

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



# **Council**

## **Agenda**

**Thursday, 29th October, 2015**  
at 6.30 pm

in the

**Assembly Room**  
**Town Hall**  
**Saturday Market Place**  
**King's Lynn**



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**COUNCIL AGENDA**

**DATE: COUNCIL - THURSDAY, 29TH OCTOBER, 2015**

**VENUE: TOWN HALL, SATURDAY MARKET PLACE,  
KING'S LYNN**

**TIME: 6.30 pm**

**1. PRAYERS**

**2. APOLOGIES**

To receive apologies for absence

**3. MINUTES**

To confirm as a correct record the Minutes of the Meeting of the Council held on 24 September 2015

**4. DECLARATION 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.

**5. MAYOR'S COMMUNICATIONS AND ANNOUNCEMENTS**

To receive Mayor's communications and announcements.

**6. URGENT BUSINESS**

To receive any items of business which in the opinion of the Mayor are urgent.

## **7. PETITIONS AND PUBLIC QUESTIONS**

To receive petitions and public questions in accordance with Standing Order 9.

## **8. CABINET MEMBERS REPORTS**

In accordance with Standing Order 11.1 to receive reports from Cabinet Members in the following order and under Standing Order 11.2 (a) Members of the Council may ask questions of the Cabinet Member on their reports and Portfolio areas:

(Councillors are reminded that this is a question and answer session not a debate.)

- 1) **Culture Heritage and Health - Councillor Mrs E Nockolds** (Pages 6 - 8)
- 2) **Coastal and Tourism - Councillor P Beal** (Pages 9 - 10)
- 3) **Development - Councillor R Blunt** (Pages 11 - 13)
- 4) **Environment - Councillor B Long** (Pages 14 - 15)
- 5) **Housing and Community - Councillor A Lawrence** (Pages 16 - 17)
- 6) **ICT, Leisure and Public Space - Councillor D Pope** (Page 18)
- 7) **Special Projects - Councillor Lord Howard** (Page 19)
- 8) **Deputy Leader and Regeneration and Industrial Assets - Councillor A Beales** (Pages 20 - 21)
- 9) **Leader and Resources - Councillor N Daubney** (Page 22)

## **9. MEMBERS QUESTION TIME**

In accordance with Standing Order 11.2 (b), Members of the Council may ask any questions of the Chairman of any Council Body (except the Cabinet) on any items in the Minutes of that Council Body which are being presented to the Council previously circulated.

## **10. RECOMMENDATIONS FROM COUNCIL BODIES**

To consider the following recommendations to Council:

- 1) **Cabinet: 6 October 2015** (Page 23)

CAB68: Honorary Recorder

- 2) **Cabinet Scrutiny Committee: 22 October 2015**

To consider any recommendations arising from the above meeting which meets after the dispatch of the Council agenda.

**11. PROPORTIONALITY (Pages 24 - 26)**

To consider the updated proportionality recommendations

R Harding  
Chief Executive

**CABINET MEMBERS REPORT TO COUNCIL**

**29 October 2015**

**COUNCILLOR MRS EA NOCKOLDS  
CABINET MEMBER FOR CULTURE, HERITAGE AND HEALTH**

For the period September 24<sup>th</sup> to 19<sup>th</sup> October 2015

**1 Progress on Portfolio Matters.**

The Town Hall, 'Stories of Lynn', project is progressing very well since my last report. Externally the new lift framework is in place, the tarmac from the rear car park, which will eventually be a garden, has been removed to enable the new cable work for the utilities to be installed and the Mayor's car garage is almost completed. Internally, the plasterwork and hard flooring in the new exhibition area in the Undercroft, and Archive Resource/Community areas are almost completed. The Archive Document Storeroom is being constructed.

A series of 'Stories of Lynn' lectures are being held during October & November at the Town Hall. They are designed to inform the public of the history of some of the collections which will be on display at the Town Hall and the history of other heritage buildings in the town.

LILY the web-site directory of services, activities and guidance for older people in West Norfolk, receives on average 4,000 hits per month. Since its launch in March 2014 the web-site has received a total of 125,403. The site is regularly updated and has recently been refreshed and new categories have been included, such as 'Dementia Guidance and Services' and an introduction of advice or guidance on topics such as End of Life, Time Credits and the NHS. The second phase of the web-site changes will take place later this year and will provide additional NHS health related information, particularly 'Wellbeing Plans', which will enable users to set goals using LILY listings and track their progress.

To allow this initiative to be accessible by many more older people and their carers the LILY Programme Board have agreed to invite providers to test the viability of stand-alone touchscreen kiosks in high footfall public areas such as doctors surgeries, hospitals and supermarkets as well as assisted self-serve access points via a laptop in community settings which would be supported by LILY advisors. The advisors are people who will be trained to volunteer and to staff the community access points. The Board have also agreed to commission an organisation to design a training programme for the LILY advisors. It is also planned to have LILY Ambassadors who would be expected to promote LILY and signpost people to the web-site.

## **2 Forthcoming Activities and Developments.**

Alive Leisure have organised a range of activities during half term school holiday at each of the sports centres, starting at 10am until 3pm. A new breakfast club at Lynnsport is being led by KL Community Football starting at 8am and will include board games, computer games or films, breakfast will be included. Family swimming sessions at each pool is on offer as well as a crash course of swimming lessons.

Alive Fitness are offering a 6 week 'Health Plan' to new members especially those who are aiming to lose weight. They will be offered a personal training session and workout plan. A seminar is also on offer, led by NutriCentre, who will be available providing advice on nutrition and healthy eating. This follows on from the summer initiative, called 'Lowering your Blood pressure'.

The Healthy Walk programme which the Council organises in partnership with Active Norfolk is being incorporated with 'The Way to Go' weight loss 12 week programme. The Healthy Walk programme includes Grade 1 and introductory walks. The criteria of a Grade 1 walk is flat, firm, suitable for wheelchairs and mobility scooters, public toilets, parking and refreshments and can be shortened if necessary. Many of these walks have been held in The Walks. Depending on the availability of Walk Leaders volunteering it is planned to have walks in the Downham Mkt. and Hunstanton area.

Under the terms of the Service Level Agreement between the Borough Council and Norfolk Museums Service the Lynn Museum free admission period starts this month until March 2016. Within this agreement Norfolk Museums also provides curatorial advice, support and an enquiry service for the Council collections including fine art and Civic Regalia.

## **3 Meetings Attended and Meetings Scheduled**

Portfolio meetings with;

Ray Harding Chief Executive  
Chris Bamfield Exec. Director of Commercial Services  
Ian Burbidge Policy & Partnership Manager

Cabinet

Alive Leisure Trust Board meeting

Alive Leisure Trust AGM

Alive Leisure Trust Governance Committee

Joins Museums Accounts Approval Committee

King's Lynn Consultative meeting

REC Panel

Norfolk Police & Crime Panel

WN Norfolk Sports Council

King's Lynn Festival Board meeting

Stars of Norfolk Awards Judging Panel member





**CABINET MEMBERS REPORT TO COUNCIL****29 October 2015****COUNCILLOR PAUL BEAL - CABINET MEMBER FOR COASTAL AND TOURISM**

30 September 29 October 2015

**1 Progress on Portfolio Matters.**

1. Footgolf has had a successful first season. Visitor figures have been up 25-30% on the last year to that area. In excess of 30,000 additional parking pay and display tickets have been sold compared to the same period last year.
2. Work progressing on production of 2016 tourism publications including West Norfolk Holiday Guide and Where To Go & What To Do in West Norfolk. Work is also continuing on the development of a new responsive version of the visitor website [www.visitwestnorfolk.com](http://www.visitwestnorfolk.com). Development work on the new visitor App for mobile phones has also commenced.
3. On the 15 Oct the HLF consultation meeting at the Golden Lion proved a great success, with at times a full house. The public have embraced this project and their very valuable input being much appreciated by Winn-Williams the project leaders
4. Had a very informative tour of the nursery with Chris Durham, which proved a great asset for my portfolio.

**2 Meetings Attended and Meetings Scheduled**

1 Oct North Norfolk Tourist Board  
 6 Cabinet Meeting  
 9 Kings Lynn Nursery Visit  
 12 Cabinet Sifting Meeting  
 26 Coast & Tourism.  
 29 Hunstanton Wi-Fi Meeting



**CABINET MEMBERS REPORT TO COUNCIL**

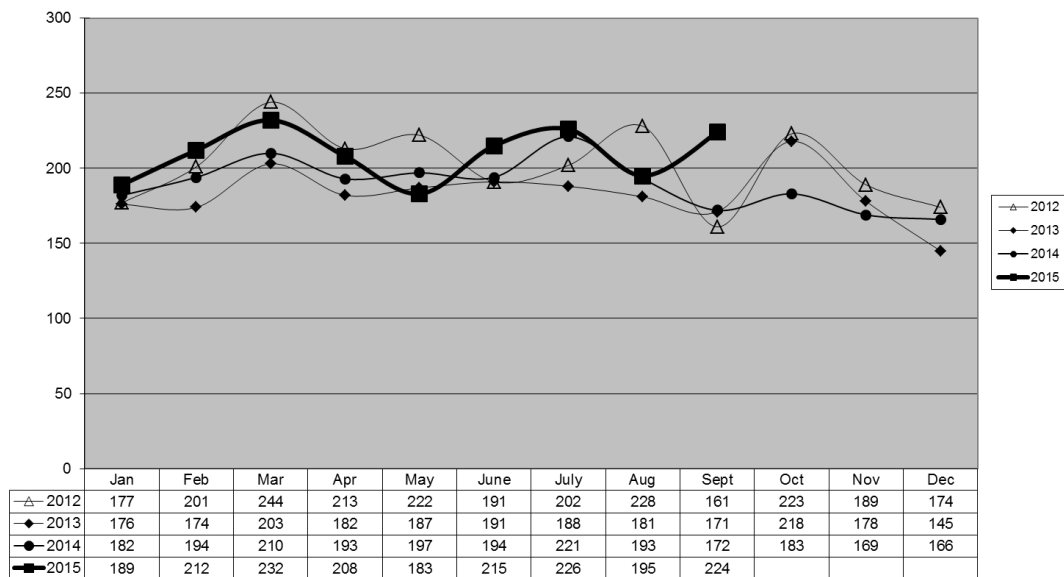
**29 October 2015**

**COUNCILLOR MR RICHRD BLUNT - CABINET MEMBER FOR DEVELOPMENT**

For the period September 15 to 18 October 2015

**1 Progress on Portfolio Matters.**

Planning and discharge of condition applications received



**Planning Applications**

There has been a sharp increase in the number of planning applications received in September and this trend has so far continued into October. This is having an impact on resources and various steps are being taken to ensure the increase in workload can still be delivered within the statutory timeframes. There will also be a need to monitor the response times from our consultees over the next 4-6 weeks, to ensure they can still respond promptly, thereby ensuring decisions on applications are not delayed.

Despite the increase in the number of planning applications received, at present appeals remain consistent with the previous year (59 in 2014). This will however also be monitored going forward.

## **Local Development Framework**

Hearings for the re-convened Site Allocations and Development Management Policies Plan took place on 30 September, 1 and 2 October.

Among the subjects covered in those 3 days were:

- Legal requirements, Borough Council's broad strategy
- Broad distribution of housing
- Consideration of sites proposed at King's Lynn; West Lynn; and West Winch
- Development Management policies

A second set of Hearings will commence on 3 November, and a final set of planned Hearings will occur later in November.

There is a complex set of subjects and places being considered, and the Inspector, as part of normal Examination procedure, is requesting explanations and notes about various matters.

This material is being prepared and the Inspector will publish it towards the end of the Hearing sessions.

On a broader point a set of minor and major modifications will be published for formal consultation once the Hearings conclude. This list will need to be agreed by the Borough Council beforehand.

A more detailed timetable will follow.

## **Housing Land Supply**

As Councillors will be aware we do not currently have a 'Five years supply' of housing land. An initial letter to landowners and agents of proposed Local Plan allocations has been sent, and a degree of publicity given about the issue in the local media.

This has resulted in a significant number of planning applications being received in recent weeks. If agreed these would boost supply.

The cumulative position will be closely monitored.

## **2 Meetings Attended and Meetings Scheduled**

Council  
Cabinet  
Scrutiny Workshop  
Cabinet Sifting  
Norfolk Strategy Planning Members Forum  
Various meetings with Officers



**CABINET MEMBERS REPORT TO COUNCIL**

**29 October 2015**

**COUNCILLOR BRIAN LONG - CABINET MEMBER FOR ENVIRONMENT**

For the period September to 19 October 2015

**1 Progress on Portfolio Matters.**

**Brown Bin Garden Waste Service**

Councillors will be aware that the negotiations earlier this year provided a stepped increase for capacity in relation to the number of garden bins. The contract figure then was 20,300 the increase allowed an additional capacity of 2,680 totalling 22,980. At the end of September we had a total number in use of 22,242 with 738 available as "spare" capacity.

**North End – Household waste and Recycling Collections.**

Over several years there has been problems with collections from alley ways behind properties in the North End area, these problems have been worsened with bags of waste deposited for collection almost immediately after collections had happened. These bags were then liable to be split and waste strewn about. A trail for wheelie bins concluded ineffective and collections are now being required from the front of all properties. Works to keep alley ways clear is ongoing with directed enforcement being considered as an option.

**2 Forthcoming Activities and Developments.**

**Greater Anglia – Rail Franchise**

As noted below I attended the Norfolk Rail Group and met bidders from the 3 companies bidding for the Anglia franchise. Although this franchise only serves Kings Lynn to London Liverpool services during peak hours, it also provides connections from Ely to Norwich, Peterborough and Ipswich among others. Bidders are met in private from each other and representatives are limited in what they can tell ahead of them submitting their bids, however they can all hear from the Rail Group about what we want to see in terms of services going forward.

### **3 Meetings Attended and Meetings Scheduled**

In addition to my normal round of Cabinet and Portfolio meetings I have also attended the following:

Regional Flood and Coastal Committee – Choices Meeting  
Various meetings with Freebridge Housing, including board meeting  
Norfolk Coast Partnership Forum  
Norfolk Rail Group – Bidders presentation day  
Wash East Coast Management Strategy – Stakeholder Forum  
Kings Lynn Internal drainage board – Plant and Works Committee  
Staff Liaison with Project Manager Wash EMS SAC  
Norfolk Water Management Partnership

To be attended at the time of writing  
Regional Flood and Coastal Committee

**CABINET MEMBERS REPORT TO COUNCIL**

**29 October 2015**

**COUNCILLOR ADRIAN LAWRENCE - CABINET MEMBER FOR HOUSING AND COMMUNITY**

For the period September to 20 October 2015

**Progress on Portfolio Matters.**

**Housing Register**

The total on the register prior to the change of policy on 1<sup>st</sup> October 2014 was 2,494 and at the end of September 2015 was 1,612 a drop of 882.

45 applicants were housed during September into Housing Association accommodation.

25 new applicants were not admitted to the register during September as they did not meet the local connection criteria. 1 was denied access because they were over the income bar.

164 new applicants were accepted onto the register during September.

**Long Term Empty Homes (LTEH)**

<b>Empty Month:</b>	September 2015
<b>Number of LTEHs:</b>	792
<b>LTEH as % of Stock:</b>	1.10%
<b>Previous Months LTEH:</b>	855
<b>Current LTEH + or – Previous</b>	-63

**Land Lords Forum**

On 13<sup>th</sup> October, the Borough Council hosted the Private Rented Housing Forum at Yours Business Network, Tuesday Market Place, King's Lynn. I was pleased to be able to carry out the welcoming speech to the gathered landlords and letting agents. Presentations took place during the evening, with speakers from the Department of Work and Pension, the Eastern Landlords Association, Norfolk Fire and Rescue Service and the Borough Council – Housing Standards. There was a true appetite to learn about the new legislation that has recently come into force. There were information stands with staff providing advice and handing out an array of literature. The Council offered smoke detectors and carbon monoxide detectors to landlords as part



of a scheme with the Fire Service to be sure the universal use of these devices in private rented housing. There was a great attendance of 70 people and real positive feedback was received about the event. The Council work with landlords and letting agents to support good management in private rented housing and help to inform about changes in legislation

**Meetings Attended and Meetings Scheduled**

Meetings with Officers  
Joint meeting of R,D&E panel  
Cabinet  
Cabinet Sifting

**CABINET MEMBERS REPORT TO COUNCIL**

**October 2015**

**COUNCILLOR DAVID POPE - CABINET MEMBER FOR ICT, LEISURE AND PUBLIC SPACE**

For the period 28<sup>th</sup> September to 29<sup>th</sup> October 2015

**1 Progress on Portfolio Matters.**

I was pleased to attend with staff from the College of West Anglia for the official opening of the Trim Trail at Lynnsport on 23 September 2015. The Trim Trail has a good range of new equipment and will be used by the College but will be available for free use by the public outside of College times.

I have visited all of the closed churchyards and cemeteries in the southern area of the Borough with officers and agreed a small programme of maintenance work and improvements from within existing budgets. This will be carried out during the autumn and winter.

After discussions with the Lawn Tennis Association and Alive Leisure Trust, I am working on a scheme to develop participation in tennis by the provision of a Tennis Development Officer for the four new floodlit tennis courts to be provided at Lynnsport.

**2 Meetings Attended and Meetings Scheduled**

29 Sep	Attended R & P panel meeting
30 Sep	Portfolio meeting with Chris Bamfield
01 Oct	Norfolk Parking Partnership – Norwich
06 Oct	Local Authority Company meeting
06 Oct	Cabinet
07 Oct	SNAP – Downham Mkt
12 Oct	Cabinet sifting
15 Oct	Tour of Churchyards and Cemeteries
28 Oct	Portfolio meeting with Chris Bamfield
28 Oct	ICT Development Group
29 Oct	CPE Working Group - Norwich
29 Oct	Full Council

**CABINET MEMBERS REPORT TO COUNCIL**

**29 October 2015**

**COUNCILLOR LORD HOWARD - CABINET MEMBER FOR SPECIAL PROJECTS**

For the period September to 29 October 2015

**1 Progress on Portfolio Matters.**

Further consideration of items to enhance the Town centre

**2 Meetings Attended and Meetings Scheduled**

Council  
Alive Management  
Cabinet  
Chris Bamfield  
Cabinet sifting

**CABINET MEMBERS REPORT TO COUNCIL**

**29 October 2015**

**COUNCILLOR ALISTAIR BEALES - CABINET MEMBER FOR  
REGENERATION AND INDUSTRIAL ASSETS**

For the period September to 20 October 2015

**1 Progress on Portfolio Matters.**

I often report on the broad policy of proposals and thought it may be helpful to occasionally report on specific items in more detail. Accordingly some members may be aware that a former drainage pond at Lynnsport has been drained as part of the major Housing Scheme; detail as follows.

In the week prior to the start of the drainage works a qualified ornithologist checked the vegetation surrounding the stock pond and determined that there were no nesting birds present.

Prior to the start of pumping works, the site and stock pond was examined by a team of 3 Ecologists/Environmental Scientists. It was agreed that an area of rubble would be left until spring as it had the potential to be a reptile hibernaculum.

The initial set up of the pumping was monitored by the environmental specialists on site and adjustments to flow rates were made to ensure protection for fish species. At this time it was noted that the pond was in a poor condition and had an overabundance of aquatic plant growth, therefore some weed clearance was undertaken. The pump reduced the water level by 1 metre overnight.

Once the water level had dropped, the specialist fish removal team started to stun and move fish to the adjoining pond. The environmental specialists monitored the catch for notable species. There were some eels present, these were transferred with the stock fish to the adjoining pond. As the two ponds were linked by pipework there was probably free movement of eels between the two ponds and the connection for the eels to the wider drainage system was likely to be via the retained fishing pond rather than the stock pond, therefore there should be no significant impact on eel species as a result of their relocation to the fishing pond and subsequent drainage of the stock pond.

There were few invertebrate species present in the stock pond, probably due to the poor water quality. Any invertebrates found were moved with the fish to

the retained pond.

The fish catches were monitored for notable species throughout the draining process of which only eels were found. All eels were successfully relocated.

## **2 Forthcoming Activities and Developments.**

Work continues in all areas of the portfolio notably at Nar Valley Park where the new housing can now be very clearly seen from Nar Ouse Way and similarly at the King's Lynn Innovation Centre (KLIC).

## **3 Meetings Attended and Meetings Scheduled**

28<sup>th</sup> Sept – Radio Norfolk interview from Nar Valley Park

29<sup>th</sup> Sept – meeting with Chief Exec

5<sup>th</sup> Oct – portfolio meeting

6<sup>th</sup> Oct – Cabinet

8<sup>th</sup> Oct – scrutiny review meeting

12<sup>th</sup> Oct – Cabinet sifting

14<sup>th</sup> Oct – Leziate PC

21<sup>st</sup> Oct – meeting with Leader and Chief Executive

**CABINET MEMBERS REPORT TO COUNCIL**

**29 October 2015**

**COUNCILLOR N DAUBNEY – LEADER & CABINET MEMBER FOR RESOURCES**

For the period September to 20 October 2015

**1 Progress on Portfolio Matters.**

**Budget 2015/2016**

The budget set in February 2015 for the current year remains on track with over £175,000 of savings reported for the year to the end of August. I anticipate that this position will continue with additional in year savings to be reported in the September monitoring report including improved car parking income at the resorts following a successful summer period.

We are now about to go into the estimates process that will update our Financial Plan for 2015/2020. Our budget setting will need to take into consideration the continuing pressures and challenges on local government finance. I continue to believe that our firm approach and sound financial controls provide a strong base on which we can build to help meet the future challenges and pressures on local government.

**RECOMMENDATION FROM CABINET ON 6 OCTOBER 2015 TO COUNCIL ON 29 OCTOBER 2015**

**CAB68: HONORARY RECORDER**

Cabinet considered a report which set out the request from Judge Holt that the Borough Council reinstate the post of Honorary Recorder of King's Lynn. The position was purely ceremonial and would be held by a Judge that sat most regularly and was senior in the town. The role of the post was to strengthen links between the town and the Judiciary and they would be invited to attend the main Civic events.

Under Standing Order 34 Councillor Mellish asked if re-establishing the role would help support the Motion put forward to Council to save the County Court in King's Lynn from closure. This was confirmed.

**RECOMMENDED:** That Council support the appointment of an Honorary Recorder for the Borough, and grant delegated authority to the Chief Executive in consultation with the Leader to make the appointment.

**REPORT TO COUNCIL**

<b>Open</b>				
Lead Officer: Sam Winter E-mail: sam.winter@west-norfolk.gov.uk Direct Dial: 01553 616327			Other Officers consulted: Chief Executive, Monitoring Officer	
Financial Implications NO	Policy/Personnel Implications NO	Statutory Implications YES	Equality Impact Assessment req'd NO	Risk Management Implications NO

Date of Meeting : 29 October 2015

**REVIEW OF PROPORTIONALITY**

It is the duty of the Council to review annually the entitlement of political groups to seats on committees in line with the proportionality rules set out in the Local Government and Housing Act 1989. The rules allow adjustments to be made to make whole numbers of seats and, once the Council has determined how adjustments should be made, appointments are made to committees on that basis. Council is now required to review its proportionality following a Group Membership change from Labour to Independent.

**RECOMMENDED: 1) That the proportionality be amended in accordance with the attached table and the appropriate membership sought.**

**2) That the proportionality of 9 Member Task Groups be amended to 7 Conservatives, 1 Labour and 1 Independent.**

**1 Background**

The rules around proportionality are as set out below:

- (1) No political group can have all the places on a committee (the exception is the Cabinet).
- (2) A group having an overall majority on the Council is entitled to a majority of seats on each committee.
- (3) The aggregate number of seats across all committees is allocated in accordance with each group's entitlement.
- (4) The number of seats on each committee is allocated in accordance with each group's entitlement.



## **2 Group Change**

Since the Annual Council meeting on 21 May 2015 where the proportionality was last considered. There has been a change to the membership with Councillor Moriarty leaving the Labour Group and joining the Independent Group.

The overall numbers per Groups are now 50 Conservatives, 9 Labour and 3 Independent.

## **3 Amended level of Seats Allocated**

Council is invited to approve the amended table of proportionality attached. The overall allocation with a loss of 1 seat from the Labour Group from both Planning Committee and Licensing Committee which will be allocated to the Independent Group.

## **4 Task Group Proportionality**

Annual Council also approved the proportionality for a 9 Member Task Group to be 7 Conservatives and 2 Labour. With the change in Group size, this now makes a 9 Member Task Group:7 Conservatives, 1 Labour and 1 Independent.

# POLITICAL PROPORTIONALITY - OCTOBER 2015

	<b>Total Membership</b>	<b>Conservative Group</b>	<b>Labour Group</b>	<b>Independent Group</b>	Check Total
Total No. of Members	<b>62</b>	<b>50</b>	<b>9</b>	<b>3</b>	62
Appointments Board	9	7	2	0	9
Planning Committee	18	15	2	1	18
Licensing Cttee	15	12	2	1	15
Licensing and Appeals Board	15	12	2	1	15
Standards Committee	7	6	1	0	7
R&P Scrutiny Panel	12	10	2	0	12
E&C Scrutiny Panel	12	10	2	0	12
R&D Scrutiny Panel	12	10	1	1	12
Cabinet Scrutiny Committee	9	6	2	1	9
<b>Total Seats</b>	<b>109</b>	<b>88</b>	<b>16</b>	<b>5</b>	<b>109</b>