

**RECOMMENDATIONS TO THE CABINET MEETING ON 1<sup>ST</sup> APRIL 2014 FROM  
THE REGENERATION, ENVIRONMENT AND COMMUNITY PANEL MEETING  
HELD ON 26<sup>TH</sup> MARCH 2014**

REC143: **CABINET REPORT – ST MARGARET’S CONSERVATION AREA  
APPRAISAL AND MANAGEMENT PLAN**

The Regeneration and Economic Development Manager presented the report to Cabinet and reminded those present that the Borough Council had recently submitted its stage 2 bid for a £1m grant from the Heritage Lottery Fund’s Townscape Heritage Initiative (THI). The outcome of the stage 2 bid was expected in June 2014 and if successful the scheme would run for 5 years.

The Regeneration and Economic Development Manager explained that an essential component of the stage 2 bid was the preparation of a Conservation Area Appraisal and Management Plan, and it was a condition of the funding that the documents be approved and adopted by the Council prior to the Heritage Lottery Fund making its decision on the bid.

The Character Appraisal described the Conservation Area and analysed the positive and negative aspects with regard to buildings. The Management Plan looked in more detail at the negative aspects and put forward recommendations to address any issues. The Regeneration and Economic Development Manager explained that despite the wider terminology used by the consultants who had put together the Management Plan the document would only apply to the St Margaret’s Conservation area. He confirmed that the document would be amended accordingly.

The Regeneration and Economic Development Manager explained that the Management Plan made a number of key recommendations including the extension of the boundary of the St Margaret’s Conservation Area to include the Museum, Post Office and two surface car parks into the Conservation Area and creating a local list of heritage assets of significant importance, but which were not currently listed. The Management Plan outlined suggested criteria and the amount of buildings which should be included.

It was also proposed that Article 4 be reviewed and updated which removed the permitted development rights from unlisted buildings within the Conservation Area.

The Chairman thanked the Regeneration and Economic Development Manager for his report and questions and comments were invited from the Panel, some of which are summarised below.

Councillor Bambridge referred to the financial implications included within the report. She felt that there were financial implications because the Townscape Heritage Initiative Board had set aside a sum of money for specific improvements within the Townscape Heritage Initiative which were now being used for the Saturday Market Place. Councillor Beales, Portfolio Holder for Regeneration, reminded those

present that this report was asking for approval of the Character Appraisal and Management Plan, therefore there were no financial implications.

Councillor Pitcher commented that he hoped the scheme would revive the southern part of the town centre and recommended that the Panel support the recommendations to Cabinet.

**RESOLVED:** That the Regeneration, Environment and Community Panel support the recommendations to Cabinet as set out below:

That Cabinet formally adopts the St Margaret's Conservation Area Character Appraisal and Management plan, noting that, despite the board wording of some recommendations in the Management Plan, that they are used to inform current and future planning policy and decisions within the St Margaret's Conservation Area only, in consultation with the Portfolio Holder for Development.

REC144: **BOROUGH COUNCIL FOOD SAFETY SERVICE PLAN AND UPDATE**

The Environmental Health Manager presented the Food Safety Service Plan and provided those present with an update on the work of the Food Safety Team.

The Environmental Health Manager explained that the Council had a statutory obligation to produce a Food Safety Service Plan which would be presented to Cabinet at the beginning of April. The Food Standards Agency (FSA) provided a framework for the plan to ensure that all the relevant information was included in the plan. The Panel's attention was drawn to page 114 of the agenda which outlined how the service planned to carry out their enforcement duties over the next three years.

Information on the type of food premises within the Borough was provided to the Panel and it was explained that the Food Safety Team focussed on the most high risk premises. Visits to these premises could take from two hours to several days and the period between revisits was dependent on the results of the inspection. The Environmental Health Manager explained that the FSA had commended the Council's inspections procedure as good practice.

The Environmental Health Manager reminded those present that a Food Hygiene Rating Scheme was in place and presently 95% of premises within the Borough achieved a rating of three or more, which was considered a good rating. When the scheme was initially introduced three years ago 85% of premises had achieved a rating of three or more. There was only one zero rated premises in the Borough.

The Environmental Health Manager provided information on the future of the Food Hygiene Rating Scheme and that support and information would continue to be provided to businesses. The Panel was informed that the Borough Council had recently participated in a pilot project with six other Local Authorities to encourage businesses to display their

food rating certificates at their premises. As part of the project, officers contacted all premises which were not currently displaying their certificates and encouraged them to do so. It was not a mandatory requirement to display the certificate, but it was possible that it could be in the future.

The Environmental Health Manager explained how the Council intervened when there was a risk to public health and how they targeted premises which were yet to be rated. The Food Safety Team also had to approve premises which processed food for trade within the EU and provide a health certificate for exports outside of the UK.

A new requirement had been introduced which meant that the Food Safety Team also had to inspect fishing boats which carried food produce.

The Food Safety Team was also responsible for investigating food borne related illnesses and complaints. Shellfish sampling was undertaken by the Team and was a statutory legal requirement.

The Environmental Health Manager informed the Panel that in February 2014 the Council had been subject to an FSA Audit which was focussed on shellfish, as there had been an increase in the amount of illegal trading nationally. The audit was focussed on traceability of shellfish and the Council had been commended on their processes.

The Environmental Health Manager explained that an intervention plan was in place and commented that interventions took up a lot of officer time. The Council had recently made a grant application to the FSA which had resulted in the award of funding to fund a temporary part time post for an additional member of staff.

The Panel's attention was drawn to the recent prosecution case for Royal Spice in Norfolk Street, King's Lynn. The Environmental Health Manager explained that the Food Safety Team had been working with the business to try and get them to bring their premises up to standard, but failed attempts had resulted in a successful prosecution.

The Environmental Health Manager explained that in the near future Councils would take responsibility for allergens in food. This work had previously been carried out by Trading Standards at Norfolk County Council.

The Panel's attention was drawn to the work carried out by the Council in relation to novel foods and food fads, which could have an impact on people's health, for example chicken parfait, which was undercooked chicken liver and the fad for pink burgers and home smoked fish.

The Chairman thanked the Environmental Health Manager for the update and invited questions and comments from the Panel, some of which are summarised below.

Councillor Baron Chenery of Horsbrugh asked if the Council undertook inspections at the Queen Elizabeth Hospital. The Environmental Health Manager explained that the Council did inspect the Kitchen and Coffee Shop, but would not get involved in ward closures due to the spread of illnesses. In response to a further question from Councillor Baron Chenery of Horsbrugh, the Environmental Health Manager explained that the Council did not get involved in the provision of food on trains.

Councillor Pitcher referred to the final report of the Informal Working Group on Markets, and reminded those present that one of the proposals from the Working Group was for traders who served food to display their food hygiene rating certificate. Councillor Pitcher asked how this process would be policed. The Environmental Health Manager explained that a mobile catering unit would be required to be inspected in its own borough, so some traders may be inspected by neighbouring authorities. If the trader resided in the Borough, the Council would undertake inspections as appropriate.

In response to a question from Councillor Howland, the Environmental Health Manager explained that following an inspection, the officer who had carried out the inspection would input the details onto the council's database, which calculated the rating. This was then electronically transferred to a central database at the FSA. The rating would then appear on the FSA website, available for members of the public to view. An app was also available to download.

Councillor Foster addressed the Panel under Standing Order 34. He referred to part 2.9.1 of the Food Safety Service Plan and explained that the office opening hours were incorrectly stated on the plan as the office did not open until 9.30am on a Wednesday. The Environmental Health Manager agreed to amend the plan.

Councillor Foster queried the legislation referred to in point 3.3 of the plan and the Environmental Health Manager agreed to check that the correct legislation was referred to in the plan.

**RESOLVED:** (i) That the update be noted.  
(ii) That the Regeneration, Environment and Community Panel support the recommendation to Cabinet as set out below:

That the Council approves the Food Safety Service Plan.