

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



Environment and Community Panel

Agenda

Wednesday, 23rd November, 2016
at 6.00 pm

in the

**Committee Suite
King's Court
Chapel Street
King's Lynn
PE30 1EX**



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

Tuesday, 15 November 2016

Dear Member

Environment and Community Panel

You are invited to attend a meeting of the above-mentioned Panel which will be held on **Wednesday, 23rd November, 2016 at 6.00 pm** in the **Committee Suite, King's Court, Chapel Street, King's Lynn** to discuss the business shown below.

Yours sincerely

Chief Executive

AGENDA

1. Apologies for absence

To receive any apologies for absence.

2. Minutes (Pages 6 - 13)

To approve 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.

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 simply observing the meeting from the public seating area.

4. Urgent Business

To consider any business which, by reason of special circumstances, the Chairman proposed 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. Update from the Borough Council's Representative on King's Lynn Football Club Board (Verbal Report)

8. Parking Issues - Question and Answer Session

Business Manager, Martin Chisholm will be attending the meeting to answer questions from the Panel. Members of the Panel are encouraged to submit questions in advance to rebecca.parker@west-norfolk.gov.uk

9. Review of Hackney Carriage and Private Hire Licensing Procedures and Conditions (Pages 14 - 18)

To consider the report and make any appropriate recommendations to Cabinet.

10. Report from the Informal Working Group - Public Conveniences Review (Pages 19 - 22)

11. Work Programme (Pages 23 - 24)

To consider the Panels Work Programme.

12. Date of the next meeting

To note that the next meeting of the Environment and Community Panel is scheduled to take place on **Wednesday 17th January 2017 at 6.00pm** in the Committee Suite, King's Court, Chapel Street, King's Lynn, PE30 1EX.

To:

Environment and Community Panel: Miss L Bambridge (Vice-Chairman), Mrs C Bower, A Bubb, Mrs S Collop, Mrs S Fraser, G Hipperson, M Hopkins, J Moriarty, P Rochford, C Sampson (Chairman), T Smith and A Tyler

Portfolio Holders:

Item 8: Councillor Mrs Mellish, Portfolio Holder for Human Resources and Shared Services

Item 9 & 10: Councillor Lawrence, Portfolio Holder for Housing and Community

Appropriate Officers

Item 8: Martin Chisholm – Business Manager

Item 9: John Gilbraith – Licensing Manager

Item 10: John Hussey – Operations Manager

Item 10: Nathan Johnson – Public Open Space Manager

Item 10: Chris Bamfield – Executive Director

By Invitation:

Item 7: Paul Bland – Borough Council’s representative on the King’s Lynn Football Club Board

Item 10: Members of the Public Toilets Informal Working Group – Councillors Mrs Bower, Bubb, Mrs S Collop, Crofts and A Tyler.

Executive Directors

Press

BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK**ENVIRONMENT AND COMMUNITY PANEL**

Minutes from the Meeting of the Environment and Community Panel held on Wednesday, 12th October, 2016 at 6.00 pm in the Committee Suite, King's Court, Chapel Street, King's Lynn

PRESENT: Councillors Miss L Bambridge (Chairman), A Bubb, Mrs S Collop, G Hipperson, J Moriarty, D Pope (substitute for Mrs S Fraser), P Rochford, T Smith and A Tyler

Portfolio Holders

Councillor B Long - Leader of the Council and Portfolio Holder for Environment

Councillor Mrs E Nockolds - Portfolio Holder for Culture, Heritage and Health

Officers:

Chris Durham, Operations Manager

Ray Harding, Chief Executive

Honor Howell, Assistant Director

Nathan Johnson, Public Open Space Manager

Sarah Moore, Operations Manager

By Invitation:

Chris Humphries – West Norfolk CCG

Dr Ian Mack – West Norfolk CCG

EC36: APPOINTMENT OF VICE CHAIRMAN FOR THE MEETING

RESOLVED: That Councillor Smith be appointed Vice Chairman for the meeting.

EC37: APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Bower, Fraser, Hopkins and Sampson.

EC38: MINUTES

Councillor Moriarty stated that he was disappointed with the level of detail contained in the previous meetings minutes relating to Norfolk Waste Partnership Work Streams. The Chairman explained that the format of Minutes had changed and often Councillors were not quoted, she acknowledged the concerns raised by Councillor Moriarty.

RESOLVED: The minutes from the meeting held on 31st August 2016 were agreed as a correct record and signed by the Chairman.

EC39: **DECLARATIONS OF INTEREST**

Councillor Smith declared an interest in EC43: Access to Rural Health Services Scrutiny as he worked for a Doctors Practice in the Borough. However it was not a Practice which was covered in the information provided by the Clinical Commissioning Group.

EC40: **URGENT BUSINESS**

There was none.

EC41: **MEMBERS PRESENT PURSUANT TO STANDING ORDER 34**

There was none.

EC42: **CHAIRMAN'S CORRESPONDENCE**

There was none.

EC43: **ACCESS TO RURAL HEALTH SERVICES SCRUTINY**

The Chairman welcomed Dr Ian Mack and Chris Humphries to the meeting.

The Panel was informed that the Council had been invited, by the Rural Services Network, to take part in scrutinising issues surrounding rural health and rural access to Health Services. The aim of the project was to produce a report which could be used to campaign on behalf of rural communities and could also be presented to the All Party Parliamentary Group on Rural Services. It would also be shared at the Rural Assembly meeting of the Rural Services Network.

A response from the West Norfolk Clinical Commissioning Group (CCG), to the set questions provided by the Rural Services Network had been circulated to Members of the Panel in advance of the Meeting and is attached. Members of the Panel were invited to comment upon the responses and ask additional questions.

Chris Humphries provided the Panel with a summary of the response sent by the CCG. He highlighted the following points:

- Almost 98% of Local Authority residents had to travel less than five miles to access their local GP and all residents had access to a GP within ten miles.
- There were some staff vacancies, mainly nurses as there was a competitive pool in the area. It was difficult to recruit and retain nurses nationally.

- A wide range of services were available in the Borough, but occasionally specialist services would have to be accessed out of the Borough. Transport Services were available.
- Ambulance response times were set by the East of England Ambulance Service Trust and there was no difference in response time targets for rural and urban areas, however response times would obviously be longer in rural areas.
- Work was ongoing to encourage and support training of staff to assist with recruitment and retention.

The Chairman thanked the representatives from the CCG for attending the meeting and invited questions and comments from the Panel, as summarised below:

- In response to a question, Dr Ian Mack explained that there were two ways in which medicines were available to patients, either through a pharmacy or dispensary. Usually rural practices had a dispensary attached to a Surgery. The dispensary could dispense medication under the authorisation of the GP. Therefore it was unlikely that patients would have a problem obtaining the correct medication as a GP would most likely be available for authorisation. In a Pharmacy a Pharmacist had to be present to authorise the medication.
- In response to a question regarding the growth of villages and if Practices could cope with the growth, it was explained that up until recently the CCG worked closely with a Public Health Consultant from Norfolk County Council and these arrangements had worked well. The post had now been withdrawn and the CCG was looking at ways to bring back dialogue between organisations. The Sustainability and Transformation Plan, when available would show ways that organisations could work together.
- The Panel was informed that the Clinical Quality Commission (CQC) was responsible for scrutinising Practices, and following a recent review, most Practices were seen to be of good quality. One Practice had required improvement measures. It was acknowledged that all services were under economic pressures and if there were not enough staff available to inspect practices, inspections would be prioritised and carried out on a less frequent basis. The CQC also inspected other health facilities such as care homes and mental health services etc.
- The Panel was informed that all Practices in West Norfolk belonged to West Norfolk Health Organisation and worked collectively to ensure that services were available to the whole population. All Practices were independent, and the West Norfolk Health Organisation worked to help ensure that services were accessible across the area.
- It was not anticipated that any surgeries in rural areas would be closing or availability reduced, however there were occasions when certain procedures could not be carried out in certain Surgeries meaning that the patient would be directed elsewhere in the Borough.
- There were some challenges in King's Lynn where buildings were not fit for purpose and planning for the future of the urban area of King's Lynn would be required.
- The Portfolio Holder for Culture, Heritage and Health, Councillor Nockolds, informed the Panel that she sat on the CCG Joint Commissioning Committee. She explained that the Committee

received reports on the inspections of GP Surgeries and all reports had indicated good quality services, with the exception of one. The Committee also received reports showing that the CCG and NHS were looking at the impact of population increase. She explained that the Committee was proactive and discussions took place on lots of different areas.

- In response to a question regarding Mental Health and Sexual Health issues in young people. It was acknowledged that the CCG needed to do more as there was an increasing demand for young people and the demand was not being met in the local area. Although services were good in King's Lynn, services needed to be improved in rural areas. With regards to Sexual Health issues, it was explained that there was a critical mass of numbers in King's Lynn and it was not felt that the demand could be met by taking the service out into the community, therefore travel would be required to King's Lynn, which could sometimes be difficult for young people. Some services could be provided by School Nurses. Dr Mack also explained that some services could be accessed online in connection with Mental Health. Sexual Health was contracted by Norfolk County Council, so they would need to work together to overcome any issues.
- The Health Sector was working towards seven day working which could provide the opportunity for young people to access services over the weekend or in the evening.
- In response to a query regarding patients seeing a named Doctor, it was explained that previously the NHS had moved away from having a named Doctor, but this had now reverted back and patients had the right to a named Doctor. If Members had specific issues regarding change of Doctors they were invited to contact the CCG.
- Chris Humphrey explained that there was a national shortage of Doctors and Nurses and it was a competitive environment. The Government had announced an increase in medical students nationally, but it would take many years before training was complete and more Doctors and Nurses were available. Dr Mack explained that retention was also important and guidance was currently being drawn up on how to retain GP's and bring them back to Practising as often they retired early.
- The Assistant Director informed the Panel that the Council worked with the CCG and other Public Sector Partners on the 'Working in West Norfolk' website which encouraged professionals to the area and promoted West Norfolk as an area to live and work.
- The Chief Executive explained that the Sustainability and Transformation Plan would have significant implications and once it was published he suggested that the CCG be invited back to a future meeting of the Panel to discuss the implications and look at how the Council could work with the CCG.
- With regards to online services, it was explained that if possible, the first point of contact should be to the GP. Online services were more about interaction and discussion. The Panel was informed that people could self-refer via phone with regards to mental health issues. The Sustainability and Transformation Plan would look at the need for community based infrastructure and support to deal with Mental Health at an early stage.
- In response to a question regarding acute services which were only available outside the Borough and any recent changes, it was explained that there was no changes to the services available in the

past five years. The Queen Elizabeth Hospital offered a wide range of services, some by visiting Clinicians. However weight needed to be given to if a better service with better outcomes could be provided elsewhere. For example, some cases were referred straight to Norwich and Norfolk or Papworth if specialist treatment was required and severe trauma cases taken straight to a trauma centre had resulted in improvements. Dr Mack explained that Stroke care was one service which had been looked at. It was important that a Stroke was treated as quickly as possible and the Health Overview and Scrutiny Committee had looked at the evidence base for this along with the quality and need and put a case together to maintain the service locally.

- With regard to cost reduction the CCG held regular meetings with the public. Dr Mack explained that it was important to have open dialogue with the public on challenges and they held regular Community Engagement Forums. Dr Mack explained that Governing Body meetings had a public question time at the beginning of each meeting. There was also a break in the middle of the meeting so that Governors could meet with members of the public who had attended the meeting. Dr Mack explained that savings had been delivered over the past few years but he acknowledged that the future would prove difficult with restrained budgets.
- Chris Humphries acknowledged that there was not enough money to meet all needs and the CCG had to do the best that they could. At all times the CCG tried to be open with partners and the public.

The Chairman thanked Dr Mack and Chris Humphries for attending the meeting and their detailed answers to all questions.

RESOLVED: (i) Details of the discussion would be forwarded onto the Rural Services Network.

(ii) The CCG to be invited to a future meeting of the Panel once the Sustainability and Transformation Plan had been published to look at ways the Council and CCG could work together.

EC44: **GROUND MAINTENANCE REVIEW**

The Panel received a report which reviewed the implementation of the new grass cutting regime and included detail on recent survey responses, complaints received and options and recommendations for a new change of regime.

The Operations Manager explained that for the 2016 season a reduced cuts trial had been carried out, however, feedback and the result of surveys and complaints received had indicated dissatisfaction in the changes and a balance needed to be made between what the public wanted and cost implications.

The Operations Manager requested that the Panel consider the following options and identify their preferred option:

Option 1 – Continue with current schedule

Option 2 – Increase frequency to 12 cuts
 Option 3 – Increase frequency to 8 cuts
 Option 4 – Increase to either 8 or 12 cuts, and keep NCC to 5 cuts.

The Operations Manager explained that there was also the opportunity for Parishes to take on grounds maintenance themselves, but the Council would no longer be responsible for grass cutting, play areas or trees in the Parish where its option was taken up.

The Panel was informed that Option 2, which was to increase the frequency to 12 cuts, would increase special expenses. With the biggest increase being £1.93 and the smallest being 1p.

Currently the Borough Council was paid for five cuts for Norfolk County Council areas, however currently the Borough Council cut areas on a more frequent basis. It was explained that different ways to recoup costs could be looked at.

The Panel was informed that high profile areas would still have 18 cuts a season.

The Chairman thanked the Operations Manager for her report and invited questions and comments from the Panel, as summarised below:

- It was suggested that the opportunity be presented to Parish Councils for them to take on responsibility of their area before a decision was made. Information needed to be available to them that it was an option to take on the area themselves and add a local charge to Council Tax.
- It was asked if complaints had been received just because it was the first year of the changed regime and if the Operations Manager felt that complaints would decrease if the new arrangements were continued for another year. The Public Open Space Manager explained that it was not just the public who had complained about the new regime, it had also had an effect on the Operatives, who took pride in their work and did not like leaving areas untidy or uncut. He informed the Panel that one Operative had left the Authority as he was unhappy with the new regime and felt that he was working to a low standard.
- The Operations Manager explained that there was no such thing as an 'average cutting season' as each year was different. She felt that it would be difficult to offer a 'reactive' service as the Operatives had a set schedule and limited flexibility. The Operations Manager informed those present that the Grounds Maintenance Team had recently taken on a contract for the Industrial Estates.
- It was commented that the response rate to the survey could have been higher if Parishes and Ward Members were given a longer period to respond.
- Discussions were held regarding Norfolk County Council cuts and why the Council should bear the cost of the additional cuts. The Operations Manager explained that a lot of Council areas adjoined Norfolk County Council areas; therefore it would look odd if only part

of the grass was cut. The Council had also tried only mowing the frontage of the area and leaving the back to grow long, but complaints had been received and the Council had therefore resumed cutting of the whole of the verges.

- Members provided detail of complaints which had been received within their wards.
- It was suggested that grass grew quicker in the spring; therefore the amount of cuts should be increased at the beginning of the season. It was also suggested that cutting it shorter would result in it growing slower.
- The Portfolio Holder for Culture, Heritage and Health felt that the complaints received were partly justified as she had looked round the Borough. She explained that people took pride in where they lived and it was important to keep residents happy. She felt that the Operatives worked well and needed a set schedule to work to. She felt that standardising the amount of cuts across the Borough would make it easier for the Operatives and could result in efficiencies as longer grass took longer to cut and clean up afterwards. She asked the Panel to support a simple regime and cut more often.
- Comments were made that it was difficult to cut longer grass, resulting in the work taking longer as machines could get jammed up.
- The Leader of the Council, Councillor Long commented that the recommended amount of cuts was 6, 12 or 18. He why these amounts had been chosen and asked if consideration could be given to 10 or 11 cuts etc. The Operations Manager explained that the amount of cuts had been calculated so that a round number of cuts were carried out during the cutting season. She explained that some Councils did 8 cuts per year and this was one of the options identified.
- With regard to equipment it was explained that previously cylinder mowers were used, but these had now been changed to flail mowers. The Operations Manager explained that these did not give the same quality of cut, but were more flexible. The investment in better equipment had already been made.
- The Operations Manager explained that cuts to areas immediately fronting properties had been stopped. This had resulted in some complaints, but in the main residents had taken on responsibility of the area themselves. Some areas with trees had also been left, but where complaints had been received they had been cut.
- The Operations Manager explained that a decision needed to be taken on the new regime as it would need to be presented to Cabinet and incorporated into the forthcoming budget. The proposals would be presented to Cabinet on 6th December and King's Lynn Area Consultative Committee on 15th December 2016.
- The Leader of the Council, Councillor Long explained that there was the opportunity to make the service commercial and sell the Council's service to Parish Councils. That way the Parish could charge the service to Special Expenses rather than it be added onto the Parish Precept, which was capped.
- The Public Open Space Manager explained that the Option of 12 cuts was the teams preferred option. The Operations Manager explained that Parish Councils would be notified of the new regime once agreed.

The Panel discussed the four options identified and voted on their preferred option.

RESOLVED: (i) The Panel identified Option 3 as the preferred option which was to increase frequency to 8 cuts.
(ii) That Parishes be contacted to inform them that they had the option of taking on Grounds Maintenance themselves.
(iii) That the Panel receive updates as appropriate.

EC45: **WORK PROGRAMME**

Members of the Panel were reminded that an eform was available on the Intranet which could be completed and submitted if Members had items which they would like to be considered for addition to the Work Programme.

RESOLVED: The Panel's Work Programme was noted.

EC46: **DATE OF THE NEXT MEETING**

The next meeting of the Environment and Community Panel would be held on Wednesday 23rd November 2016 at 6.00pm in the Committee Suite, King's Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX.

The meeting closed at 7.35 pm

REPORT TO CABINET

Open/Exempt		Would any decisions proposed :		
Any especially affected Wards None	Mandatory	(a) Be entirely within cabinet's powers to decide	YES /NO	
		(b) Need to be recommendations to Council	YES/ NO	
		(c) Be partly for recommendations to Council and partly within Cabinets powers –	YES /NO	
Lead Member: E-mail: cllr.adrian.lawrence@west-norfolk.gov.uk Cllr Adrian Lawrence		Other Cabinet Members consulted:		
		Other Members consulted: Licensing & Appeals Board		
Lead Officer: John Gilbraith E-mail: john.gilbraith@west-norfolk.gov.uk Direct Dial: 01553 616786		Other Officers consulted:		
Financial Implications YES/ NO	Policy/Personnel Implications YES /NO	Statutory Implications (incl S.17) YES/ NO	Equal Opportunities Implications YES /NO	Risk Management Implications YES /NO

Date of meeting: 6th December 2016

TITLE: Hackney Carriage and Private Hire Licensing Procedures & Conditions

Summary

Following high profile cases of child sexual exploitation (CSE) involving taxi drivers in places such as Rotherham, the Borough Council wishes to introduce safeguarding awareness training for members of the taxi trade. To ensure that members of the trade complete this training will require an amendment to licensing conditions. The amendment to conditions would empower the Licensing & Appeal Board to take action against those who do not complete the training voluntarily.

It is therefore proposed that the Borough Council's Hackney Carriage and Private Hire Licensing Procedures & Conditions are amended to include a requirement that all existing licensed combined drivers and new applicants for combined drivers either attend safeguarding training or pass the 'safeguarding' element of the Borough Council's Knowledge Test.

Whilst introducing this new requirement an opportunity has been taken to make minor amendments to three existing licensing conditions; Driver Standard Agency (DSA), window tints and 'MOT tests for hackney carriages and private hire vehicles.

Recommendation

That Council adopt the revised licensing procedures and conditions.

Reason for Decision

To introduce safeguarding awareness for combined drivers and keep the current procedures and conditions up to date and fit for purpose.

1.0 Introduction

- 1.1 Consideration has been given to the findings of the Independent Enquiry into Child Sexual Exploitation in Rotherham 1997 - 2013 undertaken by Alexi Jay. In particular, in the context of hackney carriage and private hire licensing, members should note that the report states: *'One of the common threads running through child sexual exploitation across England has been the prominent role of taxi drivers in being directly linked to children who were abused.'*
- 1.2 The Borough Council has a duty to protect the travelling public. This is achieved by setting standards (by way of conditions) for those people who wish to apply for or retain a licence to be a combined hackney carriage and private hire vehicle driver. Conditions and pre-licence requirements ensures that the Borough Council provides a fair evaluation of applications/existing licences when making decisions on whether to grant, renew, suspend or revoke a licence.
- 1.3 The Borough Council of Kings Lynn and West Norfolk has adopted the provisions of the Local Government (Miscellaneous Provisions) Act 1976 that relate to the licensing of hackney carriages and private hire vehicles, hackney carriage and private hire drivers and private hire operators. The Act permits Local Authorities to attach conditions to the licences where they are considered reasonable necessary.
- 1.4 The last full review of licensing procedures and conditions was approved by Full Council on the 28th January 2016.

2.0 Consultation

- 2.1 With the exception to the change in Driver Standard Agency (DSA) requirements, the trade were consulted on the proposed changes to procedures and conditions between the 8th August 2016 and the 16th September 2016.
- 2.2 The response to the consultation was disappointing with only 5 responses (1.9%) received. However, this could be taken as a general consensus that the trade have no concerns with the proposed amendments. A copy of the consultation document is attached to this report at Appendix 1 which includes a summary of the responses received.
- 2.3 With the agreement of Cllr Don Tyler, Chairman of the Licensing & Appeals Board, Members of the Licensing & Appeals Board were consulted by email on the 22nd September 2016 of the proposals and comments received from the consultation.

3.0 Safeguarding Awareness Workshops

- 3.1 The training has been delivered in a 1-hour workshop by Breckland Training Services. The aim of the workshop was to give drivers an overview of how

safeguarding can involve the taxi and private hire trades; what child sexual exploitation is; and to give drivers the knowledge and confidence to report concerns.

- 3.2 These workshops were provided over three days and all licensed drivers were invited to attend one of the sessions on offer. The take-up has been encouraging with 88% of the trade attending on a voluntary basis. The adoption of the new proposals will enable action to be taken against the remaining 12% thus ensuring that all combined drivers have completed the training.
- 3.3 Breckland Training Services delivered the same workshop to members of the Licensing & Appeals Board on the 8th March 2016. Also, the workshop has or will be delivered in our neighbouring licensing authorities in Norfolk.

Proposals

- 3.1 Safeguarding. It is proposed that the Borough Council's Hackney Carriage and Private Hire Licensing Procedures & Conditions are amended to include a requirement that all existing licensed combined drivers complete safeguarding training. In addition, the Borough Council's taxi knowledge test will be updated to include a section on safeguarding. This will be primarily aimed at new applicants for combined drivers although it can equally be used for existing members of the trade who either did not or could not attend one of the safeguarding workshops.
- 3.2 Driver Standard Agency (DSA). Condition 2.1 currently requires applicants for a combined driver licence to complete the DSA Hackney Carriage/Private Hire Test Assessment. The DVLA have advised that from the end of 2016 they will no longer be offering a taxi driving test. Private companies are available to offer similar training so it is proposed therefore that the current condition be amended to include "or a driving test approved by the Borough Council".
- 3.3 Window Tints. Licensing conditions currently state that:-

"No glass, with the exception of a tinted sun-strip along the top of the windscreen, shall be tinted to such an extent as to obscure the view of the inside of the vehicle from a distance of 4 metres".

Notwithstanding that the condition is ambiguous it is proposed to remove this condition as a lot of new vehicles have 'tints' fitted on the rear windows as standard. Both the Norfolk Constabulary and Norfolk Fire Service have been consulted and neither authority has raised any safety concerns.

- 3.4 MOT Tests. It was proposed at the last review to remove the requirement for licensed vehicles to have both the standard MOT and the Council's compliance test from new. The Council therefore changed the condition to require an MOT from 3 years in line with private vehicles. Unbeknown at the time, the Driver and Vehicle Standards Agency (DVSA) testing standards require a hackney carriage vehicle to be MOT tested from 1 year old. There is no similar requirement for private hire vehicles so would be required from 3

years old in line with all other vehicles. Amending the condition would align our condition with the primary legislation. It is considered reasonable that licensed private hire vehicles should be tested to the same standard as hackney carriages (after 1 year) as in many cases private hire vehicles complete the same, if not more miles per annum.

4.0 Background papers

4.1 Hackney Carriage & Private Hire Licensing Procedures & Conditions (Revised January 2016).

4.2 Independent Inquiry into Child Sexual Exploitation in Rotherham 1997 - 2013
Alexis Jay OBE

5.0 Appendixes

5.1 Review of Hackney Carriage & Private Hire Licensing Procedures & Conditions – Summary of Changes (August 2016)

Current Condition	Proposed New Condition	Reason for Proposal	Comments Received from Trade
<p><u>Tinted Windows</u></p> <p>3.60 No glass, with the exception of a tinted sun-strip along the top of the windscreen, shall be tinted to such an extent as to obscure the view of the inside of the vehicle from a distance of 4 metres.</p>	<p><u>Tinted Windows</u></p> <p>3.60 Tinted windows must comply with the Road Vehicles (Construction & Use) Regulations which specify the minimum levels of light that must pass through the windscreen and front side windows. The limits are:</p> <p>The light transmitted through the windscreen must be at least 75%. The front side windows must allow at least 70% of light to be transmitted through them.</p>	<p>The existing condition is ambiguous.</p> <p>An increasing number of new vehicles come with tinted rear windows as standard.</p> <p>Norfolk Constabulary and Norfolk Fire Authorities have been consulted and do not require visibility in the back of licensed vehicles in order to promote public safety.</p>	<p>Two members of the trade are asking that in addition to factory fitted tinted windows that we allow film ‘tints’ to be fitted.</p>
<p><u>MOT Testing (Annex D)</u></p> <p><i>Compliance Testing Standards</i></p> <p>8. Whilst vehicles which are less than 3 years old do not require a standard MOT test they are required to have a compliance test.</p>	<p><u>MOT Testing (Annex D)</u></p> <p><i>Compliance Testing Standards</i></p> <p>8. All vehicles (hackney carriages and private hire) require a compliance test before first licensed, however they do not require a standard MOT test also unless they are 1 year (from date of first registration) or older.</p>	<p>It was proposed at the last review to remove the requirement for licensed vehicles to have both the standard MOT and the Council’s compliance test from new. The Council therefore changed the condition to require an MOT from 3 years in line with private vehicles. We need to change this as DVSA standards require a hackney carriage vehicle to be MOT tested from 1 year old (regardless of what our conditions state). It is considered reasonable that private hire vehicles should be tested to the same standard.</p>	<p>No comments received objecting to this proposal</p>
<p><u>Safeguarding Training</u></p> <p>No current requirement</p>	<p><u>Safeguarding Training</u></p> <p>All existing licensed drivers and new combined driver applicants will be required to undertake Safeguarding Training as prescribed by The Borough Council.</p>	<p>Central Government are currently looking to introduce the requirement for all licensed drivers to undertake Safeguarding Training. The training should raise awareness in light of issues involving licensed drivers and child sexual exploitation (CSE) across the country. The Borough Council, in line with other Councils wish to introduce this requirement ahead of any changes to the law.</p>	<p>No comments have been received opposing the introduction of this condition.</p>

POLICY REVIEW AND DEVELOPMENT PANEL REPORT

REPORT TO:	Environment and Community		
DATE:	23 rd November 2016		
TITLE:	Public Toilet Review		
TYPE OF REPORT:	Development		
PORTFOLIO(S):	Housing and Community		
REPORT AUTHOR:	Nathan Johnson/John Hussey		
OPEN		WILL BE SUBJECT TO A FUTURE CABINET REPORT:	Yes/No Dependent on Panel views

REPORT SUMMARY/COVER PAGE

PURPOSE OF REPORT/SUMMARY:
To present the findings of the Informal Working Group – Public Toilets, which had been established by the Environment and Community Panel with the remit of reviewing the provision of public toilets in the Borough and consider future options.
KEY ISSUES:
The Council operates 22 public conveniences across the Council’s area. The Council has a budget gap to meet in the next five years and the cost of public toilets is £374,000 per annum.
OPTIONS CONSIDERED:
The Informal Working Group met on three separate occasions and discussed a variety of options such as: <ul style="list-style-type: none"> • Maintain current arrangements. • Close or transfer of costs. • Charging for toilets. • Leasing opportunities.
RECOMMENDATIONS:
The Panel are requested to consider the recommendations made by the Informal Working Group and make any appropriate recommendations to Cabinet and refer any relevant matters to the King’s Lynn Area Consultative Committee.
REASONS FOR RECOMMENDATIONS:
Maintain the service provision but contribute to Council budget savings targets.

REPORT DETAIL

1. Background

- 1.1 The borough council operates 22 public conveniences across the council area. A large number of these toilets are located in or close to borough council car parks, transport hubs or resort / tourism locations that are operated in the main by the borough council.
- 1.2 The provision of public conveniences is not a statutory responsibility for the borough council.
- 1.3 Further information and background details were provided via the report to the Environment and Community Panel for the meeting held on Wednesday 31st August 2016.
- 1.4 Following this meeting, the Chair proposed that an Informal Working Group be established to look at the public toilets review.
- 1.5 The Executive Director suggested that the Informal Working Group met two possibly three occasions and report back to the Environment and Community Panel at their meeting on 23rd November.
- 1.6 The Terms of Reference for the Informal Working Group was agreed as follows: "To review the provision of public toilets in the Borough and consider future options."
- 1.7 The Informal Working Group to comprise of the following Members: Councillors Mrs Bower, Bubb, Mrs S Collop, Crofts and A Tyler.
- 1.8 The Informal Working Group met three occasions (6th September, 5th October and 9th November 2016) to discuss the various options available and make proposals for the panel to consider.

2. Timetable

- 2.1 Due to the need for consultation / negotiation with the various stakeholders, particularly Parish Councils and the King's Lynn Area Consultative Committee (internal and external), it is envisaged that most proposed changes are implement with effect from 1st April 2018.

3. Working Party

- 3.1 The notes from the Working Party meetings can be viewed on the Intranet or via the Mod Gov App.

4. Proposals

- 4.1 Public Conveniences located in or close to borough council car parks, transport hubs or resort / tourism locations:

Northern Area:

- Heacham South Beach.
- Heacham South Beach.
- Seagate.
- Central Promenade.

- Hunstanton Bus Station.
- Esplanade.
- Bowling green.
- Cliff Top.

Central Area:

- Kings Lynn Bus Station.
- Baker Lane.
- St James Multi-Storey Car Park.

Panel and Portfolio Holder to give consideration to the potential of leasing the management and operation of the following public conveniences to a private contractor on the basis that the contractor would be able to introduce turnstiles and charge for admission:

- Central Promenade.
- Seagate.

4.2 Public Conveniences located in parished areas:

4.2.1 Discussions to take place with Parish Councils and local stakeholders with regard to the requirement for and the funding of the toilets below. Options are for Parish Councils to take on operation, toilets can be closed or remain open and charged as a local Special Expense.

- Heacham Village
- Old Hunstanton
- Holme
- Burnham Market
- Memorial Playing Field
- Wales Court
- The Howdale

4.2.2 Officers to investigate the Capital costs to refurbish Wales Court toilet block.

4.3 Public Conveniences located in unparished areas:

Central Area:

- Ferry Street.
- Walks (Broadwalk).
- Walks (Management Building).
- Gaywood.

Recommendations:

Central Area:

- Ferry Street: 3 month trial of closing Monday – Friday signpost users to Corn Exchange, open at weekends and events.
- Walks (Broadwalk): KLACC to give consideration to charging as a Special Expense
- Walks (Management Building): As above.
- Gaywood: 6 month trial of complete close down, Library willing to allow public use of the toilet facilities within the facility.

5. Financial Implications

- 5.1 The financial implications of the proposals will be dependent on arrangements reached for each toilet block. Detailed arrangements would be reported in Autumn 2017 for inclusion in the 2018/19 financial year and on an ongoing basis.
- 5.2 Overall savings are expected to be in the region of £40-60,000 per annum.

6. Panel

- 6.1 The Panel are asked to consider the report.

ENVIRONMENT AND COMMUNITY PANEL WORK PROGRAMME 2016/2017

DATE OF MEETING	TITLE	TYPE OF REPORT	LEAD OFFICER	OBJECTIVES AND DESIRED OUTCOMES
23 rd November 2016	Parking Issues	Question & Answer Session	Martin Chisholm	To identify any issues and if the Panel can make any recommendations to relevant bodies.
23 rd November 2016	Update from the Borough Council's Representative on King's Lynn Football Board	Verbal Report		To identify any issues and be updated on the work of the Football Club
23 rd November 2016	Report from the Informal Working Group – Public Conveniences Review	Final Report from Task Group	Chris Bamfield	To receive the recommendations from the Informal Working Group and consider any actions arising from their recommendations.
23 rd November 2016	Review of Hackney Carriage and Private Hire Licensing Procedures and Conditions	Cabinet Report	John Gilbraith	To consider the report and make any appropriate recommendations to Cabinet.
17 th January 2017	Norfolk Museums Service – Annual Update	Update/ Monitoring	Robin Hanley – Norfolk Museums	Report to note.
17 th January 2017	Capital Programme/Budget	Cabinet Report	Lorraine Gore	To consider the Capital Programme and Budget and made appropriate recommendations to Cabinet
17 th January 2017	Urban Facilities, Enhancements and Street Furniture			Requested by Members of the Panel. Panel Members to bring ideas and relevant issues to the meeting for consideration and agree a way forward.
17 th January 2017	Advice Services – Performance Monitoring	Performance Monitoring – requested by Opposition Member	Lorraine Gore/ Sarah Dennis	To Scrutinise the Performance of the Advice Services Contract.

17 th January 2017	Air Quality Annual Update	Monitoring	Dave Robson	For noting purposes.
8 th February 2017	Waste and Recycling Update	Update	Barry Brandford	Update. Last update received in August 2016.
8 th February 2017	Leisure Trust Update	Update	Alive Leisure	One of the two yearly updates which is provided by Alive Leisure.
15 th March 2017	Annual Feedback Reports from Outside Bodies	Monitoring		Annual Feedback from Councillors Appointed to any Scrutiny Outside Bodies by the Environment and Community Panel (if any)
15 th March 2017	West Norfolk Disability Forum – Annual Update	Update	Allison Bingham	Annual Update for noting purposes.
26 th April 2017	No items scheduled at present			