

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



King's Lynn Area Consultative Committee

Agenda

Thursday, 16th July, 2020
at 3.00 pm

**Remote Meeting on Zoom and available for
the public to view on [WestNorfolkBC on You
Tube](#)**



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COMMITTEE: King's Lynn Area Consultative Committee

DATE: Thursday, 16th July, 2020

VENUE: Remote Meeting on Zoom and available for the public to view on WestNorfolkBC on You Tube - Zoom and You Tube

TIME: 3.00 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 Chair of their intention to do so and on what items they wish to be heard before a decision on that item is taken.

6. CHAIR'S CORRESPONDENCE (IF ANY)

7. LILY PRESENTATION

To receive a presentation on LILY on the work carried out during COVID-19.

8. SPECIAL EXPENSES

To receive an explanation on Special Expenses following a question raised at the last meeting.

9. PARISH PARTNERSHIP SCHEME (Pages 11 - 15)

The Committee has been invited to submit bids again to the Parish Partnership Scheme for the financial year 2021/2022. The closing date for submissions will be 4 December 2020.

10. COMMITTEE'S WORK PROGRAMME AND CABINET'S FORWARD DECISION LIST (Pages 16 - 21)

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.

11. DATE OF NEXT MEETING

Monday, 21 September 2020.

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

For Further information, please contact:

Kathy Wagg, Democratic Services Officer
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, 16th January, 2020 at 6.00 pm in the Town Hall, Saturday Market Place, King's Lynn PE30 5DQ

PRESENT: Councillor A Tyler (Chair)
Councillors Miss L Bambridge, F Bone, J Collop, S Collop, A Dickinson, G Howman, C Hudson, B Jones, A Kemp, J Lowe, J Rust, A Tyler and M Wilkinson

1 **APOLOGIES FOR ABSENCE**

Councillor Richard Blunt.

The Chair welcomed John Greenhalgh to the meeting, who was the new Management Team representative replacing Stuart Ashworth.

The Chair asked for the Committee's thanks to be passed onto Stuart for all his support he gave to the Committee over the years.

2 **MINUTES OF PREVIOUS MEETING**

The minutes of the meeting held on 31 October 2019 were agreed as a correct record.

3 **DECLARATIONS OF INTEREST**

There was none.

4 **URGENT BUSINESS**

There was none.

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 to report.

7 **BUS SHELTER POLICY FOR THE UNPARISHED AREA OF KING'S LYNN**

The Chair welcomed Vanessa Dunmall and Peter Gray to the meeting to present the bus shelter policy and for the unparished area of King's Lynn.

Vanessa gave Councillor Richard Blunt's apologies for the meeting. Councillor Blunt was supportive of the document and policy and welcomed comments from the Committee. He would meet with officers following the meeting to take into account the comments made by the Committee, prior to it being considered by Cabinet.

The Committee considered the report and draft policy and made the following comments:

Councillor Kemp made reference to a particular bus shelter at West Lynn where its ownership was unknown. Councillor Kemp suggested that the Borough Council should take on its ownership.

It was also suggested that an environmental an environmental section could be added into the policy.

It was agreed that options should be explored on how to establish whether there were other 'unknown' bus shelters in the unparished area and also establish the process for taking ownership of existing shelters that are of unknown ownership.

In response to a comment from Councillor Mrs Collop, it was agreed to send the Committee a list of the bus shelters within the King's Lynn area.

With regards to the transfer of bus shelters to South Wootton Parish Council, it was explained that this was in the process of taking place.

Reference was made to a bus shelter on the hospital site, and it was explained that it was owned by a bus company and had not been included on the list of Borough Council owned bus shelters. It was suggested that the bus shelter should stay with the hospital as it was within their site.

Officers explained that a bus shelter could only be erected where there was an existing bus stop.

Councillor Bambridge made reference to bus shelters in Holland which had green roofs. It was explained that although this could be a good idea in principle, it would add to the installation and maintenance costs. The result of that could be fed into the new environmental section of the policy.

Councillor Howman referred to new installations of bus shelters and asked if someone oversaw this process, as he knew of one which had been put in the wrong way round.

Councillor Kemp explained that bus shelters were a key part of the public transport network and would like them to be mentioned in the KL Transport Study.

Officers agreed to carry out some more work and feedback to the Committee at a future meeting.

The Chair thanked Vanessa and Peter for attending the meeting.

AGREED: That additional work be carried out on the policy and presented back to the Committee for comments prior to its consideration by Cabinet.

8 **SPECIAL EXPENSES MONITORING REPORT - TO FOLLOW**

The Assistant Director apologised for the short notice in publishing the report.

Councillor Dickinson suggested that it would be helpful for the Committee for an expanded list of 1.4 in the report.

With regards to the £1,000 marketing budget which had been set aside as detailed in Section 2 of the report, he suggested that the money could be spent on the play area in the Friars and Forward Day Centre.

Councillor Hudson stated that she would be interested to know more about the spending of nearly £340,000 on open spaces.

Councillor Kemp also queried the number and location of closed churchyards. The Assistant Director explained that this information could be obtained, and if the Committee had any specific queries to email him.

AGREED: That the report be noted, and a further report containing more detailed information be presented to the meeting.

9 **GOVERNANCE ARRANGEMENTS FOR THE COUNCIL**

The Chair welcomed Councillors Devereux and Moriarty and Terry Huggins to the meeting.

Councillor Devereux introduced the item and explained the work which had been carried out so far. A Task Group had been set up to look at the Governance arrangements which lead to a workshop in November, organised by Terry Huggins, for all Councillors.

The Committee made the following comments:

Councillor Kemp stated that she would like to see KLACC with its own budget to enable the Committee to be more proactive. The Committee was supposed to function as a Parish Council for King's Lynn but doesn't have a budget. The status of the Committee needed to be upgraded.

Councillor John Collop responded that it had been a problem that the Committee was just a Consultative Committee. The Committee always had to request funding from Cabinet as it did not have its own budget. It was frustrating that the Committee could not spend its own money.

Cllr Howman felt that the Committee's Terms of Reference needed to be revised, and should be given the same power as a Parish Council. The Committee needed to be reviewed, modernised and restructured.

Councillor Kemp suggested that the Committee needed to be forward thinking and agreed that the structure did need improving. The area would be benefit if the Committee had a capital budget, for example health infrastructure. She made reference to the Millennium Agreement at NORA.

Councillor Jo Rust understood the issues that had been raised relating to KLACC, but understood that this was governance arrangements overall and was wider than just this Committee. She added that there was no longer an overwhelming majority and now was the opportunity to consider alternative governance arrangements.

Terry Huggins asked the Committee to outline the reasons why they considered that things were not working.

Councillor Howman added that there was not an adequate representation on Cabinet and considered that a Councillor from King's Lynn should be on it. KLACC was supposed to represent people but had no delegated powers or budget.

Councillor Bone stated that he wanted to help people in his ward. With a Committee system he felt that it would be more individual that party driven. There was now more debate at full Council meetings.

Councillor Jones explained that he was a new member in May, and did not know how the two systems would work. He considered that Cabinet should have a more proportionate representation.

Terry Huggins explained that the change to a Committee system would have a big impact. Some local authorities had reintroduced a Committee system but this was different from a traditional committee system.

The Chair added that some frustrations he was aware of related to matters from full Council being referred to Cabinet rather than debated at full Council.

Councillor Mrs Wilkinson reminded the Committee that when Labour was in control and a Committee system was used previously, there were opposition Chairs. She considered that there should be more workable arrangements.

Terry Huggins explained that nothing had been decided, work to date had focused on what needed to be fixed. He added that there was no single model and it was about designing what worked best for this Council.

The Chair added that the Mayor was normally decided by the ruling group. Many people felt that it should be decided on the length of service. Another issue related to outside bodies and the fact that people should be appointed on expertise and not what political party they were from.

Councillor Moriarty explained it was in 2002 when Labour brought in the Cabinet system.

Councillor Hudson considered that equal representation was needed from different groups. All decisions should go to full Council. Minutes from meetings needed to be more detailed and that she did not have enough time to go to all the Panel meetings.

Councillor Moriarty explained that in last few years, Council made the decision to change the way of taking minutes. Recording of meetings was being considered and could come forward.

Councillor Howman considered that the Corporate Performance Panel was a toothless entity. The previous Cabinet Scrutiny Committee was chaired by the opposition and worked well. There needed to be effective scrutiny.

Councillor Kemp explained that she served under a Committee system at County and it was fairer and included a greater mix of people. She welcomed audio recording and live streaming of meetings.

Councillor Tyler asked whether a local political party had to follow a national party.

Councillor Bambridge referred to the last set of E&C minutes and added that people did get comments recorded. The onus was on Councillors to look at agendas and go along to meetings. Councillors could ask for something to be recorded, if they wished.

Terry Huggins thanked the Committee for their comments. He invited the Committee to send an email with further points and encouraged

Members to explain why something was not working and offer a solution.

Councillor Moriarty suggested that the Committee looked at minutes from the Task Group published on mod.gov for background and context.

Councillor Devereux thanked the Committee for their comments.

The Chair thanked Councillors Devereux, Moriarty and Terry Huggins for attending the meeting.

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

The Chair reminded the Committee that they could forward any ideas for potential work programme items to him, the Vice-Chair and Democratic Services Officer.

Councillor Kemp asked whether an item on Tackling Rogue Landlords in King's Lynn could be a future agenda item. The Assistant Director advised that this now fell within his remit and he would arrange for the Committee to receive a presentation.

11 **DATE OF NEXT MEETING**

The next meeting of the Committee was scheduled for Thursday 19 March 2020 at 6pm in the Council Chamber, Town Hall.

The meeting closed at 7.53 pm

cc Local Members

Your Ref:	My Ref:	HI/12/GEN/DH/KT
Date: June 2020	Tel No.:	0344 800 8020
	Email:	martin.wilby@norfolk.gov.uk

From the Cabinet Member for Highways, Infrastructure & Transport

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 seven years the Parish Partnership Scheme Initiative will again be repeated in the financial year 2021/22. Further supporting information, including possible funding sources for your share of the bid, is available on our website (click on [this link](#)).

The County Council has again provisionally allocated £325,000 on a 50/50 basis (There is an upper limit on Norfolk County Council funding support of £25,000 per bid) to fund schemes put forward by Town and Parish Councils to deliver projects that are priorities for local communities. We are 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 the 4 December 2020. Please contact your local Highway Engineer based at the local Area Office for agreement and any advice in developing your ideas, especially around the practicalities and cost estimates.

Once all bids have been received, we will assess them and inform you of our decision in March 2021 following approval by the Norfolk County Council Cabinet.

Continued .../

To encourage bids from Town and Parish Councils with annual incomes (precepts plus any another income) below £2,000, we are offering the following support;

- 75% County Council contribution
- £5,000 maximum bid value
- Offer available only once to any bidder

We will also accept bids from unparished County Council Wards. Such Wards can always opt to become a formal Parish Council, but otherwise we are offering support on the basis that the Ward raises the required 50% funding. Kings Lynn Borough Council, Great Yarmouth Borough Council and Norwich City Council have kindly indicated their willingness to consider proposed schemes and potential funding for them. Further details are in the relevant committee report on our website (click on [this link](#)).

What sort of schemes would be acceptable?

- Small lengths of formal footway
- Trods (a simplified and low-cost footway),
- Improved crossing facilities
- 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.** Please note this type of scheme may be dependent upon NCC securing additional funding from the Norfolk Safety Camera Partnership
- Part-time 20mph signs with flashing warning lights, outside schools. The County Council generally supports these as they do show a moderate reduction in average speeds during peak times.
- "Keep Clear" carriageway markings outside schools. Applications will be considered for new school keep clear carriageway markings (which must be supported by the local school), however, these will not be enforceable without a Traffic Regulation Order which is outside the scope of the Parish Partnership Scheme. If you wish to enforce the Order, it would have to be wholly funded by the Parish or the Local Member.

New Bus Shelter. A copy of Norfolk County Councils guidance for new bus shelters is available on our web site (click on [this link](#)). **Any new shelter would be owned and maintained by the Parish/Town Council.**

Schemes can be within or immediately adjacent 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.

Schemes that support the Local Transport Plan (LTP) objectives will have a higher priority for funding. The LTP can be found on our website (click on [this link](#)).

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

Schemes which will not be considered

- Bids for minor traffic management changes which require a Traffic Regulation Order for example:-
 - Speed Limits
 - Waiting restrictions
 - Weight restrictions
- Bids for installation of low-energy LED lighting in streetlights to help cut energy bills and maintenance.
- Mirrors in the highway
- Protection of private land from travellers

Information you must include in your bid

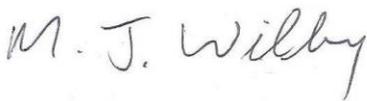
- The objective of the scheme
- Details of the scheme, its cost and your contribution.
- A plan/map of the extents of the scheme
- Who, and how many people will benefit.
- Local support, particularly from your local Member, frontagers and land owners.
- For 'off highway' schemes, your proposals for future maintenance.

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

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

Your bids should be emailed to ppchemes@norfolk.gov.uk (or posted for the attention of the County Programme Engineer, Linda McDermott, at the above address). If you need further information on the bid process please contact Linda, by email or by phoning 01603 228905. For advice on the scheme practicalities and/or likely costs, please contact your local Highway Engineer.

Yours sincerely



Martin Wilby
Cabinet Member for Highways, Infrastructure & Transport

Parish Partnership bid application form

Fund applied for:	Parish Partnership Fund		
Applicant details:			
Submitted by/contact:			
Phone Number:			
Email			
Sum applied for:			
Total project cost:			
Project title:			
Project detail: (please include a plan/map of the extents of the scheme):			
plan/map attached:	Yes / No		
Any other funding:			
Parish Income:	Precept	Other Income	Total Yearly Income
Reason for works:			
Any relevant supporting documents (e.g. supportive			

correspondence) :	
Discussed with:	

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 August 2020						
17	Major Housing Project 2	Key	Council	Project Delivery Asst Dir Companies and Housing Delivery – 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	Council	Project Delivery Asst Dir Companies and Housing Delivery – 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 Companies and Housing Delivery – D Gagen		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Parkway	Key	Council	Project Delivery Asst Dir Companies and		Private - Contains exempt

				Housing Delivery – D Gagen		Information under para 3 – information relating to the business affairs of any person (including the authority)
	Revised Budget	Key	Council	Leader Asst Dir - Resources		Public
	Revised Capital Strategy	Key	Council	Leader Asst Dir - Resources		Public
18	KLIC Loan Settlement Agreement	Key	Cabinet	Leader Asst Dir – Property & Projects		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	CIL - Community Infrastructure Levy (CIL) – Governance and Spending	Key	Council	Development Asst Dir Environment & Planning		Public
	Notice of Motion 1/20 – Cllr de Whalley	Non	Council	Leader Asst Dir Environment & Planning		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
22 September 2020						
	Lynnsport one	Key	Council	Project Delivery Asst Dir Companies & Housing Delivery – D Gagen		Private - Contains exempt Information under para 3 –

						information relating to the business affairs of any person (including the authority)
	Climate Change Policy	Key	Council	Environment Exec Dir – G Hall		Public
	Scrutiny and the Executive Protocol	Non	Council	Leader Chief Executive		Public
	Standing Orders Review	Non	Council	Leader Chief Executive		Public
19	Strategic Property Acquisition	Key	Cabinet	Business Development Asst Dir Property & Projects – M Henry		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Covid 19 – Recovery Plan	Key	Council	Leader Asst to C Ex		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
17 November 2020						
	Update to the Major Project Board Terms of reference	Non	Cabinet	Leader Asst Dir Property & Projects – M Henry		Public

**KING'S LYNN AREA CONSULTATIVE COMMITTEE
WORK PROGRAMME 2020 / 2021**

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 - cancelled

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

16 July 2020

- LILY presentation on work carried out during COVID-19
- Special Expenses explanation
- Parish Partnership Scheme

21 September 2020

- Policing in King's Lynn – including their role during COVID-19
- COVID 19 - Impact on bus / train / ferry services
- Flytipping, etc
- Updated Bus Shelter policy

9 November 2020 – Special Expenses

- Parish Partnership Scheme 2021/22
- 2021/2022 King's Lynn Special Expenses

28 January 2021

- Special Expenses Monitoring Report

22 March 2021

- Policing in King's Lynn – 6 monthly update

Potential future items to be programmed:

- Invite representative from the Conservancy Board
- 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.
- Programme of Events