

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



# **Environment and Community Panel**

## **Agenda**

Wednesday, 6th January, 2016  
at 4.00 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**

23 December 2015

Dear Member

**Environment and Community Panel**

You are invited to attend a meeting of the above-mentioned Panel which will be held on **Wednesday, 6th January, 2016 at 4.00 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 7 - 15)**

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. Matters referred to the Panel from other Council Bodies and responses made to previous Panel recommendations/requests**

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

At the Cabinet meeting on 1 December 2015, the following responses were made to the recommendations from the Environment and Community Panel on 25 November 2015, on the following items:

**EC9: Cabinet Report – Hackney Carriage and Private Hire Licensing Conditions Review**

**PANEL RECOMMENDED:** That the Environment and Community Panel support the recommendations to Cabinet as set out below:

That the Council adopt the revised procedures and conditions.

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

**EC10: Cabinet Report – Freebridge Community Housing Representation**

**PANEL RECOMMENDED:** That the Environment and Community Panel support the recommendations to Cabinet as set out below:

(i) To agree the proposed terms of reference to a strategic forum between the Council and Freebridge Community Housing as set out in the report.

(ii) To agree that the Leader and the Portfolio Holder with responsibility for Housing, along with the Chief Executive, represent the Council at the proposed forum.

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

**8. Norfolk Museums Service Update**

To receive an update from Robin Hanley on Norfolk Museums Service.

**9. Cabinet Report - Smoke and Carbon Monoxide Regulations (Pages 16 - 29)**

The above report is on the Cabinet Forward Decision List for 12 January 2016 and has been identified by the Chairman for consideration by the Panel.

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

**10. Grounds Maintenance Review (To Follow)**

**11. West Norfolk Disability Forum Constitution (Pages 30 - 34)**

**12. Work Programme and Forward Decisions List (Pages 35 - 40)**

To consider the Work Programme.

In considering the Work Programme Members' attention is drawn to the Cabinet Forward Decision List.

**13. Date of the next meeting**

To note that the next meeting of the Environment and Community Panel is scheduled to take place on **Wednesday 27<sup>th</sup> January 2016 at 6.00pm** in the Committee Suite, King's Court, Chapel Street, King's Lynn, PE30 1EX.

To:

**Environment and Community Panel:** Councillors L Bambridge (Vice-Chairman), Mrs C Bower, Mrs S Collop, Mrs S Fraser, G Hipperson, M Hopkins, J Moriarty, P Rochford, C Sampson (Chairman), T Smith, Mrs S Squire and Mrs J Westrop.

**Portfolio Holders:**

Councillor A Lawrence

Councillor Mrs E Nockolds

Councillor D Pope – Cabinet Member for ICT, Leisure and Public Space

**Officers:**

Chris Bamfield, Executive Director Commercial Services

Duncan Hall, Strategic Housing and Community Safety Manager

Honor Howell, Assistant Director - Central and Community Services

Sarah Moore, Operations Manager

**By Invitation:**

Robin Hanley – Norfolk Museums Service

**Executive Directors**

**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, 25th November, 2015 at 6.00 pm in the Wembley Room, Alive  
Lynnsport, Greenpark Avenue, King's Lynn, Norfolk**

**PRESENT:** Councillor C Sampson (Chairman), L Bambridge, Mrs S Collop,  
P Colvin (substitute for Mrs S Fraser), G Hipperson, J Moriarty, T Smith,  
Mrs S Squire and Mrs J Westrop

**Portfolio Holders:**

Councillor A Lawrence – Portfolio Holder for Housing and Community  
Councillor B Long – Portfolio Holder for Environment  
Councillor Mrs E Nockolds – Portfolio Holder for Culture, Heritage and Health  
Councillor D Pope – Portfolio Holder for ICT, Leisure and Public Space

**Officers:**

Chris Bamfield – Executive Director  
Duncan Hall – Strategic Housing Manager  
Vicki Hopps – Environmental Health Manager  
Honor Howell – Assistant Director

**By Invitation:**

Victoria King – Leisure Development Manager  
Peter Lemon – Chairman Alive Leisure  
Nina McKenna – Head of Programming and Marketing – Alive Leisure  
Simon McKenna – Chief Executive – Alive Leisure  
Roger Partridge – Senior Development Manager – Alive Leisure

**EC1: APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Bower,  
Daubney, Fraser and Rochford.

**EC2: MINUTES**

**RESOLVED:** The minutes from the joint meeting held on 28<sup>th</sup> October  
2015 were agreed as a correct record and signed by the Chairman.

**EC3: DECLARATIONS OF INTEREST**

Councillor Sampson declared an interest in EC10 as a Member of  
Freebridge Community Housing Board.

EC4: **URGENT BUSINESS**

There was none.

EC5: **MEMBERS PRESENT PURSUANT TO STANDING ORDER 34**

Councillor Moriarty – EC8, EC10 & EC11.

EC6: **CHAIRMAN'S CORRESPONDENCE**

There was none.

EC7: **MATTERS REFERRED TO THE PANEL FROM OTHER COUNCIL BODIES AND RESPONSES MADE TO PREVIOUS PANEL RECOMMENDATIONS/REQUESTS**

The Panel noted the responses made by Cabinet to the recommendations from the Joint Panel Meeting held on 28<sup>th</sup> October 2015 in respect of the following items:

- Review of Hackney Carriage and Private Hire Licensing Fees
- Gambling Act Policies
- Licensing Act Policies

EC8: **LEISURE TRUST UPDATE**

The Chairman welcomed representatives from the Leisure Trust to the meeting.

The Chairman of the Leisure Trust, Peter Lemon reminded those present that Alive Leisure were now half way through their first full year of trading. He informed the Panel that Alive Leisure had recently held their first public Annual General Meeting which had been attended by a few members of the public.

The Chairman of the Leisure Trust explained that he was nervous at the outset of the complex arrangements, but all involved had worked together and structures were in place. The Chairman of the Leisure Trust explained that the Trust and the Council were working together to resolve some outstanding issues. He referred to the budget and efficiency savings being considered by the Council and acknowledged that the Trust would not be exempt from this and would work to be as efficient as possible.

The Panel was reminded that an Alive Leisure Board had been established and the Chairman of the Leisure Trust commented that they were very enthused and an active board who dedicated a lot of time and effort to the Trust on a voluntary basis.



The Chairman of the Leisure Trust clarified that, contrary to a recent report in the press, Alive Leisure had achieved a £100,000 surplus after the profit sharing arrangement with the Council. The £200,000 reported in the budget was the seed funding which had been provided by the Council for the start-up of the arrangements.

The Panel received a presentation from representatives of the Leisure Trust as attached.

The Chief Executive of Alive Leisure reported on Key Performance Indicators and Key Business Plan Priorities. The Senior Development Manager and Leisure Development Manager provided information on sport and leisure development including events and grant funding opportunities.

The Head of Programming and Marketing provided the Panel with an update on improvements made to Alive Oasis, the Alive rewards scheme and the Corn Exchange Programming.

The Chairman thanked the representatives from Alive Leisure for their presentation and invited questions and comments from the Panel, as summarised below.

Councillor Moriarty addressed the Panel under Standing Order 34. He thanked officers for their presentation. He referred to the information provided by the Head of Programming and Marketing and asked if they knew in advance that the pantomime of Robin Hood would not be as popular as previous shows. He also asked if the Rural Transport Fund was used to bring people in to the Open Day. Councillor Moriarty asked for an update on the online bookings system.

The Head of Programming and Marketing explained that she knew in advance that Robin Hood was not one of the strongest titles for a Pantomime. She informed those present that there were five key Pantomimes, the strongest being Snow White, which was performed last year, so the decision had been taken to perform the weakest titled pantomime after the most popular. The Head of Programming and Marketing explained that the same Pantomime could not be done every year and they had to be rotated.

The Senior Development Manager responded to Councillor Moriarty's query regarding the Rural Transport Fund. He explained that people had to apply to get funding from the Rural Transport Fund and this was usually done through the Village Sports Co-ordinators. The Senior Development Manager explained that all relevant publications produced by Alive Leisure contained information on the Rural Development Fund. He informed those present that the Rural Transport Fund had not previously been used to bring in people to the open day, but this was something that could be investigated in the future.

The Head of Programming and Marketing provided the Panel with an update on the provision of the online bookings system. She explained that the bookings system used by Lynnsport had been inherited from the Borough Council. There was a lot of work involved to introduce the online bookings component to the system and work was ongoing to get it live. Problems and delays had been encountered and it was a complicated system to set up. Alive Leisure was pushing to get the system live, but at the moment it was in the hands of the external provider, and it was likely that it would be introduced in the spring. The Chairman of Alive Leisure explained that he was frustrated with the lack of progress, but it was out of his control.

The Portfolio Holder for ICT, Leisure and Public Space asked if the reason the Pantomime sales were down were because the Princess Theatre in Hunstanton were putting on a Pantomime this year. The Head of Programming and Marketing commented that she felt it was a factor, as this was the first time in a number of years that there had been local competition and the market had been split. She explained that some schools had cancelled their Pantomime booking and given the reason that they were going to Hunstanton instead.

In response to a question from Councillor Squire, the Head of Programming and Marketing explained that some of the cancelled places had now been refilled, but normally the schools performances of the Pantomime were sold out by March. Councillor Squire congratulated Alive Leisure on putting on an Autism friendly Pantomime performance but commented that she was aware that some families were put off by the cost and had decided to go to Norwich instead. The Head of Programming and Marketing explained that the Autism friendly performance cost the same as all other performances and was cheaper than Norwich.

The Vice Chairman, Councillor Bambridge asked what Alive Leisure would do to promote Arts and Culture and if alternative venues other than the Corn Exchange would be considered. The Head of Programming and Marketing explained that lots of ideas had been considered. A Sadler's Wells performance would be put on in the Corn Exchange and the Corn Exchange would be the first venue in the Country to show a matinee performance and two local schools were already involved. The Head of Programming and Marketing explained that they were always investigating ways to broaden their offer and were looking to put on a ballet designed for children in the summer. Working with Creative Arts East Alive Leisure was also looking to hold a theatre performance and workshop at Alive Oasis.

Councillor Squire referred to the membership options for Alive Leisure facilities and asked why a peak/off peak membership package was not available. The Head of Programming and Marketing explained that presently there were a lot of different membership options and in the

future simpler packages would be looked at which could include peak/off peak membership.

In response to a further question from Councillor Squire the Head of Programming and Marketing explained that she worked with various promoters and was always looking to put on a varied programme of events.

The Chairman of Alive Leisure Trust hoped that the presentation had provided information on how Alive Leisure worked to continue to improve and enhance their offerings whilst meeting their charitable objectives. He commented that the Trust had been open and honest and reported the bad along with the good.

The Chairman thanked the representatives from Alive Leisure for their report.

**RESOLVED:** (i) The update was noted.  
(ii) The Panel continue to receive updates on the work of Alive Leisure.

EC9: **CABINET REPORT - HACKNEY CARRIAGE AND PRIVATE HIRE LICENSING CONDITIONS REVIEW**

The Environmental Health Manager (Commercial) presented the Cabinet report and explained that the Council's procedures and conditions required updating following various changes in legislation since the last conditions were approved by Council on 30<sup>th</sup> June 2011. The guidance on the relevance of convictions had also been reviewed.

The changes to the procedures and conditions went out to consultation with the trade and the consultation document and responses were attached to the Environmental Health Manager's report.

The proposed amendments to the procedures and guidance had been included as an appendix to the Environmental Health Manager's report.

The Chairman thanked the Environmental Health Manager (Commercial) for her report and invited questions and comments from the Panel, as summarised below.

Councillor Squire referred to the change in legislation in that operators could now sub-contract to operators in other areas. She commented that different Local Authority areas would have different conditions and standards and asked if the Council's conditions were more restrictive than neighbouring authorities. The Environmental Health Manager explained that the Council's conditions meant that all licensed vehicles were of a set standard. The conditions meant that the fleet in the Borough was the best it could be. She acknowledged that some neighbouring Authority conditions were not quite as restrictive.

The Environmental Health Manager explained that the effect of allowing operators to sub-contract outside of the Borough was as yet unknown. It would be monitored and any complaints would be investigated in conjunction with the relevant Local Authority.

The Portfolio Holder for Community and Housing, Councillor Lawrence felt that the Borough's conditions had ensured that the fleet of vehicles in the Borough were of a high standard and he was proud of the clean smart vehicles which were licensed in the Borough. He explained that the ability for operators to sub-contract outside of the Local Authority area was set out in legislation and therefore was out of the control of the Council. He explained that it would be monitored.

Councillor Mrs Collop referred to part 2.2 of the amended conditions which related to the Disclosure and Barring Service and the Right to Work Check. She asked what the cost of this process was. The Environmental Health Manager explained that an enhanced check was carried out which cost in the region of £49. An administration fee was added to this. Amendments to the fees were being considered by full Council at their meeting on 26<sup>th</sup> November 2015.

The Portfolio Holder for ICT, Leisure and Public Space referred to page 53 of the report which related to insurance documents. He asked if the Certificate of Insurance could be displayed in the licensed vehicle so that patrons know that the vehicle was adequately insured. The Environmental Health Manager explained that the driver would not be issued with a licence if they were not appropriately insured and all other necessary checks had been carried out.

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

The Council adopt the revised procedures and conditions.

EC10: **CABINET REPORT - FREEBRIDGE COMMUNITY HOUSING REPRESENTATION**

The Strategic Housing Manager presented the Cabinet report which proposed the establishment of a structured forum involving Freebridge Community Housing and the Council. He explained that the forum has been proposed to include two meetings a year and provide an opportunity to ensure that respective priorities are understood; that new opportunities are explored; and that challenges and risks are identified.

The Strategic Housing Manager explained that meetings were held between the Council and Freebridge Community Housing and the report sought to formalise the arrangements. Terms of Reference had been proposed by Freebridge Community Housing and were attached to the report.

The Chairman thanked the Strategic Housing Manager for his report and invited questions and comments from the Panel, as summarised below.

Councillor Smith referred to the membership of the Strategic Forum and asked if Councillors would be provided the opportunity to attend these meetings to raise any issues. The Portfolio Holder for Housing and Community, Councillor Lawrence explained that there were other methods for dealing with individual constituent issues without taking them to the strategic level. He explained that the purpose of the Strategic Forum would be to ensure that the Council and Freebridge Community Housing continued to work together and progress in the future.

The Strategic Housing Manager explained that if Councillors had strategic issues to raise, they could do so via the relevant Councillor or officer who could, if appropriate, raise the issue at the Strategic Forum meeting. He explained that the operational meeting would be undertaken in a more structured way. The Portfolio Holder for Housing and Community, Councillor Lawrence reminded those present that Freebridge did have a Tenants Panel and tenant representatives on the Board.

In response to a further question from Councillor Smith, the Strategic Housing Manager agreed to clarify if minutes from the Strategic Forum meetings would be available to Members of the Council.

Councillor Hipperson asked if the establishment of the Strategic Forum would impact on those Councillors who had been appointed to the Freebridge Community Housing Board. The Chairman explained that it should not have any impact. The Strategic Forum was an additional meeting. The Panel was reminded that regular meetings between the Council and Freebridge already took place, but no formal arrangements were in place.

Councillor Moriarty addressed the Panel under Standing Order 34. He sought clarification if the Agendas and Minutes of the Strategic Forum would be a public record and the Strategic Housing Manager agreed to clarify. Councillor Moriarty also sought assurance that the creation of the Strategic Forum would not dilute the influence of the Council representatives on Freebridge Community Housing Board. The Strategic Housing Manager explained that the Strategic Forum would not be a decision making body and that this proposal did not present any changes to the Board's Constitution. The Strategic Forum would be a mechanism for sharing information and updating each other on progress and current issues.

The Vice Chairman, Councillor Bambridge commented that the Strategic Forum would be a good way of communicating between organisations and keeping each other up to date. She explained that when she was on Freebridge Community Housing Board she provided

updates to Members as appropriate on work of the Board and it would be valuable to the Panel if current Board Members were to do the same.

In response to a question from Councillor Westrop, the Strategic Housing Manager explained that discussions would be help on the operation of the Strategic Forum and operational structures would be put in place. If required an action plan could be produced and current mechanisms could be reviewed.

**RESOLVED:** That the Environment and Community Panel support the recommendations to Cabinet as follows:

- (i) To agree the proposed terms of reference to a strategic forum between the Council and Freebridge Community Housing as set out in the report.
- (ii) To agree that the Leader and the Portfolio older with responsibility for Housing, along with the Chief Executive, represent the Council at the proposed forum.

EC11: **WORK PROGRAMME AND FORWARD DECISIONS LIST**

Councillor Moriarty addressed the Panel under Standing Order 34. He reminded those present that at a previous meeting he had asked if the Panel would be considering the Channel Shift report which had been presented to Cabinet. The Chairman explained that all Panel Chairman and Vice Chairman met at a joint sifting meeting to consider which Panel's should consider items. The Channel Shift Cabinet report had been presented to the Resources and Performance Panel and all Members had been invited to attend the meeting.

Councillor Moriarty asked if the Panel would consider the Statement of Community Involvement Cabinet report at its next meeting and the Chairman explained that this would be determined at the next sifting meeting.

Councillor Moriarty suggested that the Panel's Work Programme and Cabinet Forward Decision List include a column to explain which body was considering the reports and who would be the decision maker. The Chairman agreed to discuss this at the next sifting meeting.

Councillor Mrs Collop asked if a representative from Norfolk County Council would be coming to a future Panel meeting to provide an update on Highways Works. It was confirmed that this had been scheduled on the Work Programme in February 2016.

**RESOLVED:** (i) The Work Programme and forward decision list was noted.

(ii) Items discussed to be added to the Work Programme as appropriate.

EC12: **DATE OF THE NEXT MEETING**

The next meeting of the Environment and Community Panel was scheduled to take place on Wednesday 6<sup>th</sup> January 2015 at 4.00pm 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**

<b>Open</b>		Would any decisions proposed :		
<b>Any especially affected Wards</b>	Mandatory and Discretionary elements	(a) Be entirely within cabinet's powers to decide	NO	
		(b) Need to be recommendations to Council	YES	
		(c) Is it a Key Decision	No	
Lead Member: Cllr Adrian Lawrence E-mail: cllr.alistair.beales@west-norfolk.gov.uk		Other Cabinet Members consulted:		
Lead Officer: Sheila Farley E-mail: Sheila.farley@west-norfolk.gov.uk Direct Dial: 01553 616714		Other Members consulted:		
Lead Officer: Sheila Farley E-mail: Sheila.farley@west-norfolk.gov.uk Direct Dial: 01553 616714		Other Officers consulted: Lyn Ibbitson, Duncan Hall, Ray Harding, Jo Furner		
Financial Implications YES	Policy/Personnel Implications YES	Statutory Implications YES	Equal Impact Assessment NO If YES: Pre-screening/ Full Assessment	Risk Management Implications YES

Date of meeting: 12 January 2016

**SMOKE AND CARBON MONOXIDE ALARMS IN PRIVATE RENTED PROPERTIES**

**Summary**

From 1 October 2015 the Smoke and Carbon Monoxide Alarm (England) Regulations came into force. This report outlines the impact of these regulations, the role of the Council as enforcing authority and the power to impose a penalty charge of up to £5,000 in cases of non-compliance.

**Recommendation**

- i) Cabinet note the report
- ii) Cabinet recommend the approval of the statement of principles in relation to determining the amount of the penalty charge as detailed in Appendix A to Council

**Reason for Decision**

To note the new duties placed upon the Council and adopt a policy in relation to the power to impose a penalty charge supported by a statement of principles



## **Background**

From 1 October 2015 the Smoke and Carbon Monoxide Alarm (England) Regulations came into force via Section 150(1) of the Energy Act 2013, this allowed the Secretary of State to impose duties on certain (i.e. the immediate landlord) private landlords of residential premises to ensure that the premises when occupied under a tenancy (when rent is payable), are equipped with smoke alarms on each storey where there is living accommodation and carbon monoxide alarms where a room is used as living accommodation and contains a solid fuel combustion appliance. Section 150(3)(a) enables the Secretary of State to provide for the enforcement of any duty imposed by the regulations. BCKLWN is the enforcing authority.

It is a Building Regulations requirement that homes built on or after 1 June 1992 have a hard wired smoke alarm installed on at least each storey of the property. However, there is no legislation specifically requiring the installation of smoke alarms on every storey of older non licensed dwellings.

In addition to these requirements, there is existing housing legislation that covers some circumstances e.g. mandatory licensed Houses in Multiple Occupation, and where a housing hazard exists.

## **Fire safety issues**

People are at least 4 times more likely to die in a fire in the home without a working smoke alarm, this equates to 40% of fire related deaths (Fire safety in the home, DCLG 2013). The Government estimate the new regulations will result in up to 36 fewer fatalities and 1,529 fewer injuries over a 10 year period. These regulations come with strong support from relevant agencies and stakeholders after a national consultation into conditions in the private rented sector.

There are approximately 10,000 privately rented properties in the West Norfolk area (2011 Census) with no precise data of how many of these have working smoke alarms on every storey. It is estimated that nationally 90% of properties in the private rented sector have one or more smoke alarms. If this were applied to the Borough that would equate to 1,000 properties without any form of smoke alarms. It is unclear though whether those who have smoke alarms, would have working smoke alarms on each storey.

## **Carbon monoxide (CO)**

CO is a serious and preventable form of poisoning. Each year there are around 40 deaths from accidental CO poisoning in England and Wales (Office for National Statistics).

There is a Building Regulations requirement to install a CO alarm in all new properties (post 1<sup>st</sup> October 2010) when a solid fuel heating system is first installed. However, there is no such requirement for existing homes.

## **The requirements**

The Smoke and Carbon Monoxide Alarm (England) Regulations 2015 (the Regulations), require the provision of smoke alarms and carbon monoxide alarms in certain tenanted properties.

If the Borough Council of King's Lynn and West Norfolk (the Council) has reasonable grounds to believe that there has been a breach of these regulations it **must** serve a Remedial Notice on the landlord (regulation 5) requiring the landlord to comply with the regulations and fit/repair alarms within 28 days from the date of service . The landlord has a duty to comply with the Remedial Notice (regulation 6).

If the landlord fails to comply with the Remedial Notice, i.e. they are in breach of their duty, the Council **must** arrange for the remedial action specified in the Remedial Notice to be undertaken within 28 days from when the Council is satisfied that landlord was in breach of this duty (regulation 7).

Furthermore, where a landlord has failed to comply with the Remedial Notice, the Council has the power to impose a penalty charge. This must be imposed by way of a Penalty Charge Notice within 6 weeks from when the Council is satisfied that landlord has not complied with the Remedial Notice (regulation 8).

Where the Council has served a Penalty Charge Notice, the landlord has a right to request a review of the Penalty Charge Notice with the period specified in the Penalty Charge Notice (not less than 28 days) (regulation 10).

If after an internal review the landlord is still not satisfied, they may appeal to the First-Tier Tribunal against the Council's decision (regulation 11).

### **Imposition of a financial penalty**

By virtue of regulation 8, a failure to comply with the requirements of a remedial notice allows the authority to impose a penalty charge. Before the Council may impose a penalty charge the Council must be satisfied on the balance of probabilities that the landlord on whom it has served a Remedial Notice has failed to take the remedial action specified in the Remedial Notice within the specified period.

Furthermore, in deciding whether it would be appropriate to impose a penalty, the Council will take full account of the particular facts and circumstances of the breach under consideration, and what evidence is available to prove the Remedial Notice was not complied with.

The Regulations allow for the Council to impose a penalty charge of up to £5000, although any financial penalty must be imposed in accordance with a published statement of principles (Statement of Principles). However, in order for the imposition of such penalty charges, the Council must have in place a Statement of Principles.

The purpose of the 'Statement of Principles' is to provide information about the considerations to be undertaken by the local authority in setting a penalty charge. The primary purpose of the Council's exercise of its regulatory powers is to protect the interests of the public.

There is no specific Government Guidance as to how a Council should draft the Statement of Principles. Officers have drafted the proposed Statement of Principles for BCKLWN having regard to the Corporate Enforcement Policy and the public interest considerations that govern the Regulatory Framework,

The proposed Statement of Principles is attached at Appendix A to this report.

It is proposed to set the charge at £550.00 for the first offence but this will be **reduced to £400 if paid within a 14 day period** from the date of service. A second

offence would incur a penalty charge of £2,500 and a third and subsequent offence £5,000.

In setting penalty charges regard has been had to those adopted by other Councils and a comparison is contained at Appendix B. The proposed Penalty Charge mirrors the charges set across Suffolk.

The charges reflect the potential seriousness of the breach of regulations compared to the low cost of remedying the breach. It is the Council's intention to encourage landlords to meet their obligations without the need to impose a Penalty Charge or undertake works in default. However, the ability to impose such a Penalty Charge is likely to be a deterrent and encourage compliance.

### **Action to date**

The Government has invested £3.2 million on purchasing smoke detectors and carbon monoxide detectors to give away to landlords. The Council has been given 800 smoke detectors and 140 Carbon Monoxide detectors to allocate; some still remain in stock.

The Council has

- Provided information on the Council website;  
Issued a press release in September 2015 before the Regulations came into force and a further press release during Carbon Monoxide Awareness Week
- Issued nearly 600 free alarms and 100 CO detectors
- Explained the Regulations to 75 landlords who attended our recent Landlords' Forum, when free alarms were made available;
- Arranged for visiting officers to look for smoke and carbon monoxide detectors and to share information with Housing Standards.
- Developed mechanisms for undertaking any works in default that may be necessary if remedial notices are disregarded by recipients.

### **Exemptions from these requirements**

- Houses in Multiple Occupation (HMOs) subject to mandatory licensing (these are already covered by different legislation)
- Registered providers of social housing, e.g. Freebridge Community Housing.
- Landlords who take up to 2 lodgers in their home.
- Long leases of 7 years without a break clause for either party
- Student halls of residence \* and
- Hostels, refuges, care homes, hospitals, hospices and other NHS accommodation \*

\* occupants already benefit from existing protection under the Regulatory Reform (Fire Safety) Order 2005, enforced by Fire and Rescue Authorities.

### **Policy Implications**

To impose a penalty charge the Council must prepare and adopt a Statement of Principles. This is explained in the report and a proposed Statement is included at Appendix A.

## **Financial Implications**

There are no major financial implications for the Council as the smoke and carbon monoxide detectors as we have in stock have been provided by the government via Norfolk Fire and Rescue Service, or will be paid for by private landlords.

Normal cost recovery mechanisms will be used. The Council is permitted to retain any revenue from penalty charges/monetary penalties for any of its functions.

Cost of remedial work and recovery will be monitored and reviewed if necessary in the future

## **Staffing implications**

The enforcement will be undertaken by existing members of the Housing Standards Team. If a landlord does not comply with a remedial notice, the Borough Council, as the Local Housing Authority (or its agent) has a duty to undertake the work in default.

## **Statutory Considerations**

The report relates to the Smoke and Carbon Monoxide Alarm Regulations (England) that came into force on 1 October 2015 which places a duty on the Council to enforce these regulations.

## **Equality Impact Assessment (EIA)**

The new regulations do not impact on any particular equality group in the West Norfolk area as they apply to all tenants in privately rented properties covered by the regulations. These regulations are prescriptive and a duty on the Council.

## **Risk Management**

Risk Analysis – There are 10,000 privately rented homes in West Norfolk. Within the existing resources of the Housing Standards Team it is not possible to visit every property to ensure that they are complying with the new regulations.

Investigation and inspections will be made during day to day work such as requests for service to housing standards team from tenants. Officers in other departments have been asked to report back to Housing Standards if they identify rented properties without smoke alarms. Information and awareness of the Regulations has been promoted as detailed in the report and this will continue.

There is a risk that there will still be properties within this sector which do not have adequate protection and this could lead to loss of life.

Whilst the landlord is responsible for meeting these regulations, information campaigns have been undertaken to mitigate this risk so they should be aware of their duties with regards to the regulations.

## **Appendix A**

### **The Smoke and Carbon Monoxide Alarm (England) Regulations 2015**

#### **Statement of Principles**

##### **1. Introduction**

This statement sets out the principles that the Borough Council of King's Lynn and West Norfolk (the council) will apply in exercising powers to impose a financial penalty for failing to meet any legislative requirement for which they are the enforcing authority.

##### **2. The Council's power to impose financial penalties.**

The Smoke and Carbon Monoxide Alarm (England) Regulations 2015 (the Regulations) provides the enforcing authority, the Council, with a power to impose and charge a financial penalty in prescribed circumstances.

##### **3. The Scope of the document**

Regulation 13 of The Regulations 2015 requires the Council to prepare and publish a 'statement of principles' which it proposes to follow in determining the amount of a penalty charge.

The Council acknowledge that such a statement represents good practice and have produced this document in order to publicise the principles that will be adopted in any circumstance that permits the imposition of a financial penalty.

The Council may revise its statement of principles and, where it does so, it will publish the revised statement.

Where a financial penalty is charged the Council must have regard to the statement of principles published and in place at the time when the breach in question occurred, when determining the amount of the penalty.

##### **4. General principles applied to the imposition of a financial penalty.**

The primary purpose of the council's exercise of its regulatory powers is to protect the interests of the public.

The primary aim of any financial penalty will therefore be to:

- Change the behaviour of the landlord concerned.
- Deter future non-compliance by landlords.
- Eliminate any financial gain or benefit from non-compliance with the regulations.
- Be proportionate to the nature of the breach of the Regulations and the potential harm outcomes.
- Reimburse the cost incurred by the Council in undertaking work in default and fulfilling its enforcement duties.

In determining the amount of any financial penalty to be charged the Council will consider:

- The extent to which the non-compliance was the result of direct acts or omissions of the landlord.

- Whether the non-compliance was deliberate or resulted from a matter of which the landlord should reasonably be aware.
- Whether any other body has or is likely to apply sanctions associated with the non-compliance.
- The level of cooperation provided by the landlord concerned.
- Any history of previous contraventions of the Regulations.
- The level of financial gain achieved by the non-compliance.
- The level of risk created by the non-compliance.
- The degree of responsibility held by the landlord for the non-compliance.
- The cost incurred by the Council in enforcing the relevant provision.
- Any additional aggravating or mitigating factors that may warrant an increase or decrease in the financial penalty.

## **5. Financial penalties applicable to the Smoke and Carbon Monoxide Alarm (England) Regulations 2015.**

Where the Council have reasonable grounds to believe that the requirements have not been met by a landlord there is a duty to serve a Remedial notice (regulation 5) on the landlord. Failure to comply with a remedial notice imposes a further duty upon the Council to arrange remedial action (regulation 7) and a power to require payment of a penalty charge (regulation 8).

The amount of the penalty charge cannot not exceed £5,000 (regulation 8(2)).

The Council will comply with the requirements of the Regulations regarding the information to be contained within any penalty charge notice, including provisions for a review, and the appeal procedures.

## **6. Level of Penalty**

	<b>Level of Penalty Charge Notice</b>	<b>Reduction for early payment</b>
First offence	£550.00	-£150.00
Second offence	£2,500.00	None
Third and subsequent offence	£5,000.00	None

The level of penalty charge is made up of two parts:

- 1) the cost of all works in default, officer time, and an administration fee; and
- 2) a fine.

The Council considers that in the interests of proportionality, a lesser penalty will be merited on the occasion of a first breach. Furthermore, prompt payment of the penalty on that first occasion should attract a reduced penalty in recognition of early admission of liability.

Thus, the penalty charge for breach of duty under the Regulations will be set initially at £500 for a first breach, but this will be reduced to £350 if paid within 14 days of service of the penalty charge notice.

Having considered proportionality, the Corporate Enforcement Policy and the interests of better regulation, the Council considers that repeated breaches should attract a progressively higher penalty in light of a landlords continuing disregard for the legal requirements and tenant safety.

Thus, should a landlord repeatedly not comply with Remedial notices the penalty charge will be £2,500 for a second occurrence, and £5,000 for any additional occurrences. There will be no discounts offered for early payment for repeat occurrences.

The charges reflect the potential seriousness of the breach of regulations compared to the low cost of remedying the breach. It is the Council's intention to encourage landlords to meet their obligations without the need to impose a Penalty Charge or undertake works in default. However, the ability to impose such a Penalty Charge is likely to be a deterrent and encourage compliance.

While these charges are set as a standard the regulations make provision for a landlord to seek a review of a penalty charge notice. The Council will refer to this statement of principles in considering any request for a review, and the review will be conducted by an officer not directly involved in the service of the original notice. The discount will apply to any revised charge set should payment be within 14 days of service of the revised notice.

A penalty charge will be recoverable on the order of a court, as if payable under a court order.

The landlord can request in writing, in a period that must not be less than 28 days beginning with the day on which the penalty notice was served, that the Council review the penalty charge notice.

The Council must consider any representation and decide whether to confirm, vary or withdraw the penalty charge notice.

A landlord who is served with a notice confirming or varying a penalty charge notice may then appeal to the First Tier Tribunal against the local housing authority's decision. The Tribunal may quash, confirm or vary the PCN but it may not increase the charge amount.

## **The Smoke and Carbon Monoxide Alarm (England) Regulations 2015**

### **Summary**

#### **Regulation 4**

The landlord of most tenanted residential premises (see regulations 1-3 and the schedule for definitions and exemptions) , when the premises are occupied is under a statutory obligation to ensure that:

1. A smoke alarm is equipped on each story of the premises on which there is a room used wholly or partly as living accommodation.
2. A carbon monoxide alarm is equipped in any room of the premises which is used wholly or partly as living accommodation and contains a solid fuel burning combustion appliance; and
3. Checks are made by or on behalf of the landlord to ensure that each prescribed alarm is in proper working order on the day the tenancy begins, if it is a new tenancy.

#### **Regulation 5**

If the Council has reasonable grounds to believe that there has been a breach of these regulations it **must** serve a Remedial Notice on the landlord requiring him to comply with the regulations and fit alarms within 28 days from the date of service of the Remedial Notice.

#### **Regulation 6**

The landlord has a duty to comply with the Remedial Notice.

#### **Regulation 7**

If the landlord fails to comply with the Remedial Notice, i.e., he is in breach of his duty, the Council **must** arrange for the remedial action specified in the Remedial Notice to be undertaken within 28 days from when the Council is satisfied that landlord was in breach of this duty.

#### **Regulation 8**

Where a landlord has failed to comply with the Remedial Notice, the Council has the power to impose a penalty charge. This must be imposed by way of a Penalty Charge Notice within 6 weeks from when the Council is satisfied that landlord is in breach of his duty.

#### **Regulation 10**

Where the Council has served a Penalty Charge Notice, the landlord has a right to a review of the Penalty Charge Notice with the period specified in the Penalty Charge Notice (not less than 28 days).

The Council shall review the decision, taking into account any representations by the landlord, confirm, vary or withdraw its decision and then serve a notice of its decision on the landlord.

#### **Regulation 11**



If after an internal review the landlord is still not satisfied, he may appeal to the First-Tier Tribunal against the Council's decision, on the following grounds:

- a) The decision to confirm or vary the penalty charge notice was based on an error or fact;
- b) The decision was wrong in law;
- c) The amount of the penalty charge is unreasonable;
- d) The decision was unreasonable for any other reason.

Appendix B

**Comparison of PCNs with other authorities:**

<b>All Suffolk Authorities</b>	<b>Level of PCN</b>	<b>Reduction for early payment</b>
First offence	£550	- £150
Second offence	£2,500	None
Third and subsequent	£5,000	None
<b>North Norfolk</b>	Process under review	
<b>South Norfolk</b>		
First offence	£550.00	-£150.00
Second offence	£2,500.00	None
Third and subsequent offence	£5,000.00	None
<b>Breckland</b>		
	<i>On a case by case basis</i>	
<b>Great Yarmouth BC</b>		
First offence	£1,000	None
Second offence	£2,500	None
Third and subsequent offence	£5,000	None
<b>Broadland</b>		
All offences	<i>Charging at cost only</i>	<i>Poorly managed properties charged more</i>
<b>Tendring District</b>		

<b>Council</b>		
Year 1	£600	None
Year 2	£1,250	
<b>Cornwall</b>	<b>Level of PCN</b>	<b>Reduction for early payment</b>
	£5,000	
<b>Sunderland Council</b>		
First offence	£1,000	£750.00
Second offence	£2,000.00	None
Third offence	£3,000	None
Fourth offence	£4,000	None
Fifth or more offence	£5,000	None
<b>Leicester Council</b>		
First offence	£2,500	£1,250
Any subsequent offences	£5,000	£2,500
<b>Wychavon D.C.</b>		
	<i>On a case by case basis, ie deterrent/cost/ partial or full breach/no. tenants/repeat offence/ officer time, etc</i>	
<b>Maldon D.C.</b>		
First offence	£1,000	£250
Subsequent offences	£5,000	None
<b>Harrow</b>		
First offence	£5,000	£2,500
Subsequent offences	£5,000	None

<b>Three Rivers</b>	<b>Level of PCN</b>	<b>Reduction for early payment (14 days)</b>
All offences	£2,500	None
<b>Stafford</b>		
First offence	£1,000	-£500
Subsequent offences	£5,000	-£2,500

Appendix c

Statutory Requirements

## POLICY REVIEW & DEVELOPMENT REPORT

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

### Environment and Community Panel

**Date:** 6<sup>th</sup> January 2016  
**Subject:** West Norfolk Disability Forum

#### Summary

The West Norfolk Disability Forum recently conducted a review of their Constitution. They have proposed that in future the West Norfolk Disability Forum report annually to the Environment and Community Panel and can make recommendations to the Panel as appropriate.

#### Recommendations

- (i) That the Environment and Community Panel endorse the amended Constitution of the West Norfolk Disability Forum.
- (ii) That the West Norfolk Disability Forum provide an annual report to the Environment and Community Panel.

### 1. Background

The West Norfolk Disability Forum is administered by the Borough Council. The Forum recently established a working group to review the Constitution. The amended Constitution was agreed by the Forum at their meeting on 7<sup>th</sup> October 2015.

### 2. Amendments to the Constitution

The amended Constitution (with track changes) is attached at Appendix 1.

### 3. Reporting Arrangements

3.1 The West Norfolk Disability Forum has proposed revising its reporting arrangements. The Forum has agreed to present an update to the Environment and Community Panel on an annual basis.

3.2 The Forum would like the ability to make recommendations to the Environment and Community Panel as appropriate.

3.3 The Environment and Community Panel could also make recommendations to the West Norfolk Disability Forum and task the Forum with investigating issues within the Forum's remit as required.

3.4 The West Norfolk Disability Forum's Constitution and Terms of Reference shall only be changed with the formal agreement of the West Norfolk Disability Forum and any changes will be presented to the Environment and Community Panel.

#### **4. Recommendations**

4.1 The Environment and Community Panel are requested to endorse the West Norfolk Disability Forum's Constitution.

4.2 That the West Norfolk Disability Forum provides an annual report to the Environment and Community Panel.

## West Norfolk Disability Forum

### Constitution and Aims and Terms of Reference

#### 1. Introduction

- 1.1 The Forum ~~was initially established~~ is administered by the Borough Council of King's Lynn and West Norfolk.

#### 2. Membership

- 2.1 The Forum will consist of:

- ~~Representatives of people with disabilities or people concerned with disabilities in the Borough~~ Ten non-council representatives which will include individuals with disabilities, representatives of people with disabilities or organisations concerned with disabilities in the Borough. These representatives will be appointed on an annual basis at the Annual General Meeting and can send substitutes to meetings if they are unable to attend.
- ~~Individuals with disabilities.~~
- Seven Borough Councillors, appointed annually by full Council (who can send substitutes to meetings if they are unable to attend).
- Statutory organisations such as: Borough Council; Norfolk County Council; Health Authorities; Disability Employment Services; Education Services; Any other relevant organisations.

- 2.2 The Chairman of the Forum will be appointed at the Annual General Meeting and will be elected to stand annually from the seven Borough Councillors. The Vice-Chairman will be a representative ~~from the non-council representatives and will be of people with disabilities, or a person concerned with disabilities in the Borough and will be~~ appointed to stand annually.

#### 3. Operation

- 3.1 The Forum will receive administrative support from the Secretary who shall be an officer of the Borough Council and advice and support from the Council's NRAC (National Register of Access Consultants) Auditor.
- 3.2 The Forum will report annually, and at other times deemed necessary, to the Borough Council's Environment and Community Panel.
- 3.3 The Forum can make recommendations to the Borough Council's Environment and Community Panel as appropriate. The Environment and Community Panel can also task the Forum with investigating issues within the Forum's objectives. The Forum will provide reports and make recommendations to the Council's Environment and Community Panel.



- 3.34 The Forum's Constitution and Aims and Terms of Reference shall only be changed with the formal agreement of the West Norfolk Disability Forum. Any changes to the Constitution will also be presented to the Borough Council's Environment and Community Panel.
- 3.45 The Forum can appoint working groups comprising of Councillors and other members which shall be authorised to meet between meetings of the Forum for the purpose of providing, the Forum, the Borough Council and its Committees with advice on matters.
- 3.6 The Forum will meet on a quarterly basis. Any minor time-critical matters requiring a decision shall be made with the agreement of the Chairman and Vice Chairman and will be reported to the following meeting of the Forum. Any decisions involving significant expenditure will require a majority vote of the Councillors and non-Council representatives on the forum and, if time-critical, electronic agreement will be acceptable.

#### 4. Meetings

- 4.1 Meetings of the Forum shall be held in public unless the Forum resolve otherwise.
- 4.2 The Forum will meet on a quarterly basis.
- 4.3 The Forum will hold its annual general meeting in July. The schedule of future meetings and the Forum's Annual report will be presented to the Annual General Meeting. The Forum's Annual Report will also be presented to the Environment and Community Panel.
- 4.4 Agendas for the meetings will be ~~published on the Borough Council's website~~ available five clear days in advance of the meeting.
- 4.5 For meetings to be quorate a minimum of three of the Council representatives and a quarter of the non-council representatives must be present.

#### 5. Objectives

- 5.1 To relieve the needs of disabled people by the promotion of equality, diversity and independence through the provision of services, support, information and training.

~~To promote equality for disabled people~~

- 5.2 To provide a meeting ~~place~~ at which disabled people and other representatives can meet with and discuss with representatives of other organisations matters of interest or concern.

- 5.3 To ~~identify the needs and~~ raise awareness of the requirements of disabled people in the Borough ~~and and bring these to the notice of the Borough Council and other organisations.~~
- 5.3
- 5.3 ~~To determine measures by which the Forum might address those needs.~~
- 5.3
- 5.3 ~~To~~ communicate its views and findings to relevant bodies and agencies.
- 5.4 To act as a consultative body for the Borough Council on issues which affect people with disabilities and carry out joint projects with other organisations as appropriate.
- 5.5 To ~~raise~~ increase disability awareness.  
~~To seek improved access in the Borough.~~
- 5.6 To support and promote the West Norfolk Disability Forum's ~~Opportunity Awards Schemes~~ and events.
- 5.7 To support, promote and develop the Borough Council's online access guide.

## ENVIRONMENT & COMMUNITY WORK PROGRAMME 2015/2016

25 November 2015 – 6.00pm – meeting to be preceded by a tour of Lynnsport at 4.45pm – meet in the Wembley Room for the tour.

Meeting to be held in the Wembley Room, Lynnsport

- Leisure Trust Update
- Cabinet Report - Hackney Carriage and Private Hire Licensing Conditions Review
- Cabinet Report – Freebridge Community Housing representation

6 January 2016 – 4.00pm

- Norfolk Museums Service Update – last considered Jan 2015 – Robin Hanley
- West Norfolk Disability Forum
- Grass Cutting proposals
- Cabinet Report – Smoke and Carbon Monoxide Regulations

27 January 2016 – 6.00pm

- Capital Programme
- Budget
- Update on Homelessness – last considered on 7<sup>th</sup> January 2015
- Recycling Project Update – Ian Burbidge
- Joint working with Norfolk Constabulary and SNAP updates – John Greenhalgh – invite KLACC

24 February 2016 – 4.00pm

- Air Quality Annual update – Dave Robson

23 March 2016 – 6.00pm

- Annual Feedback Reports from Outside Bodies

- Food safety team Annual Update – last considered March 2014.
- Environmental Statement (last considered October 2014) – Melvin Harrison

**20 April 2016 – 4.00pm**

**To be confirmed**

- Effect of wind turbines on the fishing industry
- Visit to the air raid shelter

**FORWARD DECISIONS LIST**

<b>Date of meeting</b>	<b>Report title</b>	<b>Description of report</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>
12 January 2016	Final Council Tax Support Scheme 2016/17		Key	Council	Leader Asst Exec Dir – L Gore		Public
	Housing Benefit and Council Tax Support Risk Based Verification: Policy Update		Key	Council	Leader Asst Exec Dir – L Gore		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
37	2015/16 Budget Monitoring		Non	Cabinet	Leader Asst Exec Dir – L Gore		Public
	Smoke and Carbon Monoxide Alarm Regulations 2015		Non	Cabinet	Housing and Community Chief Executive		Public
	Corporate Business Plan 2015-19		Key	Council	Chief Executive		Public
	Proposed Surgery Development – King’s Lynn		Key	Council	Regeneration& Industrial Assets Exec Dir – C Bamfield		Private- Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Nar Ouse Regeneration Area – proposed sale of land		Key	Cabinet	Regeneration & Industrial Assets Exec Dir – C Bamfield		Private- Contains exempt Information under para 3 – information relating to the

							business affairs of any person (including the authority)
	King's Lynn Land Acquisition – Boal Quay and the Friars		Key	Council	Regeneration & Industrial Assets Exec Dir – C Bamfield		Private- Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	King's Lynn Land Acquisition – Wisbech Road		Key	Council	Regeneration & Industrial Assets Exec Dir – C Bamfield		Private- Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
38	Lynnsport Development		Non	Cabinet	ICT Leisure & Public Space Exec Dir – C Bamfield		Public
	Update to the scheme of delegation		Non	Council	Leader Exec Dir – D Gates		Public
	Appointment of Young Persons Champion and Heritage Champion		Non	Cabinet	Leader Exec Dir – D Gates		Public

Date of meeting	Report title	Description of report	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
2 February 2016	Budget 2016/17		Key	Council	Leader Asst Exec Dir – L Gore		Public
	Asset Management : Land with Development Potential		Key	Council	Regeneration & Industrial Assets Exec Dir – C Bamfield		Private- Contains exempt Information under para 3 –

							information relating to the business affairs of any person (including the authority)
	King's Lynn: Strategic Land Acquisition		Key	Council	Regeneration & Industrial Assets Exec Dir – C Bamfield		Private- Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Charging Policy for Electric Vehicles		Non	Cabinet	ICT Leisure & Public Space and Environment Exec Dir – C Bamfield		Public
39	Electoral Review		Key	Council	Leader Chief Executive		Public
	Community Infrastructure Levy		Key	Council	Housing and Community Exec Director – G Hall		Public
	The Statement of Community Involvement		Non	Cabinet	Development Exec Director G Hall		Public
	Capital Programme 2015-2020		Key	Council	Leader Asst Exec Dir – L Gore		Public
	Affordable Housing Company		Non	Cabinet	Housing & Community Chief Executive		Public
	Procurement – Print Equipment		Key	Cabinet	Leader Exec Dir – D Gates		Public

Date of meeting	Report title	Description of report	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
1 March 2016							

Date of meeting	Report title	Description of report	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
5 April 2016							

