

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



Environment and Community Panel

Agenda

Wednesday, 24th February, 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

Tuesday, 16 February 2016

Dear Member

Environment and Community Panel

You are invited to attend a meeting of the above-mentioned Panel which will be held on **Wednesday, 24th February, 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 6 - 11)

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 to recommendations, which the Panel has previously made.

At the Cabinet meeting held on 2 February 2016, the following responses were made to the recommendations from the Environment and Community Panel on 27th January 2016 in respect of the following items:

EC33: Cabinet Report – Community Infrastructure Levy

PANEL RECOMMENDED: That the Environment and Community Panel support the recommendations to Cabinet as set out in the report.

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

EC34: Cabinet Report – Electric Vehicle Charging Points

PANEL RECOMMENDED: That the Environment and Community Panel support the recommendations to Cabinet as set out in the report.

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

8. Air Quality Annual Update (Pages 12 - 19)

9. Cabinet Report - Crematorium Project Update (Pages 20 - 25)

The above report is on the Cabinet Forward Decision List for consideration by Cabinet on 1 March 2016. The Panel are requested to consider the report and make any appropriate recommendations to Cabinet.

10. Training

11. Work Programme and Forward Decisions List (Pages 26 - 29)

To consider the Work Programme.

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

12. Date of the next meeting

To note that the next meeting of the Environment and Community Panel is scheduled to take place on **Wednesday 23rd March 2016** at **6.00pm** in the Committee Suite, King's Court, Chapel Street, King's Lynn, PE30 1EX.

To:

Environment and Community Panel: 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 B Long – Portfolio Holder for Environment
Councillor D Pope – Portfolio Holder for ICT, Leisure and Public Space

Appropriate Officers:

Chris Bamfield – Executive Director, Commercial Services
Dale Gagen – Corporate Project Officer
Ray Harding – Chief Executive
Honor Howell – Assistant Director
Dave Robson – Environmental Health Manager

**Executive Directors
Press**

BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK

ENVIRONMENT AND COMMUNITY PANEL

**Minutes from the Meeting of the Environment and Community Panel held on
Wednesday, 27th January, 2016 at 5.30 pm in the Committee Suite, King's
Court, Chapel Street, King's Lynn**

PRESENT: Councillors C Sampson (Chairman),
Miss L Bambridge, Mrs C Bower, A Bubb (substitute for P Rochford),
Mrs S Collop, Mrs S Fraser, G Hipperson, M Hopkins, J Moriarty, T Smith,
Mrs S Squire and Mrs J Westrop

Portfolio Holders

Councillor R Blunt - Portfolio Holder for Development
Councillor B Long – Portfolio Holder for Environment

Officers:

Chris Bamfield – Executive Director
Alan Gomm – LDF Manager
Ray Harding – Chief Executive
Honor Howell – Assistant Director

EC26: APOLOGIES FOR ABSENCE

An Apology for absence was received from Councillor Rochford.

EC27: MINUTES

RESOLVED: The Minutes from the Environment and Community Panel Meeting held on 6 January 2016 were agreed as a correct record and signed by the Chairman.

EC28: DECLARATIONS OF INTEREST

There was none.

EC29: URGENT BUSINESS

There was none.

EC30: MEMBERS PRESENT PURSUANT TO STANDING ORDER 34

There was none.

EC31: CHAIRMAN'S CORRESPONDENCE

There was none.

EC32: **MATTERS REFERRED TO THE PANEL FROM OTHER COUNCIL BODIES AND RESPONSES MADE TO PREVIOUS PANEL RECOMMENDATIONS/REQUESTS**

The Panel noted the response made by Cabinet to the recommendations from the Panel meeting on 6 January 2016 in respect of the following item:

- Smoke and Carbon Monoxide Regulations.

EC33: **CABINET REPORT - COMMUNITY INFRASTRUCTURE LEVY**

The LDF Manager presented the Cabinet report which set out the CIL draft charging schedule. He referred to the Viability Assessment which set out the justification for the charging and the various rates of CIL which could be applied. He explained that the maps contained within the report pertained to strategic sites and showed the different levels of CIL proposed to be charged within the area.

He reminded those present that Parishes with Neighbourhood Development Plans would receive a higher percentage of CIL than those without a Plan unless the area was within a zero level area.

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

In response to a question from Councillor Moriarty, the LDF Manager explained that Appendix 3 of the report showed a map of the different CIL levels which would be charged in each area.

Councillor Smith referred to the different levels of CIL proposed to be charged in the King's Lynn area and asked if the different levels charged would deter development in areas where the CIL level was higher. The LDF Manager explained that the boundary recommendations had been created by the Consultants and the CIL levels proposed reflected the land value and sale value of homes in the different areas. He explained that there was a limit on how much properties could be sold for in certain areas.

Councillor Westrop accepted that there were limited values to how much properties could be sold for in certain areas, but asked what would happen if market conditions changed. The LDF Manager confirmed that levels could be reviewed. He referred to Appendix 1 which set out what CIL money could be used for. Information had been used from Strategic Economic Plans to set out what would be required to cope with additional housing created in the Borough and included

improved infrastructure, education and health. He explained that political judgement would be required on how CIL contributions would be spent. He clarified that the CIL regulations stated that CIL monies had to be spent and could not be used to achieve a surplus.

The LDF Manager confirmed that the CIL levels proposed were based on Land Registry data and selling prices. The figures proposed by the Consultant had been tested and additional research conducted. He explained that the levels proposed should stand for two or three years before a review would be required which would be presented to Members for consideration.

Councillor Bubb asked if consideration had been given to areas which were liable to flooding. The Vice Chairman, Councillor Miss Bambridge referred to the Waterfront area in King's Lynn and asked how urgent sea defence works were in this area. The LDF Manager explained that the report outlined the infrastructure required to enable development to take place.

In response to a question from Councillor Moriarty, the LDF Manager explained that some Local Authorities had already been through the examination process. He explained that the CIL proposals would be examined and challenged by the Inspector. It was possible that the CIL charging schedule could come into effect in 2016 if no problems were encountered. Once in place, developers would be liable to pay CIL rates and there was not a get out clause.

The Portfolio Holder for Environment, Councillor Long referred to the references to flood defences. He explained that a lot of improvements had been made to flood defences in the last couple of years and additional work could be required if there was development in areas at risk of flooding. If CIL was not available there may not be funds available to carry out the required works to enable development land to be unlocked. CIL could also be used as an enabler for grants and funding.

In response to a question from Councillor Westrop, the LDF Manager outlined the Governance arrangements. He explained that all income and expenditure would need to be accounted for. Work would be carried out to ensure that developers knew exactly what they would be required to pay and their obligations. A CIL Board could be created to look at what the funds could be spent on. The Chief Executive explained that changes would be required to the Councils Scheme of Delegation and a report would be presented to Members for consideration at the appropriate time.

In response to a question from Councillor Squire, the LDF Manager explained that the calculations as set out in the report showed how the values worked and he did not feel that the levels would affect small scale developers more than larger developers. He reminded those

present that anyone could come along to the Public Examination to challenge the figures proposed.

In response to a question from the Vice Chairman, Councillor Miss Bambridge, the LDF Manager explained that education had been included in the list on what CIL funds could potentially be spent on. Discussions would be required with Norfolk County Council, but it would ultimately be up to Members to decide where to spend CIL money.

Councillor Smith referred to page 22 of the report which outlined CIL liabilities. He asked what provision would be made for developers having to pay within the commencement date of development as it could be difficult for them to raise the required funds upon commencement of development. The LDF Manager explained that the liability for CIL kicked in on commencement of development, but an instalment policy would be introduced. He explained that developers would need to build CIL into their development costs.

In response to a request from Councillor Smith, the LDF Manager agreed to check through the report to ensure that all figures were included before the proposals were sent for examination.

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

That Cabinet agreed to recommend to Council that it:

1. Undertakes a formal consultation on a Draft Community Infrastructure Levy (CIL) Charging Schedule.
2. Proceeds to formal Examination of the Draft Charging Schedule.
3. For the purposes of the consultation the draft CIL rates will be those outlined in section 2.4.3 of this Report.
4. Authorises the Executive Director for Planning and Environment in consultation with the Leader of the Council to prepare the specific consultation documentation as required, based on the Draft Charging Schedule and the information in Appendices 1,2,3 and the consultant HDH's Viability Assessment (January 2016).

EC34: **CABINET REPORT - ELECTRIC VEHICLES CHARGING POINTS**

The Executive Director, Commercial Services presented the Cabinet report which considered the introduction of charging points for electric vehicles and charges for the use of the service.

The Chairman invited questions and comments from the Panel, as summarised below.

In response to a question from Councillor Bubb, the Portfolio Holder for Environment, Councillor Long explained that all electric vehicles, by default, had details of where charging points were available programmed into their Satellite Navigation system. He explained that the charging points rapidly charged vehicles to 80% charge, but they could be fully charged if required. The plug could be locked into the vehicle whilst it was charging so that others could not unplug it. He explained that at the moment the usage pattern indicated that there were unlikely to be queues for the charging points.

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

Cabinet is recommended to agree a fixed charge based on parking costs up to a maximum of three hours and 25p per KWh charge for electricity.

EC35: **RECYCLING PROJECT**

The Executive Director, Commercial Services reminded those present that they had previously received a presentation on a recycling project which was being carried out following a successful award of funding from the Department for Communities and Local Government. He explained that the project would work to improve recycling levels and decrease the amount of contamination.

A tender exercise had recently been carried out and the tender had been awarded to take the project forward. Work would commence in April and the company would attend a future meeting of the Environment and Community Panel to provide an update.

The Chairman thanked the Executive Director for the update and invited questions and comments from the Panel, as summarised below.

In response to a question from Councillor Moriarty the Executive Director explained that the company would have targets to work towards and in the first year the target was to move a thousand tonnes of waste out of the black bin. This could include moving the waste to food waste or recycling.

RESOLVED: The update was noted.

EC36: **WORK PROGRAMME AND FORWARD DECISIONS LIST**

The Chairman informed those present that if they had any suggestions for items to be added to the Work Programme they could email him at any time.

Councillor Bubb asked if the Panel could be kept up to date on items they had previously considered, for example 'A' Boards and Markets. The Chairman agreed to take this into consideration.

The Executive Director suggested that updates could be provided through the Members Bulletin, or Cabinet Members reports to council.

In response to a question from Councillor Mrs Collop, the Executive Director informed those present that, as agreed at the previous meeting, individual ward maps relating to the grounds maintenance review would be sent to Councillors in due course.

RESOLVED: The Work Programme and Forward Decisions list was noted.

EC37: **DATE OF THE NEXT MEETING**

The next meeting of the Environment and Community Panel was scheduled to take place on Wednesday 24th February 2016 at 4.00pm in the Committee Suite, King's Court, Chapel Street, King's Lynn, PE30 1EX.

The meeting closed at 6.37 pm

POLICY REVIEW & DEVELOPMENT REPORT

Type of Report: Update	Portfolio(s): Environment
Will be subject to a future Cabinet Report:	YES/NO
Will be need to be recommended to Council:	YES/NO
Author Name: D A Robson	Consultations: Kate Penn, Fabia Pollard Cllr B Long
Tel: 01553 616302	
Email: dave.robson@west-norfolk.gov.uk	
OPEN / EXEMPT (delete as appropriate)	

Environment and Community Panel

Date: 24th February 2016

Subject: Air Quality Update

Summary

The Updating and Screening Assessment 2015 shows Nitrogen Dioxide levels still exceed the annual mean objective at one location within the Town Centre Air Quality Management Area (AQMA) but also follows a downward trend; whilst levels in Gaywood Clock AQMA have fluctuated. Work on the Detailed Assessment for PM₁₀ in King's Lynn is nearly finished and will be published separately.

Recommendations

That the content of the report be noted

1.0 Introduction

This report updates work regarding the Council's statutory duty under the Environment Act 1995 to annually review and assess air quality across the Borough.

2.0 Background

The Council completes an annual report in accordance with statutory guidance and submits the annual report to DEFRA for peer review.

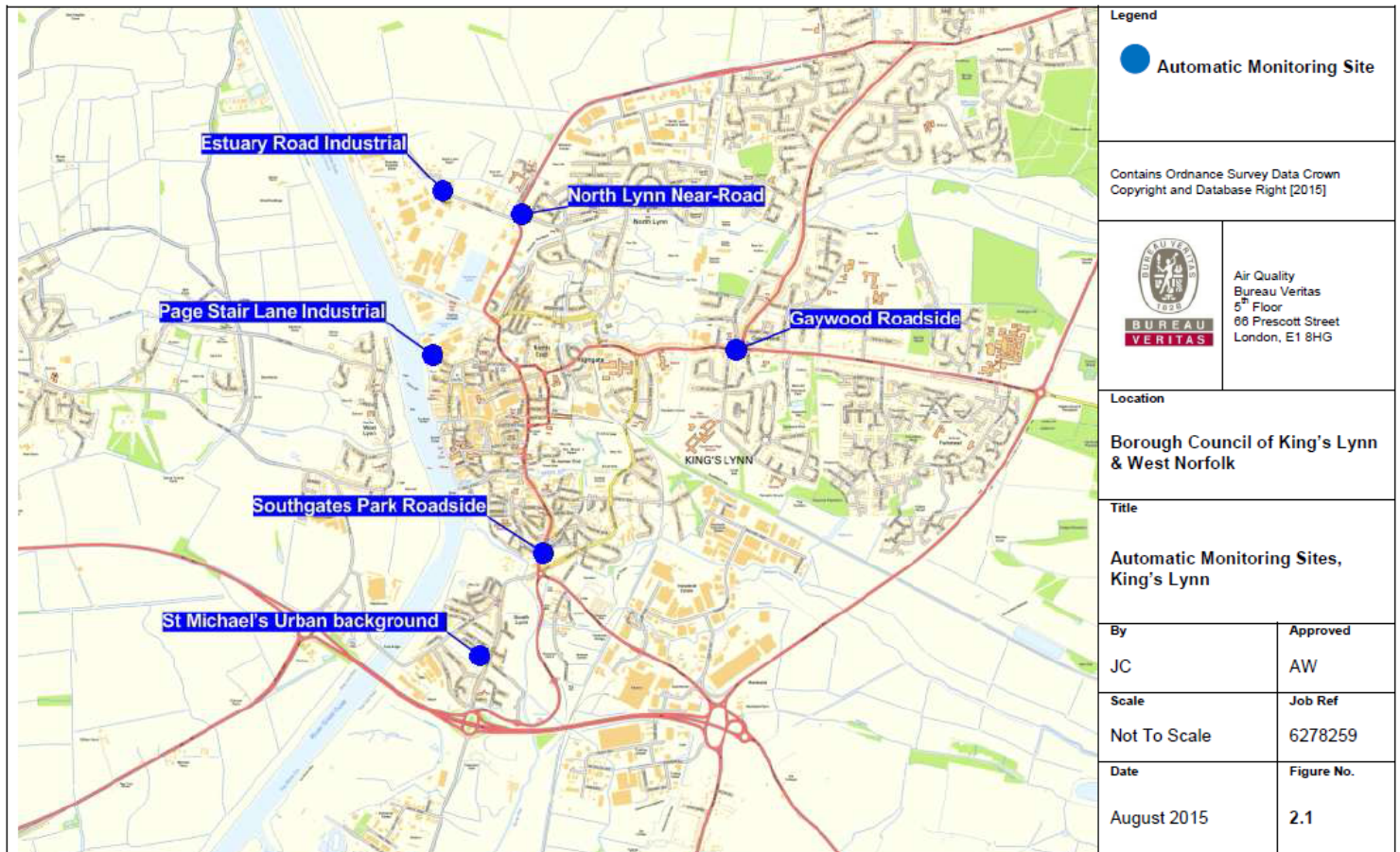
The Council has recently completed the Updating and Screening Assessment 2015 which has also been published on the Council website for public consultation and sent out for consultation with adjoining Local Authorities and internal consultees.

Previous air quality reports have highlighted areas of poor air quality within King's Lynn and two Air Quality Management Areas (AQMA) have been declared due to the exceedance of the Nitrogen Dioxide (NO₂) annual mean objective of 40 ug/m³ along London Road/ Railway Road one way system and the Gaywood Clock area.

To help assess air quality the Council in 2014 had 3 air quality monitoring stations (AQMS), 4 Dust Screening Units and Diffusion Tubes at 69 locations where there may be exceedances of the one of the air quality strategy objectives.

Table 1 – Air Quality Monitoring Stations (AQMS)			
Site Name	Pollutant	Source	Notes
North Lynn	PM10 (fine dust)	Fugitive Industrial/ Commercial	Completing Detailed Assessment then relocate to Stoke Ferry for additional Detailed Assessment for PM ₁₀
Gaywood Clock	Nitrogen Dioxide	Transport	Located within AQMA
Southgates	Nitrogen Dioxide	Transport	Located adjacent to AQMA
Page Stair Lane, KL	Dust (PM ₁₀)	Fugitive Industrial/ Commercial	Completing Detailed Assessment
Estuary Close, KL	Dust (PM ₁₀)	Fugitive Industrial/ Commercial	Completing Detailed Assessment
Furlong Drove, Stoke Ferry	Dust (PM ₁₀)	Industrial point source	To be part of separate Detailed Assessment
St Michael's South Lynn	Dust (PM ₁₀)	Urban Background for Willows Incinerator Industrial point source	To be installed in Stoke Ferry to provide data for separate Detailed Assessment

Fig 1 Map of Automatic Monitoring Sites in King's Lynn



3.0 Updating and Screening Assessment (USA) 2015

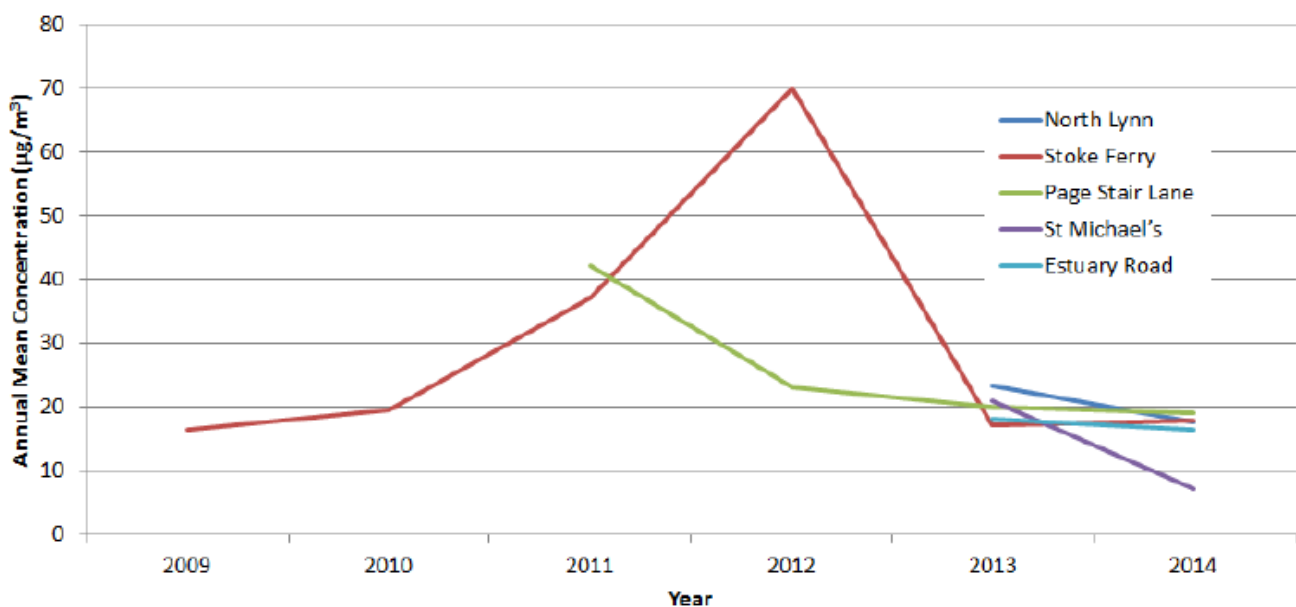
The Updating and Screening Assessment (USA) 2015 has considered monitoring data from 2014 for the following Pollutants;

3.1 Benzene - no current monitoring undertaken as previous monitoring showed compliance with objective. No new potential sources identified. Short term monitoring was carried out in 2015 at King's Lynn taxi rank and is reported separately.

3.2 Sulphur Dioxide - no current monitoring undertaken as previous monitoring showed compliance with objective. No new potential sources identified. Short term monitoring was carried out in 2015 at King's Lynn taxi rank and is reported separately.

3.3 PM₁₀ - monitoring around King's Lynn was carried out at 4 sites. Data collected is currently being assessed as part of a Detailed Assessment which will be reported separately in spring 2016. Data currently indicates PM₁₀ levels in King's Lynn for 2014 comply with the annual mean objective and the 24 hour mean objectives. Additional monitoring was carried out in Stoke Ferry and showed no exceedances of the annual or 24 hour mean objectives for PM₁₀.

Fig 2 - Annual Mean PM₁₀ Trend



Site	Number of Daily Means > 50 ug/m ³			
	2011	2012	2013	2014
North Lynn	-	-	1	4
Page Stair Lane	22	193	20	3
Estuary Close	-	-	13	1
St Michaels	-	-	13	1
Stoke Ferry	78	16	6	7

*24 Hour Mean Objective allows up to 34 exceedances per year

3.4 Nitrogen Dioxide – Two AQMS and Diffusion Tubes at 69 locations measured NO₂ at several locations within the Borough.

Fig 3 – AQMS NO₂ Annual Mean Trends

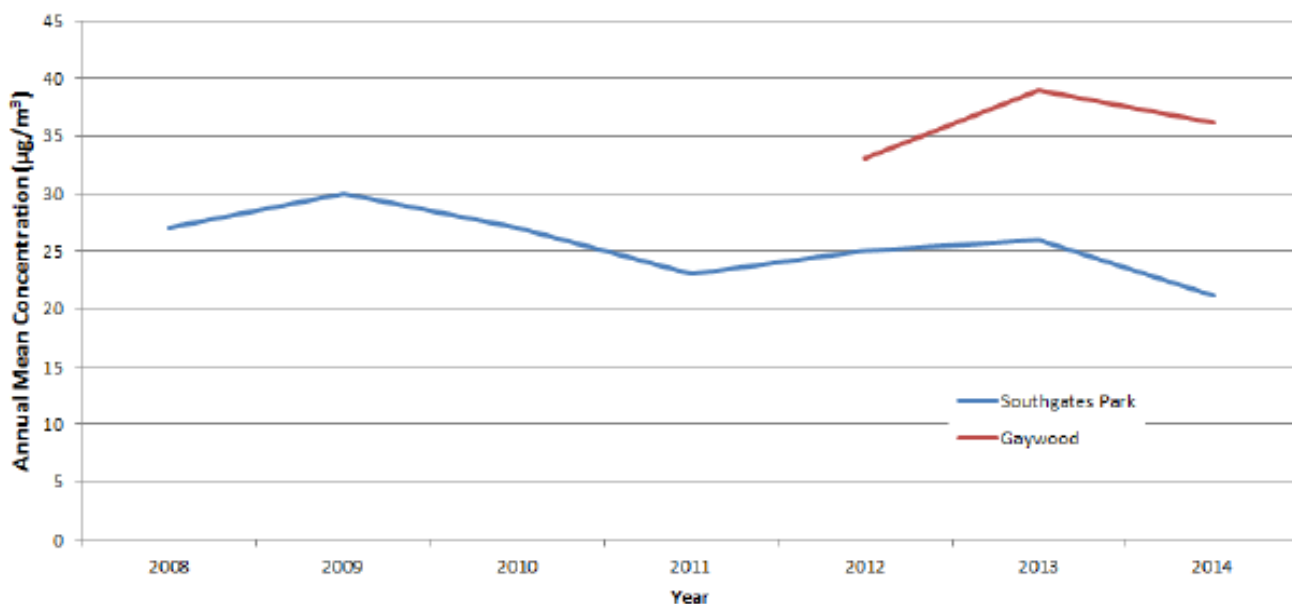


Table 3 – AQMS NO₂ Annual Mean

Site ID	Site Type	Within AQMA?	Valid Data Capture for Monitoring Period %	Valid Data Capture 2014 %	Annual Mean Concentration (µg/m ³)						
					2008	2009	2010	2011	2012	2013	2014
Southgates Park, King's Lynn	Roadside	Y	98.7	98.7	27	30	27	23	25	26	21
Gaywood, King's Lynn	Roadside	Y	98.0	98.0	-	-	-	-	33	39	36

Data collected shows the general downward trend at the Southgates AQMS whilst the Gaywood Clock area show more fluctuations in levels over the last three years.

During 2014 Diffusion Tubes were used at 69 sites across the Borough to measure levels of Nitrogen Dioxide, only two sites showed an exceedance of the 40 ug/m³ Annual Mean Objective.

Table 4 – Diffusion Tube NO₂ Annual Mean Exceedances

Site ID	Site Name	Within AQMA?	2014 Annual Mean Concentration (µg/m ³) – Local Bias Adjustment factor = 0.9	Comments
2	Railway Road 4	Y – Town Centre	47.1	Exceedences in each of six previous years.
5	Bus Station	N	46.0	Exceedences in each of three previous years.

The Bus Station Site is not a relevant point for the annual mean objective but for the 1 hour mean objective instead. The annual mean level at this site would need to exceed 60 ug/m³, therefore this site does comply with the relevant 1 hour mean objective for NO₂.

Five additional Diffusion Tube sites within the Town Centre AQMA along Railway Road and London Road have levels within 10% of the NO₂ 40 ug/m³ annual mean objective.

No Diffusion Tube sites within the Gaywood Clock AQMA exceeded the NO₂ 40 ug/m³ annual mean objective, but one site was within 10%.

Since the Sainsbury's and Tesco developments along Hardwick Road monitoring since 2012 at the residential caravan park has shown NO₂ levels remain below the 40 ug/m³ annual mean (31.5 ug/m³ & 25.4 ug/m³).

Most Diffusion Tube monitoring occurs in and around the existing AQMAs. However from time to time Environmental Quality receives requests for short term monitoring, the results are shown below are in Table 5.

Table 5 – Diffusion Tube Results		
Site	NO ₂ Level (ug/m ³)	Notes
King John Bank, Walpole	19.7	Background level in response to Biogas Power Station planning application at Sutton Bridge. Decommissioned for 2015
Roydon Common	8.9	
Roydon Common	10.7	
St Michaels School	18.4	
Ferry Square, West Lynn	13.1	
Main Road, West Winch	24.2	
Saddlebow Caravan Park	14.8	
Hillen Road	16.9	
Lynn Road, Saddlebow	10.4	

High Road, Saddlebow	11.1	
Sydney Terrace	14.7	
Burney Road	16.6	
Feltwell Road, Southery	12.5	Background levels following concern of HGV traffic through village Decommissioned for 2015
West Walton	13.4	Background levels following concern of traffic build up outside School Decommissioned for 2015
West Walton	11.1	

3.5 Environmental Quality has also considered a number of planning and IPPC Permit applications for air quality impacts.

Table 6 - Applications		
Site	Type	Notes
Land at Broomhill, Downham Market	Residential for 150 dwellings	Potential increase in traffic related emissions
Norfolk Street, King's Lynn	Conversion to flats adjacent to AQMA	Potential for existing AQMA to impact on new development
Manor Farm, Heacham	Residential for 166 dwellings	Potential increase in traffic related emissions
Hardwick Estate Extension, King's Lynn	Outline mixed business/ industrial	Potential increase in traffic related emissions
Railway Road, King's Lynn	Redevelopment of hotel within AQMA	Potential for existing AQMA to impact on development
King's Lynn Bus Station Refurbishment	Commercial, with changes to traffic flow through AQMA	Potential increase in traffic related emissions through AQMA
Railway Road, Downham Market	Outline for up to 32 dwellings	Potential increase in traffic related emissions
Market Lane, Walpole St Andrew	Poultry Farm	Potential emission of PM ₁₀
Didlington Farm	Poultry Farm	IPPC Permit applications
Baptist Road, Upwell	Biomass Boiler	Potential PM ₁₀ emissions
Rollesby Road, King's Lynn	Biomass Boiler	Potential PM ₁₀ emissions
Gayton Road, King's Lynn	CHP plant	Potential NO ₂ emissions
Thornham Road, Methwold	Crop Drying	Potential PM ₁₀ emissions
Church Lane, Tottenhill	Quarry Extension	Potential PM ₁₀ emissions
Lynn Road, Crimplesham	Quarry Extension	Potential PM ₁₀ emissions

Mill Drove, Blackborough End	Quarry Extension	Potential PM ₁₀ emissions
Station Road, West Dereham	Waste Baler	Potential NO ₂ & PM ₁₀ emissions
British Sugar, Wissington	Bio energy plant	Scoping enquiry

3.6 USA 2015 conclusions are: -

- 2014 NO₂ monitoring data shows exceedance of NO₂ annual mean objective in Town Centre AQMA and several sites show levels remain within 10% of the annual mean objective but overall general downward trend
- 2014 NO₂ monitoring data shows no exceedances at Gaywood Clock but levels are fluctuating and some sites are within 10% of annual mean objective
- 2014 PM₁₀ monitoring data showed no exceedances of the PM₁₀ annual or 24 hour mean objectives
- Three biomass facilities have been assessed and it was concluded that it will not be necessary to proceed to a Detailed Assessment for these sites
- Several planning applications for fugitive or uncontrolled emissions have been considered and it was found no further assessment would be required
- No changes or amendments of the two current AQMAs are proposed
- No need to declare any new AQMAs; but the Detailed Assessment will confirm this separately

3.7 USA proposed actions are: -

- Continue with current monitoring programme to identify any future changes in pollutants concentrations
- Undertake further monitoring in Stoke Ferry to confirm existing PM₁₀ concentrations and then proceed to a monitoring based Detailed Assessment
- Proceed to an annual report in 2016

4.0 Detailed Assessment

As mentioned in the USA 2015, PM₁₀ monitoring has continued at North Lynn AQMS and Page Stair Lane and Estuary Close Dust Screening Units. This data is currently being reviewed and will be included in a Detailed Assessment which will be published in spring 2016.

Further monitoring will be carried out in Stoke Ferry with a view to complete a monitoring based Detailed Assessment in the future.

5.0 Bus Station Taxi Rank

As part of the King's Lynn bus station redevelopment, the taxi rank was relocated inside to the ground floor of the Cattle Market car park. This led to various concerns being raised by the taxi trade, one of which was related to air quality. The Environmental Quality Team had already relocated one Diffusion Tube to the head of the new taxi rank to monitor if levels of NO₂ would build up inside, but following concerns additional short term and 8 hour monitoring was undertaken in August/September 2015 and again in December 2015. The results showed that there were no breaches of the exposure limits for benzene, carbon monoxide, carbon dioxide, sulphur dioxide and NO₂.

It should be noted that levels of NO₂ measured outside at the old monitoring location at the bus station were higher than the levels of NO₂ measured at the head of the new taxi rank. Monitoring results have been published on the Council's website.

REPORT TO CABINET

Open		Would any decisions proposed :		
Any especially affected Wards	Discretionary	Be entirely within Cabinet's powers to decide	YES	
		Need to be recommendations to Council	NO	
		Is it a Key Decision	NO	
Lead Member: Cllr David Pope E-mail: cllr.david.pope@west-norfolk.gov.uk		Other Cabinet Members consulted:		
		Other Members consulted:		
Lead Officer: Dale Gagen E-mail: dale.gagen@west-norfolk.gov.uk Direct Dial: 01553 616505		Other Officers consulted: Management Team, Martin Chisholm, David Clayton, David Clack		
Financial Implications YES	Policy/Personnel Implications NO	Statutory Implications YES	Equal Impact Assessment NO If YES: Pre-screening/ Full Assessment	Risk Management Implications NO

Date of meeting: 1 March 2016

CREMATORIUM PROJECT UPDATE

Summary

The following report updates members on progress on the Crematorium project which included

Recommendation

- 1 – Approve the outturn figure as shown in section 5.1 of this report.
- 2 – To Approve the works outlined in section 4 of this report in relation to both the bat mitigation and the cost of replacing the roof

Reason for Decision

To ensure that the Crematorium roof is good for another 35 years and to reduce the impact the resident bats have on the service provision.

1 Background

1.1 On the 9th April 2013 Cabinet authorised officers to procure:-

- i. a new cremator hall,
- ii. three new cremators each with single stream inline abatement equipment,
- iii. the stripping out of the old cremators,

- iv. the conversion of the old cremator hall into office space, meeting rooms and a staff changing room with showering facilities and,
- v. the introduction of cost effective energy efficient/environmentally friendly options of heating and cooling the building.

1.2 In September 2014 Members were updated on the progress made on:-

- i. The Phase 1 enabling works (new car park and footpaths) which were completed and on budget.
- ii. The Phase 2 works (new cremator hall and associated works) being carried out by EN Suiter & Sons Ltd (ENS) who had been appointed as contractors for this phase.
- iii. The new cremators which were being built offsite by Facultatieve Technologies (FT).
- iv. Arrangement for some of the admin posts that were to be transferred to King's Court to allow for the necessary changes within the existing building to progress.

2 Update on Progress

- 2.1 The new cremation equipment, which was built offsite was installed by FT became operational on 2nd April 2015. The old cremators were then removed to allow the final phase of work (Office refurbishment) to go ahead.
- 2.2 All Admin posts returned to the new office space at Mintlyn on 20 July 2015.
- 2.3 During the project officers were asked to see if improvements could be made to the Air Cooling system in the chapel. The Improved air cooling system for the chapel is now completed and ready for this summer.
- 2.4 Practical completion of the Phase 2 works was achieved on 22nd June 2015, with most of the snagging items resolved at the time of this report.
- 2.5 As part of the works all the remaining asbestos ceilings within the arears worked were removed. The last two small rooms with asbestos ceilings (bearers rest room and the public toilets) will also have the asbestos removed within the next 2 months. Once these works are complete with the exception of the tiles on the old part of the building will be asbestos free.

3 Bat Mitigation

- 3.1 Before any works could be carried out it was necessary to obtain a bat licence to exclude bats from the rear of the old building adjacent to where the new extension was to be built. As bats are a protected species certain mitigating works were required, with works around the area monitored by an approved ecologist.

- 3.2 During the works further bat issues affecting the Vestry arose which were not covered by the licence. This resulted in complaints being received regarding the severe odours and the possible health impact this might have on occupants of the vestry adjacent to the Chapel, with the fear that these odours may migrate further to the Chapel itself. Various temporary works were carried out under the supervision of the Ecologist, but a permanent solution cannot be secured without applying for a further bat licence to exclude the bats from the remaining roof voids.
- 3.3 To allow for this licence to be obtained prior to the next occupation of the Bats (May 2016) Officers are investigating arrangements to remove the bats access to the old crematorium roof and mitigation works which will be required to allow a licence to be secured. These works are likely to include instillation of new bat boxes around the grounds, together with a separate maternity roost to replace the roof void currently used. As these works would need to be completed by April 2016 to eliminate disturbance to the bat population during the breeding season the necessary reports and bat boxes are being procured so that work can commence as soon as the bat licence is approved. The initial costs relating to applying for the new bat license will be contained within the current capital budget.

4 Proposed works

- 4.1 The remaining major works necessary to ensure the reoccurring bat problem is removed falls into 2 parts. The first relating to bat mitigation measures which includes the following.

Ref	Item	Cost
i.	Applying for a bat license & Monitoring.	£5,000
ii.	Works.	£9,750
	Total	£14,750

- 4.2 The second relates to re-roofing of the original crematorium building ensuring bats can no longer gain access to the building These works excludes the flower court, which is a much more recent addition to the complex.
- 4.3 As the existing roost regularly leaks and with the age of the building meaning that bats are gaining easy access to roof voids, the only solution available to resolve the issues once and for all is to completely reroof the original building. Due to asbestos content of the original tiles these would be removed and replaced with tiles the same type as used on the new extension. The old tiles would be disposed of in accordance with current legislation. Before these works can commence, the bat licence must be approved and the mitigation works carried out.
- 4.4 The cost of completing the second phase of works is as follows:

Ref	Item	Cost
i.	Roof strip and supply of new tiles, felt, batten ridges and leadwork. (Include costs of Scaffolding)	£79,500
ii.	Provisional sum for timber repairs, Velux windows and replacement fascia and soffit boards.	£17,000
iii.	Provisional sum for out of hours working (20%)	£16,500
	Total	£113,000

4.5 Financial

4.1 A budget of £2.4million was contained within the Councils Capital Programme. It was estimated that the budget would be split £900,000 for the building works (including fees) and £1,500,000 for the cremators and equipment (including installation, commissioning and removal of old equipment). The following table shows how the budget has changed during the project together with the anticipated outturn costs.

	Original Estimate £	Revised Estimate £	Outturn as at 31 Jan 2016 £	Variance £	
Fees					
1			2,740	- 2,740	
2	1,200	1,200	1,200	-	
3	15,000	20,000	20,000	-	
4	2,500	2,500	11,579	- 9,079	
5			2,750	- 2,750	Phase 2 Bat licence
6	18,500	22,500	23,065	- 565	Air cooling added to scope
7	12,750	12,750	12,750	-	
8	13,210	13,210	13,210	-	
	63,160	72,160	87,294	- 15,134	
Phase 1 Enabling Works					
7	20,000		-	-	
8	86,900	131,640	138,454	- 6,814	Extra works carried out

9	Contingency	13,300	3,360	3,358		2	
		120,200	135,000	141,812	-	6,812	
Phase 2 New Cremator Hall and Associated External Works							
10	Preliminaries	88,900		-		-	
11	Building Works	564,500	1,169,270	1,135,099	34,171		Savings on contingencies plus additional cost of Air Cooling
12	External Works	34,700		-		-	
13	Contingency	85,900	24,070	24,074	-	4	Furniture, Fire and Communications
		774,000	1,193,340	1,159,173		34,167	
Phase 3 New Cremators and Ancillary Equipment Installation and Decommissioning Works							
14	New Cremators	1,031,600	1,031,600	1,032,600	-	1,000	Backup cremulator
15	Preliminaries	10,700				-	
16	Building Works - Installation	2,600	4,500			4,500	Charged to item11
17	Building Works - Decommissioning	4,000				-	
18	Contingency	1,400				-	
		1,050,300	1,036,100	1,032,600		3,500	
Phase 4 Alterations to Existing Building							
19	Preliminaries	83,500				-	
20	Works	210,100				-	
21	Contingency	36,700				-	
		330,300		-			
Phase 5 Cooling Existing Chapel							
22	Provisional Allowance	62,040					Top sliced from line 11
23	Grand Total	2,400,000	2,436,600	2,420,879		3,721	

5.2 Total cost associated with replacing the original roof are £14,750 for obtaining a Bat licence and the relevant mitigation works and £113,000 for the replacement roof giving a total of £127,750 of which £2,750 can be met from the existing capital

budget, leaving £125,000 to be funded from other sources. At Cabinet on 2 February 2016, Cabinet recommended that this sum should be met from the Crematorium and renewals fund.

6 Policy Implications

6.1 None

7 Statutory Considerations

7.1 Bats are a protected species and the bat licence and works will need to be carried out having regard to the Conservation of Habitats and Species Regulations 2010, which will include any conditions imposed as part of the Bat Licence.

7.2 With the roof now periodically failing and needing repair, removal of the existing asbestos containing tiles will help not only extend the life of the building but comply with the requirements of the Management of Health & Safety at Work Regulations 1999 in reducing the ongoing risk to staff and contractors.

8 Equality Impact Assessment (EIA)

8.1 None

9 Personnel Implications

9.1 None

10 Background Papers

None

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
- Grounds Maintenance
- Cabinet Report – Smoke and Carbon Monoxide Regulations

27 January 2016 – 5.30pm

- Capital Programme (Joint meeting with Regeneration and Development Panel at 4.30pm)
- Budget (Joint meeting with Regeneration and Development Panel at 4.30pm)
- Recycling Project Update – C Bamfield
- Cabinet Report – Community Infrastructure Levy
- Cabinet Report – Electric Vehicles Charging Policy

24 February 2016 – 4.00pm

- Air Quality Annual update – Dave Robson
- Cabinet Report – Crematorium Update
- Cabinet Report – Modifications to the Local Plan – Joint meeting with Regeneration & Development Panel
- Cabinet Report – Assessing King's Lynn and West Norfolk's Housing Requirement – Joint meeting with Regeneration & Development Panel

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
- Waste and Recycling Update – David Thompson

20 April 2016 – 4.00pm

To be confirmed

- Effect of wind turbines on the fishing industry
- Visit to the air raid shelter
- Visit to Crematorium
- Visit to Leisure facilities – Oasis and Downham Market Leisure Centre

FORWARD DECISIONS LIST

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	Treasury Management Strategy 2016/17		Non	Council	Leader Asst Exec Dir – L Gore		Public
	Modifications to the Local Plan		Key	Council	Development Exec Dir – G Hall		Public
	Crematorium Project update		Non	Cabinet	ICT Leisure & Public Space Exec Dir - C Bamfield		Public
	Risk Management Policy and Strategy Review		Non	Council	Leader Chief Executive		Public
	Assessing King’s Lynn and West Norfolk’s Housing Requirement		Non	Cabinet	Development Exec Dir – G Hall		Public
	Appointment of Honorary Aldermen		Non	Council	Leader Chief Executive		Public

28

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	The Statement of Community Involvement		Non	Cabinet	Development Exec Director G Hall		Public
	NORA Joint Venture – Phase 3		Key	Council	Regeneration Chief Executive		Public
	Child Protection Policy Update		Non	Council	Housing & Community		Public
	Affordable Housing Company		Non	Cabinet	Housing & Community Chief Executive		Public
	Major Housing Project		Key	Cabinet	Regeneration Chief Executive		Public
	Staff Pay Award						
	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)
	Electoral Review		Key	Council	Leader Chief Executive		Public
29	RIPA Policy Review		Non	Council	Community Chief Executive		Public