



# **Joint Meeting of the Regeneration & Development and Environment & Community Panel**

## **Agenda**

Wednesday, 3rd June, 2015  
at 6.00 pm

in the

**Committee Suite  
King's Court  
Chapel Street  
King's Lynn**





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**JOINT MEETING OF THE  
REGENERATION &  
DEVELOPMENT AND  
ENVIRONMENT &  
COMMUNITY PANEL  
AGENDA**

**DATE:** JOINT MEETING OF THE REGENERATION &  
DEVELOPMENT AND ENVIRONMENT &  
COMMUNITY PANEL - WEDNESDAY, 3RD JUNE,  
2015

**VENUE:** COMMITTEE SUITE, KING'S COURT, CHAPEL  
STREET, KING'S LYNN

**TIME:** 6.00 pm

**1. APOLOGIES FOR ABSENCE**

To receive any apologies for absence.

**2. PRESENT**

**3. MINUTES**

To approve the minutes of the previous meeting.

**4. 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.

Those 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 simple observing the meeting from the public seating area.

**5. 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.

**6. 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.

**7. CHAIRMAN'S CORRESPONDENCE**

If any.

**8. MATTERS REFERRED TO THE PANEL FROM OTHER COUNCIL BODIES AND RESPONSES MADE TO PREVIOUS PANEL RECOMMENDATIONS/REQUESTS**

To receive comments and recommendations from other Council bodies, and any responses subsequent to recommendations, which the Panel has previously made.

At the Cabinet meeting on 31 March 2015, the following responses were made to the recommendations from the Panel on the 25 March 2015, on the following items:

**CABINET REPORT – NORA JOINT VENTURE**

**PANEL RECOMMENDED:** That the Regeneration, Environment and Community Panel supported the recommendations to Cabinet as set out in the report.

**CABINET RESPONSE:** The comments of the Panel were taken into consideration when Cabinet considered the item.

**CABINET REPORT – AIR QUALITY ACTION PLAN**

**PANEL RECOMMENDED:** That the Regeneration, Environment and Community Panel supported the recommendations to Cabinet as set out in the report.

**CABINET RESPONSE:** The comments of the Panel were taken into consideration when Cabinet considered the item.

## **EXEMPT CABINET REPORT – KING’S LYNN INNOVATION CENTRE**

**PANEL RECOMMENDED:** That the Regeneration, Environment and Community Panel supported the recommendations to Cabinet as set out in the report.

**CABINET RESPONSE:** The comments of the Panel were taken into consideration when Cabinet considered the item.

### **9. PRESENTATION ON INTERNAL DRAINAGE BOARD BOUNDARY CHANGES**

To receive a presentation on Internal Drainage Board Boundary changes.

### **10. UPDATE ON BLACK BIN RECYCLING**

To receive an update from the Corporate Project Officer.

### **11. CABINET REPORTS - TO FOLLOW**

To consider any Cabinet Reports on the Cabinet Forward Decision List for 10 June 2015 which have been identified by the Chairman for consideration by the Panel.

The Panel are requested to consider the reports and make any appropriate recommendations to Cabinet.

Cabinet reports will be sent to follow.

### **12. APPOINTMENT OF MEMBERS TO SERVE ON INFORMAL WORKING GROUPS - 2015/2016 (Pages 1 - 2)**

The report invites Members to agree to continue with the operation of the Informal Working Groups and agree for the appointment of Members to serve on the following Informal Working Groups for 2015/2016.

- Markets
- Black Bin Recycling

### **13. NOMINATIONS TO OUTSIDE BODIES (Pages 3 - 6)**

To nominate Members to serve on Outside Bodies which fall under the Scrutiny Category.

### **14. WORK PROGRAMME AND CABINET FORWARD DECISION LIST (Pages 7 - 10)**

To note the Work Programme for 2015/2016.

In considering the draft Work Programme, Member’s attention is drawn to the

Cabinet Forward Decisions List.

**15. DATE OF NEXT MEETING**

The next joint meeting of the Regeneration & Development and Environment & Community Panel is scheduled to take place on **Wednesday 24 June 2015** at 6.00pm in the Committee Suite, King's Court, Chapel Street, King's Lynn, PE30 1EX.

To: Members of the Joint Meeting of the Regeneration & Development and Environment & Community Panel

Councillors Bambridge, Bower, Collop, Crofts, Fraser, Hipperson, Hopkins, Horsbrugh, Howland, Kunes, Mellish, Moriarty, Rochford, Sampson, Shorting, Smith, Squire, Tilbury, Tyler, Tyler, Watson, Westrop, Whitby and Wright

For Further information, please contact:

Democratic Services, King's Court, Chapel Street, King's Lynn, Norfolk.  
PE30 1EX

Borough Council of King's Lynn & West Norfolk  
King's Court, Chapel Street  
King's Lynn PE30 1EX

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## POLICY REVIEW & DEVELOPMENT REPORT

<b>Type of Report:</b> Operational	<b>Portfolio(s):</b> Regeneration, Environment and Community
<b>Will be subject to a future Cabinet Report:</b>	<b>NO</b>
<b>Will be need to be recommended to Council:</b>	<b>NO</b>
<b>Author Name:</b> Rebecca Parker	<b>Consultations:</b> Chairman of REC Panel
<b>Tel:</b> 01553 616632	
<b>Email:</b> rebecca.parker@west-norfolk.gov.uk	
<b>OPEN</b>	

### Joint Meeting of the Regeneration & Development and Environment and Community Panel

**Date:** 3<sup>rd</sup> June 2015

**Subject:** Appointment of Members to Serve on Informal Working Groups 2015/2016

#### Summary

This report invites Members to agree to continue with the operation of and agree the Membership of the following Informal Working Groups set up by the Regeneration, Environment and Community Panel.

#### Recommendations

- (i) That the Panel agree to continue with the operation of the Informal Working Groups or disband them.
- (ii) That the Membership of the Informal Working Groups for 2015/2016 be confirmed.
- (iii) That the Chairman of each of the Informal Working Groups be confirmed for 2015/2016
- (iv) To agree which Panel the Informal Working Groups should report to in the future. It is recommended that if the operation of the Informal Working Groups continue that the Black Bin Recycling Working Group reports to the Environment and Community Panel and the Markets Informal Working Group reports to the Regeneration and Development Panel

## 1. Background

### (i) Informal Working Group – Black Bin Recycling

The Regeneration, Environment and Community Panel set up the Informal Working Group to look at Black Bin Recycling on 30<sup>th</sup> October 2013. The informal Working Group presented their final report to the Panel on 30<sup>th</sup> April 2013.

Following presentation of their final report the Panel agreed that the Informal Working Group should continue to meet on an ad hoc basis, to monitor the progress

of the Material Works contract and report back to the Regeneration, Environment and Community Panel as appropriate.

The Borough Council terminated their contract with Material Works in March 2015.

## **(ii) Informal Working Group – Markets**

The Regeneration, Environment and Community Panel established the Informal Working Group to look at the operation and future of Markets on 8<sup>th</sup> January 2014. The Informal Working Group presented their final report to the Panel on 26<sup>th</sup> March 2014.

Following presentation of the final report the Panel agreed that the Informal Working Group continue to meet on an ad hoc basis, report back to the Regeneration, Environment and Community Panel as required.

## **2. Current Membership**

- (i) Informal Working Group – Black Bin Recycling  
Councillors Sampson (Chairman), Bubb, Moriarty, Pitcher.
- (ii) Informal Working Group – Markets  
Councillors Mrs Watson (Chairman), Bambridge, Bubb, Mrs A Wright.

## **3. Recommendations**

- (i) That the Panel agree to continue with the operation of the Informal Working Groups or disband them.
- (ii) That the Membership of the Informal Working Groups for 2015/2016 be confirmed.
- (iii) That the Chairman of each of the Informal Working Groups be confirmed for 2015/2016

## **4. Background Information**

Agendas and notes from Informal Working Group Meetings – available on insite.

## POLICY REVIEW & DEVELOPMENT REPORT

<b>Type of Report (Review/Consultation/Monitoring):</b> Consultation	<b>Portfolio(s):</b> Regeneration, Environment & Community
<b>Author Name:</b> Rebecca Parker	<b>Consultations:</b>
<b>Tel:</b> 01553-616327	
<b>Email:</b> rebecca.parker@west-norfolk.gov.uk	
<b>OPEN</b>	

**Panel:** Joint Meeting of the Regeneration & Development and Environment & Community Panel  
**Date:** 3 June 2015  
**Subject:** Nominations to Outside Bodies and Partnerships

### Summary

The Panel is invited to nominate representatives to participate in the outside bodies and partnerships which fall within the Panel's remit as listed within the report.

### Recommendations

- (1) That nominations be made by the Panel.
- (2) That the reporting arrangements be noted, as shown in the report.
- (3) That Council be requested to approve the nominations made by the Panel at their meeting on 25<sup>th</sup> June 2015.

## 1.0 BACKGROUND

1.1 The Cabinet at its meeting on 3 June 2015 will confirm a number of Cabinet appointments to outside bodies and partnerships. Further appointments are made by the Council in the following categories:

- Scrutiny and regulatory roles
- Parish level representation, parished and unparished areas
- General appointments

## 2.0 INSURANCE COVER FOR BOROUGH COUNCILLORS

2.1 The Council's insurance will indemnify any employee or member arising from their service on the board or participation in the capacity of governor, officer, trustee, director, committee member or other official of any not-for profit entity other than the insured.

Provided always that:

- a) The service or participation by the employee or member is specifically requested by or under the specific direction of the insured.
- b) The insured is legally entitled to approve the service or participation and to indemnify the employee or member in respect of it.
- c) Any payment will only be made by the insurer for an amount in excess of any indemnification or insurance coverage provided by the not-for-profit entity or afforded from any other source and to which the employee or member is entitled.

2.2 When a member is appointed to serve on an outside body, they should also ensure that as well as completing the Register of Financial and Other Interest form, they should complete the annual "Related Party Transactions form", with the details of those bodies on which they serve.

### **3.0 FEEDBACK FROM MEMBERS ON OUTSIDE BODIES**

3.1 The Panel's should be able to request reports from Councillors serving on outside bodies which fall within their remit. By programming the reports over the Panel's annual timetable of meetings, it would be possible for members both to assess the usefulness of making appointments to bodies and be informed of any relevant matters.

### **4.0 APPOINTMENT OF REPRESENTATIVES**

4.1 This Panel is invited to nominate representative(s) to participate in the outside bodies and partnerships listed below which fall within the Panel's remit. For information, details of the representatives for 2014/2015 are listed below.

- **Borough Council/College of West Anglia Liaison Board – 1 representative**  
Frequency of meetings: once every six months.  
Venue: Alternates between the College and the Council  
Time: 10.00am  
2014/2015 representative: Mrs E Watson
- **King's Lynn and West Norfolk Area Museums Committee – 3 representatives**  
Frequency of meetings: Quarterly  
Venue: Alternates between Council Offices and King's Lynn Museum.  
Time: Usually 2.15pm  
2014/2015 representatives: M Back, T Wright and Mrs A Wright.
- **Norfolk County Council – Norfolk Countywide Community Safety Partnership Scrutiny Sub-Panel – 1 representative & substitute**  
Frequency of meetings: quarterly – usually on a Monday  
Venue: Norfolk County Council

Time: 9.30am

2014/2015 representatives: T Wright and Mrs S Smeaton (substitute)

- **Norfolk Health Overview and Scrutiny Committee – 1 representative & substitute**

Frequency of meetings: Monthly

Venue: Norfolk County Council

Time: 10.00am

2014/2015 representatives: T Wright and Mrs S Young (substitute)

- **West Norfolk Community Transport Project – 1 representative**

Frequency of meetings: Quarterly – usually on a Monday

Venue: North Lynn

Time: 5.30pm

2014/2015 representative: J Moriarty

- **West Norfolk Disability Forum – 5 representatives**

Frequency of meetings: Three times per year.

Venue: Council Offices

Time: 2.30pm

2014/2015 representatives: L Bambridge, T Bubb, J Leamon, Miss S Sandell and Baron Chenery of Horsbrugh.

## **5.0 FINANCIAL IMPLICATIONS**

5.1 Mileage and subsistence allowances for Councillor attending meetings.

## **6.0 ACCESS TO INFORMATION**

6.1 Current lists of member representation  
ACSeS report on liabilities of Outside Bodies

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## FORWARD DECISIONS LIST

Date of meeting	Report title	Description of report	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
10 June 2015	Purchase of Land – King’s Lynn		Key	Council	Regeneration Chief Executive		Exempt - Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Appointments to Outside Bodies		Non	Cabinet	Leader Chief Executive		Public
Page 7	Land Acquisition by way of Compulsory Purchase Order (General Vesting Declaration) – Land to the north of Lynn Sport site, King’s Lynn		Non	Council	Regeneration Exec Dir- C Bamfield		Public
	Statement of Accounts 2014/15		Key	Council	Leader Asst Director – L Gore		Public
	Fields in Trust		Non	Cabinet	ICT Leisure and Public Space Exec Dir – C Bamfield		Public
	Revenue and Capital Outturn		Key	Council	Leader Asst Dir – L Gore		Public
	Review of Overview and Scrutiny		Non	Council	Leader Chief Executive		Public
	Officer Employment Rules Amendment		Non	Council	Leader Monitoring Officer		Public
	Appointment of Task Groups and Joint Employee and Joint Safety Committee		Non	Cabinet	Leader Chief Executive		Public

Date of meeting	Report title	Description of report	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
30 June 2015	Residential Caravan Site Licensing	Report following consultation process	Non	Council	Housing and Community Chief Executive		Public
	Constitutional Matters Member/Officer Protocol Planning Protocol Standing Orders Update Scheme of Delegation Update		Non	Council	Leader Chief Executive		Public
	Freebridge Community Housing – Council Representation		Non	Cabinet	Housing & Community Chief Executive		Public

Date of meeting	Report title	Description of report	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
8 July 2015	The Statement of Community Involvement		Non	Cabinet	Development Exec Director G Hall		Public
	Contract Standing Orders Update		Non	Council	Leader Asst Dir – L Gore		Public
	Treasury Outturn report		Key	Cabinet	Leader Asst Dir – L Gore		Public



## REGENERATION, ENVIRONMENT AND COMMUNITY PANEL WORK PROGRAMME 2015/2016

### 3 June 2015

- Nominations to Outside Bodies
- Membership of Informal Working Groups
- Update on Black Bin Recycling – Dale Gagen
- Presentation on Internal Drainage Board Boundary Changes – Phil Camamile
- Cabinet Reports

### 24 June 2015

- Tour of the NORA Housing site prior to the meeting – 4.30pm – Dale Gagen
- Norfolk Rural Development Strategy Update and Local Strategy for the West Norfolk LEADER Programme – Mike George/Norfolk County Council
- Flood and Emergency Planning Update – Dave Robson
- Food Safety Team Annual Update – last went to Panel March 2014

### 22 July 2015

- Joint working with Norfolk Constabulary and SNAP updates – John Greenhalgh
- Leisure Trust Update
- Local Authority Company – Alive Management Update
- Update on toilet refurbishments in the Borough – C Bamfield
- Highways Works – Quentin Brogdale
- Air Quality Annual update – Dave Robson

### 2 September 2015

- King's Lynn Town Centre Action Plan
- Update on the work of the Norfolk Coast Partnership – Tim Venes
- Derelict Land and Buildings Group – 6 monthly update (last went to Panel in February 2015)

**30 September 2015****28 October 2015**

- Environmental Statement (last considered October 2014) – Melvin Harrison

**25 November 2015**

- Leisure Trust Update
- Local Authority Company – Alive Management - Update

**6 January 2016**

- Norfolk Museums Service Update – last considered Jan 2015 – Robin Hanley

**27 January 2016**

- Capital Programme
- Budget
- Update on Homelessness – last considered on 7<sup>th</sup> January 2015

**24 February 2016****23 March 2016**

- Annual Feedback Reports from Outside Bodies
- Food safety team Annual Update – last considered March 2014.

**20 April 2016**