

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



Environment and Community Panel

Agenda

Wednesday, 23rd March, 2016
at 6.00 pm

in the

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



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

Tuesday, 15 March 2016

Dear Member

Environment and Community Panel

You are invited to attend a meeting of the above-mentioned Panel which will be held on **Wednesday, 23rd March, 2016 at 6.00 pm** in the **Research Room, Town Hall, Saturday Market Place** 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 - 12)

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 on 1 March 2016, the following responses were made to the recommendations from the Environment and Community Panel and the Joint Panel Meetings on 24 February 2016:

EC46: Crematorium Project Update

PANEL RECOMMENDATION: 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.

EC57: Modifications to the Local Plan (Joint Panel Meeting)

PANEL RECOMMENDATION: That the Joint Panel support the recommendations to Cabinet as set out below:

That Cabinet recommend to Council that:

1. The proposed modifications be agreed.
2. The modifications and supporting documents be made available for representations for a period of 6 weeks, and any comments received are passed to the Inspector

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

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

EC58: Assessing King's Lynn and West Norfolk's Housing Requirement (Joint Panel Meeting)

PANEL RECOMMENDATION: That the Joint Panel support the recommendations to Cabinet as set out below:

Cabinet is recommended to endorse the 'Assessing King's Lynn and West Norfolk's Housing Requirement' Report.

8. Waste and Recycling Update

To receive a presentation from the Marketing and Development Manager.

9. Annual Feedback Reports from Outside Bodies

To receive the following reports.

- a) **College Council Liaison Committee - Representative Councillor Mrs Watson** (Verbal Report)
- b) **Area Museum Committee - Representatives: Councillors Smith, Wing-Pentelow and Mrs Wright** (Page 13)
- c) **Norfolk Community Safety Partnership Scrutiny Sub Committee - Representative: Councillor Mrs Westrop** (Pages 14 - 15)
- d) **Norfolk Health Overview Scrutiny Committee - Representative Councillor Mrs Young** (Verbal Report)
- e) **West Norfolk Community Transport - Representative Councillor Moriarty** (Verbal Report)
- f) **West Norfolk Disability Forum - Representatives Councillors Bubb, Baron Chenery of Horsbrugh, Bambridge, Fraser and Squire** (Page 16)

10. Work Programme and Forward Decisions List (Pages 17 - 20)

To consider the Work Programme.

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

11. Date of the next meeting

To note that the next meeting of the Environment and Community Panel is scheduled to take place on **Wednesday 20 April 2016** at **4.00pm** in the Committee Suite, King's Court, Chapel Street, King's Lynn, PE30 1EX.

To:

Environment and Community Panel: Miss L Bambridge (Vice-Chairman), Mrs C Bower, 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

Officers:

Ray Harding – Chief Executive

Honor Howell – Assistant Director

David Thompson – Marketing and Development 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, 24th February, 2016 at 4.00 pm in the Committee Suite, King's
Court, Chapel Street, King's Lynn**

PRESENT: Councillor C Sampson (Chairman),
Miss L Bambridge, Mrs C Bower, Mrs S Collop, P Colvin (Substitute for P
Rochford), 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
Councillor D Pope – Portfolio Holder for ICT, Leisure and Public Space

Officers:

Dale Gagen – Corporate Project Officer
Honor Howell – Assistant Director
Dave Robson – Environmental Health Manager

EC38: APOLOGIES FOR ABSENCE

An Apology for absence was received from Councillor Rochford.

EC39: MINUTES

RESOLVED: The minutes from the Environment and Community Panel meeting held on 27 January 2016 were agreed as a correct record and signed by the Chairman.

EC40: DECLARATIONS OF INTEREST

There was none.

EC41: URGENT BUSINESS

There was none.

EC42: MEMBERS PRESENT PURSUANT TO STANDING ORDER 34

There was none.

EC43: CHAIRMAN'S CORRESPONDENCE

There was none.

EC44: **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 27 January 2016 in respect of the following items:

- Community Infrastructure Levy
- Electric Vehicle Charging Points

EC45: **AIR QUALITY ANNUAL UPDATE**

The Environmental Health Manager presented the Air Quality Annual Update. He explained that the latest annual report had been completed along with the Updating and Screening Assessment 2015. Documents were available to view on the Borough Council's website and had been submitted to DEFRA for peer review. The Environmental Health Manager encouraged Members to view the report on the website and contact him if they had any queries.

The Environmental Health Manager explained that the Council had a statutory duty under the Environment Act 1995 to annually review and assess air quality across the Borough.

The Environmental Health Manager explained that the Council had declared two Air Quality Management Areas; London Road/Railway Road one way system and the Gaywood Clock area. The Environmental Health Manager referred to his report which set out the location of Air Quality Monitoring Stations and provided details of which pollutants they monitored. The Council also used Diffusion tubes to monitor air quality and readings were taken from the tubes on a monthly basis. An annual mean was then recorded.

The Environmental Health Manager informed the Panel that data collected showed a general downward trend in all areas.

The Environmental Health Manager explained that the Environmental Quality Team had considered a number of Planning and IPPC Permit applications for air quality impact and details of recent applications were set out in the Environmental Health Manager's Report.

The Panel was referred to the Updating and Screening Assessment conclusion and proposed actions as detailed in part 3.6 and 3.7 of the Environmental Health Manager's report.

The Environmental Health Manager reminded the Panel that as part of the King's Lynn Transport Interchange Project, the taxi rank had been relocated inside the ground floor of the Cattle Market car park. This had led to various concerns regarding air quality being raised by the taxi trade. The Environmental Health Manager explained that the Environmental Quality Team had relocated Diffusion Tubes to this area and carried out additional monitoring. The results showed that there were no breaches of the exposure limits for benzene, carbon monoxide, carbon dioxide, sulphur dioxide and NO₂.

The Chairman thanked the Environmental Health Manager for his report and invited questions and comments from the Panel.

In response to a question from the Vice Chairman, Councillor Miss Bambridge, the Environmental Health Manager explained that wood burners were installed in accordance with Building Control regulations and Smoke Control areas were in place in some areas which encouraged the use of approved appliances. The Environmental Health Manager explained that the Team did sometimes receive domestic complaints.

Councillor Moriarty referred to the monitoring carried out at the taxi rank. He highlighted that often taxi drivers were waiting at the rank for a long period of time and asked if monitoring had been carried out to reflect this. The Environmental Health Manager explained that monitoring had included equipment which provided instant results, diffusion tubes and monitoring over an eight hour period, which was deemed to be the same as a working day. Monitoring was carried out at two locations; the head of the taxi rank and the middle of the taxi rank. Monitoring was carried out in the Summer and in the Winter. Results were available to view on the Borough Council's website.

Councillor Moriarty referred to the Planning Application for the extension at Palm Paper and asked if the monitoring for the Willows, which was to be removed now that an incinerator would not be built, should remain, so that background levels could be recorded prior to the extension. The Environmental Manager explained that the Environmental Quality Team had assessed the application and an informal agreement had been reached with Palm Paper in that they would pay for diffusion tubes in the surrounding area for a year.

Councillor Moriarty referred to car emissions and the Environmental Health Manager explained that petrol released more Carbon Dioxide than Diesel. Diesel emitted more particulates, but modern cars had particulate traps and had to meet European compliance standards.

In response to a further question from Councillor Moriarty regarding straw burners and mineral operations, the Environmental Health Manager explained that monitoring was carried out near residential areas and diffusion tubes were often placed on the façade of houses. He explained that contamination did drop off within a couple of metres.

The Environmental Health Manager explained that biomass boilers were now becoming more popular and monitoring was undertaken where required. Monitoring was also undertaken as a result of complaints.

Councillor Mrs Bower explained that she was concerned about the Northern Area as there would soon be more aggregate extraction and in the future there could be additional housing in the area, which would add to the traffic build up during the peak season. She hoped that this would not have an impact on the area, some of which was a designated SSSI. She asked if baseline figures were available so that the effects of additional activity could be monitored. The Environmental Health Manager explained that the Environmental Quality Team would have input in the Planning Application process and could ask the developer to produce an Air Quality Impact Assessment. The Panel was informed that the Environmental Quality Team also worked closely with Norfolk County Council regarding quarries and mineral extraction sites.

Councillor Smith referred to areas in the town centre and asked if monitoring was carried out near the Deer's Leap crossroads as additional housing development had taken place in this area, meaning that traffic flow had increased. The Environmental Health Manager explained that monitoring had been undertaken in the past, but the Diffusion Tubes had now been removed. The Portfolio Holder for Housing, Councillor Long explained that the distance from the receptor to the road in question had an impact on the air quality, for instance the properties fronting Railway Road were very close to the road side, whereas in the area Councillor Smith had referred to, properties were set back from the road side.

RESOLVED: The update was noted.

EC46: **CABINET REPORT - CREMATORIUM PROJECT UPDATE**

The Corporate Project Officer presented the Cabinet report which updated Members on progress on the Crematorium Project. He explained that the project had been split into three phases. Phase 1 was the enabling works, including new car park and footpaths. Phase 2 was the new cremator hall and associated works and Phase 3 was the new cremators and ancillary equipment installation and decommissioning works.

The Corporate Project Officer informed the Panel that the new cremation equipment became operational on 2 April 2015. The old cremators were then removed to allow the office refurbishment to go ahead which had been completed on 22 June 2015.

The Panel was informed that before any works could be carried out it was necessary to obtain a bat licence to exclude bats from the relevant

parts of the building. He explained that as bats were a protected species, the Council could have been fined up to £5,000 per bat if one was killed as a result of the works, if a licence had not been obtained. During the works it was realised that there was an issue with bats away from the work area in that there was a roost of bats far up into the building and the hole that the bats were using to access the roof could not be blocked without the relevant licence. A Bat Specialist had to be called in and additional works had been proposed to ensure that the reoccurring bat problem was removed. The additional works would require a further bat licence and additional bat boxes would need to be in place before the works started.

The Corporate Project Officer explained that additional works would also include re-roofing the original building. He explained that due to asbestos in the original roof tiles these would be removed and replaced with tiles to match the new extension and the roof would be made 'bat tight'.

The Panel was referred to the project finances as set out in part 4.5 of the Corporate Project Officer's report. He informed those present that additional works to improve the air cooling system in the building had been incorporated into the budget.

The Corporate Project Officer commented he now felt the Crematorium was of high class and provided adequate staff facilities, including showers on site.

The Chairman thanked the Corporate Project Officer for his report, there were no questions from the Panel.

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

1. To 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.

EC47: **TRAINING**

The Chairman invited the Panel to put forward any suggestions of training or updates which could be provided in the future.

Councillor Mrs Squire asked if the Panel could conduct a visit to the waste sites and the depot.

RESOLVED: The above to be investigated and added to the Panel's Work Programme as appropriate.

EC48: **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 Moriarty referred to the Cabinet Forward Decision list and asked for the Statement of Community Involvement to be presented to the Panel, prior to its consideration at Cabinet. The Chairman agreed that this should be added to the Work Programme.

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

EC49: **DATE OF THE NEXT MEETING**

The next meeting of the Environment and Community Panel was scheduled to take place on Wednesday 23 March 2016 at 6.00pm in the Research Room, Town Hall, Saturday Market Place, King's Lynn.

The meeting closed at 5.00 pm

Outside Bodies Report to Environment & Community Panel

King's Lynn and West Norfolk Area Museums Committee

The Borough Council of King's Lynn and West Norfolk gives financial support to the Norfolk Museums service for outreach work and supports free entry to the Kings Lynn museum at certain times of the year, including free admission for residents during the winter months.

The Museum will be extending its opening hours from April, to include Sunday opening. This suggestion had been mooted at a previous committee meeting and BCKLWN have agreed to support this. Opening time will be from 1 to 4 pm, and will run events for families.

This will tie in with The Stories of Lynn which the Museum hopes to link up with, having collaborated with the borough council and the Norfolk records office on the project.

Learning and access has supported community base projects, for example commemoration of the First World War, the "Art of the Mart " exhibition and the Trues Yard event , Lynn's links with Royalty.

Councillor Mrs Wright
Member of the Area Museums Committee

Report to the Environment and Community Panel

Members' Feedback from Outside Bodies/Partnerships 2015/2016

Name of Organisation/Outside Body	Norfolk Community Safety Sub Panel
Name of appointed representative/s	Cllr: Jacqueline D Westrop
Number of meetings held	One
Number of meetings attended	One
Brief summary of key decisions discussed	<p>The panel received a copy of the county wide Community Safety Partnership Plan, and were briefed on the a) Domestic Abuse change programme, b) Domestic Homicide reviews and c) The Prevent Duty</p> <p>A three year programme of work for the Community Safety Partnership was outlined covering the years 2015 -18 with feedback on what has been achieved to date.</p> <p>The committee noted however the absence of an action plan which would detail the work to be undertaken and milestones which need to be set to achieve the actions, members asked that this be created and circulated to them as a priority The next meeting date was not set but again members asked for a date in September 2016</p>
Implications for the Borough Council (if any)	<p>1.) Possible request for some funding from the CSP to ensure that its work continues, particularly in the field of domestic violence</p>

	<p>2.) The development of community resilience teams/hubs to address the issues of anti social behaviour i.e. early help hub model to understand the current position of the Borough Council</p> <p>3.) To fully consider the rising trend of domestic violence in West Norfolk, and the Borough Council reaction to this and in particular staff awareness of the issue</p> <p>4.) To consider the prevent strategy and the Borough Council response to this including staff awareness of the issue</p>
<p>Any other information you would like to report</p>	<p>Recommendation that officers bring to the panel a report on the current state of community safety issues and that a comparison is made by members to the county policy, consider differences and whether or not they can be addressed, and lastly, consideration is given to the above implications for the Borough Council of the points that arose during discussion.</p>

West Norfolk Disability Forum 2015/6 Report

The forum, which now meets four times a year, is a mix of councillors, representatives of disability groups and disabled individuals and occasionally other interested parties attending as well as invited speakers. During the past year we have received presentations on various schemes taking place in King's Lynn including the upgrading of the bus and railway stations and the Town Hall refurbishments.

We have also made visits to the stations and passed back hopefully helpful comments and we look forward to these being implemented as do, we hope, that suggestions from and to Norfolk Green, who came along to last April's meeting get acted upon. All our meetings are minuted and these can be found on line.

Last autumn we held an Assistive Technology event in the Corn Exchange. Whilst there was a good selection of exhibitors, though three who had reserved space failed to attend, the turnout from the public was poor. I feel that a complete rethink of these events is required, as we are not connecting with our target audience.

We really need to have a better involvement from all the local disability groups. There are the stalwart regulars but there are many areas of disability, represented in the community, who we never see. Perhaps a re-launching reception, with all such groups invited, might be the way forward.

We worked on a refreshed constitution during the year which was accepted by panel when presented. It, amongst other things, highlighted the need for us to be consulted at an early stage on projects. Much better to have our input at the beginning rather than having to correct problems at the finish we thought.

Work is now being done on this year's Opportunity Awards. Judging and organisation takes place behind the scenes but it would be good to have a larger than usual number of councillors present at the event which would show the council's commitment in this area.

To sum up, I think we do valuable work for the community but we could do more with better involvement by disability organisations if only we can engage with them.

Tony Bubb.
Chairman



The Borough Council of King's Lynn and West Norfolk
Opportunity Awards
2016

The Borough Council's West Norfolk Disability Forum is pleased to announce that it is seeking nominations for this year's Opportunities Awards.

The awards ceremony will be hosted by the Borough Mayor at King's Lynn Town Hall on 22nd June 2016.

To make your nominations for the awards, either write to:
Rebecca Parker, West Norfolk Disability Forum, King's Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX
or email disabilityforum@west-norfolk.gov.uk

Alternatively you can download a nomination form from the Borough Council's website www.west-norfolk.gov.uk

The deadline for nominations is 18th May 2016

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
- Waste and Recycling Update – David Thompson

20 April 2016 – 4.00pm

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
5 April 2016	Child Protection Policy Update		Non	Council	Leader Exec Dir – D Gates		Public
	Staff Pay Award		Non	Cabinet	Leader Exec Dir – D Gates		Public
19	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)
	Review of Members Allowances		Key	Council	Leader Chief Executive		Public
	Review of Scrutiny Arrangements		Non	Council	Leader Chief Executive		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
17 May 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
	Major Housing Project		Key	Cabinet	Regeneration Chief Executive		Public
	Electoral Review		Key	Council	Leader Chief Executive		Public
	RIPA Policy Review		Non	Council	Community Chief Executive		Public

	Affordable Housing Company		Non	Cabinet	Housing & Community Chief Executive		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)
	Planning Scheme of Delegation		Non	Council	Development Exec Dir – G Hall		Public
	Devolution		Key	Council	Leader Chief Executive		Public