

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



King's Lynn Area Consultative Committee

Agenda

Wednesday, 4th May, 2022
at 4.30 pm

in the

Assembly Room
Town Hall
King's Lynn

**Also available for the public to view on
WestNorfolkBC on You Tube**



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: WEDNESDAY, 4TH MAY, 2022

**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 5 - 12)

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. **PLAY AREAS WITHIN KING'S LYNN**

To receive an update on update on play areas within King's Lynn.

8. **UPDATE FROM NORFOLK POLICE ON POLICING MATTERS IN KING'S LYNN**

Inspector Ben Jarvis will provide the Committee with an update on Policing in King's Lynn.

9. **UPDATE ON PARISH PARTNERSHIP SCHEMES** (Pages 13 - 22)

To receive an update on the Parish Partnership award for 2022/23.

10. **COMMITTEE'S WORK PROGRAMME AND CABINET'S FORWARD DECISION LIST** (Pages 23 - 28)

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**

Monday 27 June 2022 at 4.30 pm in the Assembly Room, Town Hall.

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
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, 11th November, 2021 at 4.30 pm in the Assembly Room, Town Hall, Saturday Market Place, King's Lynn PE30 5DQ

PRESENT: Councillor A Tyler (Chair)
Councillors L Bambridge, F Bone, J Collop, Mrs S Collop,
B Jones, A Kemp and J Rust

1 WELCOME

The Chair welcomed everyone to the meeting. He advised that the meeting was being recorded and streamed live to You Tube.

The Democratic Services Officer conducted a roll call to determine attendees.

2 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors A Dickinson, G Howman, C Hudson, C Joyce, J Lowe and Mrs M Wilkinson

3 MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 27 September 2021 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 Chair's correspondence to report.

8 **PARISH PARTNERSHIP SCHEME**

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

The Assistant Director, Community & Partnerships introduced the report and explained that as part of their Terms of Reference, the Committee could put forward schemes to Norfolk County Council as part of the Parish Partnership Programme. The Parish Partnership Programme allowed Parish Councils to bid for match funding (usually 50/50) for small scale highway improvement schemes and this had been extended to the unparished areas of Norfolk including King's Lynn and West Lynn. Any approved schemes had to be considered by Norfolk County Council by 11 December 2021.

Scheme One – put forward by Councillor Rust

Councillor Rust had put forward a scheme, as outlined in the report, which was for a 3 bay Cantilever Bus Shelter with full high-end panels and solar light on a concrete pad. This was to replace a small standard open bus stop sign on Gayton Road, near to the Elvington turn-off very close to the hospital. It was reported that buses did not always enter the hospital grounds, so this stop was very often used by patients, visitors and staff.

The Chair invited Councillor Rust to explain the proposal to the Committee.

It was explained that the anticipated cost of the scheme would be £8595 plus VAT. The Parish Partnership Scheme would fund 50% of this (£4,300) with £2,000 contribution from County Councillor Colwell which left £2,300 to be met from Special Expenses. This equated to £460 per annum for the next 5 years which was 4.3p per Band D equivalent against the estimated taxbase of 10,768. This had also been included within the Special Expenses report which the Committee would consider next on the agenda.

The Chair then invited questions from the Committee.

Councillor Bambridge reminded Members that she had previously requested that new bus shelters should include green roofs. It was explained that this particular shelter would not have a green roof, but this could be looked at for the future. Later in the meeting she informed the Committee that back in June 2019 she had asked for solar lighting and security cameras for new bus shelters. The Assistant Director agreed to take this up with the relevant officer.

The Committee then voted on the proposal which was agreed.

The Committee then made the following recommendation to Cabinet:

- (1) That the Committee supported the scheme to be paid through special expenses over a period of 5 years.
- (2) That the Chair, with the support of the Chief Finance Officer, be delegated to approve minor changes after the KLACC meeting on 11 November 2021.

Scheme two – put forward by Councillor Kemp

The Assistant Director advised that earlier today he had been contacted by Councillor Kemp regarding a proposed bus shelter in South Lynn, but at the moment was not completed, although Councillor Kemp had undertaken some work towards it.

At the invitation of the Chair, Councillor Kemp outlined the proposals for a new bus shelter along Wisbech Road in South Lynn. She explained that the cost of the new shelter would be £8,400 and she would be willing to contribute £2,000 from her County allowance towards it. She added that she had carried out consultation with residents and the Police were in support of it. She asked the Committee to support the proposal in principle with final details still to be worked up.

The Assistant Director explained that currently Norfolk County Council had not given the proposal formal approval although they had indicated that it would likely to be acceptable. Also, the scheme had not been signed off by the appropriate Council Officer.

The Assistant Director for Resources explained that the report for Special Expenses, which was the next item on the agenda for the Committee to consider, had taken into account the new bus shelter at Elvington Road, which the Committee had just agreed to support. In relation to that there would already be a 2.27% increase on Special Expenses, which was above the indicative 50p increase which was used as a threshold. This was taken into account across all of the special expenses that was given out to all parish and town councils, so the fact that the figure was already in excess of that and would need to be offset against the rest of the Special Expenses charges that was made. It did raise concerns that it had not been reflected and it would be challenging in terms of how the Council would meet that cap on the increase. She did have concerns around the financial implications that this would bring.

The Assistant Director, Community & Partnerships advised that it was up to the Chair whether an 'in principle' vote was taken. If this was the case and it was agreed to be taken forward, then the information which officers already had would be passed to Cabinet and it would be up to them to decide whether the scheme could go forward. Between now and the Cabinet Meeting, further work towards the scheme could be carried out.

The Assistant Director, Community & Partnerships suggested that as this was a complicated process with a tight timescale, he would invite the relevant officer to attend the next meeting. He suggested that a small working group could be formed to try to make the process more streamlined.

The Committee then voted on whether this scheme should be put forward as a scheme under the Parish Partnership Programme, which was agreed.

The Committee then made the following recommendation to Cabinet:

1. That in principle the Committee supported the scheme from Councillor Kemp for a new bus shelter at Wisbech Road, South Lynn.
2. That the finances and final details for the scheme would be worked up and provided to Cabinet if possible.

Please note:

Since the KLACC meeting new information has come to light. It appears that the Wisbech Road Bus Shelter is a smaller shelter than originally considered and in fact the total cost is now £4,350. If the Parish Partnership application is successful, then 50% would be payable by NCC and Cllr Kemp has agreed to fund the other 50% from her NCC Member allowance. That is £2175.

There would be no impact on Special Expenses as such but Cabinet should note that BCKLWN would own the Bus Shelter and be responsible for ongoing maintenance.

Cabinet is invited to support the bid.

9

KING'S LYNN SPECIAL EXPENSES REPORT 2022 / 2023

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

The Assistant Director, Resources presented 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 Assistant Director, Resources drew the Committee’s attention to the Council Tax base for King’s Lynn for 2022/2023 which was estimated at 10,768 which was an increase of 108 from 2020/2021.

The Committee noted the main movements between the special expenses charge for 2021/2022 and 2022/2023, which related to:

- Footway lighting reduction;
- Play areas increase;
- Community Centres increase;
- Open spaces reduction;
- Closed churchyards, pavilions, dog bins, public conveniences increase; and
- Bus Shelters reduction.

That resulted in a total charge for Special Expenses of £534,120 against the tax base of £10,768 which worked out at a Band D charge of £49.60 for the next financial year, and an increase of £1.10 on the current charge and a 2.27% percentage increase.

The Assistant Director, Resources drew the Committee's attention to paragraph 2.4 of the report. She also advised of an amendment required to paragraph 4.2 of the report, where it should read This would reduce the increase from £1.10 per Band D equivalent to £1.06 (2.19% to 1.83%).

The Assistant Director, Resources advised that if special expenses exceeded the £5 council tax referendum limit (subject to confirmation) on increasing council tax, it might be necessary to make further amendments to comply with the legislation on council tax increases. This would be reported back accordingly.

In light of the proposal for the new bus shelter at South Lynn put forward by Councillor Kemp, it was noted that the costings and implications for Special Expenses had not been included within the report, therefore an amended report would be circulated to the Committee.

The Assistant Director, Resources then responded to questions from the Committee.

Councillor J Collop asked for information relating to the number of bus shelters, public conveniences and dog bins in King's Lynn. The Assistant Director, Resources undertook to email the information to the Committee.

Councillor Kemp asked for further information regarding advertising on bus shelters, and asked how much could be achieved for each shelter per annum. The Assistant Director, Resources agreed to email this to the Committee. The Assistant Director, Community & Partnerships advised that if bus shelters were to take adverts then this needed to be incorporated into the design. If advertising were taking place, then this was subject to Business Rates.

The Chair thanked the Assistant Director, Finance for the report.

Please note that since the KLACC meeting new information has come to light. It appears that the Wisbech Road Bus Shelter is a smaller shelter than originally considered and in fact the total cost is now £4,350. If the Parish Partnership application is successful, then 50% would be payable by NCC and Cllr Kemp has agreed to fund the other 50% from her NCC Member allowance. That is £2175.

There would be no impact on Special Expenses as such, but Cabinet should note that BCKLWN would own the Bus Shelter and be responsible for ongoing maintenance.

RESOLVED: That the Committee endorsed the Special Expenses charge for 2022/2023 as set out in the report whilst noting the financial implications as set out in the report.

10 **APPOINTMENT OF MEMBER TO THE KLACC PLANNING SUB-GROUP**

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

The Committee noted that Councillor Kemp wished to stand down from the KLACC Planning Sub-Group which made comments on major planning applications in King's Lynn.

A discussion took place on whether substitutes could attend the meeting and the Democratic Services Officer advised that any substitute needed to be from the same political party.

Councillor Jones indicated that he would be willing to attend if the meetings could start later in the day.

The Democratic Services Officer advised that going forward meetings would be arranged for 4pm.

11 **INVITATION TO NORFOLK COUNTY COUNCILLORS**

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

The Committee was asked to consider whether Norfolk County Councillors should be invited to future KLACC meetings.

It was agreed that the Chair and Vice-Chair would identify at the Sifting Meeting whether it would be beneficial to invite County Councillors to the meeting.

12 **TOWNS FUND UPDATE**

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

The Assistant Director provided the Committee with an update in relation to the Towns Fund as follows:

- First business case prepared for the Youth & Retraining Pledge – coming to CPP on 8th December for consultation. Subject to Town Deal Board final approval on 15th December, this project will start April 2022.
- Public Realm project – preferred option agreed by the Public Realm working group, focusing on the route from the Rail station to the River; includes interventions like new finger posts, enhanced outdoor seating and planting (including trees), art work trail and pop ups.
- Guildhall – activity planning underway involving a number of workstream meetings to inform the development of the business case.
- Multi user community hub – plans for consultation and engagement on the project (including future use of the existing library site) due to start before Christmas – details to be confirmed by the end of the month.
- Active & clean connectivity – lead design team appointed for proposed active travel hub at the enterprize zone.
- Riverfront – marketing of Sommerfeld & Thomas & Grain Silo site going live with Estates Gazette today.

AGREED: That the update be noted.

13 **PLAY AREA ENHANCEMENTS - UPDATE**

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

The Assistant Director Community & Partnerships advised that installation of the play equipment was imminent. A further update would be provided at the next meeting, when hopefully, the equipment would have been installed.

AGREED: That the update be noted.

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

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

Councillor Bambridge advised the Committee that she had raised the issue of the antisocial behaviour at the bus station. It was advised that

the Police were scheduled to attend the next meeting in January 2022 and the Council's Anti-Social Behaviour Officer could also be invited to attend that meeting.

The Committee noted the Cabinet's Forward Decision list and Work Programme. The Committee was invited to send any items for the work programme to the Chair or Democratic Services Officer.

15 **DATE OF NEXT MEETING**

The next meeting of the Committee was scheduled for Monday 31 January 2022 at 4.30 pm in the Assembly Room, Town Hall.

The meeting closed at 5.53 pm

via e-mail

NCC contact number: 0344 800 8020
Textphone: 0344 800 8011
DX 135927 Norwich 13

King's Lynn Borough Council

cc Cllr Kemp – FAO

Your Ref:

Date: 30 March 2022

Email: ppschemes@norfolk.gov.uk

Delivering local highway improvements in partnership with Town and Parish Councils 2022/23

I am pleased to advise that your bid for a Bus Shelter has been successful and will be funded up to 50% in accordance with the terms and conditions below.

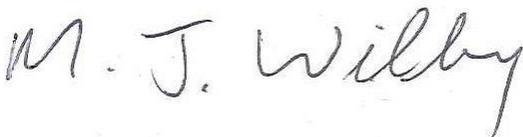
This funding must be spent in the 2022/23 financial year unless agreement is reached with Linda McDermott on 01603 228905: ppschemes@norfolk.gov.uk

I hope this offer will be acceptable, and helpful in delivering local priorities.

I would like to thank you for the thought and effort you have put into your submission and for supporting this initiative, and being prepared to contribute funding towards it. I hope that through working in partnership we can deliver a scheme that will benefit your local community for many years to come.

Should you need any further information in meantime, then please contact Area Programme Engineer, Linda McDermott on 01603 228905 or email her at: ppschemes@norfolk.gov.uk

Yours sincerely



Martin Wilby
Cabinet Member for Highways, Infrastructure and Transport
Enc.

Continued.../

Norfolk County Council: Conditions for delivering a small highway improvement scheme in partnership with King's Lynn Town Council

Scheme title: Bus Shelter On Elvington Road

1. Timescale

We aim to deliver schemes in the financial year 2022/23, although some (for example, where land is required) may take longer. In this case, your scheme is fairly straightforward and we expect to deliver it at a time we will agree with you.

2. Funding

The County Council will support up to 50% of the cost of scheme. If the scheme is delivered below the estimated cost you were provided with, your share of the saving will be refunded.

Unless it has been agreed in writing between yourselves and Norfolk County Council all funds need to be spent in 2022/23 Once bids are approved, the terms should not be altered (i.e. change of supplier etc.) without our express agreement.

Based on your submission the proposed cost share is as follows:

| | |
|-------------------------------------|-----------|
| Total scheme costs | £8,595 |
| Parish Contribution | £4,297.50 |
| Norfolk County Council Contribution | £4,297.50 |

On highway scheme – works organised by Parish

Our financial regulations require us to avoid making prepayments where possible. We would therefore ask that you submit the invoice from your contractor to us. We will then send to you our agreed contribution by BACs transfer. For the purpose of the BAC's payment please can you ensure that you include the Parish's bank account number and sort code.

We also ask that, before works start, the Parish/Town Council:

1. Submit details of their design proposals for approval
2. Agree a construction programme with the County Council Street Works Department Adrian Stout 01553 778047 to ensure minimum disruption to the public, and allow us to inspect and approve works as required and on completion.
3. Provide evidence of an acceptable level of public liability insurance. For works on the highway this would need to be a minimum of £5m.
4. Agree an acceptable form of contract to deliver the works.
5. If you are installing an item of Street Furniture such as:-
 - Benches
 - Bike Racks
 - Bus Shelters

The Parish will need to liaise with the Highway Engineer to obtain a Street Furniture licence agreeing acceptability of type and location

We would also require, on completion, an acceptable account of expenditure for approval prior to release of funding.

It is important to understand that the Parish Council will own the bus shelter and will be responsible for any associated costs regarding replacement/repair and maintenance.

3. Acceptance form to be returned marked for the attention of Linda McDermott.

As authorised representative of King's Lynn Borough Council I hereby accept the above conditions for delivering the scheme.

Signed by:

Witnessed by:

Name: _____

Name: _____

Official capacity: _____

Official capacity: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

Street Furniture licence conditions

As the Highway Authority the County Council has a scheme that gives permission to Parish or Town Councils to place street furniture on the path or verge of the highway. This includes:

- Benches
- Bus Shelters

- Flower containers/planters
- Litter bins
- Village or town signs
- Notice board
- Village or town shelter

Steps for the Parish or Town Council to complete

1. Read the scheme conditions
2. Print the application form
3. Complete and sign the application
4. Email, with required attachments, to CentralSupportTeamMaintenance@norfolk.gov.uk or send to Business Support, 8th Floor, County Hall, Martineau Lane, NORWICH NR1 2SG.

Steps to be completed by Norfolk County Council

1. Consider the proposed site in relation to visibility, obstruction and distance from the edge of the road, minimum 450mm.
2. Consult with stakeholders as required.
3. Send consent to you
4. If not approved you will be contacted to discuss the application

Conditions - the Parish or Town Council must

- Indemnify the County Council against any claims caused by the street furniture being in the highway
- Keep the street furniture in a good state of repair
- Remove the street furniture at the Parish or Town Council’s expense if at any time the County Council needs that to be done. The area where the street furniture stood must be “made good”, normally this would mean to restore the ground or path to its original state
- Pay the expense of any damage to the highway or apparatus within it that may be caused by the removal of the street furniture
- Not break up the surface of the highway
- Not interfere with the apparatus of undertakers such as pipes or cables
- Not interfere with land and premises outside the control of the County Council

The above are defined in the New Roads and Street Works Act 1991

The County Council does not grant planning permission for any purpose

www.norfolk.gov.uk



Street furniture application/consent form

This section is for the Parish or Town Council to complete

I have read and agree to the conditions of placing street furniture on the highway. I am applying for permission on behalf of:

Name of Parish or Town Council

.....

Address

.....
.....Post

Code.....

Contact details

Name.....

..
Address (if different from above)

.....
.....Post

Code.....

Telephone

.....Mobile.....

EmailFax

Type of furniture (please tick)

Bench Bus Shelter Flower Container or Planter Litter Bin

Village or town sign Notice Board Village or town shelter Other

If other please state

.....
Location

.....
.....

Drawing or sketch attached in relation to the highway (please tick)

Signed:Date..... /
/.....

On behalf of Parish or Town Council

This section is for Norfolk County Council to complete

Pursuant to the Provisions of the Local Government (Miscellaneous Provisions) Act 1953
Norfolk County Council gives its consent to place a street furniture on the highway at the
above location.

Signed:Date..... /
/.....

via e-mail

King's Lynn Town Council

NCC contact number: 0344 800 8020
Textphone: 0344 800 8011
DX 135927 Norwich 13

cc Cllr Kemp – FAO

Your Ref:

Date: 30 March 2022

Email: ppschemes@norfolk.gov.uk

Delivering local highway improvements in partnership with Town and Parish Councils 2022/23

I am pleased to advise that your bid for a Bus Shelter has been successful and will be funded up to 50% in accordance with the terms and conditions below.

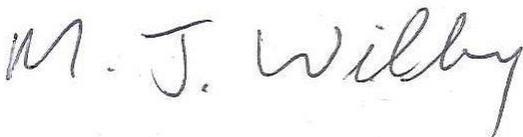
This funding must be spent in the 2022/23 financial year unless agreement is reached with Linda McDermott on 01603 228905: ppschemes@norfolk.gov.uk

I hope this offer will be acceptable, and helpful in delivering local priorities.

I would like to thank you for the thought and effort you have put into your submission and for supporting this initiative, and being prepared to contribute funding towards it. I hope that through working in partnership we can deliver a scheme that will benefit your local community for many years to come.

Should you need any further information in meantime, then please contact Area Programme Engineer, Linda McDermott on 01603 228905 or email her at: ppschemes@norfolk.gov.uk

Yours sincerely



Martin Wilby
Cabinet Member for Highways, Infrastructure and Transport
Enc.

Continued.../

Norfolk County Council: Conditions for delivering a small highway improvement scheme in partnership with King's Lynn Town Council

Scheme title: Bus Shelter On Wisbech Road

1. Timescale

We aim to deliver schemes in the financial year 2022/23, although some (for example, where land is required) may take longer. In this case, your scheme is fairly straightforward and we expect to deliver it at a time we will agree with you.

2. Funding

The County Council will support up to 50% of the cost of scheme. If the scheme is delivered below the estimated cost you were provided with, your share of the saving will be refunded.

Unless it has been agreed in writing between yourselves and Norfolk County Council all funds need to be spent in 2022/23 Once bids are approved, the terms should not be altered (i.e. change of supplier etc.) without our express agreement.

Based on your submission the proposed cost share is as follows:

| | |
|-------------------------------------|--------|
| Total scheme costs | £4,350 |
| Parish Contribution | £2,175 |
| Norfolk County Council Contribution | £2,175 |

On highway scheme – works organised by Parish

Our financial regulations require us to avoid making prepayments where possible. We would therefore ask that you submit the invoice from your contractor to us. We will then send to you our agreed contribution by BACs transfer. For the purpose of the BAC's payment please can you ensure that you include the Parish's bank account number and sort code.

We also ask that, before works start, the Parish/Town Council:

1. Submit details of their design proposals for approval, as the County Council will be responsible for future maintenance.
2. Agree a construction programme with the County Council Street Works Department Adrian Stout 01553 778047 to ensure minimum disruption to the public, and allow us to inspect and approve works as required and on completion.
3. Provide evidence of an acceptable level of public liability insurance. For works on the highway this would need to be a minimum of £5m.
4. Agree an acceptable form of contract to deliver the works.
5. If you are installing an item of Street Furniture such as:-
 - Benches
 - Bike Racks
 - Bus Shelters

The Parish will need to liaise with the Highway Engineer to obtain a Street Furniture licence agreeing acceptability of type and location

We would also require, on completion, an acceptable account of expenditure for approval prior to release of funding.

It is important to understand that the Parish Council will own the bus shelter and will be responsible for any associated costs regarding replacement/repair and maintenance.

3. Acceptance form to be returned marked for the attention of Linda McDermott.
As authorised representative of King's Lynn Town Council I hereby accept the above conditions for delivering the scheme.

Signed by:

Witnessed by:

Name: _____

Name: _____

Official capacity: _____

Official capacity: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

Street Furniture licence conditions

As the Highway Authority the County Council has a scheme that gives permission to Parish

or Town Councils to place street furniture on the path or verge of the highway. This includes:

- Benches
- Bus Shelters
- Flower containers/planters

- Litter bins
- Village or town signs
- Notice board
- Village or town shelter

Steps for the Parish or Town Council to complete

1. Read the scheme conditions
2. Print the application form
3. Complete and sign the application
4. Email, with required attachments, to CentralSupportTeamMaintenance@norfolk.gov.uk or send to Business Support, 8th Floor, County Hall, Martineau Lane, NORWICH NR1 2SG.

Steps to be completed by Norfolk County Council

1. Consider the proposed site in relation to visibility, obstruction and distance from the edge of the road, minimum 450mm.
2. Consult with stakeholders as required.
3. Send consent to you
4. If not approved you will be contacted to discuss the application

Conditions - the Parish or Town Council must

- Indemnify the County Council against any claims caused by the street furniture being in the highway
- Keep the street furniture in a good state of repair
- Remove the street furniture at the Parish or Town Council’s expense if at any time the County Council needs that to be done. The area where the street furniture stood must be “made good”, normally this would mean to restore the ground or path to its original state
- Pay the expense of any damage to the highway or apparatus within it that may be caused by the removal of the street furniture
- Not break up the surface of the highway
- Not interfere with the apparatus of undertakers such as pipes or cables
- Not interfere with land and premises outside the control of the County Council

The above are defined in the New Roads and Street Works Act 1991

The County Council does not grant planning permission for any purpose

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Street furniture application/consent form

This section is for the Parish or Town Council to complete

I have read and agree to the conditions of placing street furniture on the highway. I am applying for permission on behalf of:

Name of Parish or Town Council

.....

Address

.....

.....Post

Code.....

Contact details

Name.....

..

Address (if different from above)

.....

.....Post

Code.....

Telephone

.....Mobile.....

EmailFax

.....

Type of furniture (please tick)

Bench Bus Shelter Flower Container or Planter Litter Bin

Village or town sign Notice Board Village or town shelter Other

If other please state

.....

Location

.....

.....

.

Drawing or sketch attached in relation to the highway (please tick)

Signed:Date..... /

/.....

On behalf of Parish or Town Council

This section is for Norfolk County Council to complete

Pursuant to the Provisions of the Local Government (Miscellaneous Provisions) Act 1953

Norfolk County Council gives its consent to place a street furniture on the highway at the above location.

Signed:Date..... /

/.....

**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
- Appointment of Member to KLACC Sub-Group
- Invitation to Norfolk County Councillors
- Update on play areas

31 January 2022

- Update from the Police
- Housing Standards – Mark Whitmore
- Play Area Enhancements Update – N Johnson
- Towns Fund update – D Hall

28 March 2022

- Update from the Police
- Play Area Enhancements
- Update on Parish Partnership bids

June 2022

- CCG – Health Inequalities and Inactivity
- Climate Change
- CIL presentation
- Housing Standards

Potential future items to be programmed:

- Invite representative from the Conservancy Board
- Dr Paul Richards – Heritage Promotion in King's Lynn
- Programme of Events
- COVID 19 - Impact on bus / train / ferry services
- Accidents in King's Lynn

25

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 |
|------------------------|---|--------------------------------|-----------------------|--|----------------------------------|---|
| 11 April 2022 | | | | | | |
| | Guildhall and Creative Hub Options including Governance | Non | Council | Business, Culture and Heritage – G Middleton Asst Director – D Hall | | Public |
| | Memorials Safety Policy | Non | Council | Corporate Services and Environment Asst Director – M Chisholm | | Public |
| 26 | Resourcing – Forward Plan | Non | Cabinet | Leader Chief Executive | | Private - Contains exempt Information under para 1 – 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 |
|------------------------|---|--------------------------------|-----------------------|--|----------------------------------|----------------------------------|
| 21 June 2022 | | | | | | |
| | RIPA/non-RIPA policy and operating procedures | Non | Council | Leader Asst Dir | | |
| | Planning Scheme of Delegation/Sifting Panel | Non | Council | Development & Regeneration Asst Director S Ashworth | | Public |
| | Review of Governance of Council Companies | Non | Cabinet | Leader Chief Executive | | Public |

| | | | | | | |
|----|---|-----|---------|--|--|---|
| | Freedom of the Borough - amendments | Non | Council | Leader Chief Executive | | Public |
| | Asset Management – Land and Property | Key | Cabinet | Property Asst Dir Property and Projects | | Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority) |
| 27 | Lynnsport One | Key | Council | Regeneration & Development 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) |
| | Enforcement policy | Non | Council | Environment Asst Director J Greenhalgh | | Public |
| | Members Community Grants Fund | Non | Council | Leader Assistant to CEx | | Public |
| | Support in Safe Accommodation for Norfolk – 2021/2024 – Housing related issues. | Non | Cabinet | People & Communities Assistant Director - D Hall | | Public |
| | Housing Delivery Test Action Plan | Non | Cabinet | Development & Regeneration Asst Director S Ashworth | | Public |
| | Five Year Housing Land Supply assessment | Non | Council | Development & Regeneration Asst Director S Ashworth | | Public |
| | Balloon and Lantern report | Non | Cabinet | Corporate Services and Environment Asst Director – M Chisholm | | Public |
| | Risk Management Policy | Key | Council | Chief Executive Finance | | Public |

| | | | | | | |
|--|--------------------------------|-----|---------|-----------------|--|--------|
| | Appointments to Outside Bodies | Non | Cabinet | Chief Executive | | Public |
| | Appointments to Cabinet bodies | Non | Cabinet | Chief Executive | | 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 |
|-----------------|--------------|-------------------------|----------------|---------------------------------|---------------------------|---------------------------|
| 2 August 2022 | | | | | | |

| 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 |
|-------------------|--|-------------------------|----------------|--|---------------------------|---------------------------|
| 20 September 2022 | | | | | | |
| | Procurement Strategy | Non | Cabinet | Finance Asst Dir – D Ousby | | Public |
| 28 | Custom and Self Build Site – Stoke Ferry | Non | Cabinet | Regeneration and Development Assistant 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 |
|------------------|--------------|-------------------------|----------------|---------------------------------|---------------------------|---------------------------|
| 15 November 2022 | | | | | | |

| 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 January 2023 | | | | | | |

| Date of meeting | Report title | Key or Non Key Decision | Decision Maker | Cabinet Member and Lead Officer | List of Background | Public or Private Meeting |
|-----------------|--------------|-------------------------|----------------|---------------------------------|--------------------|---------------------------|
|-----------------|--------------|-------------------------|----------------|---------------------------------|--------------------|---------------------------|

| | | Decision | | | Papers | |
|-----------------|--|-----------------|--|--|---------------|--|
| 7 February 2023 | | | | | | |

| 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 |
|------------------------|---------------------|--------------------------------|-----------------------|--|----------------------------------|----------------------------------|
| 7 March 2023 | | | | | | |

| 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 |
|------------------------|---------------------|--------------------------------|-----------------------|--|----------------------------------|----------------------------------|
| 18 April 2023 | | | | | | |

29

Meetings in new year

| | | | | | | |
|--|--|-----|---------|--|--|--------|
| | Notice of Motion 7-21 – Councillor Kemp – Equalities | Non | Council | Leader Asst Dir B Box | | Public |
| | Housing Delivery Test Action Plan | Non | Cabinet | Development & Regeneration Asst Director S Ashworth | | Public |
| | Five Year Housing Land Supply assessment | Non | Council | Development & Regeneration Asst Director S Ashworth | | Public |