



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

## **Agenda**

**Monday, 27th September, 2021  
at 4.30 pm**

in the

**Assembly Room  
Town Hall  
Saturday Market Place  
King's Lynn**



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



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

<b>KING'S LYNN AREA CONSULTATIVE COMMITTEE</b>
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**DATE: MONDAY, 27TH SEPTEMBER, 2021**

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

**TIME: 4.30 pm**

**1. APOLOGIES FOR ABSENCE**

To receive any apologies for absence.

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

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

**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 Chair.

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

**7. SPECIAL EXPENSES MONITORING REPORT**

To receive a verbal update on the Special Expenses Monitoring report.

**8. UPDATE ON PLAY AREA ENHANCEMENTS**

The Committee will receive an update on play equipment. A picture of the equipment and a plan of the proposed layout for each play area will be displayed at the meeting.

**9. PARISH PARTNERSHIP SCHEME INITIATIVE 2022/23 (Pages 11 - 14)**

The Committee is invited to consider bids for the Parish Partnership Scheme Initiative for 2022/23.

**10. COMMITTEE'S WORK PROGRAMME AND CABINET'S FORWARD DECISION LIST (Pages 15 - 20)**

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

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

**11. DATE OF NEXT MEETING**

The next meeting of the Committee is scheduled to take place on Thursday 11 November 2021.

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

Cllr A Dickinson – Portfolio Holder  
Cllr G Middleton – Portfolio Holder

John Greenhalgh, Assistant Director  
Michelle Drewery, Assistant Director

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 Monday, 28th June, 2021 at 4.30 pm in the Assembly Room, Town Hall, Saturday Market Place, King's Lynn PE30 5DQ**

**PRESENT:**

Councillors Miss L Bambridge, J Collop, S Collop, C Hudson, B Jones, A Kemp, J Lowe, J Rust, A Tyler and M Wilkinson

Apologies for absence were received from Councillors F Bone, Mrs A Dickinson, G Howman and C Joyce

1 **APPOINTMENT OF CHAIR**

**RESOLVED:** Councillor A Tyler be appointed Chair for the Municipal Year 2021/2022.

2 **APPOINTMENT OF VICE-CHAIR**

**RESOLVED:** Councillor J Collop be appointed Vice-Chair for the Municipal Year 2021/2022.

3 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors F Bone, Mrs A Dickinson, G Howman and C Joyce.

4 **MINUTES OF PREVIOUS MEETING**

The notes of the meeting held on 9 November 2020 were agreed as a correct record.

5 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

6 **URGENT BUSINESS**

There was no urgent business.

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

There were no Members present pursuant to Standing Order 34.

## 8 **CHAIR'S CORRESPONDENCE (IF ANY)**

There was no Chair's correspondence to report.

## 9 **UPDATE ON POLICING IN KING'S LYNN**

[Click here to view a recording of this item on You Tube](#)

The Committee received an update from Inspector Ben Jarvis on:

- Neighbourhood Crime
- Domestic Abuse
- Serious Violence and Knife Crime
- Serious Sexual Offences
- Criminal Exploitation.

Inspector Jarvis responded to questions and comments from the Committee in relation to:

- Bicycle thefts before and after the lockdown period. No noticeable increase or decrease. It was noted that bicycle thefts in the area was low and there was no specific trend.
- The policy to undertake random checks, for example, stopping a member of the public in a vehicle or in the street and request ID. It was noted that police officers received both diversity and stop search training and use of Road Traffic Act to stop any vehicle in order to check documents, etc. The Committee was advised that audits were undertaken to check that Police Officers dealt with the public in a courteous manner.
- Concerns raised by the Ward Councillor in the South Lynn area – visible increase anti-social behaviour impacted on sheltered housing, HMO's and drug dealing in residential parts of the ward. Inspector Jarvis advised that residents should report incidents direct to the police when they occurred and this would enable the police to investigate and undertake preventative work.
- Police presence in the town centre and South Lynn –there were 5 response teams in King's Lynn each one has a different area in South Lynn and undertook foot patrols in excess than those which would be carried out by vehicle.
- When a call was made to the Police, the caller would be signposted to the correct organisation if it was not a police matter.
- Concerns relating to increase in domestic abuse, serious crime and sexual offences. It was highlighted that the Police were totally victim led and those victims would get the appropriate support required.
- Continuation of local good news tweets.

- SNAP meetings/Drop in engagement events to continue in a similar format on-line, next one scheduled for 21 July 2021. It was noted the Borough Council would work with the police to engagement events.

The Chair thanked Inspector Jarvis for attending and providing an interesting and informative update.

**RESOLVED:** That the update report be noted.

10

### **FEEDBACK ON PLAY AREAS INFORMAL WORKING GROUP**

[Click here to view a recording of this item on You Tube](#)

The Committee received a report from N Johnson and the Chair invited the Committee to forward any questions via email to J Greenhalgh, Democratic Services or to N Johnson and responses given at a future meeting.

In response to questions raised by Councillor Mrs S Collop regarding the £30,000 in the capital programme approved by Cabinet for the play areas in King's Lynn, the Assistant Director explained that the Committee had previously voted and agreed the amount in the capital programme. He explained that the working group had been a positive experience for both Members and officers and that the working group ought to be reinstated, which could then look at Fairstead, Gaywood and other areas.

Councillor Kemp proposed that in for next year and going forward Cabinet allocated £30,000 in the capital budget to look at new or replacing play equipment in play areas in the Gaywood ward. In response, the Assistant Director explained that Michelle Drewery, Assistant Director – Resources would be attending the next meeting and clarification would be sought prior to a discussion in more detail at the next meeting.

**RESOLVED:** That the update report be noted.

11

### **UPDATE ON TOWNS DEAL AND OTHER TOWN CENTRE RELATED PROJECTS**

[Click here to view a recording of this item on You Tube](#)

The Committee received a verbal update from the Assistant Director - Regeneration, Housing and Place, a summary of the key points is set out below:

Process



- Borough Council awarded full funding of £25m. Government also requested that a final project be submitted, which was approved and therefore exceeded the total amount of funding.
- Government view was that all bids submitted met the objectives of the fund.
- Heads of Terms had been accepted and signed by Towns Deal Board the Chief Executive and Government.
- Next stage - confirmation of final list projects. Heads of Terms had requested more details to be completed by 31 August 2021.
- 12 months to complete a Business Plan for each project. It was noted that the document was very prescribed and that the Government's Treasury green book appraisal framework had to be used, prior to signing off each business case.
- Government would require a summary of business cases within 12 months.
- 4 year programme to completed by 2024/2025.

In response to questions on the impact of the Council receiving £25m and not the full £33m and re-consultation of projects to achieve better value for money, etc, the Assistant Director - Regeneration, Housing and Place explained that following last minute discussions with Government, the Council was invited to submit one project which had been de-prioritised – Innovation, Collaboration and Incubation provision. It was noted that the Council would look to engagement with the Regeneration and Development Panel and wider community engagement to look at the details going forward.

Following questions on the announcement of the funding, how this would be received and celebration events, the Assistant Director - Regeneration, Housing and Place explained that the funding would be released once the summary of each business case was available. It was highlighted that if focus was not placed on the preparation of the business cases within the timescale there was a risk funding would not be secured.

### Projects

The Committee received an overview of the projects set out below:

- Town Centre repurposing £1.75m
- Youth Pledge £450,000.
- Improvements to Public Realm in the town £250,000
- Guildhall and Creative Hub £4.85m
- Active and Clean Connectivity £7.5m
- Multi use Community Hub £4.36m
- Riverfront Regeneration £5.85m
- King's Lynn Innovation, Collaboration and Incubator provision demand assessment being undertaken and in final stages of completion.

The Assistant Director - Regeneration, Housing and Place responded to questions in relation to:

- Amenity provision - shower and toilets for visitors to the pontoons.
- Provision of business start-up space.
- Location of proposed Multi-Use Hub.
- Mechanism in place to adapt circumstances where required.

The Chair thanked the Assistant Director - Regeneration, Housing and Place for the interesting update.

**RESOLVED:** That the update report be noted.

## 12 **APPOINTMENT TO THE KLACC PLANNING SUB-GROUP**

[Click here to view a recording of this item on You Tube](#)

**RESOLVED:** That Councillors L Bambridge (subject to her confirmation), Mrs S Collop, A Kemp and J Rust be appointed to the KLACC Planning Sub-Group.

Following the meeting, Councillor L Bambridge confirmed she would continue as a representative on the KLACC Planning Sub-Group.

## 13 **COMMITTEE'S WORK PROGRAMME AND CABINET'S FORWARD DECISION LIST**

[Click here to view a recording of this item on You Tube](#)

The Committee was invited to email future items to the Chair or Democratic Services Officer.

**RESOLVED:** The following item was put forward which would be discussed at a future sifting meeting:

- Increase in accidents in King's Lynn.

It was noted the regular update reports from the Police and Towns Fund would be added to the work programme.

## 14 **DATE OF NEXT MEETING**

**The meeting closed at 6.26 pm**

cc Local Members

Your Ref:

Date: June 2021

My Ref:

HI/12/GEN/DH/KT

Tel No.:

0344 800 8020

Email:

[martin.wilby@norfolk.gov.uk](mailto: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 eight years the Parish Partnership Scheme Initiative will again be repeated in the financial year 2022/23. 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 £300,000 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 10 December 2021. 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 2022 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 or Shelter Lighting. 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**

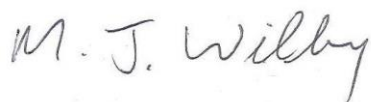
- The objective of the scheme
- Details of the scheme, its cost and your contribution.
- A plan/map of the extents of the scheme
- Who, and how many people will benefit.
- Local support, particularly from your local Member, frontagers and land owners.
- For 'off highway' schemes, your proposals for future 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 [ppschemes@norfolk.gov.uk](mailto:ppschemes@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

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

## KING'S LYNN AREA CONSULTATIVE COMMITTEE WORK PROGRAMME 2021 / 2022

### 28 June 2021

- Update from the Police
- Feedback on Informal Working Group – Play Areas
- Update on Towns Fund and other King's Lynn related works
- Appointments to KLACC Planning Sub-Group

### 27 September 2021

- Special Expenses Monitoring report
- Parish Partnership Scheme for 2022/23
- Update on play areas

### 11 November 2021 (Special Expenses)

- 2022/2023 King's Lynn Special Expenses
- Parish Partnership Scheme
- Update on Towns Fund

### 31 January 2022

- Update from the Police

### 28 March 2022

**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
- Programme of Events
- COVID 19 - Impact on bus / train / ferry services
- CCG – Health Inequalities and Inactivity
- Housing Standards – HMOs
- Accidents in King's Lynn



# **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>
21 September 2021						
	Revenue Outturn 2020/2021	Key	Cabinet	Leader Asst Dir - M Drewery		Public
	Capital Programme and Resources 2020-2025 Outturn	Key	Cabinet	Finance Asst Dir - M Drewery		Public
	Re-Fit - Street Lighting	Non	Cabinet	Environment Asst Dir – S Ashworth		Public
17	Climate Change Strategy & Action Plan	Key	Council	Environment Asst Dir – S Ashworth		Public
	Norfolk Strategic Flood Risk Strategy	Key	Cabinet	Environment G Hall – Director		Public
	Appointment to Alive West Norfolk Board Vacancy	Non	Cabinet	Leader Chief Executive		Public

<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>
16 November 2021	Gambling Act – Statement of Principles	Non	Council	Environment Assistant Director – S Ashworth		Public
	Enforcement Policy on Fly Tipping and Public Nuisance	Non	Council	Environment Assistant Directors – S Ashworth and J Greenhalgh		Public

	Lynnsport One	Key	Council	Project Delivery Asst Dir Companies & Housing Delivery – D Ousby		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Review of Corporate Business Plan	Key	Council	Leader Chief Executive		Public
	Commercial Team Service Plan	Non	Cabinet	Environment Asst Dir – S Ashworth		Public
18	Review of Legal Services	Key	Council	Chief Executive		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Pay Award 2021-22	Non	Cabinet	Leader Exec Dir – D Gates		Public
	Update to the Major Project Board terms of reference	Non	Cabinet	Leader Asst Dir Property & Projects – M Henry		Public
	CIL Report- application for grant for 3G and Coaching Academy	Non	Cabinet	Regeneration & Development Asst Dir S Ashworth		Public
	Lynnsport - 3G Pitch and coaching academy	Non	Cabinet	People & Communities Asst Dir – N Gromett		Public
	Balloon and Lantern Policy	Non	Cabinet	Corporate Services and Environment Asst – M Chisholm		Public
	Council's Insurance Tender	Key	Cabinet	Finance Asst Dir – M Drewery		Private - Contains exempt Information under

						para 3 – information relating to the business affairs of any person (including the authority)
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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
11 January 2022						
19	Hackney Carriage and Private Hire Licensing Procedures and Conditions Review	Non	Council	Environment Assistant Director – S Ashworth		Public
	Review of Governance of Council Companies	Non	Cabinet	Leader Chief Executive		Public
	Guildhall Future Governance Options	Non	Council	Business, Culture and Heritage – G Middleton Asst Director – D 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
8 February 2022						
	Budget	Key	Council	Leader S151 Officer Asst Dir Resources		Public
	Capital Programme	Key	Council	Leader S151 Officer Asst Dir Resources		Public

	Treasury Management Strategy	Key	Council	Leader S151 Officer Asst Dir Resources		Public
	Capital Strategy	Key	Council	Leader S151 Officer Asst Dir Resources		Public

<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>
15 March 2022						