

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



King's Lynn Area Consultative Committee

Agenda

**Monday, 29th October, 2018
at 6.00 pm**

in the

**Council Chamber
Town Hall
Saturday Market Place
King's Lynn**



King's Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX
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**KING'S LYNN AREA CONSULTATIVE
COMMITTEE AGENDA**

DATE: MONDAY, 29TH OCTOBER, 2018

**VENUE: COUNCIL CHAMBER, TOWN HALL, SATURDAY
MARKET PLACE, KING'S LYNN PE30 5DQ**

TIME: 6.00 pm

1. APOLOGIES FOR ABSENCE

To receive any apologies for absence.

2. MINUTES OF PREVIOUS MEETING (Pages 5 - 10)

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

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. KING'S LYNN SPECIAL EXPENSES - 2019/2020 (Pages 11 - 15)

8. COMMITTEE'S WORK PROGRAMME AND CABINET'S FORWARD DECISION LIST (Pages 16 - 20)

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.

9. DATE OF NEXT MEETING

The next meeting of the Committee is scheduled to take place on **Thursday 17 January 2019 at 6pm in the Council Chamber, Town Hall, King's Lynn.**

To:

King's Lynn Area Consultative Committee: Councillors Miss L Bambridge, Mrs S Buck, J Collop, Mrs S Collop (Vice-Chairman), G Howman, C Joyce, G McGuinness, G Middleton, M Shorting, T Smith, M Taylor, A Tyler (Chairman) and Mrs M Wilkinson

Portfolio Holders:

Councillor B Long, Leader

Councillor Mrs E Nockolds, Portfolio Holder for Culture, Heritage and Health

Officers:

Lorraine Gore, Executive Director

Stuart Ashworth, Assistant Director

For Further information, please contact:

Kathy Wagg

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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 Thursday, 20th September, 2018 at 6.00 pm in the Education Room -
Town Hall, Saturday Market Place, King's Lynn PE30 5DQ**

PRESENT: Councillor A Tyler (Chairman)
Councillors G Howman, C Joyce, G McGuinness, G Middleton, T Smith,
M Taylor and Mrs M Wilkinson

OFFICERS:

Stuart Ashworth - Assistant Director
Kathy Wagg - Democratic Services Officer

1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Lesley Bambridge, Mrs S Collop and J Collop.

2 MINUTES OF PREVIOUS MEETING

The Minutes of the Meeting held on 19 June 2018 were agreed as a correct record.

3 DECLARATIONS OF INTEREST

There were no declarations of interest.

4 URGENT BUSINESS

There was no urgent business to consider.

5 MEMBERS PRESENT PURSUANT TO STANDING ORDER 34

There were no Members present pursuant to Standing Order 34.

6 CHAIRMAN'S CORRESPONDENCE (IF ANY)

The Chairman informed the Committee that the BID were planning to install 6 defibrillators in various locations in the town centre:

- Youngsters World, Norfolk Street
- Kenneth Bush Solicitors, New Conduit Street
- Ward Gethin Archer, Tuesday Market Place

- Bus Station (wall from bus station through to the Vancouver Quarter on the right hand side)
- Saturday Market Place
- Boal Quay – on the jetty/walk way opposite Marriott's Warehouse

He reported that the defibrillators would be adopted by the Community Heartbeat Foundation who would take on the liability and maintenance issues. At the moment only 2 had been installed but they had not been registered with the ambulance service so were not live.

The Chairman also updated the Committee in relation to the defibrillator at the Carousel Café, King's Lynn, which had now been installed.

7 **POLICING IN KING'S LYNN - 6 MONTHLY UPDATE**

Inspector Askham explained the new Policing structure for King's Lynn, which had been in place for 3 weeks. It consisted of 7 Beat Managers as follows:

Sgt Daryl Grief - Kings Lynn

PC Cranstoun - S/W Lynn

PC Gilder -Town Centre

PC Marsh and Mcconnachie - North Lynn

PC Wise and Staples - Gaywood/Fairstead/Reffley

Sgt Grief and PCs Staples, Gilder and Cranstoun were present at the meeting and introduced themselves. They gave an update on the areas they would be looking after; some of the issues facing them at present and what they would be looking to do in the future.

It was explained that the Beat Managers were the first point of contact if Councillors had any issues to raise.

Inspector Askham added that this was a good model for the Police and it was hoped that the Beat Teams would be more visible within the community and get back to the 'bobby on the beat' times.

The Beat Managers then left the meeting.

Inspector Askham gave an update to the Committee/responded to questions on the following issues:

- King's Lynn Bus Station
- Crime numbers

- Moped crimes
- The night time economy
- Street drinking, particularly Tower Gardens
- Antisocial behaviour

With regards to the street drinking in Tower Gardens, Inspector Askham explained that one of the issues was the number of off-licences in and around the area. The Police had been carrying out initiatives with Trading Standards and there was currently work on-going. He added that now the Beat Teams were in place, officers could be put in those areas to address the issues.

The Leader, Councillor Long informed the Committee that he had attended a meeting at CGL who had taken over providing the Drugs and Alcohol Service from the Norfolk Recovery Partnership, who had indicated that they wanted to carry out proactive work in the community. Councillor Long had made the point that support was needed in West Norfolk and he hoped to see that put in place.

In terms of the Beat Teams, it was explained that the teams were designed to be flexible and be able to interchange between areas. However, if a critical incident had taken place, then officers would be pulled from other areas.

Discussion took place regarding the format of the SNAP meetings as several Councillors who attended the meetings felt that they were not working as well as they used.

Inspector Askham explained that the Police were obliged to provide a platform for the public to attend meetings with the Police but he welcomed a change and would give consideration to other ways of providing community engagement.

Councillor Joyce raised the issue that some members of the community would not speak to people in authority and emphasised that there needed to be a mechanism to communicate with every person.

The Chairman thanked Inspector Askham and the Beat Managers for attending the meeting.

8 **FEEDBACK FROM THE INFORMAL WORKING GROUP - SPECIAL EXPENSES**

The Assistant Director informed the Committee that at the previous meeting held on 19 June 2018, and looking ahead to the October meeting, the Committee resolved to re-establish the informal working group to look into special expenses with Councillor Middleton being invited to join Councillors Joyce and Mrs Wilkinson on the group.

Given the limited time available this year as the KLACC recommendations on Special Expenses would need to be made at the 29 October meeting, the group agreed to focus on certain key areas for the review. These were:

- Grass cutting; and
- Community Centres.

In relation to grass cutting, it was noted that the Environment and Community Panel would be looking to establish an informal working group to look into the issue. This was currently on the work programme for 4 December 2018. It was felt that rather than replicate the potential work of E & C, at least one Member of KLACC should be on any informal working group set up by E & C.

The Assistant Director explained that in relation to Community Centres the present trading accounts of the Fairstead and South Lynn community centres were attached to the report. They showed that in the current financial year to date, collectively between the two centres there was currently an underspend of £1998.00. Therefore there was the possibility that some of the surplus could be used for other purposes, and the need for a marketing budget had been suggested by the informal working group in the past as a way to boost income. However it was considered prudent to retain some of the underspend to potentially cover issues such as a drop in income or an unforeseen issue that may need attention for the remainder of the financial year.

The Assistant Director drew the Committee's attention to the recommendations set out in the report.

Councillor Joyce added that community centres cost a lot of money particularly with regard to business rates. The Working Group had tried to look at ways to reduce the cost of community centres and it was felt that by more marketing this could bring in more customers.

The Leader, Councillor Long informed the Committee that he had attended a briefing at County Hall where it was explained that County would be looking to put more staff into 'hubs' and would be looking to use community halls, libraries, etc. This could bring a dedicated source of income into those facilities.

He also added that he was supportive of the proposal for some of the under-spend on Community Centres to be used for marketing purposes.

Councillor McGuinness referred to the report, where it mentioned limited time available. The Assistant Director explained that the Committee had undertaken a full review of Special Expenses the previous year, therefore it was considered that a light touch was required for this financial year.

Councillor Howman made reference to grass cutting and that there needed to be more cuts carried out and weed spraying. He asked if Special Expenses could be used to increase grass cutting in areas.

Reference was made to the Informal Working Group to be set up by the E & C Panel which would be looking at grass cutting and the need for a member of this Committee to sit on that Working Group.

Councillor Middleton added that he sat on the Informal Working Group which looked at grass cutting and the Community Centres. He considered that the marketing of the community centres needed to be looked at and welcomed the use of the under-spend for marketing purposes.

Councillor Mrs Wilkinson agreed with the comments which had been made regarding the findings of the Informal Working Group. She added that if county services were being relocated to community centres, libraries, etc then the sites needed to be looked at to ensure that there would be good working conditions for staff.

The Chairman thanked Councillors Joyce, Middleton and Mrs Wilkinson for the work carried out by the Informal Working Group.

Councillor McGuinness suggested that if at the end of the year it was found that the contingency sum was not being used, then this money could also be used in the future for marketing purposes. The Committee agreed to amend condition 3.

AGREED: (1) That, the Committee request that any Environment & Community Informal Working Group looking into grounds maintenance (including grass cutting) should include at least one member of KLACC.

(2) That at its September meetings going forward, the Committee receives a monitoring report on expenditure within special expenses.

(3) That a budget of £1,000 be set aside for ways of promoting community centres, to be spent this financial year, given the current underspend in the community centres budget. In the event of a continued underspend, at the end of the financial year, the remainder of the monies be available to the Committee for a future marketing campaign.

(4) That in the event that (3) above is agreed, the Informal Working Group meet with officers to agree ways of spending the marketing budget.

The Cabinet's Forward Decision List and Committee's Work Programme was noted.

Councillor Middleton suggested that a representative from the BID could be invited to a future meeting to report on what work they had been doing within the town. It was agreed to add this on the Work Programme for January.

Councillor Mrs Wilkinson expressed disappointment that Mr Libbey from the Hospital Trust had not attended this meeting.

It was explained that Mr Libbey had given a presentation to full Council on 6 September 2018, therefore a lot of issues had already been raised with him. The Democratic Services Officer advised that Mr Libbey was keen to attend a future meeting and it had been programmed for March 2019.

10 **DATE OF NEXT MEETING**

The next meeting of the Committee was scheduled to take place on Monday 29 October 2018 to consider King's Lynn Special Expenses.

The meeting closed at 7.51 pm

REPORT TO:	King's Lynn Area Consultative Committee		
DATE:	29 October 2019		
TITLE:	Recommendations on Special Expense Charge for King's Lynn		
TYPE OF REPORT:	Policy development		
PORTFOLIO(S):	Leader, Culture, Heritage and Health, Environment, Housing and Community		
REPORT AUTHOR:	Stuart Ashworth – Assistant Director – Environment & Planning Lorraine Gore – Deputy Chief Executive/Executive Director – Finance Services		
OPEN		WILL BE SUBJECT TO A FUTURE CABINET REPORT:	Yes

REPORT SUMMARY

PURPOSE OF REPORT/SUMMARY:
To consider the proposed King's Lynn Special Expenses for the year 2019/2020.
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 2019/2020 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 2019/2020.
RECOMMENDATIONS:
<ol style="list-style-type: none"> 1. That the Committee endorse the special expenses charge for 2019/2020 as set out in section 2.2 of 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 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
 - Play Areas
 - Community Centres
 - Closed Churchyards
 - Allotments
 - Pavilions
 - Dog Bins
 - Open Spaces
 - Bus Shelters
 - Public Conveniences (80% of costs of Walks Broadwalk and Management Building facilities)
 - Parish Partnership Traffic Calming
- 1.4 The total cost of Special Expenses is met by the Council tax payers of King’s Lynn. The annual charge to the residents is made through an addition to the Council tax bill. The table below details the special expenses charge 2018/2019 for King’s Lynn.

	Charge 2018/2019
	£
Footway Lighting	27,450
Play Areas	35,000
Community Centres	38,020
Closed Churchyards	10,020
Allotments	7,080
Pavilions	28,130
Dog bins	12,140
Open Spaces	301,890
Bus Shelters	0
Public Conveniences	14,190
Parish Partnership Traffic Calming	700
Total	<u>474,620</u>
Less Council Tax Support Grant	(16,250)
Net Total Charged as Special Expenses	458,370
Taxbase 2018/2019	10,048.8
Band D Charge 2018/2019	45.61

1.6 At the KLACC meeting on 20 September 2018 the Committee considered the feedback from the informal working group on special expenses. It was agreed:

- (1) That, the Committee request that any Environment & Community Informal Working Group looking into grounds maintenance (including grass cutting) should include at least one member of KLACC.
- (2) That at its September meetings going forward, the Committee receives a monitoring report on expenditure within special expenses.
- (3) That a budget of £1,000 be set aside for ways of promoting community centres, to be spent this financial year, given the current underspend in the community centres budget. In the event of a continued underspend, at the end of the financial year, the remainder of the monies be available to the Committee for a future marketing campaign.
- (4) That in the event that (3) above is agreed, the Informal Working Group meet with officers to agree ways of spending the marketing budget.

1.7 To ensure that KLACC is able to provide input into the setting of Special Expenses in King's Lynn for the 2019/20 financial year, it will need to make its recommendations at this October meeting.

2. Special Expenses 2019/2020

2.1 The council tax base for King's Lynn for 2019/2020 is 10,190.4 and this is an increase of 141.6 from 2018/2019.

2.2 The table below details the special expenses charge 2019/2020 for King's Lynn.

	Charge 2019/2020
	£
Footway Lighting	36,430
Play Areas	35,830
Community Centres	39,300
Closed Churchyards	10,160
Allotments	6,690
Pavilions	32,280
Dog bins	12,390
Open Spaces	296,650
Bus Shelters	0
Public Conveniences	13,680
Parish Partnership Traffic Calming	810
Total	<u>484,220</u>
Less Council Tax Support Grant	(7,390)
Net Total Charged as Special Expenses	476,830
Taxbase 2019/2020	10,190.4
Band D Charge 2019/2020	46.79
Band D Charge 2018/2019	45.61
Increase	1.18
Percentage Increase	2.59%

2.3 The main movements between the special expenses charge for 2018/2019 and 2019/2020 are –

- Footway lighting increased by £8,980 as a result of higher electricity costs. It was highlighted in the special expenses report last year that indications are that energy costs will continue to rise above the general rate of inflation. It is anticipated that the benefits of the change to LED lighting as part of the Re:Fit programme will be important in keeping energy costs down in future. A report to Cabinet on 13 November 2018 will consider the next stage in the Re:Fit programme.

- Pavilion costs have increased by £4,150. This is mainly due to increased charges for business rates at the Dutton Pavilion and playing fields of £2,560. A Check/Challenge/Appeal has been submitted to the Valuation Office in respect of the business rates valuation for the Dutton Pavilion. We do not have any indication on when the Valuation office will review the submission or respond. In the event that the business rates charge is revised significantly before the budget report is finalised for consideration by Cabinet in February 2019 the special expenses charge for 2019/2020 will be adjusted accordingly.
- Open spaces costs have been reduced by £5,240 to reflect the current schedule of actual work being undertaken.

2.4 The total council tax support grant available will reduce in 2019/2020 by 52% in line with the reduction in the Council's overall revenue support grant. The amount of council tax support grant allocated to King's Lynn special expenses depends on the number of council tax payers receiving the discount and in 2019/2020 the grant is £7,390, a reduction of £8,860. It is anticipated that the Council will not receive revenue support grant from 2020/2021 and the council tax support grant will also end.

3. Financial Implications

3.1 There will be financial implications associated with the spending of Special Expenses. The implications will depend on the recommendations which the Committee make to Cabinet.

4. Conclusion

4.1 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.

4.2 The Committee is asked to endorse the special expenses charge for 2019/2020 as set out in the report.

**KING'S LYNN AREA CONSULTATIVE COMMITTEE
WORK PROGRAMME 2018/2019**

20 September 2018

- Policing in King's Lynn – 6 monthly update
- Feedback from Informal Working Group/Special Expenses update report

29 October 2018

- Special Expenses

17 January 2019

- Update from Bus Companies – to be confirmed
- Defibrillators
- Update from the BID
- Special Expenses Monitoring Report

25 March 2019

- Edward Libby from the Hospital Trust –confirmed
- Smokeless Zones
- Financial Assistance Funding

FORWARD DECISIONS LIST

Date of meeting	Report title	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
13 November 2018						
	Strategic Property Acquisition	Key	Cabinet	Corporate Projects and Assets Exec Dir - C Bamfield		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
17	Gambling Act 2005 Statement of Licensing Policy Review (Statement of Principles)	Non	Council	Housing and Community Exec Dir – G Hall		Public
	South East King's Lynn Strategic Growth Area / West Winch Relief Road	Key	Cabinet	Development Exec Dir - G Hall		Public
	Corn Exchange Cinema	Non	Cabinet	Culture, Heritage and Health Exec Dir – C Bamfield		Exempt
	Joint Health and Wellbeing Strategy	Non	Council	Culture, Heritage and Health Exec Dir – D Gates		Open

Date of meeting	Report title	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
8 January 2019	Council Tax Support	Key	Cabinet	Leader Deputy Chief Executive		Public
	Financial Assistance Scheme – Changes to	Non	Cabinet	Culture, Heritage and Health Deputy Chief Executive		Public

	Criteria					
	Difficult to Deliver Site – Hunstanton – Housing With Care	Key	Council	Corporate Projects and Assets Exec Dir - C Bamfield		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Management Re-Structure	Non	Cabinet	Leader Chief Executive		Private - Contains exempt Information under para 1 – information relating to the business affairs of any person (including the authority)
18	Potential Property Development/Investment	Key	Council	Corporate Projects and Assets Exec Dir - C Bamfield		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	West Norfolk Property Ltd – Business Plan	Non	Cabinet	Housing & Community Chief Executive		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)

	Proposed Enforced Sales case & future procedures	Non	Cabinet	Development Exec Dir – G Hall		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Development Options - Hunstanton	Key	Council	Performance and Economic Development		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
6	Hunstanton Coastal Management Plan	Key	Cabinet	Environment Exec Dir – G Hall		Open
	Nelson Quay King's Lynn - Planning and Delivery	Key	Cabinet	Corporate Projects and Assets Exec Dir - C Bamfield		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Custom & Self Build Policy	Non	Council	Development Exec Dir – G Hall		Public
	Major Housing Phase 3 – Enabling Work for Lynnsport 1	Key	Council	Corporate Projects and Assets Exec Dir - C Bamfield		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person

						(including the authority)
	Norfolk Strategic Infrastructure Plan refreshed for 2018	Non	Cabinet	Development Exec Dir – G Hall		Public

Date of meeting	Report title	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
5 February 2019						
	Budget	Key	Council	Leader Deputy Chief Executive		Public
20	Re-Fit Proposals	Key	Council	Leader Exec Dir – C Bamfield		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Lynnsport Community Facilities	Key	Council	Corporate Projects and Assets Exec Dir - C Bamfield		Public

Date of meeting	Report title	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
26 March 2019						