moore)
- Planning issues

14 March 2016

- Anti-Social Behaviour, Crime and Policing Act 2014, Powers & Enforcement
- Allotments (report from Operations Manager)
- Aspirations for King's Lynn
- CIF Road

12 July 2016

- West Norfolk Disability Forum – invite representatives from the Forum
- Bus Transport – invite representatives
- Priorities for King's Lynn
- HLF Bid & Volunteering Arrangements

5 October 2016

- Special Expenses and priorities for King's Lynn
- Changes to the Terms of Reference of the Committee.
- Parish Partnership Scheme
- Bus transport – Stagecoach have been invited to attend.

- Events – Breakdown of costs.
- KLACC Sub-Group

5 January 2017

- Volunteering Matters
- King's Lynn Bike Users Group – Proposal for a bike hire scheme in King's Lynn
- Smoke Control Areas
- Policing in King's Lynn
- Leader of the Council

35

Other Issues:

- Presentation from Voluntary Organisations
- Waste/Recycling
- Role of the Neighbourhood Teams
- Future Housing Development for King's Lynn