

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



King's Lynn Area Committee

Agenda

Thursday, 21st November, 2024
at 5:15 pm

in the

**Council Chamber, Town Hall and
available for the public to view on
[WestNorfolkBC on YouTube](#)**

King's Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX
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**KING'S LYNN AREA
COMMITTEE AGENDA**

**DATE: KING'S LYNN AREA COMMITTEE - THURSDAY,
21ST NOVEMBER, 2024**

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

TIME: 5.15 pm

1. APOLOGIES FOR ABSENCE

To receive any apologies for absence.

2. MINUTES OF PREVIOUS MEETING (Pages 4 - 10)

To confirm as a correct record the minutes of the previous meeting held on the 26th September 2024.

3. DECLARATIONS OF INTEREST (Page 11)

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. **KLAC TERMS OF REFERENCE** (Pages 12 - 22)

8. **SPECIAL EXPENSES** (Pages 23 - 27)

9. **PARISH PARTNERSHIP BIDS** (Pages 28 - 37)

10. **COMMITTEE'S WORK PROGRAMME AND CABINET'S FORWARD DECISION LIST** (Pages 38 - 44)

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**

The next King's Lynn Area Committee meeting is to be held on the **23rd January 2024** at **5:15pm** in the **Council Chamber, Town Hall, Saturday Market Place**.

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

Councillors M Bartrum, F Bone (Chair), S Collop, R Colwell, S Everett (Vice-Chair), D Heneghan, B Jones, C Joyce, A Kemp, J Lowe, J Rust, D Sayers, A Ware and M Wilkinson

Officers:

Mark Whitmore- Assistant Director for Health, Wellbeing and Public Protection

Michelle Drewery- Section 151 Officer and Assistant Director for Resources

For Further information, please contact: Emma Briers, 01553 616377, Emma.Briers@West-Norfolk.gov.uk

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BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK

KING'S LYNN AREA COMMITTEE

Minutes from the Meeting of the King's Lynn Area Committee held on Thursday, 26th September, 2024 at 5.15 pm in the Council Chamber, Town Hall, Saturday Market Place, King's Lynn PE30 5DQ

PRESENT: Councillor F Bone (Chair)
Councillors S Collop, R Colwell, S Everett (Vice-Chair), D Heneghan, B Jones, J Rust, D Sayers and A Ware

OFFICERS PRESENT:

Mark Whitmore- Assistant Director, Health, Wellbeing and Public Protection
Laz Mafuko- Interim Financial Services Manager
James Grant- Principal Project Manager

EXTERNAL ATTENDEES:

Inspector Ben Jarvis- West Norfolk Neighbourhood Policing Inspector
Ian Parks- Principal Transport Planner- Norfolk County Council

26 **APOLOGIES FOR ABSENCE**

[Click here to view the recording of this item on YouTube.](#)

Apologies of absence were received from Councillor Lowe, Kemp and Wilkinson.

27 **MINUTES OF PREVIOUS MEETING**

[Click here to view the recording of this item on YouTube.](#)

RESOLVED: The minutes from the meeting held on the 11th July 2024 were agreed as a correct record.

28 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

29 **URGENT BUSINESS**

There was no urgent business.

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

There were no members present pursuant to Standing Order 34.

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

There was none.

32 **POLICING IN KING'S LYNN- INSPECTOR JARVIS**

[Click here to view the recording of this item on YouTube.](#)

Inspector Jarvis welcomed the Committee and gave a presentation to the Committee on Policing in King's Lynn.

Inspector Jarvis provided an overview of the figures in the King's Lynn town area for neighbourhood crime, domestic abuse and serious violence and knife crime and serious sexual offences. He highlighted there had been increases and decreases in these areas and he confirmed the overall crime rate was low in King's Lynn.

He brought to the Committee's attention the crime recording standard and charging standards were different and crime should be recorded at the earliest opportunity. He provided further explanations and context to the definitions.

Inspector Jarvis highlighted the improvement in the figures provided in the presentation could be down to introduction of the new reporting system as it was easier to report crimes to the police in an easier format. He reflected further by advising of the delays in reporting along with supporting evidence, forensic, CCTV and witnesses.

He outlined that opportunities needed to be considered on how the Police were diverting offences rather than dealing with them by an arrest. He commented other ways needed to be considered on how offending was managed and stressed the importance of early intervention.

Inspector Jarvis highlighted the improvement at the Bus Station with the extra patrols which had been put in place and work would continue as the operational partnership team had considered other options such as civil orders and injunctions.

He referred to projects in King's Lynn such as the clear, hold, build and events held to provide information to stakeholders on this project. Additionally, Inspector Jarvis referred to the Beacon in King's Lynn and the London 2 Lynn walk which started to the Rise North Lynn project.

Councillor Jones referred to the purple flag award which was awarded in Cambridge for managing evening and nighttime economy and asked if this was being worked towards in King's Lynn.

Inspector Jarvis confirmed the purple flag award was being worked towards in King's Lynn and was in conversations with BID on ways for this to be achieved.

Councillor Heneghan asked for further details on serious sexual offences which had occurred and questioned what else could be done to prevent these crimes from happening. She referred to Ask for Angela, a safe haven for women and better lighting in the town.

Inspector Jarvis advised the where and when were variable and stranger violence and nighttime economy crimes were low. He added venues were being contacted to be made aware of the resources available. He referred to the SOS van in King's Lynn and outlined what they had done to provide support. He added further the Borough Council of King's Lynn and West Norfolk and the Police needed to continue to work together in different aspects to provide a safer area.

Councillor Heneghan sought clarification on actions being taken to improve street drinking.

Inspector Jarvis acknowledged street drinking was still an issue and encouraged this to be reported. He advised additional officers were in the areas where this was occurring.

Councillor Heneghan commented Youth Hub's had begun to be set up around the country and commended the work around the Beacon and the pizza project.

Inspector Jarvis agreed the Beacon was a fantastic blueprint and encouraged this to be replicated in other wards.

Councillor Sayers sought clarification on the White Ribbon Campaign being supported again this year and if CCTV was helping with prosecution and how the Borough Council could do more to support the Police. Councillor Sayers asked a further question regarding the Anti-Social Behaviour figures, and if any had got to the community stop or case review stage.

Inspector Jarvis responded to Councillor Sayers and confirmed the White Ribbon Campaign would be supported this year. He added further the relationship with CCTV at the Borough Council and the Police work proactively and identify crimes together and encouraged this work to continue. He advised of the success the operational partnership team have had with early intervention and this was key to having a low number of community stops and case review.

Councillor Colwell commented it was encouraging the figures had decreased and asked in comparison how King's Lynn was doing to Norfolk and the rest of the country.

Inspector Jarvis reiterated crime was low in King's Lynn and the figures were positive. He referred to how the constabulary had gone beyond with the work to prevent shop lifting compared to what had been done nationally.

Councillor Colwell referred to the presentation and the serious violence and knife crime figures and specifically the solved crime rates and questioned what was preventing improvement of these figures.

Inspector Jarvis commented proving a robbery was problematic and evidence was required. He added solvability assessments were considered when investigating a robbery. He provided assurance that 15% was a positive figure.

Councillor Ware thank Inspector Jarvis for the presentation and asked if the reduction in domestic burglary was down to people's own preventions such as ring doorbells. Additionally, Councillor Ware referred to the clear, hold, build event which was taken and asked for clarification when events like this take place that a place needed to be booked for Councillors.

Inspector Jarvis commented preventions taken by people were effective such as ring doorbells and battery CCTV Cameras. He added this provided reassurance to people. He responded to Councillor Ware and encouraged Councillors input surrounding these events and provided clarification.

Councillor Everett brought to the Committee's attention the projects which were taking place in Fairstead and sought clarification these figures had reflected these projects.

Inspector Jarvis advised the figures did not reflect the effectiveness of the projects in Fairstead due to the short amount of time they had been in place. However, he provided assurance there was scope to reproduce the success of North Lynn in Fairstead.

Councillor Everett asked how the relationship between the Police and Social Housing Associations and other organisations was.

Inspector Jarvis confirmed this was the role of the operational partnership team and this team had won an exceptional policing award. He confirmed the relationship between the police and Social Housing Associations was good.

Councillor Rust thanked Inspector Jarvis for the presentation and advised she had attended a clear, hold, build event, and stated it was excellent. She also commented the policing for pride and impact it had

for making people feel safe and protected during a vulnerable event. Councillor Rust referred to training she has had on child exploitation and asked if there was any investigation on anti-social behaviour being caused by child exploitation.

Inspector Jarvis referred to Norfolk County lines team would have had similar training on child exploitation and added recognising the circumstances surrounding anti-social behaviour was key and that early intervention was the education to officers.

33 **SPECIAL EXPENSES- MONITORING REPORT**

[Click here to view the recording of this item on YouTube.](#)

The Interim Financial Services Manager presented the report on special expenses which identified the outturn for 2023/2024 and the monitoring position and projected outturn for 2024/2025.

He explained to the Committee the special expenses are received as part of the Council Tax. He added the Borough Council contribute as part of the special expenses. He added the over expenditure of the special expenses was paid for by the Borough Council.

The Interim Financial Services Manager confirmed the year end position for 2023/2024 resulted in a lower spend of £36,406. He added there were areas in the special expenses that had over and under expenditure.

He brought to the Committee's attention the underspend on Community Centres for 2023/2024 was £43,171. He explained Fairstead Community Centre had received additional income for 2024/2025 which resulted in an under spend on the special expenses.

The Interim Financial Services Manager outline the overspend on play areas for 2024/2025 due to general increase in repairs, replacement, and removal of play equipment. He added for 2024/2025 it was expected special expenses was to be inline with the budget at the end of the year.

The Interim Financial Services Manager highlighted that included in the current monitoring position in 2024/25 was £2,000 forecast outturn for the Gaywood Remembrance Service.

Councillor Colwell sought clarification on dog waste bins and highlighted there was no proposed increase in the special expenses budget for this .

The Interim Financial Services Manager confirmed the special expenses budget was determined by what was considered as needed in specific area but advised can come back and confirm further details.

Councillor Rust added, the item dog bins had been on the forward work programme and commented Councillors were not familiar with the process of how to apply for dog waste bins.

Councillor Everett questioned the amount of underspend of Councillors grants and if this was included in the KLAC Budget.

He additionally questioned, in relation to the Fairstead Community Centre contribution of the special expenses should be spent in Fairstead as this was where the money came from.

The Interim Financial Services Manager responded that he would find the information and figures and come back to Councillor Everett.

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

[Click here to view the recording of this item on YouTube.](#)

Councillor Rust asked for the item dog waste bins to be scheduled in the next coming meetings as this was outstanding.

Councillor Bone provided information on a Youth Bus and highlighted the benefits for the Borough. He advised a Youth Bus was seen at Enfield Council and requested this to be added to the Work Programme and funding be considered.

Councillor Rust provided the Committee with an update on the Changing Places location and progress.

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

35 **DATE OF NEXT MEETING**

The next meeting of the Committee was scheduled for **14th November 2024 at 5:15pm** in the **Council Chamber, Town Hall, Saturday Market Place.**

36 **EXCLUSION OF PRESS AND PUBLIC**

RESOLVED: That under Section 100(A)(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business 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.

37 **EXEMPT- STARS AND SOUTHGATES MASTERPLAN**

The Principal Project Manager introduced and provided an explanation on the item to the Committee.

The Principal Transport Planner from Norfolk County Council gave a presentation on the STARS Schemes that facilitated the Southgates Masterplan.

The Chair invited questions and comments from the Committee.

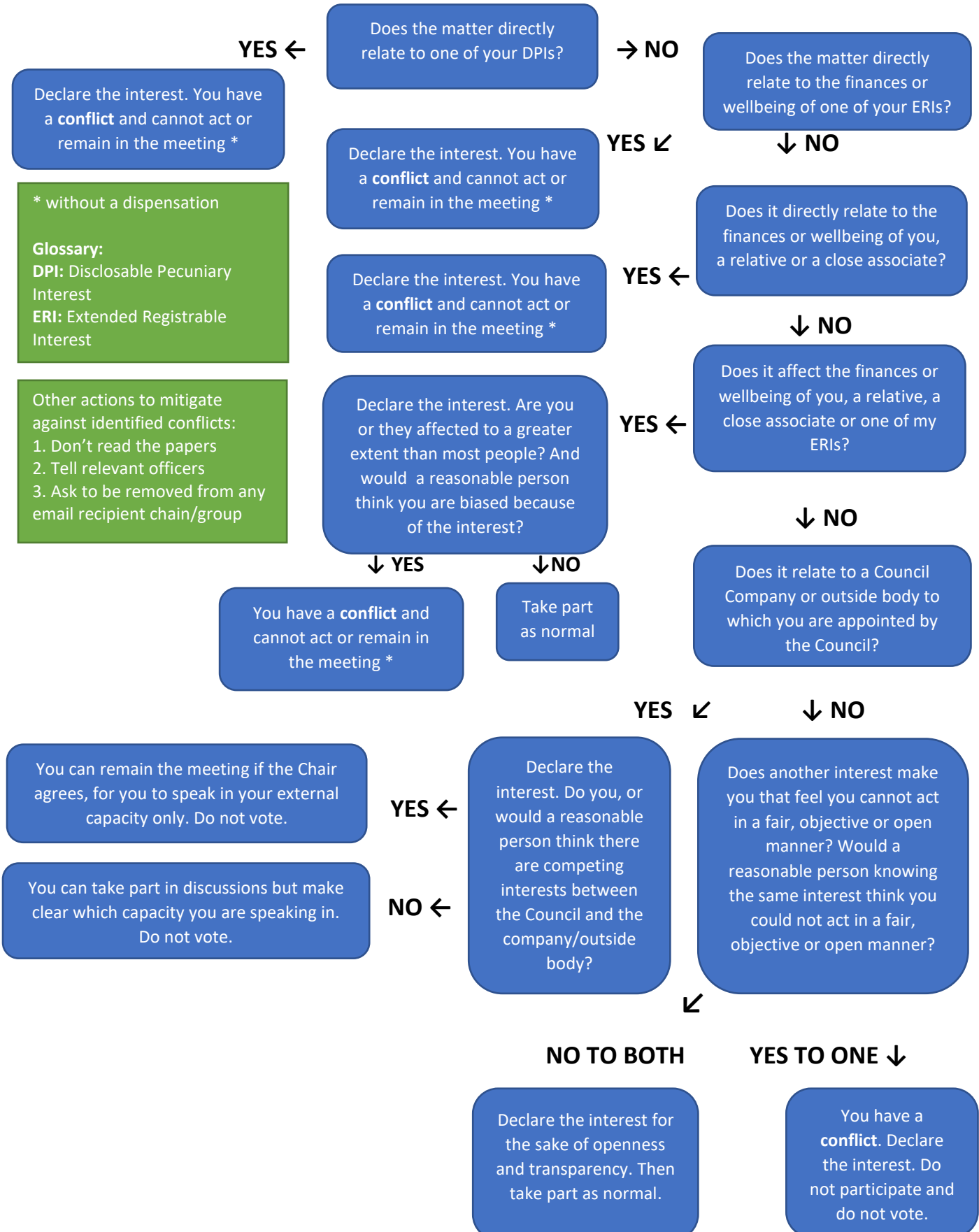
Members of the King's Lynn Area Committee asked question and made comments and the Principal Project Manager and Principal Transport Planner responded.

The meeting closed at 7.15 pm

DECLARING AN INTEREST AND MANAGING ANY CONFLICTS FLOWCHART



START



KING'S LYNN AREA COMMITTEE REPORT

REPORT TO:	<i>King's Lynn Area Committee</i>		
DATE:	21 st November 2024		
TITLE:	KLAC Terms of Reference for Planning Sub Committee and Funding		
TYPE OF REPORT:	<i>Policy Development</i>		
PORTFOLIO(S):	Councillor J Rust, People and Communities		
REPORT AUTHOR:	Mark Whitmore		
OPEN/EXEMPT	OPEN	WILL BE SUBJECT TO A FUTURE CABINET REPORT:	<i>Yes/No</i>

REPORT SUMMARY/COVER PAGE

PURPOSE OF REPORT/SUMMARY:
For King's Lynn Area Committee to note the revised Terms of Reference and to approve revised Terms of Reference for the informal working groups and sub-group committees.
KEY ISSUES:
A question for Members is whether the Planning SubGroup should be constituted as an informal working group or a sub-committee. The former option means meetings are behind closed doors with no right for public attendance, with outcomes reported to the next meeting of KLAC. The latter means it will be a normal Council Body meeting, with public attendance.
OPTIONS CONSIDERED:
To consider amending the Planning Sub Group to the Planning Sub Informal Working Group and to be held online rather than in person and Live Streamed.
RECOMMENDATIONS:
<ul style="list-style-type: none"> • For the King's Lynn Area Committee to note the new King's Lynn Area Committee Terms of Reference approved by Cabinet on the 5th November 2024. • To approve the KLAC Funding Opportunities and Priorities Informal Working Group Terms of Reference. • To decide approve the Planning Sub-Group Committee/ Planning Sub Informal Working Group
REASONS FOR RECOMMENDATIONS:
For the King's Lynn Area Committee to function under updated Terms of Reference.



TERMS OF REFERENCE OF THE KINGS LYNN AREA COMMITTEE (“KLAC”)

1. Definitions

Approved Resource	Officer resource approved by the chief executive of the Council
Area	Means the delineated area lined red on the map attached as Appendix A
Budget	Means the annual budget approved by the Council
Cabinet	Means the executive of the Council within the meaning of the Local Government Act 2000
Corporate Strategy	Means the current corporate strategy adopted by the Council
Council	Borough Council of King's Lynn and West Norfolk
KLAC	King's Lynn Area Committee
King's Lynn Special Expenses	Means special expenses allocation to King's Lynn in pursuance of sections 34 and 35 of the Local Government Finance Act 1992
Member	An elected Councillor
Financial Year	Means 1 April to 31 March
SLT	the Senior Leadership Team of the Council

2. Status

2.1 The King's Lynn Area Committee (“KLAC”) is an executive area committee constituted pursuant to section 9E of the Local Government Act 2000 and established by Cabinet on 5 March 2024.

2.2 The decisions of KLAC will be executive decisions subject to call-in under the Council's constitution.



2.3 KLAC is established to discharge the functions set out within these terms of reference within the Area.

3. Composition & Operation

3.1 KLAC shall comprise of all ward Members from the Area.

3.2 All KLAC Members shall have voting rights.

3.3 KLAC does not have to be politically proportionate as it is an area committee.

3.4 KLAC shall be supported by a member of SLT and an officer from democratic services. KLAC may invite other senior officers and/or Cabinet Members to attend meetings where relevant to an agenda item.

3.5 Quorum is four voting KLAC Members.

3.6 KLAC may establish sub-committees, tasks groups or informal working groups for the purposes of carrying out any of its work.

3.7 Meetings of KLAC shall be held no less than 6 times per annum.

4. Functions

The functions of KLAC will be as follows:

4.1 To determine the spend of any Budget allocated to KLAC. Such decisions are to be made in accordance with clause 5.

4.2 To authorise the submission of applications for funding for the Area, for example Community Infrastructure Levy funding or the County Council's Parish Partnership Programme, with the operational use of Approved Resource to prepare and submit funding applications.



- 4.3 To determine where surplus funding raised in connection with King's Lynn Special Expenses should be utilised within the Area. Such decisions are to be made in accordance with clause 5.
- 4.4 To provide recommendations to Cabinet on new priorities for King's Lynn Special Expenses.
- 4.5 To monitor expenditure against King's Lynn Special Expenses including itemised special expenses and contingency reserve throughout the Financial Year.
- 4.6 Enable Members from the unparished area of King's Lynn to meet together to discuss issues of mutual interest which have implications beyond the boundaries of individual wards.
- 4.7 To act as a consultative forum on issues affecting the whole or the majority of the unparished area of King's Lynn including planning applications for major developments.
- 4.8 To encourage and carry out community engagement within King's Lynn residents, with Approved Resource where necessary.
- 4.9 To makes decisions in accordance with the Council's approved budget and policy framework.

5 Funding Decisions

- 5.1 Decisions under 4.1 and 4.3 above can be taken to authorise capital or revenue spend on or connected to the use of South Lynn Community Centre and/or Fairstead Community Centre.
- 5.2 The process for making any other decisions under clause 4 shall be determined by KLAC on a case by case basis having regard to the principles of fairness and the strategic direction that KLAC seeks to achieve.
- 5.3 When authorising funding decisions, KLAC shall have regard to any ongoing revenue cost to the Council as a result of that decision and how these ongoing revenue costs will be paid.



6 **Review**

KLAC will review these Terms of Reference annually and make any recommendations for change to Cabinet.



KINGS LYNN AREA COMMITTEE (“KLAC”) PROJECT ASSESSMENT PROCESS

Project Assessment Process

This Project Assessment Process may be used by KLAC whenever they wish to assess a number of proposals for funding and they seek to adopt a prescribed process for scoring and comparing the projects against one another to aide KLAC’s decision making process:

Project Need (up to 30 points)

Considering the following non-exhaustive list:

- The relevance to the priorities in the Corporate Strategy or other Council policy
- The current lack of facilities in the area
- The last time the relevant ward received funding through KLAC or another public body
- The strength of the outputs and outcomes to the ward and/or Area

Project Feasibility (up to 30 points)

Considering the following non-exhaustive list:

- The strength of the business case submitted to support the project
- Availability of match funding
- The proposed timeline for delivery of the project

Community Engagement (up to 20 points)

Considering the following non-exhaustive list:

- Evidence of community involvement in project planning
- Support from local stakeholders and residents
- Strategies for capturing ongoing community engagement

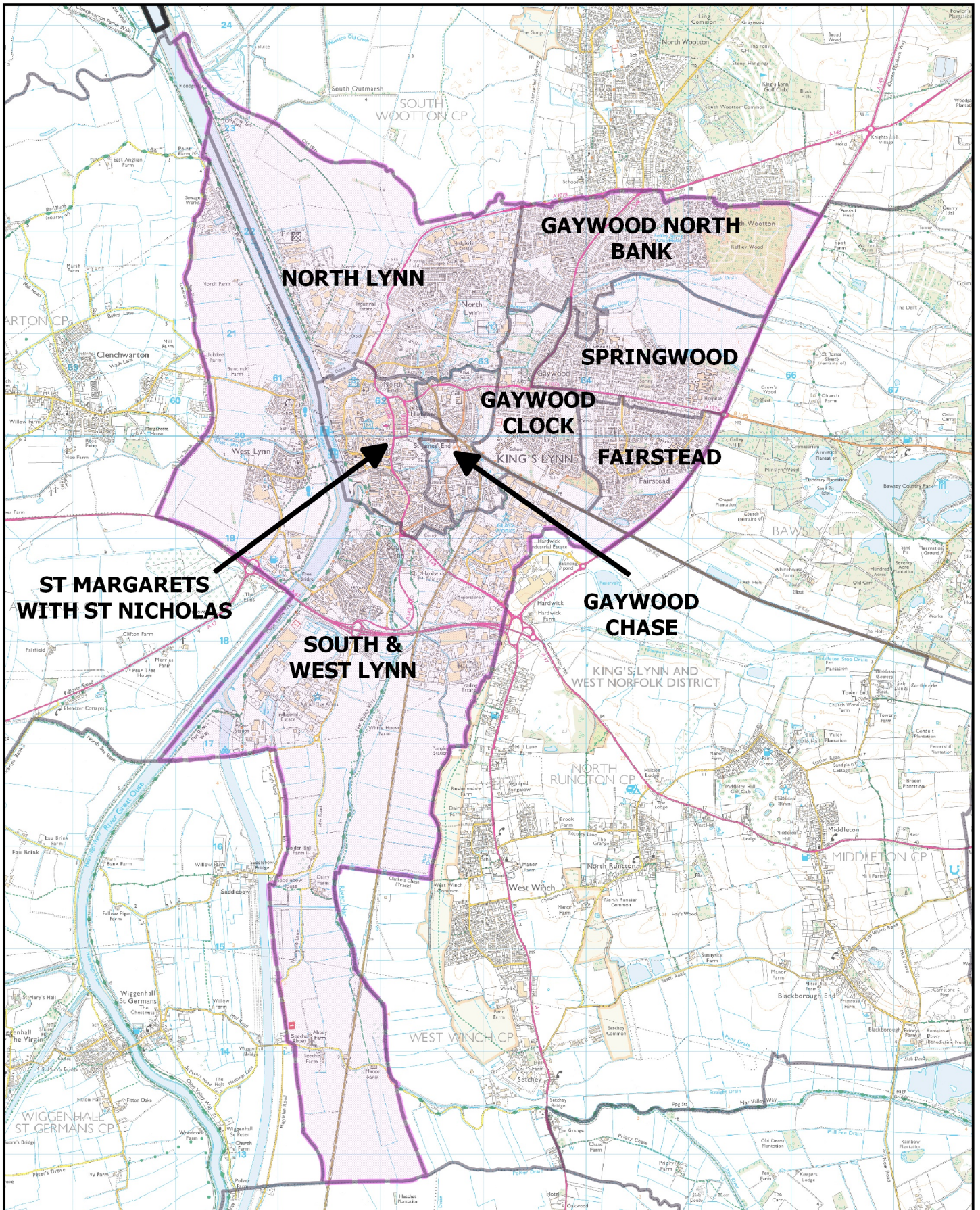
Innovation and Sustainability (up to 20 points)

Considering the following non-exhaustive list:

- Consideration of long term environmental and economic sustainability



- Alignment with the Council's climate change strategy and action plan
- Potential for future growth and adaptability.



**Borough Council of
King's Lynn &
West Norfolk**
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1:50,000



TERMS OF REFERENCE OF THE KINGS LYNN AREA COMMITTEE (“KLAC”)

[PLANNING SUB- INFORMAL WORKING GROUP/SUB-COMMITTEE]

1. Status

- 1.1 The King's Lynn Area Committee Planning Sub-Group was established by the King's Lynn Area Committee on 20th June 2024
- 1.2 King's Lynn Area Committee Planning Sub-Group will review these Terms of Reference annually and make any recommendations for change to King's Lynn Area Committee.

2. Composition and Operation

- 2.1 The Sub-Group shall consist of three non-Planning Committee Members from the King's Lynn Area Committee with two substitute members.
- 2.2 All KLAC Planning Sub-Group Members shall have voting rights.
- 2.3 Quorum is three King's Lynn Area Committee Planning Sub-Group Members.
- 2.4 Meetings will be held monthly wherever possible, but additional meetings can be arranged if required.
- 2.5 An Agenda for the meeting will be published to the [Council website/ModGov] five clear days before the meeting.

3. Functions and Processes

The functions of KLAC Planning Subgroup will be as follows;

- 3.1 The King's Lynn Area Committee Planning Sub-Group will consider applications for major development in the Area and determine whether or not each is supported.
- 3.2 All major planning applications will be referred to the Sub-Group for consideration. The Sub-Group may also request to consider other applications which they have identified from the Weekly List of Planning Applications.
- 3.3 Members of the King's Lynn Area Committee can ask the Planning Sub-Group to consider applications within 28 days of their publication on the Weekly List of Planning Applications.



- 3.4 If a Member of the King's Lynn Area Committee has asked the Planning Sub-Group to consider a specific application, they will be invited to attend the meeting when it is considered.
- 3.5 Members of the King's Lynn Area Committee Planning Sub-Group may request for applications to return and be considered again by the Sub-Group after amendments and further consultation on the planning application.



TERMS OF REFERENCE OF THE KINGS LYNN AREA COMMITTEE (“KLAC”) INFORMAL WORKING GROUP FUNDING PRIORITIES AND OPPORTUNITIES

1. Status

- 1.1 The King's Lynn Area Committee Informal Working Group for Funding Priorities and Opportunities was established by the King's Lynn Area Committee on 11th July 2024.
- 1.2 King's Lynn Area Committee Informal Working Group for Funding Priorities and Opportunities will review these Terms of Reference annually and make any recommendations for change to King's Lynn Area Committee.

2. Composition and Operation

- 2.1 The Funding Priorities and Opportunities Informal Working Group shall consist of all members of the King's Lynn Area Committee.
- 2.2. The King's Lynn Area Committee Informal Working Group for Funding Opportunities and Priorities will meet as often as found necessary.
- 2.3 The quorum for the informal working group is three members

3. Functions

The functions of KLAC Funding Priorities and Opportunities Informal Working Group will be as follows;

- 3.1 To determine opportunities of funding for the King's Lynn Area Committee for the short term and the long term.
- 3.2 To consider funding priorities for the King's Lynn Area Committee
- 3.3 To recommend funding decision to the King's Lynn Area Committee

POLICY REVIEW AND DEVELOPMENT PANEL REPORT

REPORT TO:	<i>Kings Lynn Area Committee (KLAC)</i>		
DATE:	21 November 2024		
TITLE:	Recommendations on Special Expense Charge for King's Lynn		
TYPE OF REPORT:	<i>Policy Development</i>		
PORTFOLIO(S):	Cllr Chris Morley, Portfolio Holder for Finance		
REPORT AUTHOR:	Michelle Drewery, Assistant Director Resources		
OPEN/EXEMPT	Open	WILL BE SUBJECT TO A FUTURE CABINET REPORT:	Yes

REPORT SUMMARY

PURPOSE OF REPORT/SUMMARY:
To consider the proposed King's Lynn Special Expenses for the year 2025/2026
KEY ISSUES:
<p>The terms of reference for the King's Lynn Area Committee (KLAC) describe one of its roles as acting as a forum, on the funding raised by, and utilisation of the King's Lynn Special Expenses including the determination of where surplus funding raised in connection with King's Lynn special expenses should be utilised in the area. KLAC can also determine the spend of any budget allocated to them and also provide recommendations to Cabinet on new priorities for King's Lynn Special Expenses.</p> <p>Any recommendations will need to be made in full consideration of the implications on the Special Expenses charge.</p>
OPTIONS CONSIDERED:
<ol style="list-style-type: none"> 1. Make no recommendations for changes to Special Expenses for the 2025/2026 financial year. 2. Make recommendations to Cabinet on the priorities for, and utilisation of, the Special Expenses charge for King's Lynn, for the period 2025/2026
RECOMMENDATIONS:
<ol style="list-style-type: none"> 1. That the Committee endorse the Special Expenses charge for 2025/2026 as set out in section 2.2 of the report.
REASONS FOR RECOMMENDATIONS:
Making recommendations on the utilisation of Special Expenses for King's Lynn was within the original terms of reference of the Committee.

1. Introduction

1.1 The Terms of Reference for KLAC set out the following:

- To determine the spend of any budgets allocated to KLAC
- To determine where surplus funding raised in connection with King's Lynn Special Expenses should be utilised within the area
- To provide recommendations to Cabinet on new priorities for King's Lynn Special Expenses.
- To monitor King's Lynn Special Expenses throughout the financial year.

1.2 The Local Government Finance Act 1992 defines a Local Authority's Special Expenses. It states that Special Expenses are any expenses incurred by the authority in performing in a part of its area, a function performed elsewhere by a Parish Council.

1.3 Special Expenses are currently charged for:

- Footway Lighting
- Play Areas
- Community Centres
- Closed Churchyards
- Allotments
- Pavilions
- Dog Bins
- Open Spaces
- Bus Shelters
- Public Conveniences (80% of costs of Walks Broadwalk and Management Building facilities)
- Parish Partnership
- Play area (Capital Scheme)

1.4 The total cost of Special Expenses is met by the Council taxpayers of King's Lynn. The annual charge to the residents is made through an addition to the Council Tax bill. The table below details the special expenses charge 2024/2025 for King's Lynn.

	Charge 2024/2025 £
Footway Lighting	54,130
Play Areas	51,030
Community Centres	56,140
Closed Churchyards	12,800
Allotments	9,940
Pavilions	62,960
Dog bins	14,970
Open Spaces	353,610
Bus Shelters	6,800
Public Conveniences	16,140
Parish Partnership Traffic Calming	640
Total	639,160
Borough Council Budget Support	(60,340)

Revised Total	578,820
Taxbase	11,019.1
Band D Charge	52.53
Band D Charge 2023/2024	51.45
Increase	£1.08
Percentage Increase	2.1%

2. Special Expenses 2025/2026

2.1 The council tax base for King's Lynn for 2025/2026 is currently estimated at 11,192.1 which is an increase of 173 from 2024/2025. This is subject to approval at this time.

2.2 The table below details the estimated cost of special expense charges for King's Lynn:

	Charge 2025/2026 £
Footway Lighting	50,080
Play Areas	52,260
Community Centres	55,810
Closed Churchyards	13,350
Allotments	10,650
Pavilions	61,970
Dog bins	15,350
Open Spaces	366,560
Bus Shelters	17,500
Public Conveniences	16,710
Parish Partnership Traffic Calming	0
Gaywood Remembrance Service	2,000
Total	662,240
Borough Council Budget Support - TBC	-
Revised Total	662,240
Taxbase	11,192.1
Band D Charge	59.17
Band D Charge 2024/2025	52.53
Increase	£6.64
Percentage increase	11.22%

2.3 The main movements between the special expenses charges for 2024/2025 and 2025/2026 are –

- Footway lighting decrease of £4,050 – this decrease in costs is due to an expected decrease in utility rates due to prices advised to take effect from 1 April 2025. This is an estimated figure and is still being reviewed and is subject to change.
- Open Spaces increase of £12,950 – this increase is due to an estimated increase in staffing costs. This is an estimated figure and is still being reviewed and is subject to change.
- Bus Shelters increase of £10,700 – this increase is due to the loss of the advertising income, which is not anticipated to be able to re-realise.
- Parish Partnership Traffic Calming decrease of £640 – these schemes have now ceased as the proposed timeframe to reclaim the project funding has elapsed.
- Gaywood Remembrance Service increase of £2,000 – this cost has been built in for the cost of the road closure and stewards in relation to the Gaywood Remembrance Services as a longer-term funding solution.

NB – It is worth noting that all of the areas are estimated figures at the present time but could be subject to change when our base budget assumptions are approved/confirmed later in the month. The referendum limits may also change when the December Budget is announced later in the year, which may allow us to charge more before breaching the limits.

2.4 The above figures present a significant increase in the cost of services provided through special expenses. The increase of £6.64 slightly exceeds the £5 increase in council tax that the council is permitted to levy without going through a referendum exercise.

2.5 The council applies a notional split of the £5 increase in council tax as follows:

Borough Council	£4.50
Special Expenses	£0.50

2.6 In order to bring the level of increase in special expenses down from £6.64 to £0.50, this will require supplementing from the council's budget. The council will not know the true figure until the budget setting process is near completion and the council tax resolution can be calculated in detail. The council will maximise the £0.50 increase across all special expenses and arrive at a balancing figure. This will take into account the overall level of special expenses across all parishes.

3. New Schemes

3.1 There are currently no proposals for new schemes for consideration at the time of writing this report. However, as can be seen from the detail in the report, there is no spare capacity to fund any new schemes at this point in time.

4. Financial Implications

4.1 There will be financial implications associated with the allocation of Special Expenses. The implications will be dependent on the recommendations which the Committee make to Cabinet.

- 4.2 As can be seen from the report, increases in the level of special expenses will have an impact on the council's core budget. If the council exceeds the £5 council tax referendum limit (subject to confirmation) on increasing council tax overall, it may be necessary to make further amendments to comply with the legislation on council tax increases. These will be reported back accordingly.
- 4.3 Due to the significant increase in special expense cost, the financial implications may impact on future years also which will limit the possibility of any new schemes being brought forward unless fully funded.

5. Conclusion

- 5.1 The Committee is asked to consider and endorse the special expenses charge for 2025/2026 and corresponding council supplement as set out in the report whilst noting the financial implications also set out in the report.

KING'S LYNN AREA COMMITTEE REPORT

REPORT TO:	King's Lynn Area Committee Report		
DATE:	12 November 2024		
TITLE:	Parish Partnership Bids		
TYPE OF REPORT:	Development		
PORTFOLIO(S):			
REPORT AUTHOR:	Mark Whitmore		
OPEN/EXEMPT	Open	WILL BE SUBJECT TO A FUTURE CABINET REPORT:	No

REPORT SUMMARY/COVER PAGE

<p>PURPOSE OF REPORT/SUMMARY:</p> <p>To make a decision on which bids to progress to Norfolk County Council for consideration for Parish Partnership Funding in 202/2/6.</p>
<p>KEY ISSUES:</p>
<p>OPTIONS CONSIDERED:</p> <p><i>None</i></p>
<p>RECOMMENDATIONS:</p> <ol style="list-style-type: none"> 1. To consider for approval, subject to budget availability, the fully costed scheme. 2. For approved schemes that the sponsoring Councillor submits the bid to Norfolk County Council 3. To consider for approval the three uncoded bids for submission in the 2025/26 funding round for delivery in 2026/27
<p>REASONS FOR RECOMMENDATIONS:</p> <p>To ensure that the highways improvement schemes in the unparished area of Kings Lynn can be submitted to Norfolk County Council.</p>

REPORT DETAIL

1. Introduction

The Parish Partnership scheme allows local councils to bid for highway improvement schemes in their areas. The scheme covers a broad range of improvements, from electric vehicle charging points, to bus shelters and footways.

2. Proposal/Post Implementation Review/Monitoring Report *delete as appropriate.*

The scheme opened in June 2024 and closes on 6 December 2024 and will provide 50% of the cost of a scheme.

The process for receiving funding from Norfolk County Council is as follows:

- Identification of proposed bids by individual Councillors
- Discussion with NCC Highway Engineer on feasibility
- Costs estimate provided by NCC
- KLAC to determine which, if any, schemes it would like to progress.
- Determination that budget and ongoing maintenance costs are within budget
- Application submitted to NCC by 6th December
- NCC approve or decline the bid
- If approved funds are transferred and scheme designed and delivered.

The following fully costed proposals have been submitted for consideration by KLAC:

1. Fixed VAS Speed Sign 20 MPH

Sponsor Cllr Kemp & Cllr Joyce

Location – Wisbech Road (near the Chapel and pedestrian crossing)

Reason for application - stop dangerous speeding by motorbikes and other vehicles.

Cost £4200

KLAC funding required £2100

The following bids have been proposed but were not costed by the report deadline:

1. Gold Standard Bus Shelter

Sponsor Cllr Rust

Location – Queensway (Gayton Road Junction)

Reason for application – a well used bus stop that serves school pupils. There is a shelter on the other side of the road.

Cost – not provided.

2. Two red light cameras

Sponsor Cllr Hennigan

Location – London Road – Pedestrian Crossings

Reason for application – residents complain of vehicles jumping red lights on pedestrian crossings

Cost – Not Provided

3. Bollards

Sponsor Cllr Bone

Location – Stonegate Street

Reason for application – to stop pavement parking

Cost – not provided

3. Issues for the Panel to Consider

Applications to the scheme close on the 6th December 2024,

4. Corporate Priorities

Supporting our Communities

5. Financial Implications

KLAC will need to fund 50% of the cost of the scheme.
Maintenance of the assets will be included in future special expenses costs.

6. Any other Implications/Risks

Approval of the bid by KLAC does not guarantee NCC will approve the application

7. Equal Opportunity Considerations

EQI screening will be required for each approved bid prior to submission.

8. Environmental Considerations

None

9. Consultation

Each bid is subject to Councillors having identified a need via informal consultation with constituents.

10. Conclusion

KLAC has received one costed application for consideration and three uncosted applications for future consideration.

11. Background Papers

Completed applications attached at Appendix 1

Appendix A- Supporting evidence for application 1

Appendix B- Supporting evidence for application 2

Fund applied for:	Parish Partnership Fund		
Applicant details:	Cllr Alexandra Kemp and Cllr Charles Joyce		
Submitted by/contact:	Cllr Alexandra Kemp		
Phone Number:	07920 286636		
Email:	Cllr.Alexandra.Kemp@west-norfolk.gov.uk		
Sum applied for:	£2,100		
Total project cost:	£4,200		
Project title:	Fixed VAS Speed Sign 20 MPH at Wisbech Road		
Project detail: (please include a plan/map of the extents of the scheme):	A VAS 20 MPH Speed Sign to be put up on Wisbech Road, near the Chapel and pedestrian crossing to stop dangerous speeding by motorbikes and other vehicles.		
plan/map attached:	To follow		
Any other funding:			
Parish Income:	Precept	Other Income	Total Yearly Income
	None – unparished area of Lynn	None	None
Reason for works:	<p>Safety on the Public Highway.</p> <p>Resident Request</p> <p>Speeding, vehicles do not always stop for residents on the pedestrian crossing. This is an accident waiting to happen. Residents say it is the motorbikes that are the worst.</p>		
Any relevant supporting documents (e.g. supportive correspondence) :	This scheme was requested by residents. I have consulted with residents and local businesses and they are all in agreement that the speeding is dangerous on Wisbech Road.		
Discussed with:	Andrew Wallace		

Parish Partnership bid application form 2025/26

Fund applied for:	Parish Partnership Fund		
Applicant details:	Cllr Jo Rust		
Submitted by/contact:	Cllr Jo Rust		
Phone Number:	07789 960 815		
Email:	cllr.jo.rust@west-norfolk.gov.uk		
Sum applied for:			
Total project cost:			
Project title:	Bus shelter for Queensway bus stop		
Project detail: (please include a plan/map of the extents of the scheme):	<p>There is a well used bus stop at the top of Queensway, on Gayton Road. It is highly used by school pupils. On the opposite side of the road there is a bus stop and a bus shelter. In order that both side of the road have equal access, a bus shelter here is necessary. A "gold Standard" shelter is required.</p> <p>Local residents and the police have been surveyed. One local resident did not want a bus shelter, but the other respondents were in favour. The concerns raised by the police were related to vandalism.</p>		
plan/map attached:	Yes / No		
Any other funding:			
Parish Income:	Precept	Other Income	Total Yearly Income
Reason for works:	This bus stop is a very busy one, being used by students attending Springwood High School. Having a bus shelter would further encourage bus use and protect the students from inclement weather.		
Any relevant supporting documents (e.g. supportive correspondence) :	Attached.		

Discussed with:	Police and local residents.
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Parish Partnership bid application form 2025/26

Fund applied for:	Parish Partnership Fund		
Applicant details:	Cllr Francis Bone and Cllr Deborah Heneghan		
Submitted by/contact:	Cllr Francis Bone		
Phone Number:	07961995705		
Email:	Cllr.francis.bone@west-norfolk.gov.uk		
Sum applied for:			
Total project cost:			
Project title:	8 concrete bollards on Stonegate Street. King's Lynn		
Project detail: (please include a plan/map of the extents of the scheme):	<p>There is strip of pavement located on Stonegate Street that vehicles park on which means that wheelchair and pushchair users cannot use the pavement and is forced to go on to the road to go round the parked cars.</p> <p>This area where cars park is actually in front of a car park so it is people trying to negate paying for parking.</p> <p>I believe that concrete bollards would prevent people parking of this strip of pavement thus reducing the hazard for disabled people and parents taking their children to school.</p> <p>I have consulted with 10 residents that uses the close by school and I have also consulted with a day centre that support residents with disabilities who support the need for bollards</p>		
plan/map attached:	Yes / No Stonegate St - Google Maps Stonegate St - Google Maps		
Any other funding:			
Parish Income:	Precept	Other Income	Total Yearly Income
	Unparished area of King's Lynn	None	None
Reason for works:	<p>Reducing the hazard for disabled and parents with push chairs.</p> <p>Stopping cars parking on pedestrian areas</p>		
Any relevant supporting documents (e.g. supportive	Supported by Forward Day Centre		

correspondence) :	
Discussed with:	Andrew Wallace Norfolk Highways

Parish Partnership bid application form 2025/26

Fund applied for:	Parish Partnership Fund		
Applicant details:			
Submitted by/contact:	Cllr Deborah Heneghan and Cllr Francis Bone		
Phone Number:	07713 162 816		
Email:	Cllr.deborah.heneghan@west-norfolk.gov.uk		
Sum applied for:			
Total project cost:			
Project title:	Red Light Enforcement Cameras – London Road		
Project detail: (please include a plan/map of the extents of the scheme):	<p>Red light enforcement cameras to be installed on the pedestrian crossings on London Road</p> <ol style="list-style-type: none"> 1. Pedestrian crossing situated between Our Lady of the Annunciation Church and School House Dental Clinic 2. Pedestrian crossing situated between Lynwood terrace arch and 46 London Road 3. Pedestrian crossing situated between the Conservative Club and Caroline’s Driving school 		
plan/map attached:	Yes / No		
Any other funding:			
Parish Income:	Precept	Other Income	Total Yearly Income
Reason for works:	Reports from residents that drivers frequently run the red lights. This makes these crossings very dangerous. This has been backed up by the Police.		
Any relevant supporting documents (e.g. supportive correspondence) :	To follow		

Discussed with:	Police
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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
10 December 2024						
	Investment Options for Leisure Assets	Key	Cabinet	Deputy Leader Monitoring Officer		Part Public and part Private- Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	West Norfolk Economic Strategy	Non	Council	Business Asst Dir D Hall		Public
28	Notice of Motion 15/23- Wash East Coast Management Strategy- Unit C- Technical Report	Key	Council	Environment and Coastal Asst Dir- S Ashworth		Public
	Audit Committee Terms of Reference	Non	Council	Leader Asst Director – M Drewery		Public
	Community Governance Review – Burnham Market	Non	Council	Leader Chief Executive		Public
	Q2 2024-25 Performance Management	Non	Cabinet	Leader Chief Executive		Public
	White Ribbon Campaign	Non	Cabinet	People and Communities Asst Dir B Box		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
14 January 2025						
	King's Lynn Town Football Club	Non	Cabinet	Property Asst Dir – M Henry		Private- Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Review of Appointments to Outside Bodies	Non	Cabinet	Leader Chief Executive		Public
30	Housing Support Services Contract	Key	Cabinet	People and Communities Asst Dir - D Hall		Private Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Taxi Fees and Conditions		Council	Monitoring Officer		Public
	Social Value Policy	Non	Council	Leader Monitoring Officer		Public
	Procurement Policy and Contract Standing Orders	Non	Council	Finance Monitoring officer		Public
	Long-Term Plan for Towns	Key	Cabinet	Leader Asst Dir – D Hall		Public
	Change Management Policy and Redundancy Payments	Non	Council	Leader Asst Dir – B Box		Public

	Transformation Programme	Non	Cabinet	Leader Chief Executive		Public
	Conservation Areas Consultative Committee	Non	Cabinet	Planning & Licensing Asst Dir S Ashworth		Public
	Capital and Revenue Budget Monitoring Reports	Key	Cabinet	Finance Asst Dir M Drewery		Public
	Revenues & Benefits software extension	Key	Cabinet	Finance Asst Dir M Drewery		Exempt 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
4 February 2025 (non budget items)						
	Local Plan	Key	Council	Planning & Licensing Asst Dir – S Ashworth		Public
	Annual Plan 2025-26	Key	Council	Leader Chief Executive		Public
	King's Lynn Cultural & Heritage Strategy		Council	Business Asst Dir 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
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5 February 2025 (Budget items)						
	Budget 2025-28	Key	Council	Finance Asst Dir – M Drewery		Public
	Treasury Management Strategy	Key	Council	Finance Asst Dir – M Drewery		Public
	Capital and Revenue Programme	Key	Council	Finance Asst Dir – M Drewery		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
4 th March 2025						
4 th	2024-25 Q3 Performance Management	Non	Cabinet	Leader Chief Executive		Public
	Appointments Board/IDC Terms of Reference	Non	Council	Leader Asst Dir – A Baker		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 th April 2025						
	Local Nature Recovery Strategy	Key	Council	Ass Dir- S Ashworth		Public

Items to be scheduled

	Notice of Motion 7-21 – Councillor Kemp – Equalities	Non	Council	People & Communities Asst Dir B Box		Public
	Custom and Self Build Site – Stoke Ferry	Non	Cabinet	Regeneration and Development Assistant Director - D Hall		Public
	Overnight Campervan parking in Hunstanton	Non	Cabinet	Leader Asst Director – M Chisholm		Public
	Florence Fields – Tenure Mix	Non	Council	Deputy Leader Exec Director – O Judges		Part Public and part Private- Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Article 4 Direction	Non	Cabinet	Regeneration and Development Assistant Director – S Ashworth		Public
42	Empty Homes Strategy Review	Key	Council	People and Communities Asst Dir M Whitmore		Public

King's Lynn Area Committee Work Programme 2024/2025

20 June 2024

- Funding Opportunities – to set up a group to look at funding priorities.
- Parish Partnership scheme reminder

11 July 2024

- Neighbourhood Plan for King's Lynn
- Long Term Plan for the Town – Jemma Curtis / Duncan Hall / Oliver Judges

26 September 2024

- Policing in King's Lynn – Inspector Jarvis / PC Paula Gilluley
- Southgates Master Plan Update
- Special Expenses- Michelle Drewery

21 November 2024 – Special Expenses

- Special Expenses- Michelle Drewery
- Parish Partnership Scheme Bids
- KLAC TOR

23 January 2025

-

20 March 2025

To be programmed:

King's Lynn Ferry

QEH Governing Body - Request from Councillor Rust

Local Immediate Falls Team – LIFT – Sue McDowell

New crossing at Tennyson Road

MIND – Ashley Bunn and Rob Jackeman - ashley.bunn@norfolkandwaveneymind.org.uk

Hospital Exit Gayton Road - Proposed Scheme – Heather Northey, Jason Richardson

West Norfolk Community Transport Presentation

Trues Yard- New Project- Dr Paul Richards

Youth Bus

Litter/ Dog Poo Bins