

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



# **Environment and Community Panel**

## **Agenda**

**Tuesday, 3rd September, 2019**  
at 5.00 pm\*

in the

**Council Chamber  
Town Hall  
Saturday Market Place  
King's Lynn**

\*Please note earlier start time





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

Friday 23 August 2019

Dear Member

**Environment and Community Panel**

You are invited to attend a meeting of the above-mentioned Panel which will be held on **Tuesday, 3rd September, 2019 at 5.00 pm** in the **Council Chamber - Town Hall, Saturday Market Place, King's Lynn PE30 5DQ** 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 Chair 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 Chair 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 Chair.

**6. Chair's Correspondence**

If any.

**7. Climate Change - 45 minutes (Verbal Report)**

To receive a presentation from Officers on what was being planned to address Climate Change.

**8. Corporate Business Plan - 45 minutes (Pages 14 - 17)**

Members of the Panel will receive an update from officers and then be invited to participate in a workshop session.

**9. Food Hygiene Update - 30 minutes (Pages 18 - 41)**

To receive a presentation from officers.

**10. Work Programme and Forward Decision List - 5 minutes (Pages 42 - 48)**

**11. Future Meeting start time - 10 minutes**

**12. Date of the next meeting**

To note that the next meeting of the Environment and Community Panel is scheduled to take place on Tuesday 15<sup>th</sup> October 2019 at 5.00pm in the Council Chamber, Town Hall, Saturday Market Place, King's Lynn.

To:

**Environment and Community Panel:** Miss L Bambridge, C Bower (Vice-Chair), A Bubb, A Bullen, S Collop, M de Whalley, A Kemp, J Kirk, J Lowe, C Sampson (Chair), S Squire and M Wilkinson

**Portfolio Holders:**

Councillor I Devereux, Portfolio Holder for Environment – Items 7 & 9  
Councillor B Long, Leader of the Council – Item 8

**Officers**

Ged Greaves – Senior Policy and Performance Officer

Vicki Hopps – Environmental Health Manager  
Honor Howell – Assistant Director  
Dave Robson – Environmental Health Manager

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

**Minutes from the Meeting of the Environment and Community Panel held on Tuesday, 16th July, 2019 at 6.00 pm in the Council Chamber - Town Hall, Saturday Market Place, King's Lynn PE30 5DQ**

**PRESENT:** Councillors C Sampson (Chairman), L Bambridge, C Bower (Vice Chairman), A Bubb, S Collop, M de Whalley, A Kemp, J Kirk, J Lowe, A Ryves (substitute for A Bullen), S Squire and A Tyler (substitute for Mrs M Wilkinson)

**PORTFOLIO HOLDERS:**

Councillor I Devereux – Portfolio Holder for Development

Councillor P Kunes – Portfolio Holder for Commercial Services

Councillor B Long – Leader of the Council

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

**OFFICERS:**

Barry Brandford – Waste and Recycling Manager

Sarah Dennis – Partnerships and Funding Officer

Ged Greaves – Senior Policy and Performance Officer

Honor Howell – Assistant Director

Dave Robson – Environmental Health Manager

**EC14: APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Bullen and Mrs Wilkinson.

**EC15: MINUTES**

Councillor Mrs Collop referred to the appointment of Members to Task Groups and Informal Working Groups which was presented to the previous meeting and asked if the positions had been filled. The Democratic Services Officer confirmed that Group Leaders had confirmed the appointment of the Members to the Task groups.

Councillor Kemp asked if Members would have the opportunity to be involved in the Homelessness Task Group. The Democratic Services Officer advised that any Member could attend any meeting to speak on an item under Standing Order 34 and would ensure that the Panel Members were notified when agendas for Task Groups were published.

**RESOLVED:** The Minutes from the previous meeting were agreed as a correct record and signed by the Chairman.

**EC16: DECLARATIONS OF INTEREST**

There were no declarations of interest.

EC17: **URGENT BUSINESS**

The Chairman advised the Panel that at the Full Council meeting on 4<sup>th</sup> July, Council referred the appointment of a representative to the King's Lynn Football Board back to the Environment and Community Panel.

The Panel were therefore invited to nominate a representative to serve on this Board.

**RESOLVED:** There were no nominations put forward, so the appointment would be referred back to Full Council.

EC18: **MEMBERS PRESENT PURSUANT TO STANDING ORDER 34**

There was none.

EC19: **CHAIRMAN'S CORRESPONDENCE**

There was none.

EC20: **FINANCIAL ASSISTANCE SCHEME - THEMED FUND**

The Partnership and Funding Officer presented the report and explained that the Borough Council operated a Financial Assistance Scheme to support local community groups. This included a special 'themed' annual fund of £4,000. Members of the Panel were asked to consider the use of this themed fund for 2019/2020.

The Chairman thanked the Partnership and Funding Officer for her report and invited questions and comments from the Panel, as summarised below.

Councillor Squire suggested that the themed fund should be used to encourage the planting of native trees and wildflowers, including in schools. The Chairman and Vice Chairman commented that this would be a good idea and the Vice Chairman referred to successful planting schemes which had been carried out in Hunstanton.

Councillor Bubb referred to the suggestion that the fund be used to provide defibrillators. He commented that these had hidden costs in that the batteries needed to be replaced.

Councillor Mrs Collop suggested that a small amount of the fund available be used to install a memorial bench for the late Councillor Gourlay.

The Portfolio Holder for Culture, Heritage and Health, Councillor Mrs Nockolds explained that there was a budget available for tree planting and there was a 'Street Trees' project ongoing which encouraged businesses to offer funding for planting, with so far over twenty trees being planted. She explained that this was a Borough wide scheme.

The Panel was also informed that some of the Government's Parks and Gardens funding had gone into the Norfolk Community Foundation pot so that organisations and local community groups could bid for funding for projects to enhance parks and gardens. The Portfolio Holder for Culture, Heritage and Health suggested that this route could be used to apply for funding for a memorial bench.

Councillor Ryves suggested that the themed fund be used for providing meadows on common land. He also highlighted that 2020 was the 75<sup>th</sup> anniversary of World War II and funds could be used for memorials.

Councillor Mrs Kemp suggested that the fund could be used for growing flowers in certain gardens to help smarten up areas. She suggested that seed packets could be provided and used in communal gardens and sheltered housing.

Councillor Tyler suggested that the fund be used to bring music into schools. This could include donations for young children learning music and providing instruments. He explained that there was a West Norfolk organisation which provided this and brought in professional musicians to schools. The Vice Chairman commented that she was aware of this organisation and that they did great work in schools.

The Portfolio Holder for Culture, Heritage and Health commented that there was already a music hub in Norfolk and encouraged schools that were looking to bring more music in to look at what they could offer. She also commented that there was a Local Cultural Education Board which was hosted by Creative Arts East and local drama and music groups could apply for funding. The Portfolio Holder also informed the Panel of King's Lynn and West Norfolk Girls School Trust to which school girls could apply for grants, which included for music lessons and instruments.

Councillor de Whalley commented that he supported the suggestion for using the fund for wildflower planting and trees. He explained that any project would also need managing and interpretation boards would be required so that the public were aware of spaces that were being used for wildflowers.

The Partnership and Funding Officer reminded the Panel that the West Norfolk Wins Lottery was a good way for local community groups to raise money with minimal effort.

The Chairman thanked the Panel for their suggestions for the themed fund. He suggested that the Partnership and Funding Officer consider



the suggestions put forward and bring back to the Panel more detail on how the funds could be utilised.

**RESOLVED:** The Partnership and Funding Officer to consider the suggestions of the Panel and bring a report back to the Panel on how the themed fund could be utilised.

EC21: **FULL YEAR - 2018-2019 PERFORMANCE MONITORING REPORT**

The Senior Policy and Performance Officer presented the report. He explained that each year the Cabinet agreed the Performance Indicators and each Panel monitored the Performance Indicators that were relevant to the Panel, on a quarterly basis.

The Panel's attention was drawn to the three indicators which had not met target:

- CE1 – Number of suspected licensable HMO's that are inspected and/or licensed.
- CE4 – Number of new affordable housing completions.
- CO7 – Number of brown bins in use for composting.

The Senior Policy and Performance Officer referred to the notes against the indicators, which explained that the indicators relating to HMO's and affordable housing reflected national issues and were impacted by matters outside of the council's direct control. He also highlighted that the brown bin indicator had only missed its target by just over 1%.

The Chairman thanked the Senior Policy and Performance Officer for his report and invited questions and comments from the Panel, as summarised below.

Councillor Bubb suggested that it would be useful to have figures as well as percentages to give a more accurate reflection of performance. The Senior Policy and Performance Officer agreed to add figures to the appropriate indicators in future monitoring reports.

**RESOLVED:** 1. The Panel reviewed the monitoring report and agreed the actions in the action report.  
2. The Senior Policy and Performance Officer to add figures as appropriate, as well as percentages, in the next monitoring report.

EC22: **DRY RECYCLABLES PROCESSING**

The Waste and Recycling Manager presented information to the Panel, including showing the two videos (links below) and providing a presentation (attached).

<https://www.bbc.co.uk/news/av/science-environment-48716549/how-recyclable-is-your-food-shop>

<https://vimeo.com/346105155>

The Waste and Recycling Manager outlined the processes involved in dry recycling and highlighted that all the Borough's recycling was carried out in the UK and nothing was exported until it had been prepared for remoulding.

He reminded the Panel that they had been invited to attend a tour of the Materials Recycling Facility.

The Chairman thanked the Waste and Recycling Manager for his presentation and invited questions and comments from the Panel, as summarised below.

Councillor Kemp asked if there were plans to extend what could be recycled, including larger plastics. She also referred to the review of Norfolk County Council's Waste Policy which made reference to incineration. The Waste and Recycling Manager explained that he was unaware of the Norfolk County Council review. He explained that with regards to larger plastics, this had been reviewed recently but no changes had been made. The Waste and Recycling Manager also explained that WRAP funding had been previously used to identify plastic sorting opportunities, but it would not allow the mixing of materials.

The Waste and Recycling Manager explained that harder and larger plastics were often made up of different components and this made the processes more complex. He also referred to items such as tins of paint, which could contaminate a lot of other recycling should there be any remnants of paint which make it into the truck, or the recycling belts at the MRF.

Councillor Bubb asked if there were alternatives that could be used to black plastic sacks. The Waste and Recycling Manager explained that waste could be put into the bin loose, or other bags could be used. He explained that black sacks could be made easily from fairly low grade recyclable material and that in the past other colours had been used to differentiate between trade waste etc. The other benefit of using black bags was that anything confidential could not be seen from the outside.

Councillor Bubb commented that black bags could take a long time to break down in landfill and the Waste and Recycling Manager confirmed that none of West Norfolk's waste was sent to landfill, it was shredded, bailed and then sent to Holland to be used as fuel.

Councillor de Whalley explained that it was important to raise public awareness about how and why we recycled. The Waste and Recycling Manager explained that social media was used and there were some

videos available on the Norfolk Recycles website. Other options were being looked at in conjunction with the Communications Team. Households also received two leaflets a year to encourage correct recycling.

The Panel was informed that currently 20% of materials collected for recycling could not be recycled. The Waste and Recycling Manager explained that there was still an element of human sorting required at the MRF.

Councillor Ryves informed the Panel that he had visited the MRF and had been informed that there was a lot of contamination. He felt that public awareness of what could and could not be recycled was important to reduce contamination and that the public should be penalised if they were not recycling properly. He also explained that items should be loose, clean and excess packaging should be removed. The Waste and Recycling Manager explained that clear sacks could be used for recycling, but there was still a large amount of contamination. The Panel was also informed that action had been taken against households that continuously did not recycle correctly.

**RESOLVED:** The Panel noted the information.

**EC23: AIR QUALITY MONITORING REPORT**

The Environmental Health Manager presented information on Air Quality Monitoring, as attached. He explained that the Annual Report was still in the process of being finalised and then would be sent to DEFRA for auditing before being published on the Borough Council's Website.

The Chairman thanked the Environmental Health Manager for his presentation and invited questions and comments from the Panel, as summarised below.

Councillor Kemp asked about sulphur monitoring, benzene monitoring and pollution in industrial areas. She also referred to a metal smell at Coopers. The Environmental Health Manager explained that Industrial Pollution control was monitored separately. He explained that benzene and sulphur dioxide levels had been monitored at certain sites in the past, but the assessment of the levels had resulted in them no longer being monitored as levels were well below the annual mean.

Councillor Kemp commented that going forward the Council needed to look at other elements to reduce the impact on air quality, for example at Wisbech Road where there was pollutants from cars. The Environmental Health Manager explained monitoring had been carried out at Wisbech Road, but it was below the annual mean. Nar Ouse

Way had also had a positive effect on the air quality along Wisbech Road.

The Chairman thanked the officers for the monitoring that was carried out. He acknowledged that resources did not allow for all areas to be monitored, but felt assured that should issues arise they would be investigated.

The Environmental Health Manager invited Councillor Kemp to discuss issues regarding specific sites within her Ward with him outside of the meeting.

Councillor Squire referred to the mean figures which had been provided to the Panel. She asked if the Panel could be provided with the maximum figures and the range for the past year. The Environmental Health Manager agreed to provide this information to the Panel.

Councillor Bambridge asked if monitoring was carried out outside of schools as she was aware of a lot of cars outside of schools at leaving time which were left with their engines running. The Environmental Health Manager explained that some monitoring was carried out, but schools were generally set back from the road and the levels declined quite quickly from the roadside.

Councillor Ryves referred to smells in the Stoke Ferry area resulting from medical cannabis being grown in Wissington Sugar Factory. It was explained that this site was regulated by the Environment Agency and had the relevant permits in place. Any issues with smell should be reported to the Council's Community Safety and Neighbourhood Nuisance Team.

**RESOLVED:** 1. The update was noted.  
2. The Environmental Health Manager to provide annual maximum and range figures to the Panel if possible.

EC24: **WORK PROGRAMME AND FORWARD DECISION LIST**

The following items were identified for consideration for addition to the Work Programme:

- Review of the Policy on the release of Chinese Lanterns.
- Blue Flag Beaches

**RESOLVED:** The Panel's Work Programme was noted.

EC25: **DATE OF THE NEXT MEETING**

The next meeting of the Environment and Community Panel would be held on Tuesday 3<sup>rd</sup> September 2019 at 6.00pm in the Council Chamber, Town Hall, Saturday Market Place, King's Lynn.

**The meeting closed at 8.31 pm**

**POLICY REVIEW AND DEVELOPMENT PANEL REPORT**

REPORT TO:	Environment and Community Panel		
DATE:	3 September 2019		
TITLE:	Corporate Business Plan 2020-2024		
TYPE OF REPORT:	Monitoring		
PORTFOLIO(S):	Performance		
REPORT AUTHOR:	Ged Greaves		
OPEN/EXEMPT	Open	WILL BE SUBJECT TO A FUTURE CABINET REPORT:	Yes

**REPORT SUMMARY/COVER PAGE**

<b>PURPOSE OF REPORT/SUMMARY:</b>
The Corporate Business Plan sets the broad framework for the council's work over the next four years. . Following the borough elections, it is timely to review the four year plan and this report sets out the indicative process and timetable and a high level view of proposed priorities and objectives for the panel to consider.
<b>KEY ISSUES:</b>
<ul style="list-style-type: none"> <li>• Current Corporate Business Plan ends in 2019/20.</li> <li>• Member induction identified a range of potential issues.</li> <li>• Initial draft priorities and objectives developed for member consideration.</li> <li>• More detailed plan to be developed for consideration by the scrutiny panels.</li> </ul>
<b>OPTIONS CONSIDERED:</b>
Not applicable.
<b>RECOMMENDATIONS:</b>
The Panel is asked to: <ul style="list-style-type: none"> <li>i. Consider the draft priorities and objectives in Appendix A.</li> </ul>
<b>REASONS FOR RECOMMENDATIONS:</b>
To progress the development of the council's corporate business plan.

**1. Developing the new Corporate Business Plan**

1.1 The Corporate Business Plan sets the broad framework for the council's work over the next four years. The current plan was developed at a time when the council faced severe financial challenges as the government continued with its austerity approach to addressing the nation's financial deficit. It also sought to enhance the economic and social prosperity of west Norfolk. The current plan has the following priorities:

1. Provide important local services within our available resources
2. Drive local economic and housing growth
3. Work with our communities to ensure they remain clean and safe
4. Celebrate our local heritage and culture
5. Stand up for local interests within our region
6. Work with our partners on important services for the borough

- 1.2 These priorities were further defined in 18 objectives and reflected in directorate and service plans and individual objectives set during staff appraisals. Monitoring reports are provided to Management Team and the Corporate Performance Panel and quarterly updates on performance indicators are provided to the three scrutiny panels.
- 1.3 A variety of potential priorities were identified during the member induction programme. Management Team and Cabinet have begun to shape these into high level priorities and objectives and seek wider member engagement in the development of the corporate business plan. The outline plan is at Appendix A.

## 2. Indicative process and timetable for developing the Corporate Business Plan

- 2.1 The indicative timetable below sets out 2 rounds of consultation with the scrutiny panels:

Consultation on <i>outline</i> plan with scrutiny panels	E&C – 3 September 2019 CPP – 9 September 2019 R&D – 10 September 2019
Consultation on <i>more detailed revised plan</i> with scrutiny panels	E&C – 15 October 2019 CPP – 21 October 2019 R&D – 29 October 2019
Cabinet consideration and approval	12 November 2019
Council approval	28 November 2019
Dissemination	January 2020

- 2.2 The first cycle of consultation will focus on the broad priorities and objectives for the council. The output from those discussions will be used to develop a more detailed draft plan to be considered in the second cycle of meetings in October 2019.

## 3. Issues for the panel to consider

- 3.1 It is proposed that the panel breaks into groups facilitated by officers. The notes from each of the panels will be used to further refine the priorities and objectives and, with support from service managers, develop a more detailed plan. The more detailed draft plan will be brought to panels in the following cycle of meetings.

## 4. Corporate priorities

The Corporate Business Plan sets the broad framework for the council's work over the next four years and corporate priorities.

## 5. Financial implications

None

## 6. Any other implications/risks

None

## 7. Equal opportunity considerations

None

## **8. Consultation**

Management Team, senior managers and portfolio holders.

## **9. Conclusion**

The Corporate Business Plan is actively monitored and reported to Management Team and Corporate Performance Panel. Following the borough elections, it is timely to review the four year plan. Members should use the report to consider the council's future priorities and objectives. A more detailed draft plan will be brought to the panel.

## **10. Background papers**

Corporate Business Plan 2015/16 – 2019/20



## **Appendix A – Draft Corporate Business Plan (outline plan)**

### **Our vision**

West Norfolk is a place where businesses and people can flourish; where communities are active and healthy; where residents and visitors can access fulfilling cultural, leisure and sporting activities; and where a good quality of life and environment are available to all.

As part of our vision, the council is committed to ensuring equality for all residents of and visitors to west Norfolk, and to its employees.

### **Our priorities and objectives**

#### **1. Focusing on delivery**

- a) Delivery of value for money services.
- b) Enhancing governance.
- c) Ensuring the council's financial sustainability.

#### **2. Delivering growth in the economy and with local housing**

- a) Promote the borough as a vibrant place in which to live, to do business and as a leading visitor and cultural destination.
- b) Develop and facilitate the range and quality of business premises available.
- c) Promote, lobby and support infrastructure improvements across the district.
- d) Increase the supply of suitable housing in appropriate locations.

#### **3. Protecting and enhancing the environment including tackling climate change**

- a) Develop and implement the council's carbon reduction strategy and encourage our partners, communities and local businesses to reduce their environmental impact.
- b) Encourage sustainable living through our local plan and development policies.
- c) Work with partners and the community to improve our natural environment.
- d) Improve recycling levels.
- e) Support measures that protect our communities from flooding.

#### **4. Improving social mobility and inclusion**

- a) Continue to assist our residents to maximise their opportunities by accessing the support and services they are entitled to.
- b) Prevent homelessness, meet housing needs, improve housing conditions and ensure homes are accessible.
- c) Work with partners to improve education attainment levels and the skills of local people.

#### **5. Creating and maintaining good quality places that make a positive difference to people's lives**

- a) Protect, promote and enhance the borough's natural and built environment.
- b) Maintain accessible, clean, pleasant and safe public places and communities.

#### **6. Helping to improve the health and wellbeing of our communities**

- a) Provide early help support to communities and individuals who are vulnerable.
- b) Support our local communities to be healthy and more active.



# Food Safety Update

Vicki Hopps  
Environmental Health Manager

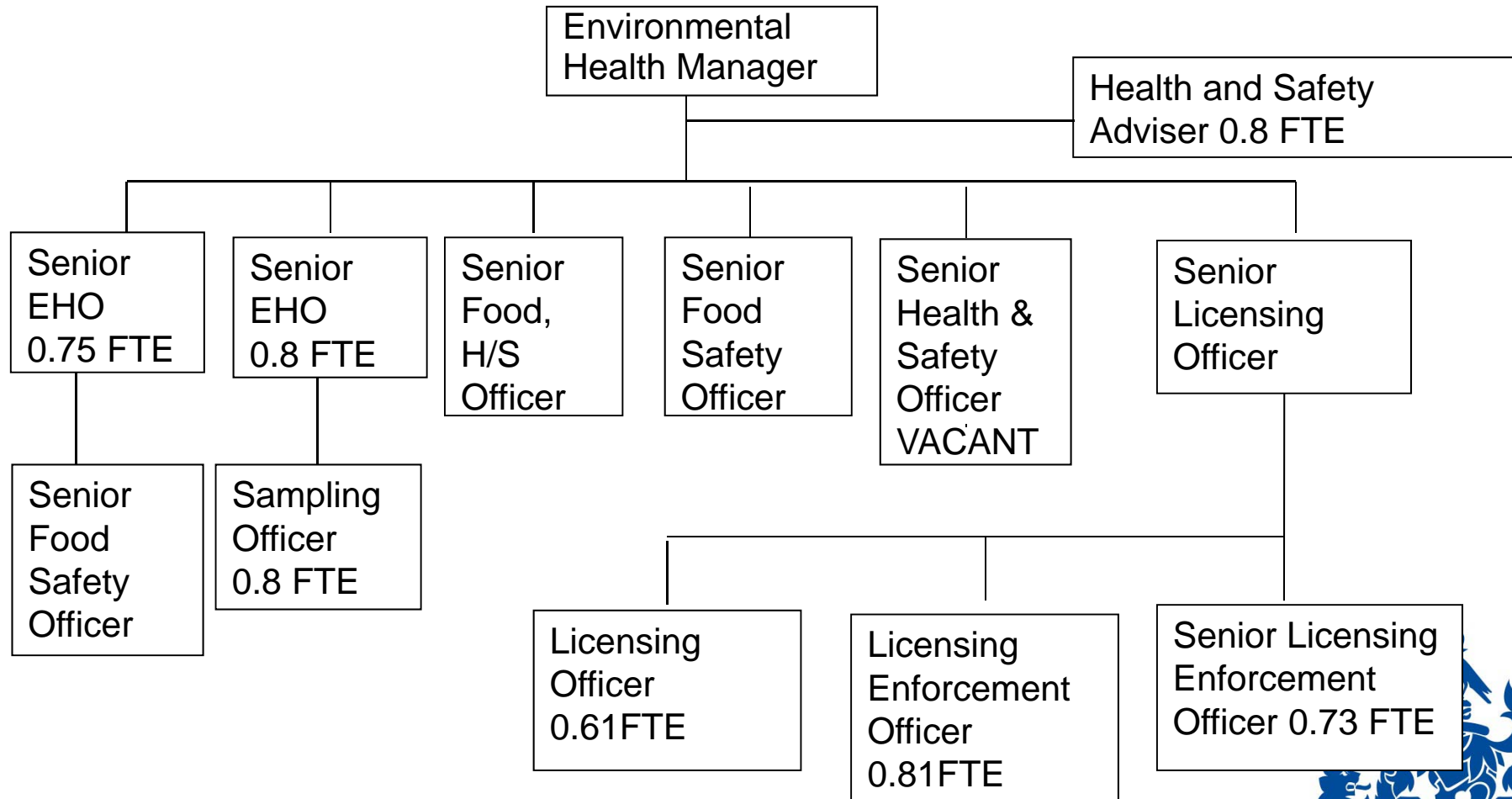


## What's included

- Who we are – changes in staffing
- Performance 2016/17 and 2017/18
- Food Hygiene Rating Scheme – where we are
- Recent Prosecution
- Infectious Diseases
- The future / emerging issues.....



# Food, Health & Safety and Licensing



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# What we do

## Food Safety

- Food hygiene inspections / food complaints
- Food, water and shellfish sampling
- Private water supplies
- Investigate infectious diseases
- Ship sanitation certificates
- Export certificates

## Health and Safety

- Health & safety inspections / investigation of accidents / complaints
- Cooling towers
- Notification of asbestos removal work
- Lifting Operation thorough examination reports
- Registration of skin piercers e.g. tattoo, acupuncture, electrolysis.....



# Corporate Health and Safety

- Advise the Council and its officers on all aspects of Health and Safety, including the development of corporate Health and Safety policies and related Action Plans.
- Provide advice, support and training for Managers across the Authority in developing and implementing Service Level Health and Safety policies and related Action Plans.
- To carry out inspections of high risk premises as required in line with the current codes of practice.
- Instigate investigations into complaints and accidents. Take appropriate action as authorised by the Council in accordance with procedures laid down.



# 2017/18

2017/18	Interventions Achieved			Due Interventions Outstanding		
	Orig	Adj	Tot	Orig	Adj	Tot
Premises Rating - A	11	0	11	0	0	0
Premises Rating - B	88	0	88	6	-1	5
Premises Rating - C	164	0	164	24	-3	21
Premises Rating - D	241	0	241	31	0	31
Premises Rating - E	305	0	305	298	33	331
Premises Rating - Unrated	166	0	166	0	90	90
Premises Rating - Outside	0	0	0	0	0	0
<b>Totals</b>	975	0	975	359	119	478

**67.1% achieved**



# 2018/19

	Interventions Achieved			Due Interventions Outstanding		
	Orig	Adj	Tot	Orig	Adj	Tot
Premises Rating - A	12	0	<b>12</b>	1	0	<b>1</b>
Premises Rating - B	71	0	<b>71</b>	15	0	<b>15</b>
Premises Rating - C	164	0	<b>164</b>	49	0	<b>49</b>
Premises Rating - D	122	0	<b>122</b>	50	0	<b>50</b>
Premises Rating - E	362	0	<b>362</b>	93	0	<b>93</b>
Premises Rating - Unrated	184	0	<b>184</b>	0	80	<b>80</b>
<b>Totals</b>	<b>915</b>	<b>0</b>	<b>915</b>	<b>208</b>	<b>80</b>	<b>288</b>

**76.1% achieved – target is 80%**



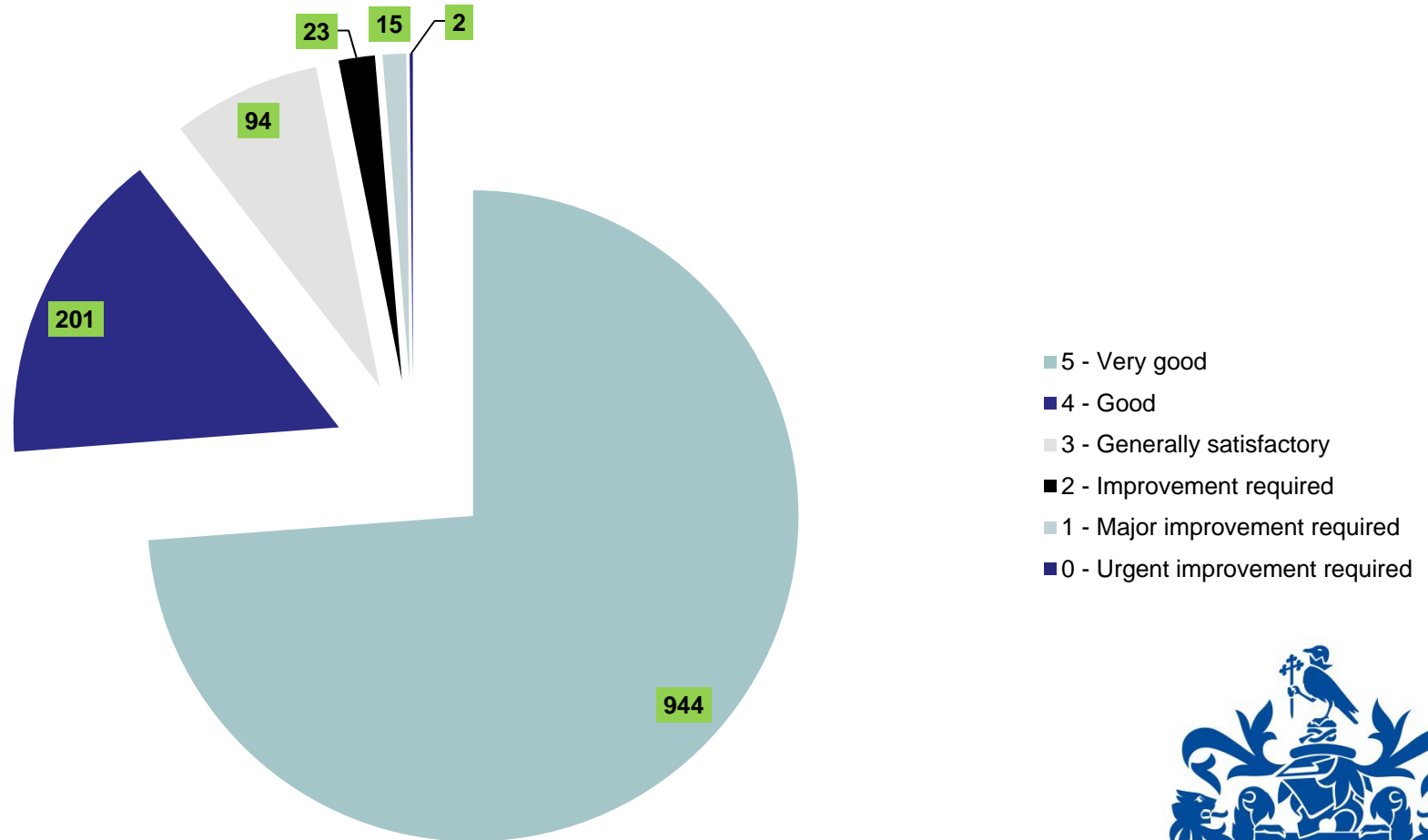


# Intervention Strategy for Food Safety

- Priority for pro-active inspection work are Category A, B and C premises,
  - A - 6 monthly; B – annually; C – every 18 months; D – every 2 years
- Interventions for D rated premises will be on the basis of alternative interventions and official control intervention on a rotational basis.
- Unrated and overdue premises will be targeted via a triage system
- The key alternative enforcement strategy used is self-assessment questionnaires for E rated premises.
- Additionally education and advice in the form of Level 2 and Level 3 training



# Food Hygiene Ratings – Distribution Over Time (Aug 2019)



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# Charging for Re-rating visits

- The [Food Hygiene Rating Scheme](#) in England has been running for over 5 years.
- A local business is able to ask the Council to carry out a re-rating inspection to obtain an improved hygiene rating.

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## RECOMMENDATION

- To introduce a charge of £225 per visit to cover the costs incurred by the Council in carrying out re-rating inspections requested by businesses under the FHRS.

## Reason for Decision

- Over the last 3 years an average of 51 re-rating inspections were carried out in the borough which, had cost recovery at this level been operating, would have brought in £11,475 over the 3 years.



# Prosecution - Shoreside 1000

## Offences

- Fail to implement and maintain HACCP procedures
- Fail to Keep food premises clean
- Inadequate hand washing materials
- Fail to keep ingredients in conditions to protect from contamination
- Inadequate provision for the storage and disposal of waste
- Inadequate level of personal
- Failure to ensure staff are suitably trained
- Obstruction of Officers



# Shoreside 1000

## Fines

- Fines of £3K, £6K, £12K and £24K. Total - **£45,000**
- Fines reduced to £1K, £2K, £4K and £6K respectively, on appeal. Total - £13,000
- Costs in Magistrates' Court **£3612.47**
- **Hygiene Prohibition Order**



# Shoreside 1000

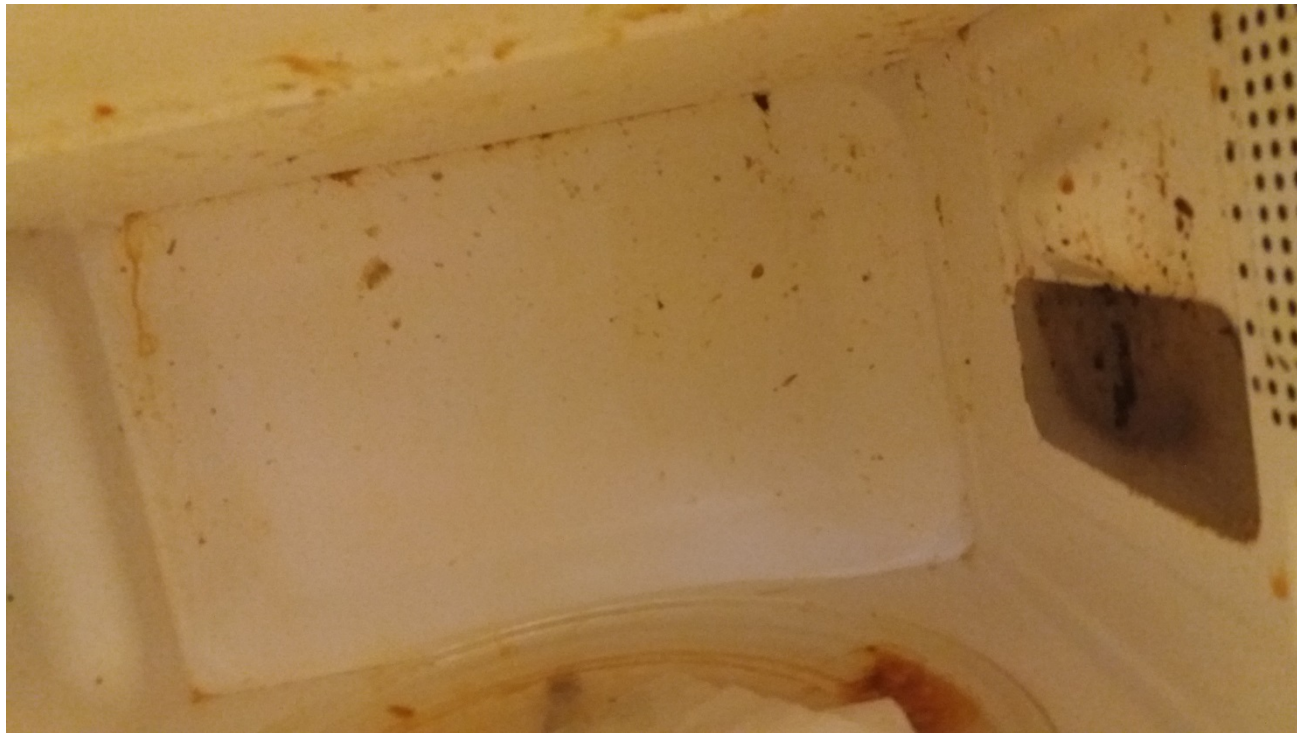




























# Infectious diseases

- Clostridium perfringens – outbreak association with cheese;
- Raw veg and salad – Listeria monocytogenes outbreak linked to sweetcorn;
- Increase in Giardia notifications



# FSA re-modelling food enforcement

- Still no further forward!!!!
  - Watch this space.....it's only be 3 years!





# Any Questions????

Contact:

[vicki.hopps@west-norfolk.gov.uk](mailto:vicki.hopps@west-norfolk.gov.uk)

01553 616307

[foodhygieneandsafety@west-norfolk.gov.uk](mailto:foodhygieneandsafety@west-norfolk.gov.uk)



**FORWARD DECISIONS LIST**

<b>Date of meeting</b>	<b>Report title</b>	<b>Key or Non Key Decision</b>	<b>Decision Maker</b>	<b>Cabinet Member and Lead Officer</b>	<b>List of Background Papers</b>	<b>Public or Private Meeting</b>
24 September 2019						
	Cinema Development Tender Results	Key	Cabinet	Culture, Heritage & Health Exec Dir – C Bamfield		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Capital Strategy	Key	Council	Leader Deputy Chief Executive		Public
42	Strategic Property Acquisition	Key	Cabinet	Corporate Projects and Assets Exec Dir - C Bamfield		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	CIL Governance	Key	Council	Development Exec Dir – G Hall		Public
	Nelson Quay King’s Lynn - Planning and Delivery	Key	Cabinet	Corporate Projects and Assets Exec Dir - C Bamfield		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person

						(including the authority)
	Hunstanton Coastal Management Plan	Key	Cabinet	Environment Exec Dir – G Hall		Public
	Nar Ouse Enterprise Zone Implementation & Delivery	Key	Council	Projects Delivery Exec Dir - C Bamfield		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
43	Major Housing Phase 3 – Enabling Work for Lynnsport 1	Key	Council	Project Delivery Exec Dir - C Bamfield		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Development Options - Hunstanton	Key	Council	Project Delivery Exec Dir - C Bamfield		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Heritage Action Zone – Unlocking Brown Field Sites and Chapel Street - HAZ contract award for Chapel Street architect	Key	Cabinet	Project Delivery Exec Dir- C Bamfield		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person

						(including the authority)
	Endorsement of New Anglia LEP – Local Industrial Strategy for Norfolk and Suffolk	No	Cabinet	Business Development Dep C Ex - L Gore		Public
	Housing Delivery Test – Action Plan	Key	Cabinet	Development Exec Dir – G Hall		Public
	Norfolk Strategic Planning Framework	Key	Cabinet	Development Exec Dir – G 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
12 November 2019						
44	King's Lynn Area Transport Study	Non	Cabinet	Development Exec Dir – G Hall		Public
	Major Housing Project 2	Key	Council	Corporate Projects and Assets Exec Dir - C Bamfield		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Waste Contract Procurement	Key	Cabinet	Environment C Bamfield – Exec Dir		Public
	Parkway – Accelerated Construction Scheme	Key	Council	Project Delivery Exec Dir – C Bamfield		Private - Contains exempt Information under para 3 – information relating to the

						business affairs of any person (including the authority)
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<b>Date of meeting</b>	<b>Report title</b>	<b>Key or Non Key Decision</b>	<b>Decision Maker</b>	<b>Cabinet Member and Lead Officer</b>	<b>List of Background Papers</b>	<b>Public or Private Meeting</b>
7 January 2020						

<b>Date of meeting</b>	<b>Report title</b>	<b>Key or Non Key Decision</b>	<b>Decision Maker</b>	<b>Cabinet Member and Lead Officer</b>	<b>List of Background Papers</b>	<b>Public or Private Meeting</b>
17 March 2020						

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## ENVIRONMENT AND COMMUNITY PANEL WORK PROGRAMME 2019/2020

DATE OF MEETING	TITLE	TYPE OF REPORT	LEAD OFFICER/ ATTENDEE	OBJECTIVES AND DESIRED OUTCOMES
<b>4th June 2019</b>	Appointment of Vice Chairman	Operational		
	Nominations to Outside Bodies	Operational	Democratic Services Officer	To nominate Members to any relevant Outside Bodies
	Appointments to Task Groups and Informal Working Groups	Operational	Democratic Services Officer	To review Membership of Task Groups and Informal Working Groups set up by the Panel
	Littering and Dog Fouling Review	Policy Development	Mark Whitmore	
	Cabinet Report - Food Waste and Garden Waste Treatment Procurement	Cabinet Report	Barry Brandford	To consider the report and make any appropriate recommendations to Cabinet.
<b>16th July 2019</b>	Q4 2018-2019 Performance Monitoring Report	Monitoring	Ged Greaves	
	Financial Assistance Scheme – Themed Fund	Operational	Sarah Dennis and Lorraine Gore	To consider how the themed fund will be used.
	Air Quality Monitoring	Monitoring	Dave Robson	Annual report
	Dry Recyclables	Information	Barry Brandford	To respond to items raised for the Work Programme identified at the Panel meeting on 4 <sup>th</sup> June.
<b>3<sup>rd</sup> September 2019</b>	Food Hygiene Update	Update	Vicki Hopps	Annual update as requested by the Panel. Last update was received

				in June 2018.
	Climate Change	Information	Dave Robson and Ged Greaves	To respond to items raised for the Work Programme identified at the Panel meeting on 4 <sup>th</sup> June
	Corporate Business Plan	Workshop session	Ged Greaves	To progress the development of the council's corporate business plan.
	Meeting Start times			
<b>15<sup>th</sup> October 2019</b>	Advice Services Update		Sarah Dennis and Lorraine Gore	Annual Update requested by the Panel.
	Q1 2019-2020 Performance Monitoring Report	Monitoring	Ged Greaves	
	Sustainability Transformation Plan Update	Update	Representatives from the CCG	Last update received in March 2018
	Prevent and County Lines		Norfolk Constabulary	
	Financial Assistance Scheme – Themed Fund		Sarah Dennis	Following on from the meeting on 16 <sup>th</sup> July meeting Members will receive more information on how the Themed Fund could be utilised.
	Homelessness and Rough Sleeper Strategy Consultation	Policy Development	Duncan Hall	The Panel to be consulted on the draft strategy.
<b>3<sup>rd</sup> December 2019</b>	Youth West Project	Update		Last went to Panel in July 2018. Panel agreed for a further update in Winter 2019.
	Disabilities Champion Update	Update	Disabilities	Annual Update

			Champion	
	Contaminated Land Strategy	Cabinet Report	Dave Robson	
<b>21<sup>st</sup> January 2020</b>	Q2 2019-2020 Performance Monitoring Report	Monitoring	Ged Greaves	
	Annual Update on Councillors appointed to Outside Bodies	Annual Update	Relevant Councillors	Councillors which have been appointed to Outside Bodies by the Environment and Community Panel are required to report back to the Panel on an annual basis.
<b>3<sup>rd</sup> March 2020</b>	West Norfolk Wins Update	Update	Sarah Dennis and Lorraine Gore	Annual Update on the West Norfolk Wins Lottery. Previous Update was provided in April 2019.

### To be scheduled

- Blue Flag Beaches
- Shop mobility
- Climate Change
- Update on the Docks
- Review of Chinese Lanterns and mass balloon releases Policy
- Air Quality Annual Monitoring – July 2020