

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



King's Lynn Area Consultative Committee

Agenda

Thursday, 16th January, 2020
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
Telephone: 01553 616200
Fax: 01553 691663

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

DATE: THURSDAY, 16TH JANUARY, 2020

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 - 11)

To confirm as a correct record the minutes of the previous meeting held on 31 October 2019 (previously circulated).

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 Chair 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 Chair 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 Chair.

6. CHAIR'S CORRESPONDENCE (IF ANY)

7. BUS SHELTER POLICY FOR THE UNPARISHED AREA OF KING'S LYNN
(Pages 12 - 23)

The Committee is asked to consider the attached report.

8. SPECIAL EXPENSES MONITORING REPORT - TO FOLLOW

9. GOVERNANCE ARRANGEMENTS FOR THE COUNCIL

The Committee will receive an update from Councillors Devereux and Moriarty and Terry Huggins on Governance Arrangements for the Council.

10. DATE OF NEXT MEETING

The next meeting of the Committee was scheduled to take place on Thursday 19 March 2020 at 6pm in the Council Chamber, Town Hall, King's Lynn.

11. COMMITTEE'S WORK PROGRAMME AND CABINET'S FORWARD DECISION LIST (Pages 24 - 29)

The Committee is asked to consider items for the future Work Programme.

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

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

Councillors Miss L Bambridge, F Bone, J Collop, S Collop, A Dickinson, G Howman, C Hudson, B Jones, C Joyce, A Kemp, J Lowe, J Rust, A Tyler and M Wilkinson

Portfolio Holders

Item 7 – Cllr Richard Blunt, Portfolio Holder for Development
Items 8 & 9 – Cllr Long, Leader

Officers

Item 7 – Vanessa Dunmall & Peter Gray – Property Services

For Further information, please contact:

Kathy wagg
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 Thursday, 31st October, 2019 at 6.00 pm in the Council Chamber - Town Hall, Saturday Market Place, King's Lynn PE30 5DQ

PRESENT:

Councillors Miss L Bambridge, F Bone, J Collop, S Collop, A Dickinson, G Howman, B Jones, A Kemp, J Lowe, J Rust, A Tyler and M Wilkinson

Also in attendance:

Councillor B Long - Leader
Councillor Mrs E Nockolds - Portfolio Holder for Culture, Heritage and Health

Officers:

Stuart Ashworth - Assistant Director
Lorraine Gore - Chief Executive
Matthew Henry - Assistant Director

1 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Hudson.

2 **MINUTES OF PREVIOUS MEETING**

The minutes of the meeting held on 19 September 2019 were agreed as a correct record.

3 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

4 **URGENT BUSINESS**

There was no urgent business.

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

There were no Members present pursuant to Standing Order 34.

6 **CHAIR'S CORRESPONDENCE (IF ANY)**

There was no Chair's correspondence.

7

PARISH PARTNERSHIP SCHEME - PROPOSALS FOR THE FUNDING PERIOD 2020/21

The Assistant Director informed the Committee that four schemes had been put forward for the funding period 2020/21, as follows:

- Scheme 1 – Speed Awareness Messaging 2 (SAM2) sign for the New Lynn Area

This was a scheme which had been put forward by Councillor Rust for one moveable Speed Awareness Messaging (SAM2) sign to be located in the New Lyn area, on locations in Kent Road, Rosebery Avenue, Kensington Road, Queensway or Jermyn Road. The scheme was also supported by Councillor J Rust, County Councillors T Smith and Mrs S Young.

- Scheme 2 – New bus shelter at Peckover Way, King's Lynn

This was a proposal for a new bus shelter at an existing bus stop at Peckover Way. It was understood that a request was made by some residents to Councillor Mrs S Collop and that a bus shelter would be useful. A consultation exercise was undertaken with residents and the outcome was that one objection had been received from a local resident. The reason for the objection was outlined the report.

There had been no objections received from the Police to the new bus shelter, and the scheme was supported by Councillor Mrs S Collop and County Councillor Mrs S Young.

- Scheme 3 – New bus shelter at Minster Court/William Booth Road

This was a proposal for a new bus shelter at an existing bus stop on Minster Court on the Fairstead estate. It was understood that a request was made by some residents to Councillor Mrs M Wilkinson that a bus shelter would be use. A consultation exercise had been undertaken with residents and no objections had been received.

There had been no objections received from the Police to the new bus shelter, and the scheme was supported by Councillor Mrs M Wilkinson and County Councillor T Smith.

- Scheme 4 – New bus shelter at Saddlebow Road

This was a proposal for a new bus shelter at an existing bus stop on Sadlebow Road.

The proposal had been put forward by Councillor Kemp. A consultation exercise was undertaken with residents/local businesses. Two objections had been received and a summary of the objections were outlined the report.

There had been no objections received from the Police to the new bus shelter, and the scheme was supported by Councillor A Kemp as Borough and County Councillor for the area.

The Committee noted the financial implications of the proposals, and that if all four schemes were supported it would add 10p to an average Band D Council Tax in 2020/21.

The Committee then made the following recommendations to Cabinet:

- (1) That the Committee supports Scheme 1 – the above proposal for a SAM sign in King’s Lynn, to be paid through Special Expenses over a period of 5 years.
- (2) That the Committee supported Scheme 2 – the above proposal for a bus shelter on Peckover Way in King’s Lynn, to be paid through Special Expenses over a period of 10 years.
- (3) That the Committee supported Scheme 3 – the above proposal for a bus shelter at Minster Court/William Booth Road in King’s Lynn, to be paid through Special Expenses over a period of 10 years.
- (4) That the Committee supported Scheme 4 – the above proposal for a bus shelter at Saddlebow Road in King’s Lynn, to be paid through Special Expenses over a period of 10 years.
- (5) That, as the Committee supported all of the above schemes, Councillor J Collop be nominated to present the Committee’s views to the next Cabinet meeting.

8 **CAPITAL SCHEMES - REPORT TO FOLLOW**

The Chief Executive presented the report and explained that Councillor Kemp had requested that a new play area be provided close to Hillen Road in King’s Lynn. It was considered that this could be provided at the South Lynn Community Centre, which could also help to generate more local use of the centre.

It was reported that in the case of this play area, if the scheme was costed at £30,000 (estimated typical cost of a Local Equipped Area of Play (LEAP)), then the cost of this could be £2,000 per annum for 15 years - £30,000. The annual revenue cost of the capital would be charged as a Special Expense equivalent to approximately 19p per property per year. There would also be a revenue cost for inspection and maintenance, which would add an estimated further cost of £350 per year, or 3p per Band D equivalent property. The total cost would therefore be approximately 22p per year for 15 years on King’s Lynn Special Expenses.

The Chief Executive explained that the Committee could agree in principle to allocate the above capital sum to go forward in the budget process but may wish to give further consideration to what would be its priorities for capital schemes across the whole of the unparished area. In order to agree priorities across King's Lynn, the Committee could establish a Sub-Group to report back to the Committee at specified intervals.

Councillor Mrs S Collop asked for clarification, as she understood that South Lynn already had a play area.

Councillor Kemp explained that there was not provision for younger children in South Lynn. She acknowledged that there was a play area along Wisbech Road, but this was not suitable for younger children. There had been instances when young children were playing on the roundabout at Hillen Road. Having the play area situated at South Lynn Community Centre would bring in additional benefits.

Councillor Rust added that in principle she supported play areas and added that she understood that a couple of play areas had been provided on the new development at South Lynn. She added that it might be considered that South Lynn was well provided for.

Councillor Kemp added that the play area on the new development was not accessible for people from Hillen Road, and they did not feel comfortable using it. In addition, there were no pieces of land along Hillen Road where a new play area could be provided. Councillor Kemp referred to the proposed location of the new play area at South Lynn Community Centre, which was a Council owned facility, and considered that the provision of the play area would help to promote the Community Centre and increase its usage.

Councillor Howman added that he felt that everyone else would like additional facilities within their ward and supported the view that a Sub-Group should be established to look at capital schemes overall.

The Leader, Councillor Long suggested that the Committee should look to see if any external funding was available or whether additional equipment could be installed to existing play areas.

The Assistant Director explained that the Executive Director, Commercial had looked into the issue of external funding but it was not available for the Borough Council.

Councillor Kemp agreed with the Assistant Director that external funding was not viable in this instance.

Councillor Mrs Nockolds referred to Pandora Meadows, where a group of parents got together and raised money for play equipment, via the blue disc scheme at Tesco's. She added that Tesco's were always looking for community groups for this type of fundraising.

Councillor J Collop raised the issue of the Committee being able to have a say on how the money in King's Lynn was spent, and that the Committee had to go to Cabinet to ask for any money.

The Leader stated that in previous years there had not been any recommendations from the Committee for Cabinet to consider. He added that in some Parish Councils, it was not the Parish Council themselves who raised the money but, for example, had a Village Hall Committee to do so.

Councillor Kemp referred to the financial assistance scheme and suggested that the schemes available and deadlines for applications should be made known to the Committee.

The Committee noted that if the scheme was agreed, this would have an impact upon the special expenses report also being considered at the meeting.

Councillor Rust proposed a third recommendation, that the Committee recommends the allocation of funding from the King's Lynn special expenses budget for the financial period 2020/2021, for 15 years for a new play area at the South Lynn Community Centre and establishes a Sub-Group to report back to the Committee on priorities for capital schemes within King's Lynn. This was seconded by Councillor Kemp and agreed by the Committee.

The Committee then made the following recommendations to Cabinet:

- (1) That the Committee recommends the allocation of funding from the King's Lynn special expenses budget for the financial period 2020/2021, for 15 years for a new play area at the South Lynn Community Centre and establishes a Sub-Group to report back to the Committee on priorities for capital schemes within King's Lynn.
- (2) That the Sub-Group consists of Councillors Bone, Kemp and Rust.

9

2020/2021 KING'S LYNN SPECIAL EXPENSES

The Chief Executive introduced the report and reminded the Committee that one of its 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 of appropriate the level of funds to be raised".

The Chief Executive drew the Committee's attention to the increase in the Council Tax base for King's Lynn for 2020/2021 which stood at 10.672.1 which was an increase of 481.7 from 2019/2020.

Attention was drawn to the main movements between the special expenses charge for 2019/2020 and 2021, namely:

- An increase of £2,790 in footway lighting to over cover the cost of additional lighting and inflation.
- Community centres had increased by £3,650 as a result of increased cost of repairs and maintenance, especially at Fairstead, due to the age of the building.

The Committee was also informed that it had been anticipated that the Council would not receive revenue support grant in 2020/2021, however a one year extension had been granted. The Council had taken the decision to continue with the Council Tax support grant passed on to parishes as it had done in recent years.

With regards to the new schemes previously considered by the Committee, it was explained that the Band D Charge was subject to increase by 10p if all the Parish Partnership Schemes were agreed by Cabinet and Norfolk County Council, and an additional 31p if the capital sum for the South Lynn Play Area was agreed. This would still represent a decrease from last year's special expense charge.

Recommendations:

(1) That Cabinet be advised that the Committee endorsed the special expense charge for 2020/2021, including the amendments to take into account the Parish Partnership Schemes and the Play Area at South Lynn.

10

UPDATE ON THE CORN EXCHANGE PROPOSALS

The Chief Executive provided the Committee with an update on the Corn Exchange proposals. She explained that tenders for the work had been received and presented to Cabinet on 24 September. An order had been placed for the works which were planned to start in January 2020. The Corn Exchange would be closed from 11 January 2020 until the end of March 2020. The cinema should be able to be used from the middle of May.

The Chief Executive/ Portfolio Holder responded to questions regarding:

- The award of the contract and costing issues including contingencies;
- How the two cinemas in the town would work together;
- Why the cinema would be closed for 3 months.

The Chair thanked the Chief Executive for the update.

11 **EXCLUSION OF PRESS AND PUBLIC**

That under Section 100(A)(4) of the Local Government Act, 1972, the press and public be excluded from the meeting for item 12 and 13, on the grounds that they involve the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Act.

12 **UPDATE ON THE FUTURE HIGH STREETS FUND**

The Assistant Director, Regeneration provided the Committee with an update on the Future High Streets Fund.

The Assistant Director responded to questions / queries from the Committee.

The Chair thanked the Assistant Director for the presentation.

13 **UPDATE ON BOAL QUAY, KING'S LYNN**

The Assistant Director, Regeneration provided the Committee with an update on the Boal Quay.

The Assistant Director responded to questions / queries from the Committee.

The Chair thanked the Assistant Director for the update.

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

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

15 **DATE OF NEXT MEETING**

The next meeting of the Committee would be held on **Monday 18 November 2019** at **6.00pm** in the **Council Chamber, Town Hall, King's Lynn**.

The meeting closed at 8.02 pm

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

REPORT SUMMARY/COVER PAGE

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

REPORT DETAIL

1. Introduction

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

2. Proposal

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

3. Issues for the Panel to Consider

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

4. Corporate Priorities

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

5. Financial Implications

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

6. Any other Implications/Risks

None

7. Equal Opportunity Considerations

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

8. Environmental Considerations

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

9. Consultation

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

10. Conclusion

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

11. Background Papers

Norfolk County Council – Parish Partnership Scheme

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



Bus Shelter Installation and Maintenance Policy

Relating only to the unparished area of King's Lynn

Contents

Bus Shelter Installation and Maintenance Policy	1
1. Introduction and background.....	3
Map: Bus Shelters (x26).....	3
2. Legal framework / relevant legislation	4
3. Policy statement.....	4
4. Roles and responsibilities – new bus shelters	4
4.1 New shelter – process	5
4.2 New shelter – design	5
5. Roles and responsibilities – existing bus shelters.....	6
5.1 Upkeep.....	6
6. Budget	6
7. Contact details	7
8. Implementation / distribution	7
Appendices	8
Process Drawing	8
9. Version Control	9

1. Introduction and background

A bus shelter is defined as a 'A building or other structure constructed at a bus stop, to provide seating and protection from the weather for the convenience of waiting passengers'.

The provision and maintenance of bus shelters is a function usually carried out by Parish Councils, and funded in those areas by the parish precept. In unparished areas, the function falls to the lowest tier of local government, in this area, the Borough Council. In this council, the ward councillors for the unparished area meet as the King's Lynn Area Consultative Committee to consider issues pertinent to the area. Provision and maintenance of bus shelters in the unparished area of King's Lynn are funded by special expenses.

Prior to 2018, bus shelters in the unparished area of King's Lynn were managed by the private sector who rented out advertising space to cover their costs. At the end of 2017 the shelters were handed back to the borough council as the operator wished to end the agreement. 26 shelters handed back are within the unparished area of King's Lynn.

External advertising still takes place on a few of the existing shelters, but most are utilised to advertise borough council events or initiatives. Advertising posters are dealt with by the Business Development team within Commercial Services.

Currently, only the 26 shelters handed back are known about and plotted, however other bus shelters, not used for advertising, may also be in existence.

This policy document has been developed to establish a framework for the future delivery of the function. The scope of the policy covers the supply and erection of new shelters, and the inspection, repairs and maintenance of existing shelters, in the unparished area of King's Lynn.

Map: Bus Shelters (x26)



Note: BUSSH032 (St Peters Road) is not included in the 26 as this shelter was not included in the original handover from the advertising company.

2. Legal framework / relevant legislation

As the lowest tier of local government in the unparished area of King's Lynn, the Borough Council of King's Lynn & West Norfolk is empowered under the Local Government (Miscellaneous Provisions) Act 1953 to provide and maintain shelters on roads or land adjoining roads in the unparished area.

There is a duty under the Crime and Disorder Act (1998) {section 1} to ensure bus shelters provide a quality waiting environment that reduces fear of crime and improves the overall public transport experience.

Additionally, there is a statutory requirement that where lighting to the bus shelter is provided, there is a duty to maintain.

3. Policy statement

To meet the legal framework, the following policy statement applies to bus shelters for the unparished area of King's Lynn:

1. The council is committed to ensuring effective management of existing bus shelters in the unparished area of King's Lynn, within available funding allowances, to help encourage bus transport usage and passenger growth.
2. The council's management of bus shelters will meet the requirements within the Local Government (Miscellaneous Provisions) Act 1953 and will be carried out by the Property Services department, to include administration of the budget, the inspection regime, repairs and maintenance requirements.
3. Maintenance, inspection, repairs and provision of bus shelters will be funded through special expenses, as this is a Parish Council function, funded by the Parish Precept in parished areas.
4. Requests for new bus shelters, with the relevant supporting business case, will be taken in the first instance, as an application by the Assistant Director supporting the King's Lynn Area Consultative Committee, to parish funding schemes (as agreed by Cabinet in October 2016) to try and obtain match funding towards the cost.
5. The final decision over whether a new bus shelter will be installed within the area covered by this policy, will be made by the Borough Council's Cabinet.

4. Roles and responsibilities – new bus shelters

A process has been devised to deal with requests for new bus shelters. A process map is attached at Appendix A and a written outline is provided below:

All requests for new shelters will be directed to the appropriate ward councillor in the first instance.

Members of the public can request the provision of a new bus shelter through the relevant ward councillor provided the following criteria is met:

- a. The request is made in writing (including via email) to the relevant ward councillor. Requests received to borough council officers direct will be referred to the ward councillor for them to fulfil the agreed process. This ensures awareness/buy-in from political element before any work is done and keeps the process in line with a parish level function
- b. The shelter must be positioned at an existing bus stop.
- c. The person requesting the new provision does so on the understanding that the ward councillor aided by borough council officers will themselves be required to meet the following criteria:
 - i. Grant funding will be available.
 - ii. Norfolk County Council engineers will not object to the proposal following their safety assessment.
 - iii. The landowners do consent to the request.
 - iv. Following consultation with local residents, businesses and Norfolk Police any objections are resolved satisfactorily.

4.1 New shelter – process

1. The ward councillor is responsible for initiating stage one of the process ([DR0046](#)) for the provision of a new bus shelter. After receiving the request, the councillor will complete the new bus shelter request [form](#) and submit to the borough council bus shelter admin (BSA) officer responsible for bus shelters in the unparished area.
2. The bus shelter admin (BSA) officer responsibility is to carry out stage two of the process (DR0046): initial 'in principle' decisions.
3. If the stage two is satisfactory the BSA officer will continue to stage three in the process: obtain licences, permissions, quotes, grant funding, design specification and formal consultations with residents, businesses and police.
4. Stage four of the process will be for the BSA officer to present to KLACC the final design and costings along with any conditions that were levied.
5. KLACC Ward councillors are responsible for stage five of the process: Decision to submit to the appropriate parish funding scheme (which will be taken forward by the Assistant Director responsible for supporting KLACC) and then taking the request on to cabinet for funding if KLACC wish to pursue.
6. Cabinet are responsible for stage six: providing authority for funding from special expenses and determining in what financial year the provision can be implemented.
7. The BSA officer is responsible for stage seven (final stage): placing the order for the implementation of the new shelter and final sign off so the shelter can be put into full use.

4.2 New shelter – design

All new bus shelters will follow the design criteria set out below unless subject to conditions raised under the criteria for the provision of a new bus shelter above.

1. Two panel frontage with Perspex vision panels.
2. Two panel roof covered with metal sheet.
3. Solar panels and single light.

4. One bench for seating.
5. Two end panels with Perspex vision panels.
6. Suitable hardstanding.

5. Roles and responsibilities – existing bus shelters

As outlined in section 1, there are 26 known bus shelters in the unparished area of King's Lynn. There may be other bus shelters in existence, that are not known about by the borough council. This is because of the fragmented history of bus shelters. The shelters received back from the private sector operator were in a poor condition. Property Services have taken a more robust approach to the maintenance; more details are provided below.

5.1 Upkeep

All known bus shelters within the unparished area of King's Lynn borough council will be:

1. Routinely inspected for signs of damage
2. Have routine electrical and structural safety inspections as prescribed by the engineers carrying out these inspections.

Details outlined as follows:

Function	Frequency	Responsibility	Carried out by
Reactive repairs	As notified	Property Services	Contractor
Proactive visual inspections	Monthly	Property Services	Depot team
Electrical Installation Condition Reports	Every 5 years	Property Services	Contractor
Changing advertising on relevant shelters	As required	Business Development, Commercial Services	Contractor

6. Budget

The budget for this function is controlled by Property Services and was reviewed for the start of the 2019/20 financial year, some changes were made to how the budget codes were set up. The spend that would have shown as 'general repairs' has been split into

- reactive repairs
- planned maintenance
- cyclical maintenance
- accidental / deliberate damage

This split will allow better scrutiny of spend, and provide better data for future plans.

The annual budget for bus shelters is £6600.00.

7. Contact details

bus.shelters@west-norfolk.gov.uk

8. Implementation / distribution

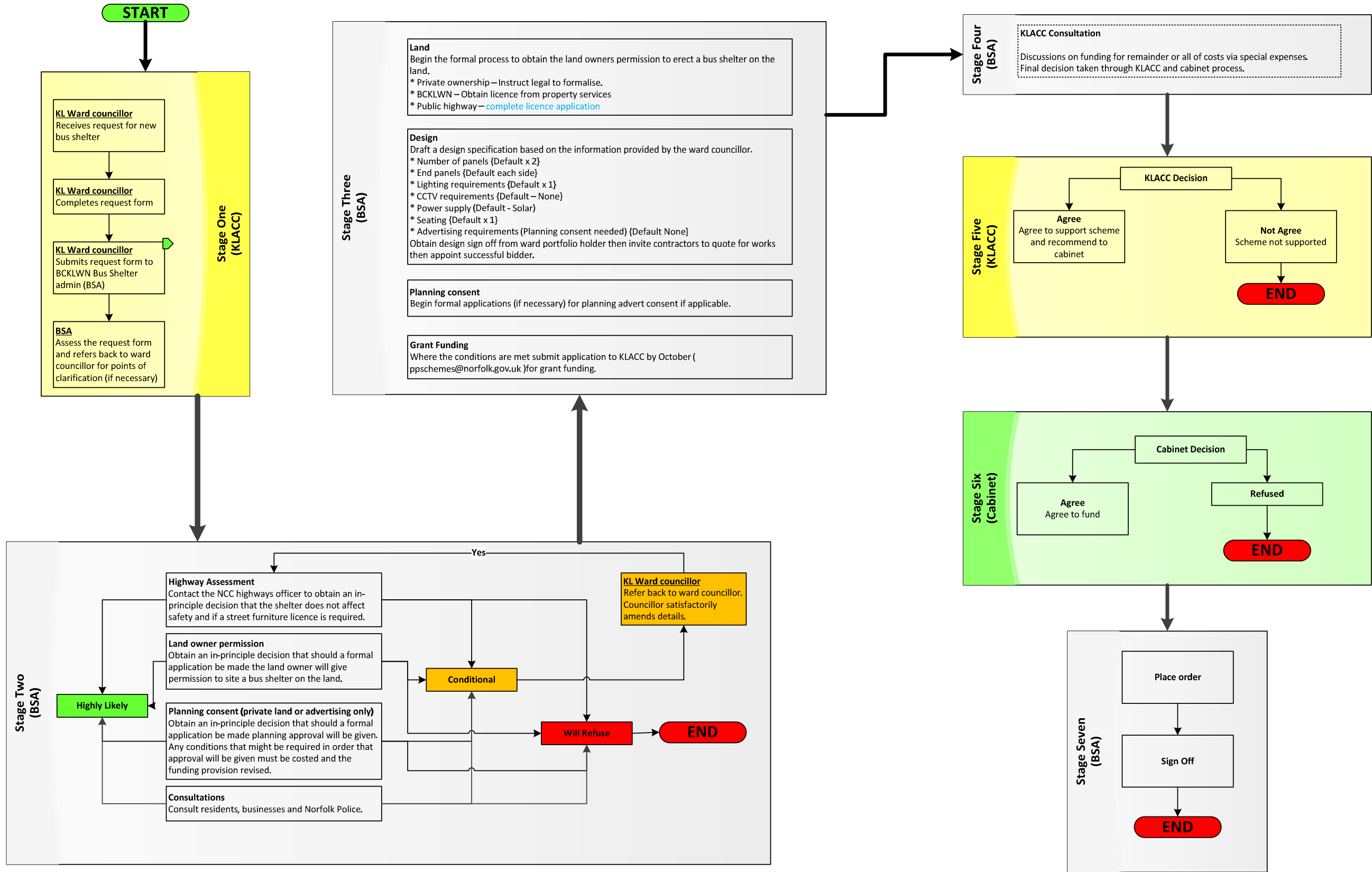
This policy will be approved by Full Council as a new council policy and will therefore be publicly available on the borough council website. It will be distributed to the ward councillors for the unparished area, once approved.

Members of the King's Lynn Area Consultative Committee have been consulted as part of its development.

Appendices

Process Drawing

23



9. Version Control

Policy name	Bus Shelter Installation and Maintenance Policy Relating only to unparished area of King's Lynn			
Policy description	Provision and upkeep of bus shelters in the unparished area of BCKLWN			
Responsible Officer	Matthew Henry Assistant Director, Property & Projects			
Version number	Date formally approved	Reason for update	Author	Review date
1		1 st Draft	Peter Gray	3 years from approval
2		2 nd Draft	Vanessa Dunmall	3 years from approval

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

19 September 2019

- Invitation to CCG re: healthcare provision in King's Lynn – confirmed attendance
- Policing in King's Lynn – 6 monthly update
- Special Expenses topic: Public Open Space, Play Areas and Allotments
- Special Expenses topic: Community Centres and Pavilions
- Special Expenses Monitoring Report

31 October 2019

- Parish Partnership Scheme
- Capital Schemes
- 2020/2021 King's Lynn Special Expenses
- Update on the proposals for the Corn Exchange
- Update on Future High Streets Fund - Exempt
- Update on Boal Quay - Exempt

Date to be agreed – 18 November 2019

- Special Meeting to look at the King's Lynn Transport Study

16 January 2020

- Governance Arrangements – Cllrs Devereux, Moriarty & T Huggins will attend
- Special Expenses Monitoring Report
- Bus Shelter Policy for the unparished area of King's Lynn

19 March 2020

- Policing in King's Lynn – 6 monthly update
- Programme of Events
- Update on King's Lynn Ferry
- Flytipping
- Update on the Railway Service

Potential future items to be programmed:

- Invite representative from the Conservancy Board
- Update on the Bus Service
- Dr Paul Richards – Heritage Promotion in King's Lynn
- Invite representative from the Shakespeare's Guildhall Trust
- Need to set up Informal Working Group to look at Play Areas across the whole of King's Lynn.

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
4 February 2020						
	Notice of Motion – Climate Change	Non	Council	Environment Asst Dir D Hall		Public
	Budget	Key	Council	Leader S151 Officer		Public
	Capital Programme	Key	Council	Leader S151 Officer		Public
	King’s Lynn Area Transport Study	Non	Cabinet	Development Asst Dir – S Ashworth		Public
27	Major Housing Project 2	Key	Council	Project Delivery Asst Dir – D Gagen		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Notices of Motion – Hardings Way	Non	Council	Development Asst Dir – M Henry		Public
	Nora 4	Key	Cabinet	Project Delivery Asst Dir – D Gagen		
	Development Options - Hunstanton	Key	Council	Project Delivery Exec Dir – D Gagen		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 Asst Dir – S Ashworth		Public
	Treasury Management Strategy for 2020/21 and Prudential Indicators for 2019/20 to 2022/23	Key	Council	Leader S151 officer		Public
	Future High Streets – Stage 2 bid for funding	Key	Cabinet	Business Development Asst Dir – D Hall		Public
	Towns Fund – Town Deal Board	Non	Cabinet	Business Development Asst Dir – D Hall		Public
28	Potential Compulsory Purchase Order	Non	Council	Development Asst Dir – S Ashworth		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)

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
17 March 2020						
	Capital Strategy	Key	Council	Leader S 151 Officer		Public
	Major Housing Phase 3 – Enabling Work for Lynnsport 1	Key	Council	Project Delivery Asst Dir – D Gagen		Private - Contains exempt Information under para 3 – information relating to the business affairs of

						any person (including the authority)
	Salters Road, King's Lynn	Key	Cabinet	Project Delivery Asst Dir – D Gagen		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	CIL Governance	Key	Council	Development Asst Dir – S Ashworth		Public
	Review of Standing Orders	Non	Council	Leader Chief Executive		Public
29	Scrutiny and the Executive Protocol	Non	Council	Leader Chief Executive		Public
	Strategic Property Acquisition	Key	Cabinet	Corporate Projects and Assets Asst Dir – M Henry		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Update to the Major Project Board Terms of reference	Non	Cabinet	Leader Asst Dir – M Henry		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
April 2020						
	Parkway – Accelerated Construction Scheme	Key	Council	Project Delivery Asst Dir – D Gagen		Private - Contains exempt

						Information under para 3 – information relating to the business affairs of any person (including the authority)
	Southend Road and Hunstanton Bus Station	Key	Council	Project Delivery Asst Dir – D Gagen		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)