

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



# **King's Lynn Area Consultative Committee**

## **Agenda**

Thursday, 17th January, 2019  
at 6.00 pm

in the

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





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**KING'S LYNN AREA CONSULTATIVE COMMITTEE**

**AGENDA**

**DATE: THURSDAY, 17TH JANUARY, 2019**

**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 6 - 11)**

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. BUSINESS IMPROVEMENT DISTRICT - KING'S LYNN TOWN CENTRE**

To receive a presentation from Vicky Etheridge, Manager, Discover King's Lynn and Darren Taylor from the BID.

**8. DEFIBRILLATORS - UPDATE REPORT (Pages 12 - 13)**

To receive an update report from the Assistant Director on the provision of defibrillators in the town centre.

**9. SPECIAL EXPENSES MONITORING REPORT**

To consider the report (to follow).

**10. FEEDBACK FROM THE INFORMAL WORKING GROUP - COMMUNITY CENTRES - MARKETING UPDATE**

**11. COMMITTEE'S WORK PROGRAMME AND CABINET'S FORWARD DECISION LIST (Pages 14 - 19)**

The Committee is asked to consider items for a future Work Programme for 2019/2020.

The Committee is also asked to consider the Cabinet's Forward Decision List.

**12. DATE OF NEXT MEETING**

The next meeting is scheduled to take place on Monday 25 March 2019 at 6pm in the Council Chamber, Town Hall, 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 (Vice-Chairman), G Howman, C Joyce, G McGuinness, G Middleton, M Shorting,

T Smith, M Taylor, A Tyler (Chairman), and Mrs M Wilkinson

For further information, please contact:

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 Monday, 29th October, 2018 at 6.00 pm in the Council Chamber, Town Hall, Saturday Market Place, King's Lynn PE30 5DQ**

**PRESENT:** Councillors Miss L Bambridge, J Collop, Mrs S Collop, G Howman, C Joyce, G Middleton, T Smith and Mrs M Wilkinson

**Portfolio Holder:**

Councillor B Long - Leader of the Council

**Officers:**

Stuart Ashworth - Assistant Director

Lorraine Gore - Executive Director

1 **APPOINTMENT OF VICE-CHAIRMAN FOR THE MEETING**

**RESOLVED:** That Councillor J Collop be appointed as Vice-Chairman for the meeting.

2 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from the Chairman, Councillor Tyler and Councillor G McGuinness.

3 **MINUTES OF PREVIOUS MEETING**

The Minutes of the Meeting held on 20 September 2018 were agreed as a correct record.

4 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

5 **URGENT BUSINESS**

There was no urgent business to consider.

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 **KING'S LYNN SPECIAL EXPENSES - 2019/2020**

The Assistant Director explained that one of the Committee's Terms of Reference was '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'.

It was reported that the Local Government Finance Act 1992 defined a Local Authority's Special Expenses. It stated that Special Expenses were any expenses incurred by the authority in performing in a part of its area, a function performed elsewhere by a Parish Council.

The Assistant Director drew the Committee's attention to the Special Expenses which were 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

It was explained that the total cost of Special Expenses was met by Council tax payers of King's Lynn. The annual charge to the residents was made through an addition to the Council Tax bill.

At the meeting held 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 meeting 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 Assistant Director explained that the Council Tax Base for King's Lynn for 2019/2020 was 10,190.4 and this was an increase of 142.6 from 2018/2019.

This meant that the Band D charge for 2019/2020 would be £46.79.

The main movements between the special expenses charge for 2018/2019 and 2019/2020 were explained to the Committee, namely:

- Footway lighting increased by £8,980 as a result of higher electricity costs.
- Pavilion costs had increased by £4,150. This was mainly due to increased charges for business rates at the Dutton Pavilion.
- Open spaces costs had been reduced by £5,240 to reflect the current schedule of actual work being undertaken.

It was reported that the total council tax support grant available would 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 was £7,390, a reduction of £8,860. It was anticipated that the Council would not receive revenue support grant from 2020/2021 and the council tax support grant would also end.

The Chairman then invited the Committee to make comment/ask questions, a summary of which is below:

Councillor Joyce made reference to the Dutton Pavilion and why the costs had increased. The Executive Director explained that this was mainly due to increased charges for business rates at the Dutton Pavilion and playing fields. A Check/Challenge/Appeal had been submitted to the Valuation Office. In the event that the business rates charge was revised significantly before the budget report was finalised for consideration by Cabinet in February 2019, the special expenses charge for 2019/2020 would be adjusted accordingly.

The Executive Director advised that a revised breakdown of the costs for the Dutton Pavilion could be sent to the Committee.



In relation to the Dutton Pavilion, it was asked why this had not transferred over to Alive Leisure.

In response to a query regarding the opening up of the two sets of toilets in the Walks, it was suggested that this question be directed to the relevant Portfolio Holder.

Councillor Middleton suggested that, if possible, the Dutton Pavilion, South Lynn and Fairstead Community Centre could form a part of the new Leisure structure and in turn save money on the business rates. He understood that this could only happen if they could be set up and ran as a charity.

The Leader responded that this could be considered but it would need to meet the charitable objectives.

Councillor Joyce made reference to open spaces costs and given that during the summer the grass did not have to be cut as much, what was the likelihood of the costs being under budget.

The Leader explained that previously staff would have been employed on a seasonable basis, however, staff would now be employed all year round. When staff could not cut grass they would be able to carry out other duties.

Councillor Joyce queried whether there would be a gap between the estimate and actual spend in relation to open spaces costs. He added that there was no flexibility in the budget for any additional money for the Committee to use and gave the example of marketing of the community centres.

The Executive Director explained that Monitoring Reports on special expenses could be brought to the Committee in the future. She further explained that a contingency sum was not built into special expenses.

Councillor J Collop referred to the zero amount for bus shelters. The Executive Director explained that it was estimated that income generated from advertising would cover all costs, however this would need to be monitored over the next 12 months.

Councillor Mrs S Collop explained that some of the bus shelters particularly the one along Fenland Road was in a bad state of repair. It was advised that contact be made with James Grant who was the officer responsible. *(Following the meeting it has been confirmed that repairs have been undertaken)*. It was also confirmed that the two shelters which fell within the South Wootton boundary had been removed.

Councillor Smith referred to the Budget implications announced earlier in the day in relation to the fact that business rates would not be charged on toilets. The Executive Director explained that no business

rates were currently charged on the toilets in the Walks. The Budget changes would apply to the other blocks of stand-alone toilets and the estimates would be updated once further information was made available.

Councillor J Collop referred to the speed signs, which had been obtained through the Parish Partnership scheme, and asked if it was felt that they were making any difference to speeding traffic. In response Councillor Bambridge explained that the signs themselves had to be moved into different locations and had to be charged. Councillor Bambridge added that the Speedwatch Group had not carried out a speed check since they had been installed, however she had personally noticed that motorists were slowing down.

Councillor J Collop referred to the report presented to the Committee, and added that he would like to have more information included together with a further breakdown of the figures. The Executive Director advised that the Committee had received detailed information when specific topics had been looked at during 2017. She added that a copy of the grounds maintenance sheet could be sent out with the minutes and she would take on board the comments for next year.

Councillor Middleton referred to the open spaces charge of £301,890 for 2018/19 and that the cost had been reduced for 2019/20 and stated that he would like further information on what this was being spent on.

The Leader made reference to the 80% charge for the public conveniences of the Walks Broadwalk and Management Building due to them being used by people not just from King's Lynn, and stated that consideration could be given to looking at this for grounds maintenance.

In response to a comment from Councillor Joyce regarding footway lighting, the Executive Director for Finance referred to paragraph 2.3 of the report, and explained that Cabinet would be considering a report on the Re:fit Programme, which included proposals to change to LED lighting.

Councillor Middleton asked whether consideration had been given to looking at new technology such as motion sensors as part of the Re:Fit programme. He referred to a scheme being carried out along a Norwich cyclepath which used motion sensors.

The Leader confirmed the Re:Fit programme did not include smart technology, such as that mentioned by Councillor Middleton but it would deliver savings in the region of £2.6 million for the Council.

The Committee's attention was drawn to the recommendation below, which was agreed.

**RESOLVED:** That, the Committee endorses the special expenses charge for 2019/2020 as set out in Section 2.2 of the report.

9 **COMMITTEE'S WORK PROGRAMME AND CABINET'S FORWARD DECISION LIST**

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

It was explained that the detailed review of Special Expenses topics would start in March 2019.

10 **DATE OF NEXT MEETING**

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

**The meeting closed at 7.00 pm**

### Note on Defibrillators in King's Lynn

- 1.0 Members may recall that at the KLACC meeting of 19 June and 20 September 2018, there was discussion on the issue of defibrillators, and it was requested that an item on the issue should be brought to a future meeting. This related mainly to the number and position of the defibrillators within King's Lynn. Discussion on the issue of financial assistance funding is on the work programme for a future meeting.
- 1.1 Unfortunately, officers have been unable to locate a definitive and up to date comprehensive map of all the defibrillators in the town, although there is information available from a number of sources on the internet on the position of defibrillators within the town.
- 1.2 Of particular note is that the Business Improvement District (BID) has recently installed a further six defibrillators within the town centre. They have been installed in the following places:
  - 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 - on the car parking machine
  - Boal Quay - On the jetty / walk way opposite Marriott's
- 1.3 The defibrillators have been registered with the Ambulance Service and the National Defibrillator Network, and it is understood that they will be adopted by the Community Heartbeat Trust which means that they will take on liability and maintenance issues going forward.
- 1.4 There are also defibrillators within Council owned premises in King's Lynn, namely
  - Lynnsport
  - St James Pool
  - Corn Exchange
  - King's Court
  - Town Hall
  - Tourist Information Centre
  - St James Multi-storey car park
- 1.5 It is also evident that there are defibrillators placed on/within other premises within the town, including the Carousel diner at the St Nicholas Retail Park, Sainsbury's & Tesco's Hardwick, Tesco Gaywood and the Co-op Funeral Services building at the bottom of Wootton Road.

- 1.6 Finally it should be worth mentioning that doctor's surgeries have defibrillators on site, although these will not always be available to the public outside normal working hours.

Stuart Ashworth

Assistant Director – Environment & Planning

**KING'S LYNN AREA CONSULTATIVE COMMITTEE  
WORK PROGRAMME 2019/2020**

**17 January 2019**

- Defibrillators – update report.
- Update from the BID
- Special Expenses Monitoring Report
- Informal Working Group – Community Centres: Marketing update

**25 March 2019**

- Update from Bus Companies – to be confirmed
- Representative from the Hospital Trust??
- Smokeless Zones
- Financial Assistance Funding
- Policing in King's Lynn – 6 monthly update
- Format of SNAP meetings
- Special Expenses topic – Dog bins

**20 June 2019**

- Special Expenses topic: Public Open Space (excluding Grounds Maintenance) and Play Areas.
- Review work of the E&C Informal Working Group on Grounds Maintenance.
- Special Expenses topic: Bus Shelters
- Parish Partnership Scheme

**19 September 2019**

- *Potential Budget Training???*
- Special Expenses topic: Allotments
- Special Expenses topic: Community Centres and Pavilions – update

**31 October 2019**

- 2020/2021 King's Lynn Special Expenses

**FORWARD DECISIONS LIST**

<b>Date of meeting</b>	<b>Report title</b>	<b>Key or Non Key Decision</b>	<b>Decision Maker</b>	<b>Cabinet Member and Lead Officer</b>	<b>List of Background Papers</b>	<b>Public or Private Meeting</b>
5 February 2019						
	Budget 2019/20	Key	Council	Leader Deputy Chief Executive		Public
	Capital Programme 2019/20	Key	Council	Leader Deputy Chief Executive		Public
	Local Plan Review	Key	Cabinet	Development Exec Dir – G Hall		Public
16	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)
	Leisure Provision	Key	Cabinet	Culture Heritage and Health Exec Dir – C Bamfield		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)

<b>Date of meeting</b>	<b>Report title</b>	<b>Key or Non Key Decision</b>	<b>Decision Maker</b>	<b>Cabinet Member and Lead Officer</b>	<b>List of Background Papers</b>	<b>Public or Private Meeting</b>
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26 March 2019	Review of operation of Planning Sifting Panel	Non	Cabinet	Development Exec Dir – G Hall		Public
	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	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)
	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 Exec Dir - C Bamfield		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)

	Hunstanton Coastal Management Plan	Key	Cabinet	Environment Exec Dir – G Hall		Open
	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)
	Major Housing Project 2	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)

18

<b>Date of meeting</b>	<b>Report title</b>	<b>Key or Non Key Decision</b>	<b>Decision Maker</b>	<b>Cabinet Member and Lead Officer</b>	<b>List of Background Papers</b>	<b>Public or Private Meeting</b>
18 June 2019						
	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)
	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)
	Nar Ouse Enterprise Zone Implementation & Delivery	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)

<b>Date of meeting</b>	<b>Report title</b>	<b>Key or Non Key Decision</b>	<b>Decision Maker</b>	<b>Cabinet Member and Lead Officer</b>	<b>List of Background Papers</b>	<b>Public or Private Meeting</b>
6 August 2019						