

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



Environment and Community Panel

Agenda

Tuesday, 8th October, 2024
at 4.30 pm

in the

**Council Chamber, Town Hall and available
for the public to view on [WestNorfolkBC on
You Tube](#)**



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

Monday, 30 September 2024

Dear Member

Environment and Community Panel

You are invited to attend a meeting of the above-mentioned Panel which will be held on **Tuesday, 8th October, 2024 at 4.30 pm** in the **Council Chamber, Town Hall, Saturday Market Place, King's Lynn PE30 5DQ** to discuss the business shown below.

Yours sincerely

Chief Executive

AGENDA

1. Apologies for absence

To receive any apologies for absence.

2. Minutes (Pages 5 - 16)

To approve the minutes of the previous meeting held on 3rd September 2024.

3. Declarations of interest (Page 17)

Please indicate if there are any interests which should be declared. A declaration of an interest should indicate the nature of the interest (if not already declared on the Register of Interests) and the agenda item to which it relates. If a disclosable pecuniary interest is declared, the Member should withdraw from the room whilst the matter is discussed.

Those declarations apply to all Members present, whether the Member is part of the meeting, attending to speak as a local Member on an item or simply observing the meeting from the public seating area.

4. Urgent Business

To consider any business which, by reason of special circumstances, the Chair proposed to accept as urgent under Section 100(b)(4)(b) of the Local Government Act, 1972.

5. Members Present Pursuant to Standing Order 34

Members wishing to speak pursuant to Standing Order 34 should inform the Chair of their intention to do so and what items they wish to be heard before a decision on that item is taken.

6. Chair's Correspondence

If any.

7. Cabinet Report- Gambling Act- Statement of Principles (Pages 18 - 63)

8. Cabinet Report- Recommendations from Biodiversity Task Group (Pages 64 - 99)

9. Domestic Energy Efficiency, Projects and Cost of Living Support Update (Pages 100 - 127)

10. Work Programme and Forward Decision List (Pages 128 - 130)

To agree the Work Programme for 2024/2025.

11. Date of the next meeting

To note that the next meeting of the Environment and Community Panel is scheduled to take place on **26th November 2024 at 4:30pm** in the **Council Chamber, Town Hall, Saturday Market Place.**

12. Exclusion of Press and Public

To consider passing the following resolution:

“That under Section 100(A)(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Act.”

13. Exempt- Cabinet Report- Disabled Facilities Grant Framework (Pages 131 - 142)

To:

Environment and Community Panel: T Barclay, P Bland, A Bullen, S Collop (Chair), R Colwell, P Devulapalli (Vice-Chair), D Heneghan, P Hodson, A Kemp, J Kirk, P Kunes and S Sandell

Portfolio Holders:

Councillor Moriarty- Cabinet Member for Planning and Licensing- Agenda item 7.

Councillor de Whalley- Cabinet Member for Climate Change and Biodiversity- Agenda item 8.

Councillor Rust- Cabinet Member for People and Communities- Agenda item 9 and 13.

Officers

Martin Chisholm- Assistant Director, Operations and Commercial

Marie Malt- Licensing Service Manager

Stuart Ashworth Assistant Director, Environment and Planning

Jacob Medlock – Housing Standards Officer (Energy Efficiency)

Jo Russell- Care and Repair Service Manager

Mark Whitmore- Assistant Director, Health Wellbeing & Public Protection

BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK

ENVIRONMENT AND COMMUNITY PANEL

**Minutes from the Meeting of the Environment and Community Panel held on
Tuesday, 3rd September, 2024 at 4.30 pm in the Council Chamber, Town
Hall, Saturday Market Place, King's Lynn PE30 5DQ**

PRESENT: S Collop (Chair)
Councillors P Bland, A Bullen, R Colwell, P Devulapalli (Vice Chair),
D Heneghan, A Kemp, J Kirk, P Kunes and S Sandell

Portfolio Holders:

Councillor M de Whalley- Cabinet Member for Climate Change and Biodiversity

Councillor J Rust- Cabinet Member for People and Communities

Councillor S Squire- Cabinet Member for Environment and Coastal

Officers:

Martin Chisholm, Assistant Director, Operations and Commercial
Duncan Hall, Assistant Director, Regeneration, Housing and Place.
Barry Brandford, Waste and Recycling Manager
Dave Robson, Environmental Health Manager

External Representatives:

George Fuhrmann- Representative from Environment Agency
Phillipa Hulme- Representative from Environment Agency

EC23: **APOLOGIES FOR ABSENCE**

[Click here to view the recording of this item on YouTube.](#)

Apologies for absence were received from Councillor Hodson,
(Councillor Long was substitute).

EC24: **MINUTES**

[Click here to view the recording of this item on YouTube.](#)

RESOLVED: The Minutes from the previous meeting held on the 16th
July 2024 were agreed as a correct record and signed by the Chair.

EC25: **DECLARATIONS OF INTEREST**

Councillor Bland declared a Pecinary interest on EC30:The Wash East Coast Management Strategy- Unit C as he owned a property in Heacham on the ridge.

EC26: **URGENT BUSINESS**

There was none.

EC27: **MEMBERS PRESENT PURSUANT TO STANDING ORDER 34**

[Click here to view the recording of this item on YouTube.](#)

Councillor Joyce, Squire, Rust and de Whalley were present under Standing Order 34.

EC28: **CHAIR'S CORRESPONDENCE**

Item of business 10, LAHF Round 3 was brought forward on the agenda to that published to item 7 at the request of the Assistant Director, Regeneration, Housing and Place.

EC29: **LAHF (LOCAL AUTHORITY HOUSING FUND) ROUND 3**

[Click here to view the recording of this item on YouTube.](#)

The Assistant Director for Regeneration, Housing and Place presented the report to the Panel. He highlighted the funding was to provide 12 new build home, 4 for eligible Afghan households and 8 properties for temporary accommodation.

He highlighted to the Panel 12 new build homes which would then be transferred to West Norfolk Housing Company. The Assistant Director for Regeneration, Housing and Place added this funding supported the Borough Council's new Homelessness and Rough Sleeping Strategy.

He outlined the options and recommendations set out in the report and drew the Panel's attention to the risk of delivery being mitigated due to the stock of properties being constructed by the Borough Council.

The Assistant Director for Regeneration, Housing and Place provided an update to the Panel on LAHF 1 and 2 which were delivered and confirmed the LAHF 3 date for delivery was 31st March 2026.

The Chair thanked the Assistant Director for Regeneration, Housing and Place for the report and invited questions and comments from the Panel.

Councillor Long commented the report was concise and sought clarification if the properties were from new build stock or existing properties on the market.

The Assistant Director for Regeneration, Housing and Place confirmed to the Panel the opportunities in the current market would be considered and acquisition from a third party however using the Borough Council's stock of properties made it easier in LAHF 1 and 2.

Councillor Kemp asked if the funding would be used on abandoned and existing properties which required refurbishment or if it was only used on new build properties.

The Assistant Director for Regeneration, Housing and Place highlighted the benefits of new build properties and explained the flexibility of the funding which that opportunity could be explored. He added the maintenance of new build properties were more suited for the overall achievement.

Councillor Rust, Portfolio Holder added how the Borough Council is fortunate to have the opportunity again and highlighted the benefit of LAHF 1 and 2. She added further the Borough Council's stock provided assurance on quality.

Councillor Bullen sought clarification on the location of these properties.

The Assistant Director for Regeneration, Housing and Place confirmed the properties would be in King' Lynn.

RESOLVED: The Environment and Community Panel supports the recommendations to Cabinet as set out below;

1. The Council will enter a Memorandum of Understanding with MHCLG based on the attached prospectus for the Local Authority Housing Fund (see appendix 2). Authority is delegated to the Executive Director (Place) in consultation with the Portfolio Holder for Housing People and 105 Communities to agree the final terms of the Memorandum of Understanding with MHCLG.
2. The Council will accept the total sum of £1,694,876 offered to the Council by MHCLG under the Local Authority Housing Fund to deliver the programme understanding the match funding requirements as set out in the report and attached prospectus.
3. Cabinet agrees that, subject to agreement from West Norfolk Housing Company, the properties will be acquired by West Norfolk Housing Company, funded by the grant, debt financing and other available funding.
4. Authority is delegated to Assistant Director Resources & S151 Officer in consultation with the portfolio holder for Finance to agree terms with West

Norfolk Housing Company for the transfer of properties on the Council's developments including arrangements for deferred consideration if necessary.

5. The Council requests that West Norfolk Housing Company works with the Council to deliver the properties through the fund.
6. Cabinet agrees to the principle of allocating 4 properties acquired through the fund to eligible Afghan households.
7. Authority is delegated to the Executive Director (Place) to alter the proposed Florence Fields tenure mix, originally agreed by Cabinet on the 17th January 2023, where necessary, to facilitate the disposal of properties previously identified as Private Rent and/or Open Market Sale, to West Norfolk Housing Company (WNHC) as affordable housing

EC30: **WASH EAST COAST MANAGEMENT STRATEGY- UNIT C- TECHNICAL REPORT**

[Click here to view the recording of this item on YouTube.](#)

The Environment Agency representatives gave a presentation on the Wash East Coast Management Strategy (WECMS) to the Panel.

Phillipa Hulme from the Environment Agency explained the policy hierarchy including the Shoreline Management Plans (SMP), funding group and stakeholder group.

Phillipa Hulme highlighted which part of the Wash East Coast were Unit A, B and C. Units A was Hunstanton Cliffs, Unit B was Hunstanton Town and Unit C was South Hunstanton to Wolferton Creek. She explained the SMP policies and timeline for Units A, B and C.

She explained the current management approach which included annual beach recycling, intermittent beach recharge and ongoing beach monitoring. She brought to the Panel's attention the key challenges with this management approach, which was ridge mobility and beach recharge consequently a review had taken place.

George Fuhrman from the Environment Agency highlighted key conclusions which included the Wash East Coast Management Strategy (WECMS), economic trigger for change which had been met although the environmental and evacuation trigger had not been met. He added further key conclusions where annual beach recycling was effective and sustainable and human activity and damage on the ridge needed to be limited.

George Fuhrman outlined the WECMS review which included stakeholder engagement, environmental impact assessments, climate

change allowances, funding calculations, coastal processes and the standard of protection provided by the defences.

He explained the WECMS review timeline to the Panel along with the engagement which had taken place. He added the key takeaway messages were that the challenges were unique and complex. Engagement with the community and other partners would continue throughout the process and the primary defence, damage to and human activity on the ridge needed to be limited to allow it to perform its flood risk function.

The Environmental Health Manager added as part of the engagement the drop-in sessions were well attended and positively received.

The Chair thanked the representatives from the Environment Agency for the report and invited questions from the Panel.

Councillor Long commented a no regret clause in the policy plan should be inherited going forward. He added there was records of King's Lynn Conservancy Board which highlighted what had happened in and around the Wash. He sought clarification on if it was correct material from the Wash was adding to the defences instead of eroding and nature was providing barriers already.

George Fuhrman clarified the trend of the Wash was accretion rather than erosion.

Phillipa Hulme commented she was not aware there was a no regret clause previously or the data of the wash available however the WECMS review was the focus.

Councillor Long commented further it was positive to know there was accretion and welcomed the Wash East Coast Management Strategy.

The Environmental Health Manager commented overall there was accretion however unit A, the Hunstanton Cliffs & Unit B Hunstanton Sea Defences were suffering with erosion.

Councillor Kemp sought clarification on the timescales and why it would take until 2027/2028. She further commented it could be done cheaper and quicker using compute software. She referred to the floods in 1953 and stated a permanent solution was needed such as concrete barriers.

Phillipa Hulme explained it would take until 2027/2028 as it was a collaborative exercise and wanted the best option to be achieved. She added stakeholders' input was encouraged and the ridge was growing which resulted in further defence.

George Fuhrman added further all defence options were being considered and work would continue after the deadline dates which had been specified.

The Vice-Chair, Councillor Devulapalli thanked officers for the report and asked how the houses on the ridge had been affected and how these residents were being contacted.

Phillipa Hulme explained to the Panel the data showed the ridge had been strengthened and this was a slow process however a few houses had been affected in parts of Heacham. She added due to the slow process there was no imminent need to relocate residents from these houses. She clarified in terms of communication with residents, there was engagement with the community to protect the ridge which included an option of putting notice boards up to discourage residents from walking along the ridge, along with strong enforcement presence within the area.

Councillor Bullen asked how many occasions enforcement had been needed and if vehicles were permitted on the ridge.

Phillipa Hulme confirmed enforcement had not been needed officially and there had been a positive response to engagement.

George Fuhrman confirmed vehicles were not allowed on the ridge.

Councillor Long explained his understanding on why concrete defences would not work due to a technical reason.

Phillipa Hulme provided further reasons why a concrete defence would not be effective and that different options needed to be considered.

Councillor Colwell commented on an experience where public damage had been caused to the ridge and encouraged the public if this was seen to be reported for enforcement action to be taken. He added he felt residents would be reassured with Wash East Coast Management Strategy.

Phillipa Hulme encouraged the public to contact the Environment Agency if they had concerns or questions.

Councillor Squire, Portfolio Holder thanked the officers from the Environment Agency for the report. She encouraged engagement from residents, and it was important to give time for this to be done correctly. She added residents were provided with reassurance and stressed the importance of preventing the public from walking along the ridge.

Councillor Long proposed a recommendation to Cabinet which was second by Councillor Kunes.

RECOMMENDATION: The Environment and Community Panel noted the progress and supports the future work on the Wash East Coast Management Strategy and encouraged the process being carried out for the future management of the shoreline.

EC31: **AIR QUALITY ACTION PLAN**

[Click here to view the recording of this item on YouTube.](#)

The Environmental Health Manager presented the report to the Panel and explained the two air quality management areas in King's Lynn which were Gaywood Clock and London Road. He informed the Panel the annual mean was $40\mu\text{g}/\text{m}^3$ which both areas had previously breached the standard. He explained once areas had been declared then an air quality action plan was implemented.

He highlighted the air quality action plan included six priorities and thirteen measures which included increased active travel, public transport (bus) improvements, transport management, review new developments, public information and air quality project. He added measures included working with Norfolk County Council for the Southgates masterplan, low emission buses and modifying traffic lights to run efficiently.

He referred the Panel to the recommendations and highlighted the reasons for the London Road air quality action plan to be adopted. The Environmental Health Manager explained the gyratory review and Southgates Masterplan combined with other new developments; further air modelling would be carried out to assess the combined impact from new traffic flow. He added planning applications were considered as part of this action plan. He added further the reasons of the Gaywood Clock air quality management area to be revoked was due to the annual mean no longer exceeding $40\mu\text{g}/\text{m}^3$.

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

Councillor Colwell expressed his concerns on revoking Gaywood's air quality management area. He commented he had researched the data and there were periods during commuting hours where the annual mean would be exceeded. He asked with the Florence Fields developments and other new developments, what consideration had been given. He stressed this recommendation should be held off and reviewed in the future.

The Chair, Councillor Collop echoed Councillor Colwell comments and expressed her concern with revoking the Gaywood's air quality management area.

The Environmental Health Manager clarified the monitoring data was in the annual states reports and confirmed the Statutory air quality objective of $40\mu\text{g}/\text{m}^3$ had not been exceeded over the last 5 years. He confirmed Gaywood measurements were currently all under $30\mu\text{g}/\text{m}^3$ and added the data was considered from a scientific point of view and based on human health. He added the Florence Fields was considered and was confident in revoking Gaywood Air Quality Action Plan

The Chair, Councillor Collop asked if what month of the year the data was collected and asked if this could be postponed for a year.

The Environmental Health Manager clarified the data was an annual mean therefore throughout the year data was collected. He added monitoring would continue in Gaywood and there were additional tubes to monitor. He added that further this was considered as part of the Florence Fields planning application.

Councillor Colwell thanked the Environmental Health Manager for the reassurance the monitoring would continue and understood the annual mean determined the air quality management area however wanted to highlight there was peaks throughout the day and year. He encouraged Councillors to promote active travel.

Councillor Kemp questioned if the budget for monitoring would remain without an air quality action plan and further questioned if the statutory government annual mean was $10\mu\text{g}/\text{m}^3$ rather than $40\mu\text{g}/\text{m}^3$. She commented that revoking the air quality action plan at Gaywood would be premature.

The Environmental Health Manager explained to the Panel the air quality action plan was designed to mitigate against emissions from road transport. He added wider health benefits may come from working with public health on PM10 & PM2.5 project. He noted the concern regarding short term peaks, but these are monitored and had not exceed the 1 hour short-term objective of $200\text{ug}/\text{m}^3$. The air quality management area was declared due to exceedances above the $40\text{ug}/\text{m}^3$ annual mean level and this was now no longer being breached.

Councillor Kunes commented this was an issue which was going away due petrol and diesel cars no longer being bought in five years' time. He further referred to the life expectancy of cars and supported revoking the Gaywood air quality action plan.

The Vice Chair, Councillor Devulapalli, commented she was concerned the average mean was used for the air quality action plan. She added she wanted the air quality management area to remain in place due to the Florence Field development. Councillor Devulapalli added within the Borough there was lack of public transport and therefore the reason residents were car dependent.

The Environmental Health Manager brought to the Panel's attention the air quality statutory guidance was set by central government and not set locally. He added transport was the main source and this was being reduced and the data supported this.

Councillor Long commented that there had been overall improvement on the data and if the decision was made to not revoke Gaywoods air quality action plan and criteria was not met, and funding cannot continue for monitoring stations.

Councillor Colwell sought clarification on the difference between the Gaywood area and the London Road area as neither of them had exceeded the national air quality strategy limit. He stressed his concern on residents' health to the Panel.

Councillor Kemp explained the pollution caused by tyres and brakes and commented that Gaywood was a main area of King's Lynn. She further commented on the World Health Organisation statistics and annual means. She proposed to not revoke the Gaywood air quality action plan.

The Environmental Health Manager responded to Councillor Kemp and clarified the correct annual means and statutory requirements. He clarified Gaywood had not exceeded the annual means. He further explained the difference between Gaywood and London Road which was highlighted in the report.

The Vice-Chair, Councillor Devulapalli asked the Environmental Health Manager of the implications of the Gaywood air quality action plan to remain.

The Environmental Health Manager explained the monitor at Gaywood was old and needed ongoing funding to ensure that it remained operational. He added a third party was used and therefore the data was unbiased.

Councillor de Whalley, Portfolio Holder thank the Environmental Health Manager for the report and the attention of detail included in the report. He added post pandemic levels of air pollution had consistently remained below the statutory requirements due to changes in behaviour and clarified Gaywood would continue to be monitored with the air quality action plan being revoked. He highlighted recommendation six in the report and expressed his support.

A recorded vote was taken by the Environment and Community Panel.

For	Against	Abstain
Bland	Colwell	
Bullen	Collop	
Devulapalli	Kemp	
Heneghan		
Kirk		
Kunes		
Long		
Sandell		

RESOLVED: The Environment and Community Panel supports the recommendations to Cabinet, as set out below;

1. Adopt the Air Quality Action Plan for Railway Road/ London Road attached as Appendix 1
2. Revoke existing Gaywood Air Quality Management Area

EC32: **FOOD WASTE COLLECTION- MAXIMISING COLLECTION**

[Click here to view the recording of this item on YouTube.](#)

The Waste and Recycling Manager presented the report and confirmed to the Panel there was an officer delegated decision. He explained the proposal was a trial in four areas to provide households with a free supply of caddy liners. He advised the first part of the Food Waste Collection Trial was to be focused on schools and to encourage and influence children such as recycling week. He explained in the future this was then to be rolled out to non-commercial settings such as residential care homes. He brought to the Panel's attention there had been a decline in food waste recycling since the pandemic and since food caddy liners had stopped being sold.

The Waste and Recycling Manager explained to the Panel, food waste was now more valuable and provided opportunities for companies to pay for food waste to process it and make it into electricity.

He added the four areas in which the trial was to take place, information and support would be provided to residents. He explained further if residents were to actively participate in this trial, food caddy liners would be provided.

The Chair thanked the Waste and Recycling Manager for the report and invited questions and comments from the Panel.

Councillor Heneghan commented providing caddy liners was a good incentive and encouraged residents to use their food caddies.

The Chair, Councillor Collop referred to the years when food caddies were being provided if there was an increase in the amount of recycling and sought clarification of the overall percentage.

The Waste and Recycling Manager confirmed there was an increase of 20 tonnes a month, in parts of Downham Market, Docking and King's Lynn town centre.

Councillor Colwell noted one of the areas in the trial was Reffley Lane and asked how many households this would be and commented he would like to encourage and promote this.

The Waste and Recycling Manager confirmed an estimate of 900 homes.

Councillor Long commented the food waste scheme was beneficial for young families and the food waste caddy being introduced.

Councillor Bullen sought clarification on how many tonnes were previously collected.

The Waste and Recycling Manager confirmed initially 3000 tonnes per year were collected in 2013 and 1800 tonnes were now being collected.

Councillor Kemp expressed her support and questioned if there was a service provided to the Queen Elizabeth Hospital.

The Waste and Recycling Manager confirmed there was not a service provided to the Queen Elizabeth Hospital and encouraged the opportunity.

The Vice Chair, Councillor Devulapalli sought clarification on the date of food waste action week and questioned if this could be extended to restaurants.

The Waste and Recycling Manager confirmed this was something which could be done over time as there was limited capacity with staff. He added the focus was on long term impact and the food waste action week was in April 2024 and would be 3rd- 9th March 2025

[FOOD WASTE ACTION WEEK - March 3-9, 2025 - National Today](#)

Councillor Squire, Portfolio Holder thanked the Waste and Recycling Manager for his report and was pleased the Panel supported this trial. She explained how fortunate it was the food waste caddies were introduced so early and the focus was on increasing the recycling and food waste rates.

RESOLVED: The Panel supported the Officer Delegated Decision.

EC33: **WORK PROGRAMME AND FORWARD DECISION LIST**

Members of the Panel were reminded that an eform was available on the Intranet which could be completed and submitted if Members had items which they would like to be considered for addition to the Work Programme.

RESOLVED: The Panel's Work Programme was noted.

EC34: **DATE OF THE NEXT MEETING**

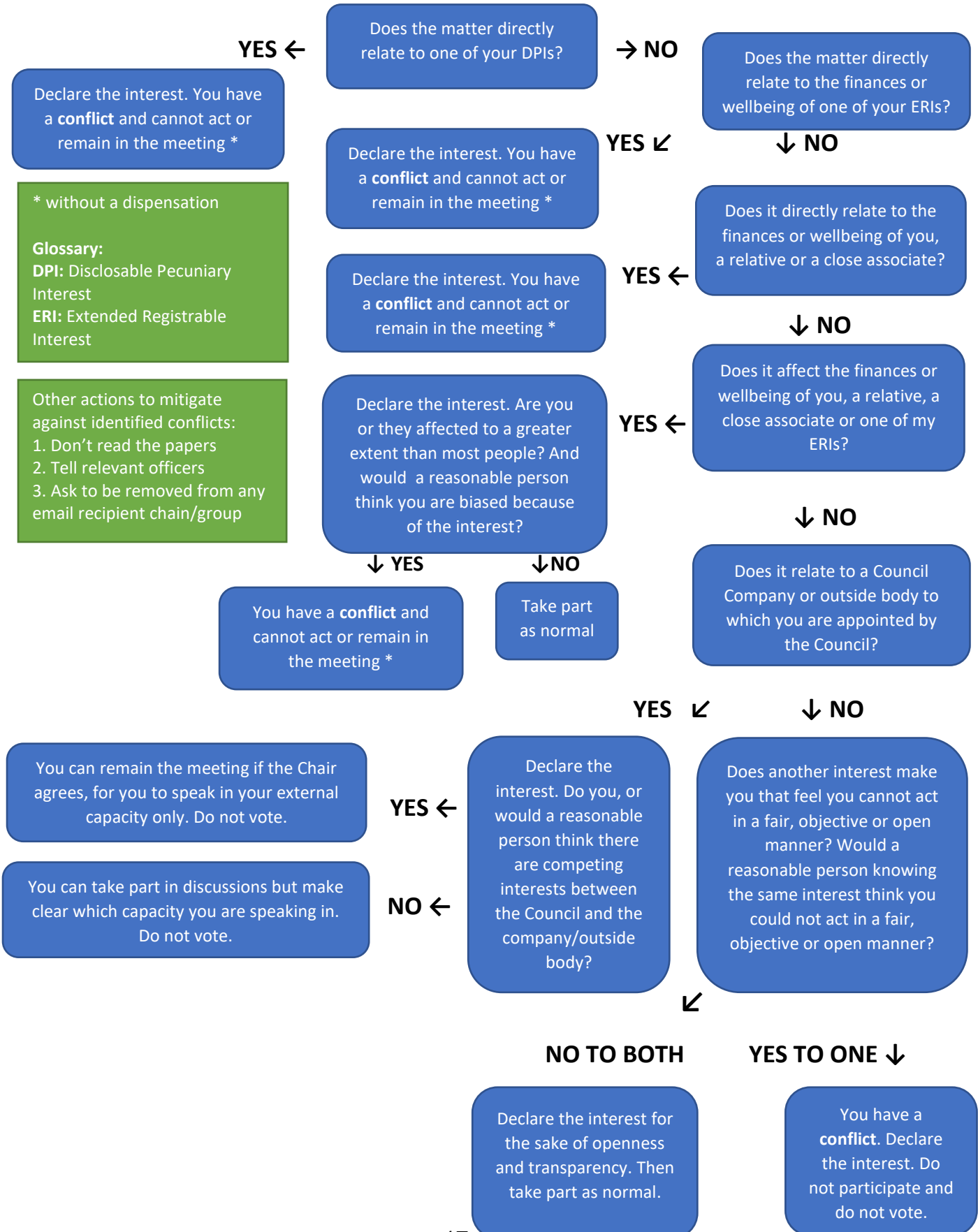
The next meeting of the Environment and Community Panel would be held on **8th October 2024** in the **Council Chamber, Town Hall, Saturday Market Place.**

The meeting closed at 6.34 pm

DECLARING AN INTEREST AND MANAGING ANY CONFLICTS FLOWCHART



START



Declare the interest. You have a **conflict** and cannot act or remain in the meeting *

* without a dispensation

Glossary:

DPI: Disclosable Pecuniary Interest

ERI: Extended Registrable Interest

Other actions to mitigate against identified conflicts:

1. Don't read the papers
2. Tell relevant officers
3. Ask to be removed from any email recipient chain/group

YES ←

Does the matter directly relate to one of your DPIs?

→ NO

Does the matter directly relate to the finances or wellbeing of one of your ERIs?

↓ NO

Declare the interest. You have a **conflict** and cannot act or remain in the meeting *

YES ↙

Does it directly relate to the finances or wellbeing of you, a relative or a close associate?

↓ NO

Declare the interest. You have a **conflict** and cannot act or remain in the meeting *

YES ←

Does it affect the finances or wellbeing of you, a relative, a close associate or one of my ERIs?

↓ NO

Declare the interest. Are you or they affected to a greater extent than most people? And would a reasonable person think you are biased because of the interest?

YES ←

↓ YES

↓ NO

You have a **conflict** and cannot act or remain in the meeting *

Take part as normal

Does it relate to a Council Company or outside body to which you are appointed by the Council?

YES ↙

↓ NO

You can remain the meeting if the Chair agrees, for you to speak in your external capacity only. Do not vote.

YES ←

Declare the interest. Do you, or would a reasonable person think there are competing interests between the Council and the company/outside body?

Does another interest make you that feel you cannot act in a fair, objective or open manner? Would a reasonable person knowing the same interest think you could not act in a fair, objective or open manner?

You can take part in discussions but make clear which capacity you are speaking in. Do not vote.

NO ←

↙

NO TO BOTH

YES TO ONE ↓

Declare the interest for the sake of openness and transparency. Then take part as normal.

You have a **conflict**. Declare the interest. Do not participate and do not vote.

Agenda Item 7

POLICY REVIEW AND DEVELOPMENT PANEL REPORT

REPORT TO:	Environment and Community Panel		
DATE:	8 th October 2024		
TITLE:	Gambling Act 2005- Statement of Principles		
TYPE OF REPORT:	Cabinet Report		
PORTFOLIO(S):	Planning and Licensing, Councillor Moriarty		
REPORT AUTHOR:	Marie Malt		
OPEN/EXEMPT	Open	WILL BE SUBJECT TO A FUTURE CABINET REPORT:	Yes

REPORT SUMMARY/COVER PAGE

PURPOSE OF REPORT/SUMMARY:
The Gambling Act 2005 requires every local authority to agree a Statement of Principles (previously referred to as 'Statement of Licensing Policy) in accordance with the Statutory Guidance issued under the Act. The policy has been drawn up in accordance with the guidelines issued by the Gambling Commission and has been subject to consultation.
KEY ISSUES:
Members are directed to the attached report for full details of the key issues.
OPTIONS CONSIDERED:
Members are directed to the attached report for full details of the options.
RECOMMENDATIONS:
That the Council be invited to adopt the Statement of Principles in accordance with the requirements of the Gambling Act 2005
REASONS FOR RECOMMENDATIONS:
To scrutinise recommendations being made for an executive decision.

Borough Council of King's Lynn & West Norfolk
REPORT TO CABINET

Open	Would any decisions proposed :		
Any especially affected Wards	(a) Be entirely within cabinet's powers to decide NO		
	(b) Need to be recommendations to Council		YES
	(c) Be partly for recommendations to Council		NO and partly within Cabinets powers –
Lead Member: Cllr James Moriarty		Other Cabinet Members consulted: All	
Email: Cllr.james.Moriarty@west-norfolk.gov.uk		Other Members consulted: All	
Lead Officer: Marie Malt E-mail: marie.malt@west-norfolk.gov.uk Direct Dial: 01553 616786		Other Officers consulted: Lorraine Gore, Alexa Baker, Oliver Judges, Licensing Team	
Financial Implications NO	Policy/Personnel Implications NO	Statutory Implications (incl S.17) YES	Risk Management Implications NO
If not for publication, the paragraph(s) of Schedule 12A of the 1972 Local Government Act considered to justify that is (are) paragraph(s)			

Date of meeting: 5th November 2024

TITLE: Gambling Act 2005 - Statement of Principles

Summary

The Gambling Act 2005 requires every local authority to agree a Statement of Principles (previously referred to as 'Statement of Licensing Policy) in accordance with the Statutory Guidance issued under the Act. The policy has been drawn up in accordance with the guidelines issued by the Gambling Commission and has been subject to consultation.

Recommendation

That the Council be invited to adopt the Statement of Principles in accordance with the requirements of the Gambling Act 2005.

Reason for Report

It is a Statutory requirement that the Council adopts a Statement of Principles.

1.0 Background

1.1 The Gambling Act 2005 (the 'Act') requires all local authorities to publish a Statement of Principles each three-year period. Our current policy was approved by Full Council on the 2nd December 2021.

1.2 Regulations require that the Council has their new statement of principles in place by the 31st January 2025.

2.0 Consultation

2.1 The Guidance to Licensing Authorities issued by the Gambling Commission advises on how the policy is to be formulated and the consultation process to which it will be subjected. The Act requires that the following parties are consulted:

- The Chief Officer of Police
- One or more persons who appear to the authority to represent the interests of persons carrying on gambling businesses in the authority's area
- One or more persons who appear to the authority to represent the interests of persons who are likely to be affected by the exercise of the authority's functions under the Gambling Act 2005

2.2 A list of persons we consulted can be found at Annex A to the Draft Statement of Principles (attached as Appendix 1). In addition, the consultation has been open to the public on the Borough Council's website.

2.3 The changes proposed are highlighted in red and blue text in the attached document, Appendix 1.

2.4 The proposed changes are minor as nothing new has been implemented since the last version was approved. There is an update to the area population figure, slight amendments to wording and changes to the consultee list.

2.5 The consultation ended on 16th September 2024 and one response was received. This can be found at Appendix 2.

3.0 Review

3.1 Regulations issued under the Act require that the statement of principles be formally reviewed every three years although it can be reviewed and changed at any time if required.

4.0 Delegation of Functions

4.1 The Act delegates the Licensing Authority's functions to the same Licensing Committee established under the Licensing Act 2003 with the exception of the Authority's function to publish a three-year statement of principles and the power to resolve not to grant casino licences. These two matters can only be dealt with by Full Council.

5.0 FINANCIAL IMPLICATIONS

5.1 There are no direct financial implications.

6.0 STATUTORY CONSIDERATION

6.1 It is a statutory requirement that we review our statement of principles at least every 3-year period.

7.0 RISK ASSESSMENT

7.1 The risk of not adopting the statement of principles means that the Borough Council will not be able to conduct any of its statutory functions (issue licences and permits and enforcement) under the Gambling Act 2005 after the 31st January 2025.

8.0 EQUALITY IMPLICATIONS

8.1 There are no equality implications.

Attached Papers

Appendix 1 Gambling Act 2005 - Draft Statement of Principles (DRAFT)

Appendix 2 Summary of comments received during consultation period.

Background papers

1. The Gambling Act 2005
2. The Gambling Commission's current Guidance to Licensing Authorities

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



Gambling Act 2005

Statement of Principles

Approved by Cabinet on: XXXX2024
Approved by Full Council on: XXXX2024
Effective from: XXXX2025

Borough Council of King's Lynn & West Norfolk

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PART A

1.0 The Licensing Objectives

1.1 In exercising their functions under the Gambling Act 2005, (hereafter referred to as the 'Act') the Borough Council of King's Lynn & West Norfolk (hereafter referred to as the 'Borough Council') must have regard to the licensing objectives as set out in section 1 of the Act. These licensing objectives are:

- Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime
- Ensuring that gambling is conducted in a fair and open way
- Protecting children and other vulnerable persons from being harmed or exploited by gambling

1.2 It should be noted that the requirement in relation to children is explicitly to protect them from being harmed or exploited by gambling.

1.3 The Borough Council is aware that, in accordance with Section 153 of the Act, in making decisions about premises licences and temporary use notices it should aim to permit the use of premises for gambling in so far as it thinks it is:

- in accordance with any relevant code of practice issued by the Gambling Commission
- in accordance with any relevant guidance issued by the Gambling Commission
- reasonably consistent with the licensing objectives and
- in accordance with the Borough Council's Statement of Principles.

2.0 Introduction

2.1 The Borough Council is situated in the County of Norfolk and has a population of [154,325](#) (Norfolk Insight [20162021](#)). In terms of area it is the largest, covering 1428.76 square kilometres (551 square miles). The area is mainly rural with urban areas of King's Lynn, Downham Market and Hunstanton. These areas are shown in the map below:



- 2.2 The Borough Council is required by the Act to publish a statement of the principles (policy) which they propose to apply when exercising their functions. This statement must be published at least every three years. The statement may also be reviewed from “time to time” and then any amended parts re-consulted upon. The statement must be then re-published.
- 2.3 The Borough Council will consult widely upon this statement of principles before finalising and publishing. A list of the persons who have been consulted is provided at Annex A.
- 2.4 The Act requires that the following parties must be consulted:
- The Chief Officer of Police;
 - One or more persons who appear to the authority to represent the interests of persons carrying on gambling businesses in the authority’s area; and
 - One or more persons who appear to the authority to represent the interests of persons who are likely to be affected by the exercise of the authority’s functions under the Act.

2.5 Following consultation, the policy ~~was~~is approved by the Full Council and published on the Borough Council’s website.

2.6 It should be noted that this statement of principles will not override the right of any relevant person to make an application, make representations about an application, or apply for a review of a licence, as each will be considered on its own merits and according to the statutory requirements of the Act.

3.0 Declaration

3.1 In producing the final statement, the Borough Council declares that it has had regard to the licensing objectives of the Act, the Guidance to Local Authorities issued by the Gambling Commission, and any responses from those consulted on the statement.

4.0 Responsible Authorities

4.1 The Borough Council is required to state the principles it will apply in exercising its powers under the Act to designate, in writing, a body which is competent to advise the authority about the protection of children from harm. The principles are:

- the need for the body to be responsible for an area covering the whole of the licensing authority’s area; and
- the need for the body to be answerable to democratically elected persons, rather than any particular vested interest group.

4.2 The Borough Council designates the Norfolk Safeguarding Children Board Partnership for this purpose.

- 4.3 The contact details of all the Responsible Authorities under the Act are attached to this Statement of Principles at Annex B.

5.0 Interested Parties

- 5.1 Interested parties can make representations about licence applications, or apply for a review of an existing licence. These parties are defined in the Act as follows:

“For the purposes of this Part a person is an interested party in relation to an application for or in respect of a premises licence if, in the opinion of the licensing authority which issues the licence or to which the applications is made, the person-

- a) lives sufficiently close to the premises to be likely to be affected by the authorised activities,*
- b) has business interests that might be affected by the authorised activities, or*
- c) represents persons who satisfy paragraph (a) or (b)”*

- 5.2 In determining whether someone lives sufficiently close to particular premises so as to be affected, the Borough Council may take into account, amongst other things:

- the size and nature of the premises
- the distance of the premises from the person making the representation
- the nature of the complaint
- the potential impact of the premises.

In determining whether a person has a business interest which could be affected, the Borough Council may consider, amongst other things:

- the size of the premises
- the catchment area of the premises, and
- whether the person making the representation has business interests in the catchment area that might be affected.

The Borough Council will interpret the phrase “business interest” widely and not merely confine the phrase to meaning those engaged in trade and commerce. It may therefore include charities, churches, medical practices, schools and other establishments and institutions.

- 5.3 A wide interpretation will be given to those categories of persons and organisations that represent residents and businesses. These may include residents and tenants’ associations, trade unions and other associations, as well as individuals whose role is to represent the interests of one or more residents or businesses such as a Councillor or Member of Parliament.

If an existing gambling business makes a representation that it is going to be affected by another gambling business starting up in the area, then

without further relevant evidence supporting the representation, the Borough Council would ~~not~~ consider this to be [vexatious and not](#) a relevant representation because it relates to “demand” or competition.

It is for the Borough Council to determine, on a case by case basis, whether or not a person making a representation is an “interested party”. The Council may ask for evidence to identify who is being represented and show that they have given consent for representations to be made on their behalf. In cases which are not clear-cut, the benefit of the doubt will usually be exercised in favour of the person making the representation.

- 5.4 If individuals wish to approach councillors to ask them to represent their views then care should be taken that the councillors are not part of the Licensing Sub-Committee dealing with the licence application. If there are any doubts then please contact the licensing team.

6.0 Exchange of Information

- 6.1 The Borough Council is required to include in this statement the principles to be applied by the Council in exercising the functions under the Act with respect to the exchange of information between it and the Gambling Commission, and the functions under the Act with the respect to the exchange of information between it and the other persons listed in Schedule 6 to the Act.
- 6.2 The Borough Council will act in accordance with all the relevant legislation and guidance from the Gambling Commission with regard to data protection and the freedom of information. Additionally, the Borough Council has adopted and will apply the principles of better regulation as detailed in the Regulators’ Code.

7.0 Inspections & Criminal Proceedings

- 7.1 Licensing authorities are required by the Act to state the principles to be applied by in exercising the functions under Part 15 of the Act with respect to the inspection of premises; and the powers under the Act to institute criminal proceedings in respect of the offences specified [in section 346](#).
- 7.2 The Borough Council’s principles are that it will be guided by the Gambling Commission’s Guidance for local authorities and its own enforcement policy and will endeavour to be:
- Proportionate: regulators should only intervene when necessary: remedies should be appropriate to the risk posed, and costs identified and minimised;
 - Accountable: regulators must be able to justify decisions, and be subject to public scrutiny;
 - Consistent: rules and standards must be joined up and implemented fairly;

- Transparent: regulators should be open, and keep regulations simple and user friendly; and
 - Targeted: regulation should be focused on the problem, and minimise side effects.
- 7.3 The Borough Council will endeavour to avoid duplication with other regulatory regimes so far as possible.
- 7.4 The Borough Council inspection programme will be risk-based and take into account;
- The licensing objectives;
 - Relevant codes of practice;
 - Guidance issued by the Gambling Commission;
 - This statement of principles.
- 7.5 The main enforcement and compliance role for the Borough Council in terms of the Act is to ensure compliance with the premises licences and other permissions which it authorises. The Gambling Commission is the enforcement body for the operating and personal licences. It is also worth noting that concerns about manufacture, supply or repair of gaming machines [and gambling software](#) are not dealt with by the Borough Council but should be notified to the Gambling Commission.

8.0 Licensing Authority Functions

- 8.1 The Borough Council, as the Licensing Authority is required under the Act to:
- be responsible for the licensing of premises where gambling activities are to take place by issuing *Premises Licences*;
 - issue *Provisional Statements*;
 - regulate ~~members'~~ [Members' clubs](#) ~~Clubs~~ and ~~miners'~~ [Miners' welfare Welfare institutes](#) ~~Institutes~~ who wish to undertake certain gaming activities via issuing Club Gaming Permits and/or Club Machine Permits;
 - issue *Club Machine Permits* to *Commercial Clubs*;
 - grant permits for the use of certain lower stake gaming machines at *unlicensed Family Entertainment Centres*;
 - receive notifications from alcohol licensed premises (under the Licensing Act 2003) for the use of two or fewer gaming machines;
 - issue *Licensed Premises Gaming Machine Permits* for premises licensed to sell/supply alcohol for consumption on the licensed premises, under the Licensing Act 2003, where there are more than two machines;
 - register *small society lotteries* below prescribed thresholds;
 - issue *Prize Gaming Permits*;
 - receive and Endorse *Temporary Use Notices*;
 - receive *Occasional Use Notices*;
 - provide information to the Gambling Commission regarding details of

- licences issued (see section above on 'information exchange'); and
- maintain registers of the permits and licences that are issued under these functions.

8.2 It should be noted that local licensing authorities are not involved in the licensing of remote gambling, which is regulated by the Gambling Commission via operating licences.

PART B PREMISES LICENCES: CONSIDERATION OF APPLICATIONS

9.0 General Principles

9.1 Premises licences are subject to the requirements set out in the Act and regulations, as well as specific mandatory and default conditions which are detailed in regulations issued by the Secretary of State. Licensing authorities are able to exclude or amend default conditions and also attach others, where it is believed to be appropriate.

10.0 Decision Making

10.1 The Borough Council is aware that in making decisions about premises licences it should aim to permit the use of premises for gambling in so far as it thinks it:

- in accordance with any relevant code of practice issued by the Gambling Commission;
- in accordance with any relevant guidance issued by the Gambling Commission;
- reasonably consistent with the licensing objectives; and
- in accordance with the authority's statement of principles.

10.2 It is appreciated that, as stated in the Gambling Commission's Guidance for local authorities, "moral and ethical objections to gambling are not a valid reason to reject applications for premises licences". Also, that demand is not a relevant consideration for a licensing authority.

11.0 Definition of "premises" and Gaming Machine Categories

11.1 In the Act, "premises" is defined as including "any place". A single building could be subject to more than one premises licence, provided they are for different parts of the building and the different parts of the building can be reasonably regarded as being different premises. This approach has been taken to allow large, multiple unit premises such as a pleasure park, pier, track or shopping mall to obtain discrete premises licences, where appropriate safeguards are in place. However, the Borough Council shall pay particular attention if there are issues about sub-division of a single building or plot and shall ensure that mandatory conditions relating to access between premises are observed.

- 11.2 The Act requires applicants to submit plans of the premises with their application to ensure that the Borough Council has the necessary information to make an informed judgment about whether the premises are fit for gambling. As the plan forms part of the premises licence, it will also be used by the Borough Council in connection with premises inspection activity. The plans must comply with requirements contained in the regulations made under the Act.
- 11.3 When determining an application for a premises licence or review of a premises licence, regard will be had to the proximity of the premises to schools, vulnerable adult centres or residential areas where there may be a high concentration of families with children. The proximity of premises taken into consideration will vary depending on the size and scope of the gambling premises concerned. Each case will, however, be decided on its merits. Therefore, if an applicant can effectively demonstrate how they might overcome any concerns, this will be taken into account. This would be expected to be addressed as part of the local risk assessment required to be submitted with all new and variation premises licence applications.

11.4 Gaming Machine Categories

A full list of gaming machine categories is available on the Gambling Commission's website and can be found at the following link – <https://www.gamblingcommission.gov.uk/licensees-and-businesses/guide/gaming-machine-categories>

12.0 The relevant access provisions for each premises type are reproduced below:

12.1 Casinos

- The principal access entrance to the premises must be from a street;
- No entrance to a casino must be from premises that are used wholly or mainly by children and/or young persons;
- No customer must be able to enter a casino directly from any other premises which holds a gambling premises licence.

12.2 Adult Gaming Centre

- No customer must be able to access the premises directly from any other licensed gambling premises.

12.3 Betting Shops

- Access must be from a street or from another premises with a betting premises licence;
- No direct access from a betting shop to another premises used for the retail sale of merchandise or services. In effect there cannot be an entrance to a betting shop from a shop of any kind and you could not have a betting shop at the back of a café – the whole area would have to be licensed.

12.4 Tracks

- No customer should be able to access the premises directly from:
 - a casino
 - an adult gaming centre

12.5 Bingo Premises

- No customer must be able to access the premise directly from:
 - a casino;
 - an adult gaming centre; or
 - a betting premises, other than a track.

12.6 Family Entertainment Centres

- No customer must be able to access the premises directly from:
 - a casino;
 - an adult gaming centre; or
 - a betting premises, other than a track.

13.0 Location

- 13.1 The Borough Council is aware that demand issues cannot be considered with regard to the location of premises but that considerations in terms of the licensing objectives are relevant to its decision-making. The Council will pay particular attention to the protection of children and vulnerable persons from being harmed or exploited by gambling, as well as issues of crime and disorder. Should any specific policy be decided upon as regards areas where gambling premises should not be located, this statement will be updated. It should be noted that any such policy does not preclude any application being made and each application will be decided on its merits, with the onus upon the applicant showing how potential concerns can be overcome.

14.0 Local Area Profiling

- 14.1 The Borough Council is aware that there is no mandatory requirement to have a local area profile but recognises that that one may offer a number of benefits. Should evidence be obtained to identify local risk areas then these will be reflected in a separate document and made available from ~~Environmental Health~~ the Licensing Authority and on the Borough Council's website.

15.0 Local Area Risk Assessment

- 15.1 It is a requirement of the Gambling Commission's Licence Conditions and Codes of Practice (LCCP) for licensees to assess the local risks to the licensing objectives posed by the provision of gambling facilities at their premises. Policies, procedures and control measures must be in place to

mitigate those risks. In making risk assessments, licensees must take into account relevant matters identified in this policy.

15.2 The LCCP, requires licensees to undertake and review (and update as necessary) local risk assessments:

- to take account of any significant changes in local circumstances;
- when there are significant changes at a licensee's premises that may affect their mitigation of local risks;
- when applying for a variation of a premises licence; and
- when applying for a new premises licence.

15.3 In undertaking a local risk assessment the Borough Council will expect the operator, as a minimum. to take into account:

- whether the premises is in an area of deprivation
- whether the premises is in an area subject to high levels of crime and/or disorder
- the ethnic profile of residents in the area
- the demographics of the area in relation to vulnerable groups
- the location of services for children such as schools, playgrounds, toy shops, leisure centres and other areas where children will gather
- health information and data relating to gambling related harm

15.4 A single generic risk assessment covering every premises in an operator's estate will not be considered by the Borough Council to be suitable or sufficient. It is also expected that operators will take full account of the local area when compiling their risk assessments, and to reflect this in the control measures which they will implement.

Risk assessments should be kept at the individual premises to which they relate. All staff should be fully aware of the risk assessment and where it is kept in order that they can work in accordance with any requirements, and it can easily be provided to the Borough Council should they request to see it at any reasonable time.

15.5 The Borough Council also consider the following matters are of importance for operators to consider in developing their local risk assessments:

- The training of staff ~~in-brief intervention~~ to carry out interactions when customers show signs of excessive gambling, the ability of staff to offer ~~brief intervention~~ relevant support.
- Details as to the location and coverage of working CCTV cameras, and how the system will be monitored.
- The layout of the premises so that staff have an unobstructed view of persons using the premises.
- The number of staff that will be available on the premises at any one time. If at any time that number is one, confirm the supervisory and monitoring arrangements when that person is absent from the licensed area or distracted

from supervising the premises and observing those persons using the premises.

- Arrangements for monitoring and dealing with under-age persons and vulnerable persons, which may include dedicated and trained personnel, leaflets, posters, self-exclusion schemes, window displays and advertisements not to entice passers-by.
- The provision of signage and documents relating to games rules, gambling care providers and other relevant information.

Such information may be used to inform the decision the Borough Council makes about whether to grant the licence, to grant the licence with special conditions or to refuse the application.

- 15.6 This policy does not preclude any application being made and each application will be decided on its merits, with the onus being upon the applicant to show how the concerns can be overcome.

16.0 Public Health & Gambling

- 16.1 The Borough Council is aware that Norfolk County Council Public Health ("Public Health") supports the position of the Gambling Commission on the prevention of problem gambling, which the Commission states should be a public health issue that is tackled in a comprehensive way alongside other public health issues like alcohol, drug misuse, or obesity, addressed by a range of organisations and agencies working co-operatively.

- 16.2 Public Health's role is to focus on the prevention of harm to vulnerable people within Norfolk, and any health harms that can be caused, or exacerbated by gambling. Their aim is to work with local authorities in Norfolk to support a move towards health harms for individuals and communities being considered in the Gambling licensing process.

- 16.3 Public Health may provide support to the local authorities in the development and review of a Statement of Principles, and, where appropriate, a local profile that identifies the wider health harms relating to gambling that includes mental health, housing, community welfare, and debt. All these areas are connected to poor health outcomes, not only for an individual, but for the surrounding family and the community.

17.0 Planning Permission & Building Regulations

- 17.1 In determining applications, the Borough Council will not take into consideration matters that are not related to gambling and the licensing objectives. One example would be the likelihood of the applicant obtaining planning permission or building regulations approval for their proposal.

18.0 Duplication with other Regulatory Regimes

- 18.1 The Borough Council will not seek to use the Act to resolve matters more readily dealt with under other legislation and will seek to avoid any duplication with other regulatory systems where possible. For example, the Borough Council will not take into account whether the appropriate planning permission or building regulations approval are likely to be granted, nor will it take into account fire or health and safety risks without justification in a particular case. It will, however, carefully consider any concerns about conditions which are not able to be met by applicants or licensees due to planning restrictions, should such a situation arise.

19.0 Licensing Objectives

- 19.1 Premises licences granted must be reasonably consistent with the licensing objectives. With regard to this, the Borough Council has considered the Gambling Commission's Guidance to local authorities and some comments are made below.

- 19.2 **Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime.** The Borough Council is aware that the Gambling Commission takes a leading role in preventing gambling from being a source of crime. The Gambling Commission's Guidance does however envisage that licensing authorities should pay attention to the proposed location of gambling premises in terms of this licensing objective. Thus, where an area has known high levels of organised crime this authority will consider carefully whether gambling premises are suitable to be located there and whether conditions may be suitable such as the provision of door supervisors. The Borough Council is aware of the distinction between disorder and nuisance and will consider factors (for example whether police assistance was required and how threatening the behaviour was to those who could see it) so as to make that distinction.

- 19.3 **Ensuring that gambling is conducted in a fair and open way.** The Borough Council has noted that the Gambling Commission states that it generally does not expect licensing authorities to be [frequently](#) concerned with ensuring that gambling is conducted in a fair and open way as this will be addressed via operating and personal licences.

- 19.4 **Protecting children and other vulnerable persons from being harmed or exploited by gambling.** The Borough Council has noted the Gambling Commission's Guidance for local authorities states that this objective means preventing children from taking part in gambling (as well as restriction of advertising so that gambling products are not aimed at or are, particularly attractive to children). The Borough Council will therefore consider, as suggested in the Gambling Commission's Guidance, whether specific measures are required at particular premises, with regard to this

licensing objective. Appropriate measures may include supervision of entrances / machines, segregation of areas etc.

The use of CCTV (in accordance with data protection regulations and any relevant codes of practice) may be insufficient on its own as a measure to prevent access to gaming facilities by children or vulnerable persons (including those who have registered in a self-exclusion scheme).

At premises such as adult gaming centres, betting shops, bingo halls and family entertainment centres where category B or C gaming machines are operated, the Borough Council will expect that an appropriate number of staff will be present throughout opening hours to ensure that children are not permitted to enter the premises or use age-restricted gaming facilities, as the case may be, and that self-excluded persons are not permitted to gamble.

The Borough Council is also aware of the Gambling Commission Codes of Practice as regards this licensing objective, in relation to specific premises such as [clubs and pubs](#).

As regards the term “vulnerable persons” it is noted that the Gambling Commission does not seek to offer a definition but states that “it will for regulatory purposes assume that this group includes people who gamble more than they want to; people who gambling beyond their means; and people who may not be able to make informed or balanced decisions about gambling due to a mental impairment, alcohol or drugs.” The Borough Council will consider this licensing objective on a case by case basis.

20.0 Conditions

20.1 Any conditions attached to licences will be proportionate and will be:

- relevant to the aim to permit the use of the premises for [gambling](#);
- necessary to promote the licensing objectives;
- directly related to the premises and the type of licence applied for;
- fairly and reasonably related to the scale and type of premises; and
- reasonable in all other respects.

20.2 Decisions upon individual conditions will be made on a case by case basis, although there will be a number of measures the Borough Council will consider utilising should there be a perceived need, such as the use of supervisors, appropriate signage for adult only areas, etc. There are specific comments made in this regard under some of the licence types below. The Borough Council will also expect the licence applicant to offer their own suggestions as to [ways](#) in which the licensing objectives can be met effectively.

20.3 The Borough Council will also consider specific measures which may be required for buildings which are subject to multiple premises licences. Such measures may include the supervision of entrances; segregation of gambling from non-gambling areas frequented by children; and the

supervision of gaming machines in non-adult gambling specific premises in order to pursue the licensing objectives.

20.4 It is noted that the Borough Council cannot attach conditions to premises licences which:

- makes it impossible to comply with an operating licence condition;
- relate to gaming machine categories, numbers, or method of operation;
- provide that membership of a club or body be required (the Act specifically removes the membership requirement for casino and bingo clubs and this provision prevents it being reinstated); or
- relate to stakes, fees, winnings or prizes, [except fees for admission to a track](#).

20.5 Door Supervisors

If the Borough Council is concerned that a premises may attract disorder or be subject to attempts at unauthorised access (for example by children and young persons) then it may require that the entrances to the premises are controlled by a door supervisor.

The Act provides that where a person employed as a door supervisor is required to hold a licence issued by the Security Industry Authority (SIA), that requirement will have force as though it were a condition on the premises licence.

The majority of persons employed to work as door supervisors at premises licensed for gambling will need to be licensed by the SIA. There are, however, exceptions to this requirement.

This requirement is relaxed when applied to door supervisors at casino and bingo premises. Where contract staff are employed as door supervisors at casino or bingo premises, such staff will need to be licensed by the SIA. However, in-house employees working as door supervisors at casino and bingo premises are exempt from this requirement.

21.0 Adult Gaming Centres

21.1 Persons operating an adult gaming centre (AGC) are able to make category B, C and D gaming machines available. ~~No-one~~ under the age of 18 is permitted to enter an AGC.

The Borough Council will have regard to the need to protect children and vulnerable persons from harm or being exploited by gambling and will expect the applicant to satisfy the Council that there will be sufficient measures to, for example, ensure that children and young persons do not have access to the premises.

21.2 The Borough Council may consider measures to meet the licensing objectives such as:

- Proof of age schemes;
- CCTV;
- Supervision of entrances / machine areas;
- Physical separation of areas;
- Location of entry;
- Notices / signage;
- Specific opening hours;
- Self-exclusion schemes; and
- Provision of information leaflets / helpline numbers for organisations such as GamCare.

This list is not mandatory, nor exhaustive, and is merely indicative of example measures.

22.0 (Licensed) Family Entertainment Centres (FEC):

22.1 Persons operating a licensed Family Entertainment Centre (FEC) must hold a relevant operating licence issued by the Gambling Commission. They will be able to make category C and D gaming machines available [in separate areas](#).

Children and young persons are permitted to enter an FEC and may use category D machines. They are not permitted to use category C machines and it is a requirement that there must be clear segregation between the two [areas and](#) types of machine, so that under-18s do not have access to ~~them~~ [category C machines](#).

The Borough Council will specifically have regard to the need to protect children and vulnerable persons from harm or being exploited by gambling and will expect the applicant to satisfy the Council, for example, that there will be sufficient measures to ensure that under children and young persons do not have access to the adult only gaming machine areas.

22.2 The Borough Council may consider measures to meet the licensing objectives such as:

- CCTV;
- Supervision of entrances / machine areas;
- Physical separation of areas;
- Location of entry;
- Notices / signage;
- Specific opening hours;
- Self-exclusion schemes;
- Provision of information leaflets / helpline numbers for organisations such as GamCare; and
- Measures / training for staff on how to deal with suspected truant school children on the premises

This list is not mandatory, nor exhaustive, and is merely indicative of example measures.

23.0 Casinos

- 23.1 There are currently no casinos operating within the Borough Council's area.
- 23.2 Casinos are only permitted in certain areas within Great Britain. New casinos under the Gambling Act 2005 are restricted to 16 specific local licensing authority areas. The Borough Council's area is not one of those areas.

Casinos that operated under the Gaming Act 1968 should already have a premises licence from their local licensing authority. The regions in which those casinos operate are based on a historical division that was established under the previous licensing regime by the Gaming Board for Great Britain. The Borough Council's area is not one of those regions.

24.0 Bingo premises

- 24.1 Cash bingo is the main type of bingo played in commercial bingo premises. They can also offer prize bingo, largely as games played in the intervals between main stage games. Premises with a bingo premises licence will be able to offer bingo in all its forms.

The Borough Council will need to be satisfied that bingo can be played in any bingo premises for which a premises licence is sought.

The Act provides that the holder of a bingo premises licence may make available for use ~~a number of category B, gaming machines not exceeding 20% of the total number of gaming machines on the premises. Premises that were licensed before 13 July 2011 are entitled to make available eight category B gaming machines, or 20% of the total number of gaming machines, whichever is the greater. There are no restrictions on the number of category C or D gaming machines that can be made available.~~

Children and young ~~people~~ persons ~~are~~ may be allowed into bingo premises or they may be operated as adult only premises. ~~;~~ ~~however~~ if they are allowed admission, children and young persons ~~they~~ are not permitted to participate in the bingo and, if category B or C machines are made available for use ~~these~~ they must be in a part or parts of the premises separated from areas where children and young ~~people~~ persons are allowed.

The Borough Council will need to be satisfied that any premises licensed for bingo will operate in a manner which a customer would reasonably be

expected to recognise as premises licensed for the purposes of providing facilities for bingo.

The Borough Council may consider measures to meet the licensing objectives such as:

- CCTV
- Proof of age schemes
- Supervision of entrances/machine areas
- Physical separation of areas (if not adult-only)
- Entry control system (if not adult-only)
- Location of entry
- Notices/signage
- Specific opening hours
- Self-exclusion schemes
- Provision of information leaflets/helpline numbers for organisations such as GamCare
- Measures/training for staff on how to deal with children on the premises (if not adult-only)

This list is not mandatory, nor exhaustive, and is merely indicative of example measures.

25.0 Betting premises

- 25.1 Betting premises provide off-course betting which is betting that takes place other than at a track in what was previously known as a licensed betting office. Tracks are considered below.

Children and young persons are not permitted to enter betting premises. The Borough Council will expect applicants and licence holders to take account of the structure and layout of their gambling premises in order to prevent underage gambling.

The holder of a betting premises licence may make available for use up to four gaming machines of category B, C or D.

Betting premises may make available machines that accept bets on live events, such as horse racing, as a substitute for placing a bet over the counter. These self-service betting terminals (SSBTs) are not gaming machines.

The Borough Council may restrict the number of SSBTs, their nature and the circumstances in which they are made available by attaching a licence condition to a betting premises licence. When considering whether to impose a condition to restrict the number of SSBTs in particular premises, the Borough Council, amongst other things, will take into account the

ability of employees to monitor the use of the machines by children and young persons or by vulnerable people.

The Borough Council may consider measures to meet the licensing objectives such as:

- Proof of age schemes
- CCTV
- Supervision of entrances/ machine areas
- Physical separation of areas
- Location of entry
- Notices/signage
- Specific opening hours
- Self-exclusion schemes
- Provision of information leaflets/ helpline numbers for organisations such as GamCare

This list is not mandatory, nor exhaustive, and is merely indicative of example measures.

26.0 Tracks

- 26.1 The Act defines a track as a horse racecourse, greyhound track or other premises on any part of which a race or other sporting event takes place or is intended to take place.

Examples of other tracks include (this is not an exhaustive list):

- a point-to-point horserace meeting
- football, cricket and rugby grounds
- an athletics stadium
- a golf course
- venues hosting darts, bowls, or snooker tournaments
- premises staging boxing matches
- a section of river hosting a fishing competition
- a motor racing event

There are differences between track premises licences and other premises licences. Tracks admit third-party operators to provide betting facilities, whereas other premises licence holders – for example, betting shops, bingo clubs and casinos – provide the gambling facilities themselves and are subject to the conditions of the operating licence as well as the premises licence.

Tracks may be subject to one or more than one premises licence, provided each licence relates to a specified area of the track. The Borough Council will especially consider the impact upon the licensing objective "protection of children and vulnerable persons from being harmed or exploited by gambling" and the need to ensure that entrances to each type of premises

are distinct and that children are excluded from gambling areas where they are not permitted to enter.

- 26.2 Persons under 18 years old are not permitted to enter premises when betting facilities are being provided, other than at tracks. This dispensation allows families to attend premises such as greyhound tracks or racecourses on event days, and children to be permitted into areas where betting facilities are provided, such as the 'betting ring', where betting takes place.

The exemption allowing children access to betting areas on tracks does not extend to areas within a track where category C or above machines are provided, or other premises to which under 18 year olds are specifically not permitted access. For example, where betting facilities are provided through a self-contained betting office on a track which has a separate betting premises licence, the betting operator of the self-contained premises is required to exclude under-18s from their premises.

The Act creates offences relating to gambling by children and young people and operating licence conditions require operators to have policies and procedures in place to prevent betting from persons who are under 18 years old. As under-18s are permitted to enter betting areas on tracks on event days, this needs to include policies and procedures to mitigate the likelihood of underage betting occurring. The track premises licence holder is also required to display a notice in a prominent place at every public entrance stating that no person under the age of 18 is permitted to bet on the premises.

The Act prohibits the employment of anyone under 18 years old on tracks.

- 26.3 The Borough Council may consider measures to meet the licensing objectives such as:
- Proof of age schemes;
 - CCTV;
 - Supervision of entrances / machine areas;
 - Physical separation of areas;
 - Location of entry;
 - Notices / signage;
 - Specific opening hours;
 - Self-exclusion schemes; and
 - Provision of information leaflets / helpline numbers for organisations such as GamCare

This list is not mandatory, nor exhaustive, and is merely indicative of example measures.

- 26.4 The Borough Council will consider the location of gaming machines at tracks, and applications for track premises licences will need to demonstrate that, where the applicant holds a pool betting operating licence and is going to use their entitlement to four gaming machines, these

machines are located in areas from which children are excluded. Children and young persons are not prohibited from playing category D gaming machines on a track.

- 26.5 Betting operators may make available machines that accept bets on live events, such as horseracing, as a substitute for placing a bet with a member of staff. These self-service betting terminals (SSBTs) are not gaming machines; they automate the process that can be conducted in person and therefore are not regulated as gaming machines. There is no restriction on the number of SSBTs that may be in use but operators must, by virtue of their operating licence conditions, supervise such terminals to prevent them being used by persons under 18 years of age.

27.0 Track applications and plans

- 27.1 The Act requires applicants to submit plans of the premises with their application, to ensure that the Borough Council has the necessary information to make an informed judgment about whether the premises are fit for gambling.
- 27.2 Plans for tracks do not need to be in a particular scale, but should be drawn to scale and should be sufficiently detailed to include the information required by regulations.
- 27.3 Some tracks may be situated on agricultural land where the perimeter is not defined by virtue of an outer wall or fence, such as point-to-point racetracks. In such instances, where an entry fee is levied, track premises licence holders may erect temporary structures to restrict access to premises.
- 27.4 In cases where the outer perimeter cannot be defined, it is likely that the track in question will not be specifically designed for the frequent holding of sporting events or races. In such cases defining the extent of boundaries may be assisted by reference to existing plans already submitted to obtain other permissions.
- 27.5 The Borough Council appreciates that it is sometimes difficult to define the precise location of betting areas on tracks. The precise location of where betting facilities are provided is not required to be shown on track plans, both by virtue of the fact that betting is permitted anywhere on the premises and because of the difficulties associated with pinpointing exact locations for some types of track. Applicants should provide sufficient information to enable the Borough Council to satisfy itself that the plan indicates the main areas where betting might take place.

28.0 Travelling Fairs

- 28.1 The Act defines a "fair" as wholly or principally providing amusements on a site that has been used for a fair for no more than 27 days in a calendar

year. In addition, the fair must be provided wholly or principally by persons who travel from place to place for the purpose of providing fairs.

Travelling fairs may provide an unlimited number of category D gaming machines provided that facilities for gambling amount to no more than an ancillary amusement at the fair. They do not require a permit to provide these gaming machines but must comply with legal requirements about how the machines operate.

Travelling fairs are also able to offer equal chance prize gaming without a permit, provided that, taken together, the facilities for gambling are an ancillary amusement at the fair.

The Borough Council is responsible for deciding whether, where category D machines and / or equal chance prize gaming without a permit is to be made available for use at travelling fairs, the statutory requirement that the facilities for gambling amount to no more than an ancillary amusement at the fair is met.

28.2 The Borough Council will also consider whether ~~the a applicant fair~~ falls within the statutory definition of a travelling fair.

28.3 The 27-day statutory maximum for the land being used as a fair applies on a per calendar year basis, and it applies to the piece of land on which the fairs are held, regardless of whether it is the same or different travelling fairs occupying the land. The Borough Council will work with its neighbouring authorities to ensure that land which crosses our boundaries is monitored so that the statutory limits are not exceeded.

29.0 Provisional Statements

29.1 Developers and others may wish to apply for provisional statements before entering into a contract to buy or lease property or land to judge whether a development is worth taking forward in light of the need to obtain a premises licence. There is no need for the applicant to hold an operating licence in order to apply for a provisional statement.

29.2 The Act provides for a person to make an application to the Borough Council for a provisional statement in respect of premises that they:

- expect to be constructed;
- expect to be altered; or
- expect to acquire a right to occupy.

29.3 The process for considering an application for a provisional statement is the same as that for a premises licence application in that the applicant is obliged to give notice of the application in the same way as applying for a premises licence. Responsible authorities and interested parties may make representations and there are rights of appeal.

29.4 In contrast to the premises licence application (except in the case of a track), the applicant does not have to hold or have applied for an operating licence from the Gambling Commission, and they do not need to have a right to occupy the premises in respect of which their provisional statement application is made.

29.5 The holder of a provisional statement may then apply for a premises licence once the premises are constructed, altered or acquired. The Borough Council will be constrained in the matters it can consider when determining the premises licence application. In terms of representations about premises licence applications that follow the grant of a provisional statement, no further representations from relevant authorities or interested parties can be taken into account unless:

- they concern matters which could not have been addressed at the provisional statement stage, or
- they reflect a change in the applicant's circumstances.

29.6 In addition, the Borough Council may only refuse the premises licence (or grant it on terms different to those attached to the provisional statement) only by reference to matters:

- which could not have been raised by objectors at the provisional statement stage;
- which in the authority's opinion reflect a change in the operator's circumstances; or
- where the premises have not been constructed in accordance with the [plans and information included with the application for the provisional statements submitted with the application](#).

30.0 Licence Reviews:

30.1 Requests for a review of a premises licence can be made by interested parties or responsible authorities. It is for the Borough Council to decide whether the review is to be [carried out, accepted or rejected](#). This will be on the basis of whether the request for the review is relevant to the matters listed below;

- any relevant code of practice issued by the Gambling Commission;
- any relevant guidance issued by the Gambling Commission;
- the licensing objectives; and
- the Borough Council's statement of principles.

30.2 The request for the review may also be rejected if the Borough Council considers that the request is frivolous, vexatious, or [whether](#) it will certainly not cause this authority to [wish to](#) alter/revoke/suspend the licence, or whether it is substantially the same as previous representations or requests for review.

30.3 The Borough Council can also initiate a review of a particular premises licence, or a particular class of premises licence in the following circumstances:

- in relation to particular premises, the Borough Council may review any matter connected with the use made of the premises if:
 - it has reason to suspect that premises licence conditions are not being observed, or
 - for any other reason which gives them cause to believe that a review may be appropriate, such as a complaint from a third party.
- in relation to a class of premises, the Borough Council may review the use made of premises and in particular, the arrangements that premises licence holders have made to comply with licence conditions.

30.4 Once a valid application for a review has been received by the Borough Council, representations can be made by [the licence holder](#), responsible authorities and interested parties during a 28 day consultation period. This period begins 7 days after the application was received by the Borough Council, who will publish notice of the application within 7 days of receipt [and advertise it within 10 working days from the day after receipt](#).

30.5 The Borough Council must carry out the review as soon as reasonably practicable after the 28 day period for making representations has passed.

30.6 The purpose of the review will be to determine whether the Borough Council should take any action in relation to the licence. If action is justified, the options open to the Licensing Sub-Committee are:

- add, remove or amend a licence condition imposed by the Borough Council;
- exclude a default condition imposed by the Secretary of State (e.g. opening hours) or remove or amend such an exclusion;
- suspend the premises licence for a period not exceeding three months; and
- revoke the premises licence.

30.7 In determining what action, if any, should be taken following a review, the Borough Council must have regard to the principles set out in section 153 of the Act (see 1.3 above), as well as any relevant representations.

30.8 In particular, the Borough Council may take action on the grounds that a premises licence holder has not used the licence.

PART C
PERMITS / TEMPORARY & OCCASIONAL USE NOTICE

31.0 Unlicensed Family Entertainment Centre (FEC) gaming machine permits (Statement of Principles on Permits - Schedule 10)

- 31.1 Where a proprietor of an FEC does not hold a premises licence but wishes to provide only category D gaming machines, they may apply to the Borough Council for a family entertainment centre gaming machine permit.

This category of permit provides an alternative to the family entertainment centre premises licence available under the Act (which allows the operation of higher-value gaming machines (Category C) but is subject to more rigorous application procedures).

It should be noted that the applicant must show that the premises will be wholly or mainly used for making gaming machines available for use.

- 31.2 The Act states that in determining the suitability of an applicant for a permit the Borough Council need not (but may) have regard to the licensing objectives and shall have regard to any relevant guidance issued by the [Gambling](#) Commission under section 25.

- 31.3 The Borough Council is aware that it cannot add conditions to this type of permit. There is no limit on the number of category D gaming machines that may be made available at the premises.

- 31.4 An application for a permit may be granted only if the Borough Council is satisfied that the premises will be used as an unlicensed FEC, and the chief officer of police has been consulted on the application.

A permit will remain in force for 10 years. A renewal application must be made prior to the expiry date in accordance with the procedure contained in the Act.

- 31.5 The Borough Council will expect the applicant to show that there are policies and procedures in place to protect children from harm. Such policies/procedures will be considered on their merits. However, they may include appropriate measures on staff training on how to deal with suspected truancy, how to deal with unsupervised young children being on the premises and children causing problems around the premises.

- 31.6 The Borough Council will also expect the applicant to demonstrate a full understanding of the maximum stakes and prizes of the gambling that is permissible in unlicensed FECs and that staff are trained to have a full understanding of the maximum stakes and prizes.

31.7 The Borough Council will require the following to be submitted in addition to the application form and fee:

- (1) (Where the applicant is an individual) Proof of the applicant's identity and age. Holders of operating licences issued by the Gambling Commission are exempt from this requirement;
- (2) Proof of the applicant's right to occupy the premises for which the permit is sought;
- (3) (Where the applicant is an individual) A 'basic' Disclosure & Barring Service (BDS) disclosure dated no earlier than one calendar month on the day the application is received by the Borough Council. Holders of operating licences issued by the Gambling Commission are exempt from this requirement;
- (4) An insurance certificate (or certified copy) confirming the availability of public liability insurance covering the proposed activity;
- (5) A plan drawn to an appropriate scale of the premises showing:
 - a. The boundary of the premises including any internal and external walls, entrances, exits, doorways and windows, and indicating the points of access available to the public.
 - b. The location of any fixed structures.
 - c. The location of any counters, booths, offices or other locations from which staff may monitor the activities of persons on the premises.
 - d. The location of any customer toilets within the boundary of the premises.
 - e. The location of CCTV cameras.

32.0 Alcohol Licensed premises gaming machine permits – (Schedule 13)

32.1 Automatic entitlement: 2 machines

There is provision in the Act for some premises licensed to sell alcohol for consumption on the premises to have an automatic entitlement to provide no more than two gaming machines, of categories C and/or D. The premises must satisfy the conditions contained in the Act, notify the Borough Council of their intention to make the gaming machines available for use and pay the fee. The conditions restrict the entitlement to premises:

- with an on-premises alcohol licence,
- that have a bar at which alcohol is served, and
- without a requirement that alcohol is only served with food.

32.2 The Borough Council can remove the automatic authorisation in respect of any particular premises if:

- provision of the machines is not reasonably consistent with the pursuit of the licensing objectives;
- gaming has taken place on the premises that breaches a condition of

section 282 of the Act (i.e. that written notice has been provided to the Borough Council, that a fee has been provided and that any relevant code of practice issued by the Gambling Commission about the location and operation of the machine has been complied with);

- the premises are mainly used for gaming; or
- an offence under the Act has been committed on the premises.

32.3 Permit: 3 or more machines

If relevant alcohol licensed premises wish to have more than 2 machines, then the alcohol premises licence holder must apply for a licensed premises gaming machine permit for any number of category C and/or D machines. This would replace any automatic entitlement under the Act. The Borough Council must consider the application based upon the licensing objectives, any guidance issued by the Gambling Commission issued under Section 25 of the Act and such matters as the Borough Council considers relevant.

- 32.4 The Borough Council considers that “such matters” will be decided on a case by case basis but generally there will be regard to the need to protect children and vulnerable persons from harm or being exploited by gambling. The Borough Council will expect the applicant to satisfy the Council that there will be sufficient measures to ensure that under 18 year olds do not have access to the adult only gaming machines (category ‘C’ machines).

Measures which will satisfy the Borough Council that there will be no access may include the adult machines being in sight of the bar, or in the sight of staff who will monitor that the machines are not being used by those under 18. Notices and signage may also be helpful. As regards the protection of vulnerable persons, applicants may wish to consider the provision of information leaflets / helpline numbers for organisations such as GamCare.

- 32.5 It should be noted that the Borough Council can decide to grant the application with a smaller number of machines and/or a different category of machines than that applied for. Conditions (other than these) cannot be attached.

- 32.6 It should also be noted that the holder of a permit must comply with any Code of Practice issued by the Gambling Commission. A permit may be varied, ~~or~~ transferred, [cancelled or forfeited](#). An annual fee is payable, but a permit does not require renewal. The permit will lapse if the alcohol premises licence ceases to have effect.

33.0 Prize Gaming Permits

- 33.1 Gaming is “prize gaming” if the nature and size of the prize is not determined by the number of people playing or the amount paid for or raised by the gaming. The prizes are determined by the operator before play commences.

Prize gaming may take place without a permit in various premises. These are casinos, bingo halls, adult gaming centres, licensed and unlicensed family entertainment centres and travelling fairs.

A prize gaming permit is a permit issued by the Borough Council to authorise the provision of facilities for prize gaming on specified premises.

33.2 In any application for a prize gaming permit the applicant should set out the types of gaming that they are intending to offer and should also be able to demonstrate:

- that they understand the limits to stakes and prizes that are set out in regulations;
- that the gaming offered is within the law; and
- that appropriate measures will be taken to protect children from harm.

33.3 The Borough Council will also require (where the applicant is an individual) a 'basic' Disclosure & Barring Service (BDS) disclosure dated no earlier than one calendar month from the day the application is received by the Borough Council. Holders of operating licences issued by the Gambling Commission are exempt from this requirement.

33.4 In making its decision on an application for this permit the Borough Council does not need to (but may) have regard to the licensing objectives but must have regard to any Gambling Commission guidance.

A permit will remain in force for 10 years. A renewal application must be made prior to the expiry date in accordance with the procedure contained in the Act.

33.5 It should be noted that there are conditions in the Act which the permit holder must comply, but that the Borough Council cannot attach conditions. The conditions in the Act are:

- the limits on participation fees, as set out in regulations, must be complied with;
- all chances to participate in the gaming must be allocated on the premises on which the gaming is taking place and on one day; the game must be played and completed on the day the chances are allocated; and the result of the game must be made public in the premises on the day that it is played;
- the prize for which the game is played must not exceed the amount set out in regulations (if a money prize), or the prescribed value (if non-monetary prize); and
- participation in the gaming must not entitle the player to take part in any other gambling.

34.0 Club Gaming and Club Machines Permits

34.1 The Act creates a separate regime for gaming in clubs from that in other relevant alcohol licensed premises. It defines three types of club for the purposes of gaming:

- members' clubs
- commercial clubs
- miners' welfare institutes

Members' clubs and miners' welfare institutes (but not commercial clubs) may apply for a club gaming permit. The club gaming permit will enable the premises to provide gaming machines (a maximum of three gaming machines of category B, C or D), equal chance gaming and games of chance as set out in the regulations.

Members' clubs, miner's welfare institutes and commercial clubs may apply for a club machine permit. A club machine permit will enable the premises to provide gaming machines (a maximum of three gaming machines of category B, C or D).

A members' club is a club that is not established as a commercial enterprise and is conducted for the benefit of its members. The Act states that members' clubs must have at least 25 members and be established and conducted 'wholly or mainly' for purposes other than gaming unless the gaming is restricted to that of a prescribed kind (currently bridge or whist). Members' clubs must be permanent in nature but there is no need for a club to have an alcohol licence. Examples include working men's clubs, branches of the Royal British Legion and clubs with political affiliations.

A commercial club is a club established for commercial gain, whether or not they are actually making a commercial gain. Examples include commercial snooker clubs, clubs established as private companies and clubs established for personal profit.

Miners' welfare institutes are associations established for recreational or social purposes. They are managed by representatives of miners or use premises regulated by a charitable trust which has received funds from one of a number of mining [related](#) organisations.

34.2 The Borough Council may only refuse an application for a permit on the grounds that:

- the applicant does not fulfil the requirements for a members' or commercial club or miners' welfare institute and therefore is not entitled to receive the type of permit for which it has applied;
- the applicant's premises are used wholly or mainly by children and/or young persons;
- an offence under the Act or a breach of a permit has been committed by the applicant while providing gaming facilities;
- a permit held by the applicant has been cancelled in the previous ten years; or
- an objection has been lodged by the [Gambling](#) Commission or the

police.

If the Borough Council is satisfied that the first or second ground applies, it must refuse the application. In exercising its functions in relation to club permits the Council will have regard to any relevant guidance issued by the [Gambling Commission](#) and (subject to that guidance), the licensing objectives.

34.3 There is a 'fast-track' procedure available under the Act for premises which hold a Club Premises Certificate under the Licensing Act 2003. Under the fast-track procedure there is no opportunity for objections to be made by the Commission or the police, and the grounds upon which an authority can refuse a permit are reduced. Grounds on which an application under this process may be refused are:

- that the club is established primarily for gaming, other than gaming [of a prescribed kind](#) under [schedule 12](#);
- that in addition to the prescribed gaming, the applicant provides facilities for other gaming; or
- that a club gaming permit or club machine permit issued to the applicant in the last ten years has been cancelled."

34.4 There are statutory conditions on club gaming permits that no child or young person uses a category B or C machine on the premises and that the holder complies with any relevant provision of a code of practice about the location and operation of gaming machines.

The Borough Council may grant or refuse a permit, but it may not attach conditions to a permit.

A permit will normally remain in force for 10 years. A renewal application must be made prior to the expiry date in accordance with the procedure contained in the Act. However, a permit granted under the "fast track" process does not require renewal, but it will lapse if the club premises certificate ceases to have effect.

35.0 Temporary Use Notices

35.1 Temporary use notices allow the use of premises for gambling where there is no premises licence but where a gambling operator wishes to use the premises temporarily for providing facilities for gambling. Premises that might be suitable for a temporary use notice, according to the Gambling Commission, would include hotels, conference centres and sporting venues.

35.2 A temporary use notice can only be given by a person or company holding a relevant operating licence issued by the Gambling Commission (i.e., an operating licence that authorises the type of gambling to be offered)

The types of gambling activities that may be authorised by a temporary use notice are set out in regulations made under the Act. Currently, the only permitted activity is the provision of facilities for equal chance gaming, where the gaming is intended to produce a single overall winner. Possible examples of this could include gaming tournaments with such games as backgammon, mah-jong, rummy, kalooki, dominoes, cribbage, bingo and poker.

Temporary use notices are subject to a statutory limit that a set of premises may be used [to provide gambling under such a notice](#) for no more than 21 days in any 12 month period. As with "premises", the definition of "a set of premises" will be a question of fact in the particular circumstances of each notice that is given. In considering whether a place falls within the definition of "a set of premises", the Borough Council will look at, amongst other things, the ownership/occupation and control of the premises.

The holder of an operating licence must give notice to the Licensing Authority in whose area the premises are situated. A temporary ~~event-use~~ notice must be given to the Borough Council not less than three months and one day before the day on which the gambling event will begin.

The application must be copied to:

- the Gambling Commission,
- the chief officer of police for the area in which the premises are situated,
- HM Revenue and Customs, and
- if applicable, any other licensing authority in whose area the premises are also situated.

Gaming machines may not be made available under a temporary use notice.

The Borough Council will carry out its functions in relation to temporary use notices by applying the same principles as those applied in determining premises licence applications (see 1.3 above).

36.0 Occasional Use Notices:

- 36.1 Occasional use notices may be used to authorise infrequent betting at tracks (see section 26.1 above), on no more than 8 days in any calendar year. They cannot be used to authorise any other form of gambling activity (e.g., gaming machines). Providing that the 8-day limit is not breached, there is no provision for correctly-served notices to be refused by the Borough Council.

[-An occasional use notice must be submitted for each day that betting activity will be conducted on the premises. If betting activity is to be held over a period of eight consecutive days, it will be necessary to submit eight separate notices](#)

The definition of track premises is not restricted to permanent premises, but can include any premises or land on which a race or sporting event is to take place. Consideration will therefore be given to the nature of the premises specified in a notice, in addition to whether the person giving the notice is an occupier of the track, or is responsible for the administration of events at the track.

The notice must be given to the Borough Council and the chief officer of police, in writing, before the event starts. No fee is payable.

Occasional use notices allow the ~~giver~~ [person who has given](#) of the notice to invite operators who hold a General Betting Operating Licence to accept bets on the premises. Such persons must hold a relevant betting operating licence, and comply with the requirements of any conditions attached to that licence.

37.0 Small Society Lotteries

37.1 Small society lotteries are required to be registered with the local authority in the area where their principal office is located. The Borough council is the licensing authority.

The Act defines a small society lottery by reference to two areas:

- society status - the society in question must be 'non-commercial'.
- lottery size - the total value of tickets to be put on sale per single lottery must be £20,000 or less, or the aggregate value of tickets to be put on sale for all their lotteries in a calendar year must not exceed £250,000. If the operator plans to exceed either of these values, then they [may would](#) need to be licensed [with-by](#) the [Gambling](#) Commission to operate large lotteries instead.

37.2 The Borough Council must be satisfied that the 'society' is established and conducted:

- for charitable purposes (as defined in S2 of the Charities Act 2006);
- for the purpose of enabling participation in, or of supporting, sport, athletics or a cultural nature activity; or
- for any other non-commercial purpose other than private gain.

In determining whether the Society is non-commercial the Borough Council may require applicants to provide copies of the society's constitution or terms of reference.

37.3 For new applications or change of promoter, the Borough Council shall require the promoter of the lottery to produce a statement declaring that they have no relevant convictions that would prevent them from running a lottery. A list of 'relevant' offences is listed at Schedule 7 of the Act.

37.4 The Licensing Authority must refuse an application for registration if, within the past five years, either of the following applies:

- an operating licence held by the applicant for registration has been revoked, or
- an application for an operating licence made by the applicant for registration has been refused.

In addition, the Borough Council may refuse an application for registration if, within the past five years, either of the following applies:

- the applicant is not a non-commercial society,
- a person who is or may be connected with the promotion of the lottery has been convicted of a relevant offence (listed in Schedule 7 of the Act) or
- information provided in or with the application for registration is false or misleading.

37.5 Where the Borough Council intends to refuse registration of a Society, it will give the Society an opportunity to make representations and will inform the Society of the reasons why it is minded to refuse registration. It will also supply evidence on which it has reached that preliminary conclusion.

37.6 The Borough Council may revoke the registered status of a society if it thinks that they would have had to or would be entitled to, refuse an application for registration if it were being made at that time. However, no revocations will take place unless the Society has been given the opportunity to make representations. The Borough Council will inform the society of the reasons why it is minded to revoke the registration and will provide an outline of the evidence on which it has reached that preliminary conclusion.

PART D COMMITTEE, OFFICER DELEGATION AND CONTACTS

38.0 Committee Decisions & Scheme of Delegation

38.1 The Borough Council is involved in a wide range of licensing decisions and functions and has established a Licensing Committee to administer them.

- 38.2 Licensing Sub-Committees made up of three Councillors from the main Licensing Committee will sit to hear contested applications or where the licensing authority proposes to impose conditions on a licence, or exclude default conditions~~where representations have been received from interested parties and/or responsible authorities~~. Ward Councillors will not sit on a Sub-Committee involving an application within their ward.
- 38.3 Where a Councillor who is a member of the Licensing Committee is making or has made representations regarding an application or a licence on behalf of an interested party, in the interests of good governance they will disqualify themselves from any involvement in the decision making process affecting the application or licence in question.
- 38.4 The Borough Council's Licensing Officers will deal with all other licensing applications where no representation has been received.
- 38.5 Decisions as to whether representations are irrelevant, frivolous or vexatious will be made by Borough Council Officers, who will also make the decisions on whether representations or applications for licence reviews should be referred to the Licensing Committee or Sub-Committee. Where representations are rejected, the person making that representation will be given written reasons for the decision. There is no right of appeal against a determination that representations are not accepted.
- 38.6 The table shown at Annex C sets out the agreed delegation of decisions and functions to Licensing Committee, Sub-Committee and Officers.
- 38.7 This form of delegation is without prejudice to Officers referring an application to a Sub-Committee or Full Committee if considered appropriate in the circumstances of any particular case.

39.0 Contacts

- 39.1 Further information about the Gambling Act 2005, this Statement of Principles or the application process can be obtained from:-

~~Environmental Health~~ – Licensing
Borough Council of King's Lynn & West Norfolk
King's Court
Chapel Street
King's Lynn
Norfolk
PE30 1EX

Tel: 01553 616200
E-mail: ehicensing@west-norfolk.gov.uk
www: www.west-norfolk.gov.uk

- 39.2 Information is also available from:-

Gambling Commission

Borough Council of King's Lynn & West Norfolk

4th floor
Victoria Square House
Birmingham
B2 4BP

Tel: 01212 331096

Website: www.gamblingcommission.gov.uk

List of Persons Consulted

Borough Council of King's Lynn & West Norfolk
Gambling Commission
Norfolk Constabulary
Norfolk Fire Service
Norfolk Safeguarding Children ~~Board~~Partnership
Norfolk County Council
HM Revenue & Customs
Norfolk Trading Standards
Association of British Bookmakers
Public Health, Norfolk County Council
Gamcare
British Amusement Catering Trade Association (BACTA)

~~NORCAS~~

Housing Associations:

- ◆ Broadland Housing Association
- ◆ ~~Co-Op Homes~~ Clarion Housing Group
- ◆ ~~Cotman Housing Association~~ Places for People
- ◆ Freebridge Community Housing
- ◆ ~~Granta Housing~~ Metropolitan Housing Trust
- ◆ ~~Guinness Trust~~ Flagship Homes
- ◆ Hastoe Housing Association
- ◆ Housing & Care 21
- ◆ Longhurst ~~Housing Association Limited~~Group
- ◆ ~~Minster General Housing Association Limited~~ Hastoe Housing Association
- ◆ Orbit Housing AssociationHomes
- ◆ ~~Peddars Way Housing Association~~
- ◆ ~~Sanctuary Housing Association~~
- ◆ Victory Housing TrustHomes
- ◆ ~~Wherry Housing Association~~

Vancouver Quarter Manager

~~Fairstead Area Neighbourhood Group~~

Norfolk Chamber of Commerce & Industry

~~Association of Licensed Multiple Retailers~~UK Hospitality

~~Gambling Therapy~~, Gordon Moody Association, Dudley

Parish Clerks / Town Councils

Poppleston Allen Solicitors, Nottingham

All holders of Gambling Act 2005 Premises Licences issued by the BCKLWN

All holders of Gambling Act 2005 permits issued by the BCKLWN

All promoters of Small Society Lottery Registrations issued by the BCKLWN

Annex B to the
Borough Council of King's Lynn & West Norfolk
Gambling Act 2005 - Statement of Principles

Responsible Authorities	
<p>The Licensing Authority:</p> <p>Environmental Health – Licensing Borough Council of King's Lynn & West Norfolk King's Court Chapel Street King's Lynn PE30 1EX</p> <p>Tel: 01553 616200 E-mail: EHHLicensing@west-norfolk.gov.uk</p>	<p>The Gambling Commission:</p> <p>4th Floor Victoria Square House Birmingham B2 4BP</p> <p>Telephone: 01212 306576 Fax: 01212 331096 <u>Email:</u> licensing@gamblingcommission.gov.uk</p>
<p>The Chief Officer of Police:</p> <p>Norfolk Constabulary Licensing Team Bethel Street Norwich Norfolk NR2 1NN</p> <p>Tel: 01603 275729 Email: licensingteam@norfolk.pnn.police.uk</p>	<p>The Fire Authority:</p> <p>Fire Safety Office Norfolk Fire Service – Western Area Kilhams Way King's Lynn PE30 2HY</p> <p>Tel: 01603 812261 <u>Email:</u> westernfs@norfolk.gov.uk</p>
<p>Planning Authority:</p> <p>Development Services Borough Council of King's Lynn & West Norfolk King's Court Chapel Street King's Lynn PE30 1EX</p> <p>Tel: 01553 616200 <u>Email:</u> borough.planning@west-norfolk.gov.uk</p>	<p>Environmental Health:</p> <p>Environmental Health Borough Council of King's Lynn & West Norfolk King's Court Chapel Street King's Lynn PE30 1EX</p> <p>Tel: 01553 616200 <u>Email:</u> eh.admin@west-norfolk.gov.uk</p>
<p>Norfolk Safeguarding Children Board<u>Partnership</u>:</p> <p>Room 60 Lower Ground Floor County Hall</p>	<p>HM Revenue and Customs:</p> <p>HM Revenue and Customs Excise Processing Teams BX9 1GL Email: NRUBetting&Gaming@hmrc.gsi.gov.uk</p>

Borough Council of King's Lynn & West Norfolk

Martineau Lane Norwich NR1 2UG Email: nscb@norfolk.gov.uk	
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Annex C to the
Borough Council of King's Lynn & West Norfolk
Gambling Act 2005 - Statement of Principles

Table of Delegations of Licensing Functions

Matter to be dealt with	Full Council	Licensing Committee/ Sub-Committee	Officers
Final approval of Statement of Principles	X		
Policy to permit casino	X		
Fee Setting			X
Application for premises licences		Where representations have been received and not withdrawn	Where no representations received/ representations have been withdrawn
Application for a variation to a licence		Where representations have been received and not withdrawn	Where no representations received/ representations have been withdrawn
Application for a transfer of a licence		Where representations have been received from the Commission	Where no representations received from the Commission
Application for a provisional statement		Where representations have been received and not withdrawn	Where no representations received/ representations have been withdrawn
Review of a premises licence		X	
Application for club gaming /club machine permits		Where representations have been received and not withdrawn	Where no representations received/ representations have been withdrawn
Cancellation of club gaming/ club machine permits		X	

Borough Council of King's Lynn & West Norfolk

Applications for other permits			X
Cancellation of licensed premises gaming machine permits			X
Consideration of temporary use notice			X
Decision to give a counter notice to a temporary use notice		X	
Determination of Small Society Lottery applications			X

Comments received during consultation period

Number	Date/From	Request	Action
1	01/08/2024 South Wootton Parish Council	In support of draft document	✓



SOUTH WOOTTON PARISH COUNCIL

Telephone: 01553 824355
e-mail: info@southwoottonpc.co.uk

The Parish Office
24 Church Lane
South Wootton
King's Lynn
PE30 3LJ

1st August 2024

Borough Council of Kings Lynn & West Norfolk
Kings Court
Chapel Street
Kings Lynn
Norfolk
PE30 1EX

Dear Sir

Re: Gambling Act 2005 – Statement of Principles Review

Thank you for sending through the consultation regarding the Gambling Act 2005 - draft Statement of Principles.

The Parish Council has reviewed the documents and support the Statement as per the draft.

Yours faithfully

I Jordan

I Jordan
Parish Council Chairman

POLICY REVIEW AND DEVELOPMENT PANEL REPORT

REPORT TO:	Environment and Community Panel		
DATE:	8 th October 2024		
TITLE:	Recommendations of the Biodiversity Task Group		
TYPE OF REPORT:	Cabinet Report		
PORTFOLIO(S):	Councillor de Whalley, Climate Change and Biodiversity		
REPORT AUTHOR:	Stuart Ashworth		
OPEN/EXEMPT	Open	WILL BE SUBJECT TO A FUTURE CABINET REPORT:	Yes

REPORT SUMMARY/COVER PAGE

PURPOSE OF REPORT/SUMMARY:
<p>The Biodiversity Task Group has been meeting since December 2023. It was set up by Cabinet following a notice of motion at Council on 10 September 2020. The recommendations of the group are set out in the report.</p> <p>The notice of motion required that the recommendations should be brought to Cabinet via the Environment and Community Panel, before going to Council for consideration.</p>
KEY ISSUES:
<p>Members are directed to the attached report for full details of the key issues.</p>
OPTIONS CONSIDERED:
<p>Members are directed to the attached report for full details of the options.</p>
RECOMMENDATIONS:
<p>To consider the report and make any appropriate recommendations to Cabinet.</p>
REASONS FOR RECOMMENDATIONS:
<p>To scrutinise recommendations being made for an executive decision.</p>

REPORT TO CABINET

Open		Would any decisions proposed :			
Any especially affected Wards	Mandatory/	Be entirely within Cabinet's powers to decide		NO	
	Discretionary /	Need to be recommendations to Council		YES	
	Operational	Is it a Key Decision		NO	
Lead Member: Cllr Michael De Whalley E-mail: <i>cllr.michael.dewhalley@west-norfolk.gov.uk</i>		Other Cabinet Members consulted:			
Lead Officer: Stuart Ashworth E-mail: <i>stuart.ashworth@west-norfolk.gov.uk</i> Direct Dial: 01553-616417		Other Members consulted: Members on the Biodiversity Task Group			
		Other Officers consulted: Claire Wiggs, Ecologist Martin Chisholm, Matthew Henry Assistant Directors, Claire Thomsett, Chris Durham, Operations Managers (Public Open Space)			
Financial Implications YES	Policy/ Personnel Implications YES	Statutory Implications YES	Equal Impact Assessment YES If YES: Pre-screening/ Full Assessment	Risk Management Implications NO	Environmental Considerations YES
If not for publication, the paragraph(s) of Schedule 12A of the 1972 Local Government Act considered to justify that is (are) paragraph(s)					

Date of meeting: 5 November 2024

RECOMMENDATIONS OF THE BIODIVERSITY TASK GROUP

Summary

The Biodiversity Task Group has been meeting since December 2023. It was set up by Cabinet following a notice of motion at Council on 10 September 2020. The recommendations of the group are set out in the report.

The notice of motion required that the recommendations should be brought to Cabinet via the Environment and Community Panel, before going to Council for consideration.

Recommendation

Cabinet resolves to recommend to council:

1 To accept the recommendations of the Urban Wildlife Informal Working Group as set out in paragraph 2.3, although recommendation 8 requiring a budget for delivery of the proposals would be covered separately through the creation of the two year fixed-term biodiversity project officer role.

2 To agree to the appointment of a Biodiversity project officer, for a fixed period of two years, with funding coming from the climate change budget.

3 That the council adopts the Biodiversity policies and specific objectives set out in appendix 1.

4 To agree the creation of a Pollinator Action Plan, on the basis of the draft attached (appendix 2), with the final wording to be agreed with the Assistant Directors for Environment and Planning and Operations and Commercial, in consultation with the portfolio holder for Climate Change and Biodiversity.

5 That the community biodiversity competition initiative, detailed in the report, is supported by the council.

Reason for Decision

To provide a suitable response to the original notice of motion, and to help the council contribute to improving biodiversity in the borough.

1 Background

1.1 At its meeting on 10 September 2020, Council agreed the following Notice of Motion.

Council was invited to consider the following Notice of Motion (3/20), proposed by Councillor S Squire and seconded by Councillor Long:

‘This council acknowledges that climate change is not the only challenge facing our natural environment. Therefore, this council agrees to ask Cabinet to set up a Cabinet task group, chaired by an appropriate portfolio holder, to work with our partners including Norfolk County Council and the Norfolk Biodiversity Partnership. Any recommendations on issues such as habitat protection and creation, the creation of a pollinator action plan and wildflower verges where possible, should be brought to Cabinet via the Environment & Community Panel before consideration at Council.’

1.2 On 15 March 2022, it was agreed that the Biodiversity Task Group (BTG) should be set up, to give consideration to the issues identified in the notice of motion.

1.3 Separate to the BTG, Environment and Community Panel (E & C), had created an Urban Wildlife Informal Working Group (UWIWG), to look at the specific issue of urban wildlife. At Cabinet on the 17 January 2023, it was agreed that the recommendations from the Environment and Community Panel’s UWIWG would be passed to the Cabinet Biodiversity Task Group for further consideration. It was also agreed that the Environment and Community Panel would be kept updated on progress with the recommendations as appropriate.

2.0 Meetings of the Biodiversity Task Group (BTG)

2.1 The BTG has met on 5 separate occasions. The substantive issues considered are summarised below.

- The recommendations of the Urban Wildlife Informal Working Group
- Biodiversity Net Gain & Local Plan policy
- Biodiversity Duty
- Competition proposal from Cllr Devulapalli
- Pollinator Action Plans (including guest speaker)
- Existing biodiversity activities carried out and projects funded by the BCKLWN
- Options on Borough Council land and buildings going forward
- Report to cabinet and way forward

2.2 Whilst some of the items were for information, other items have led to the final recommendations to be put to Cabinet.

Recommendations of the Urban Wildlife Informal Working Group (UWIWG)

2.3 Biodiversity Task Group (BTG) has recommended that Cabinet approve the following recommendations and associated comments from the UWIWG

1. Encourage the use of bird boxes, bat boxes and hedgehog highways in new and existing Borough Council properties.
2. The Council to investigate providing wildflower seeds for redundant allotments and community orchards/gardens and encourage the planting of wildflower seeds in the community.
3. The Council to encourage bird feeding stations and nest boxes in schools.
4. Support a Nest Box Trail in King's Lynn.
5. Produce literature advising how residents can help support their urban wildlife and promoting the nest box trail in King's Lynn.
6. Engage with local groups to participate in urban wildlife.
7. Encourage Councillors to promote Urban Wildlife in their Wards and Parishes where appropriate.
8. That Cabinet be requested to provide a budget to deliver the proposals.

Biodiversity Net Gain & Local Plan policy

2.4 The new mandatory Biodiversity Net Gain regime implemented through the planning system was discussed, following a presentation by the council's ecologist.

2.5 The proposed new Local Plan is currently out to consultation at the advanced Main Modifications stage in the process. The plan is due to

be adopted early in 2025. There is a new criteria relating to biodiversity in the relevant policy within the new Local plan (LP18), which requires built-in nesting boxes (e.g. migratory bird species bee bricks, bat boxes and the like) and/or safe road crossing methods (e.g for hedgehogs), to be brought forward through qualifying new development wherever possible. The policy has been tested through the Examination process, and is agreed between the council and the Inspectors. There should therefore be no reason that the current version of the policy will not come into force when the plan is adopted, and it could be given weight in decisions possibly sooner, for example after receipt of the Inspectors Local Plan report. This situation will be monitored by officers.

Biodiversity Duty

2.6 Public authorities operating in England must consider what they can do to conserve and enhance biodiversity in England. This is the strengthened 'biodiversity duty' that the Environment Act 2021 introduces. This means that a public authority must:

1. Consider what it can do to conserve and enhance biodiversity.
2. Agree policies and specific objectives based on its consideration.
3. Act to deliver the policies and achieve the objectives.

2.7 Public authorities must complete their first consideration of what action to take for biodiversity by 1 January 2024. Whilst it could be argued that the creation of the task groups and the work that has gone into that is the first consideration, it goes on to state that policies and objectives should be agreed as soon as possible after this, with reconsideration of the actions within 5 years of completion of the previous consideration.

2.8 Cabinet is asked to agree some high-level biodiversity policies and objectives, following on from the recommendations of the BTG. These proposed initial policies and objectives are attached as appendix 1 of this report.

Biodiversity Competition

2.9 During the task group process, Councillor Devulapalli put forward plans for a biodiversity competition. A paper was taken to the task group, where it was agreed to recommend to Cabinet that the council would provide support to a community initiative, as the preferred option.

2.10 The support and guidance provided is envisaged to be publicly supporting and endorsing the proposal, helping advise on how to run the competition through the preparation of a project plan, and the provision of communications support to highlight the importance of biodiversity and the competition. It was also agreed that links with the

InBloom campaign and competition can also be considered as part of developing the project plan.

Pollinator Action Plans

- 2.11 Presentations were given to the group by a local expert representative from the Norfolk Wildlife Trust, as well as the council's own ecologist, on the benefits of having a Pollinator Action plan. Many councils have such a plan, to take positive action in trying to help reverse the general decline in pollinators.
- 2.12 It was agreed that the task group should recommend the production of a Pollinator Action Plan to Cabinet. If Cabinet agree to this, it is considered that this can be produced in-house, and indeed attached to this report is a draft Pollinator Action Plan (appendix 2). Approval to finalise aspects of this, particularly the action plan, are requested.

Options on Borough Council land and buildings going forward

- 2.13 A presentation was given to the task group where it was made clear that there are a number of initiatives carried out by the Public Open Space team that already take place on the council's own land in the borough. However it is important to consider what additional actions the council can take on its own land and buildings.
- 2.14 A report was therefore also prepared for the task group on options for further biodiversity enhancements on borough council land and buildings going forward. The potential options for enhancements were set out, along with the resource implications of this. In essence it was proposed that the only way to successfully promote biodiversity was to properly resource it, and provide a new role for a biodiversity project officer, to organise/lead on community projects, work with community groups, volunteers, schools and the POS operational team to identify suitable areas/projects and to help develop management plans, consult with residents and co-ordinate future proposals.
- 2.15 The role would also need to be involved in other tasks including aiding other officers in biodiversity related projects, for example the tree officer in POS in delivering the tree strategy, and Property Services in collating a catalogue of potential borough council sites for biodiversity. Such a role would likely cost around - £35,000 - £40,000 per annum with on costs, and it is proposed that this is a 2 year fixed term post initially, to assess how the post is working. It is proposed that this could be paid for out of the climate change budget.

3.0 Options Considered

- 3.1 Option 1 -Do not accept the recommendations put forward

3.2 This would seem to go against the original notice of motion, as well as all the work that has gone into this issue, through the E & C working group as well as this one. With the introduction of Biodiversity Net Gain as well, this would be against the general direction of travel to take action to improve biodiversity. This is not the preferred option.

3.3 Option 2 – Partial acceptance of the recommendations

3.4 A partial acceptance of the recommendations could take place, accepting some but not others. For example not appointing the biodiversity project officer role. This will be a decision for members, but would not deliver the benefits that accepting all of the recommendations would, particularly as resources are already stretched carrying out current work.

3.5 Option 3 – Accept all of the recommendations put forward by the Biodiversity Task Group

3.6 Whilst there would be a cost to this, as set out earlier in this report, this is the recommended way forward, as it would deliver the best results for biodiversity, and was supported by not only the Biodiversity Task Group, but also the Urban Wildlife Informal Working Group.

4.0 Policy Implications

4.1 N/A

5.0 Financial Implications

5.1 There are financial implications should the fixed-term post be agreed. A biodiversity project officer role would cost the council approximately £80,000 over a two-year fixed term period.

5.2 It is proposed that this be funded out of the climate change budget, and therefore is sufficient funds available to do this.

6.0 Personnel Implications

6.1 A new two-year fixed-term post is proposed.

7.0 Environmental Considerations

7.1 These will be very positive and in favour of the preferred option, as it will contribute to improvements in biodiversity within the borough.

8.0 Statutory Considerations

8.1 The Biodiversity Duty is now a statutory requirement, under the Environment Act 2021.

9.0 Equality Impact Assessment (EIA)

(Pre screening report template attached)

9.1 See attached pre-screening assessment.

10.0 Risk Management Implications

10.1 N/A

11.0 Declarations of Interest / Dispensations Granted

11.1 N/A

12.0 Background Papers

- Biodiversity Task Group agendas and minutes
- Environment & Community Panel agendas and minutes, in relation to the Urban Wildlife Informal Working Group

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Stage 1 - Pre-Screening Equality Impact Assessment

Name of policy/service/function	Recommendations of the Biodiversity Task Group				
Is this a new or existing policy/service/function? <i>(tick as appropriate)</i>	New	<input checked="" type="checkbox"/>	Existing		
Brief summary/description of the main aims of the policy/service/function being screened. Please state if this policy/service is rigidly constrained by statutory obligations, and identify relevant legislation.	To help improve biodiversity in the borough No				
Who has been consulted as part of the development of the policy/service/function? – new only <i>(identify stakeholders consulted with)</i>	Currently biodiversity task group, although E & C panel and Cabinet will scrutinise this before it goes to council.				
Question	Answer				
<p>1. Is there any reason to believe that the policy/service/function could have a specific impact on people from one or more of the following groups, for example, because they have particular needs, experiences, issues or priorities or in terms of ability to access the service?</p> <p>Please tick the relevant box for each group.</p> <p>NB. Equality neutral means no negative impact on any group.</p> <p><i>If potential adverse impacts are identified, then a full Equality Impact Assessment (Stage 2) will be required.</i></p>		Positive	Negative	Neutral	Unsure
	Age			<input checked="" type="checkbox"/>	
	Disability			<input checked="" type="checkbox"/>	
	Sex			<input checked="" type="checkbox"/>	
	Gender Re-assignment			<input checked="" type="checkbox"/>	
	Marriage/civil partnership			<input checked="" type="checkbox"/>	
	Pregnancy & maternity			<input checked="" type="checkbox"/>	
	Race			<input checked="" type="checkbox"/>	
	Religion or belief			<input checked="" type="checkbox"/>	
	Sexual orientation			<input checked="" type="checkbox"/>	
Other (eg low income, caring responsibilities)			<input checked="" type="checkbox"/>		

Question	Answer	Comments
2. Is the proposed policy/service likely to affect relations between certain equality communities or to damage relations between the equality communities and the Council, for example because it is seen as favouring a particular community or denying opportunities to another?	Yes / No	No
3. Could this policy/service be perceived as impacting on communities differently?	Yes / No	No
4. Is the policy/service specifically designed to tackle evidence of disadvantage or potential discrimination?	Yes / No	No
5. Are any impacts identified above minor and if so, can these be eliminated or reduced by minor actions? If yes, please agree actions with a member of the Corporate Equalities Working Group and list agreed actions in the comments section	Yes / No	Actions: N/A Actions agreed by EWG member:
<p>If 'yes' to questions 2 - 4 a full impact assessment will be required unless comments are provided to explain why this is not felt necessary:</p> <p>Decision agreed by EWG member:</p>		
Assessment completed by: Name	Stuart Ashworth	
Job title	Assistant Director – Environment & Planning	
Date completed	5/7/24	

Complete EIA Pre-screening Form to be shared with Corporate Policy (corporate.policy@west-norfolk.gov.uk)

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Borough Council of King's Lynn and West Norfolk Biodiversity Policies and Objectives

1.0 Introduction

1.1 Public authorities operating in England must consider what they can do to conserve and enhance biodiversity in England. This is the strengthened 'biodiversity duty' that the Environment Act 2021 introduces. This means that a public authority must:

1. Consider what it can do to conserve and enhance biodiversity.
2. Agree policies and specific objectives based on its consideration.
3. Act to deliver the policies and achieve the objectives.

1.2 Through a Biodiversity Task Group the Council has been considering various options to improve biodiversity. Set out below are the initial biodiversity policies and objectives. It is envisaged that they will be refined as they become embedded into business as normal and represent a first attempt at this.

1.3 It is important to note that the policies and objectives will need suitable resources to be carried out to a suitable standard.

1.4 Overarching policies and objectives

1. Seek to protect habitats and promote biodiversity.
2. Use our ability to influence others and encourage all partners to operate in the most sustainable way they can.
3. Continue to implement biodiversity policies through planning.
4. Implement recommendations from the Biodiversity Task Group (subject to Council agreement).
5. Create a Pollinator Action Plan.

1.5 A) Managing Council Land

- Review to prioritise those sites where intervention to enhance biodiversity can generate benefits for nature conservation by taking into account current condition and potential.

- Review Public Open Space (POS) function to prioritise those where intervention to enhance biodiversity can generate the most benefits for nature conservation taking into account other requirements of that POS.
- Review of maintenance regimes of grass areas maintained by the Council in order to increase biodiversity. Consider whether additional interventions would be beneficial and monitor as appropriate.
- Review to consider whether there are opportunities to encourage enhancements for biodiversity on Council owned development sites.

1.6 **B) Partnership and education**

- Continue to work with partners, and take all opportunities to improve the environment and biodiversity across Kings Lynn and West Norfolk as appropriate.
- Continue to support Friends Groups and seek to extend volunteer opportunities in nature conservation across the borough.
- Consider a programme of member and officer training, disseminating knowledge about local biodiversity (species locations and habitat conditions).
- Review how this can be expanded using:
 - website
 - infrastructure (signage)
 - social media

1.7 **C) Reporting and risks**

- Develop future monitoring and reporting for BNG secured through the planning service.
- Review biodiversity reporting.



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Kings Lynn and West Norfolk Pollinator Action Plan

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Foreword

If you think that there are fewer bug splats on your car than in your younger days, you are right.

Since 2004 three quarters of the United Kingdom's insects have vanished and many of these would have been pollinators, such as bees, butterflies and beetles. Pollinating insects move pollen from flower to flower while they feed on the sweet nectar. Flowering plants produce much of the food we eat and create the gardens, habitats and ecosystems we love to live in. Plant pollination is a fundamental link in the chain of life and has been calculated as contributing over 1.25 billion pounds to the UK's economy at today's prices.

Flowering plants and their pollinators have been around for at least 135 million years, but we can only trace our species back to just over 300,000 years ago. As the new kids on the block, we must act to reverse the decline in pollinator numbers, not only out of self-interest but through an obligation to the natural world.

Biodiversity on Earth is the result of nearly four billion years of evolution. Human activities have put an estimated one million species of plants and animals at risk of extinction out of some eight million species worldwide.

Plant pollination is a fundamental link in this chain of life, and we have an obligation to

redress the balance of dramatic biodiversity loss.

This pollinator action plan has come about through the hard work and expertise of this Council's Ecologist via the Biodiversity Task Group and as instructed by Council on 10 September 2020.

Additionally, The Environment Act 2021, strengthened 'biodiversity duty' so that this Council must:

- Consider what we can do to conserve and enhance biodiversity
- Agree policies and specific objectives
- Act to deliver our policies and achieve our objectives

The plan before you is thoughtful, evidenced and innovative. Its actions are achievable and realistic using effective resource management and timescales.

It is also very interesting reading and offers us hope for a better future, as well as leaving a legacy to be proud of.



Cllr De Whalley

Portfolio Holder for Climate Change and biodiversity at Borough Council of Kings Lynn and West Norfolk.

AN INTRODUCTION TO THE POLLINATOR ACTION PLAN

The purpose of this Pollinator Action Plan is to highlight the issues facing our pollinators, and to provide key objectives and actions for their long-term protection and enhancement.



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The King's Lynn and West Norfolk Pollinator Action Plan has been designed so that it contributes to the National Pollinator Strategy outcomes, which are:

- More, bigger, better, joined-up, diverse and high-quality flower rich habitats (including nesting places and shelter) supporting our pollinators across the country
- Heathy bees and other pollinators which are more resilient to climate change and severe weather events
- No further extinctions of known threatened pollinator species
- Enhanced awareness of across a wide range of businesses, other organisations and the public of the essential needs of pollinators
- Evidence of actions taken to support pollinators.

Our Action Plan broadly aligns with relevant key objectives of the Norfolk County Council Pollinator Actions Plan which seeks to:

- Raise the awareness and importance of pollinators throughout Norfolk.
- Promote, support and encourage pollinator-friendly farming
- Promote, support and encourage pollinator-friendly management of the county's highway verges, and Public Rights of Way (PRoW)
- Manage other county council assets for the benefit of pollinators
- Encourage the protection and enhancement of the Norfolk's pollinators through the planning system

WHAT ARE POLLINATORS?

Pollinators are essential to our environment, our food production and our lives. They are so-called because they carry the reproductive pollen grains from flower to flower, enabling fertilisation for seeds, nuts and fruit to be produced. Through pollination, new generations of plants grow, which in turn support wild habitats and other wildlife. Without pollination, most wild and cultivated plants, from trees to strawberries, could not reproduce.

One in every three mouthfuls of our food eaten in Europe depends on pollination taking place (Juniper, 2015).

They serve crops like oil seed rape, clovers and other nitrogen fixing plants, important for livestock grazing and wildflowers. They add to the diversity of plant species, habitats and wildlife in Norfolk as well as its natural beauty, making King`s Lynn and West Norfolk a better place to live, to enjoy and to visit. Losing our pollinators would be a major ecological and economic disaster.

Many different insect groups are excellent pollinators. The best known of them are bees, including bumblebees, solitary bees and the honeybee. But other wild insects are equally vital for pollination including wasps, hoverflies, moths and butterflies. Even some beetles, mosquitoes, bats and ants have a pollinating role. Many plants have evolved to offer nectar to attract insects. Whilst insects are feeding on a flower`s nectar or collecting pollen to feed to their young, pollen grains stick to the insects` bodies and transfer to the reproductive organs of the next flower they visit.



Hoverfly



Antler Moth



Solitary Bee



Brown Argus



White Tailed Bumblebee



Honey Bee



Social Wasp



Solitary Wasp

Photo credits © Bex Cartwright and Rosie Earwaker

WHAT'S THE PROBLEM?

Research shows that many of our pollinators are in trouble. For instance, here in Norfolk 23 bee species are now believed extinct (Owens, 2017) and in East Anglia as a whole, a further 25 bee species are considered 'threatened' and 31 species listed as being of 'conservation concern' (Jackson, 2019). A similar picture can be seen in our butterflies. For example, the iconic swallowtail butterfly for which Norfolk is a stronghold, has seen a 41% decline in abundance in the UK between 2022 and 2023 (Butterfly Conservation, 2023) and a decline of 1% over the last 10 years. The main threats to pollinators are habitat loss, climate change, pesticides, disease and invasive species.

These factors, particularly when combined can have a negative knock-on effect for other species that rely on pollinators, most notably plants, due to their symbiotic relationships, as insects pollinate our wild and garden flowers, which provide a crucial food source for a host of other wildlife such as birds, mammals, amphibians, and reptiles, thus affecting the wider biodiversity of habitats and ecosystems.

HABITAT LOSS Changes in our land use, including insensitive urban development and intensive farming, have resulted in habitat loss and fragmentation, the most significant cause of pollinator decline. Pollinators need flowers to forage and places to shelter, nest and overwinter, within vegetation, hedgerows and soil. But since the Second World War, we have lost 97% of our wildflower meadows as a result of modern farming practices and urban development. Where wildflower-rich habitats do still exist, these are often small,

isolated areas separated by land uses hostile to pollinators, making it difficult for insects to move around our landscapes.

CLIMATE CHANGE By disrupting seasonal patterns and flowering periods of plants, climate change is impacting pollinators. It affects the timing of flowering plants that they rely on for food and disrupts nesting behaviours and emergence after winter. It is also thought that a warming climate could restrict or alter the range of pollinators. Extreme weather events such as wildfires, floods, and droughts that impact pollinators may also become more frequent.

PESTICIDES The increased use of pesticides has adversely impacted pollinators and the plants on which they depend. Neonicotinoid pesticides are particularly harmful to bees, affecting their central nervous system, and consequently are now under a general ban across the European Union. Furthermore, some routinely used herbicides have also been shown to affect pollinators and their use, of course, reduces the availability of food plants throughout the year.

DISEASES AND INVASIVE SPECIES Evidence suggests that some honeybee diseases can spread to our wild bumblebees. A further threat is invasive species such as the Asian Hornet, which if allowed to take hold could devastate our native bee populations. Pollinators have been in serious decline for many years and a loud and clear message is coming from scientists, wildlife organisations and the government that they need help and quickly otherwise all of us, plants, pollinators and people, face serious problems.

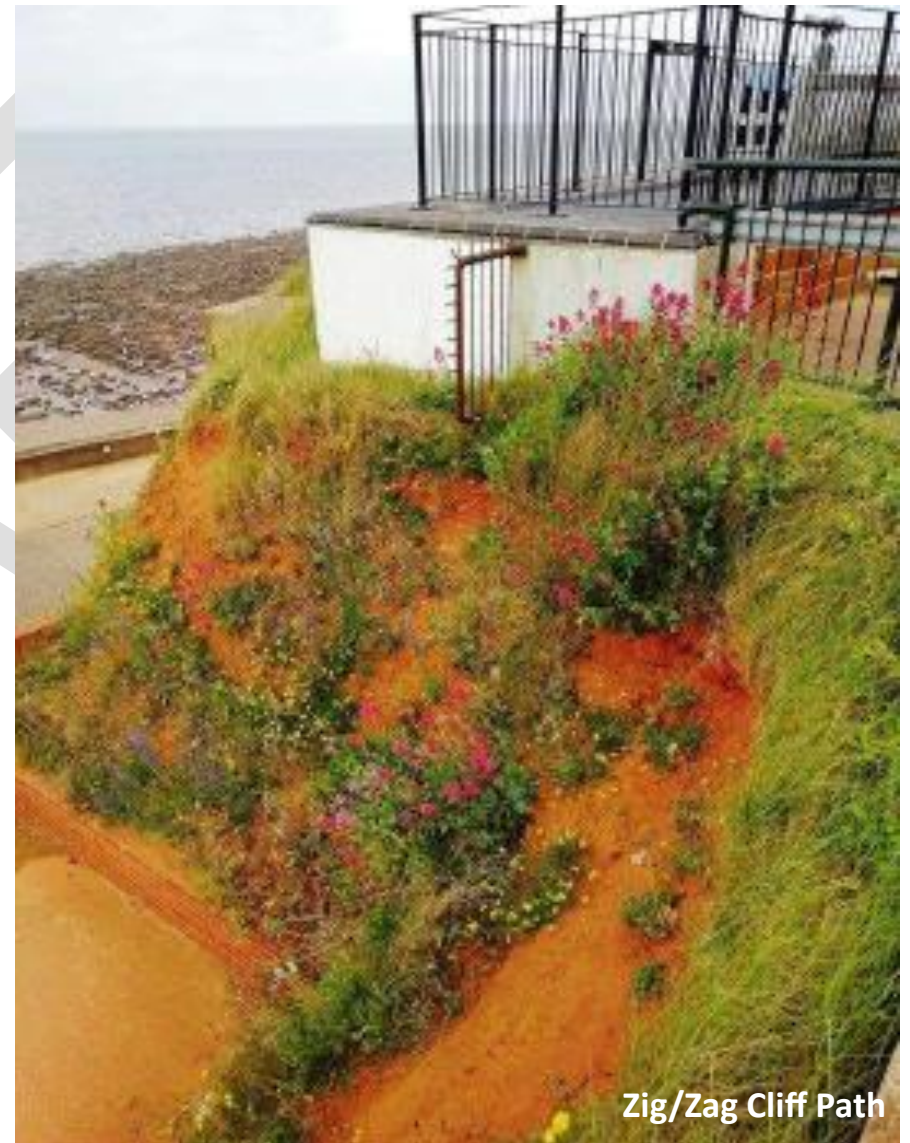
WHAT DO POLLINATORS NEED?

Like all animals, pollinators need a variety of different habitat types for food, nesting, egg-laying, and hibernation year round.

SHELTER They need to be able to shelter, nest and overwinter in diverse habitats such as hedgerows, scrub and tall grass, burrows and holes in tree trunks. For example, patches of long grass make great nesting sites for bumblebees, and dead wood can make ideal hibernation sites for certain types of butterfly (read more in [Buglifes introduction to pollinator habitats](#)). Many also have different needs again in their larval stages.

FORAGE Foraging grounds for all pollinators have been steadily eroded. All pollinators need flowering, semi-natural habitats like wildflower meadows, hedgerows and woodland edges. They need agricultural landscapes which have unimproved grassland, hay meadows, clover-rich grassland, orchards and arable crops. Large fields of wind pollinated crops, like wheat, do not support pollinating insects.

BEYOND THE COUNTRYSIDE It's not only the countryside where pollinators' needs can be better met. They can find food and shelter in gardens, parks, roadside verges and any other open area. It's quite easy to provide for pollinators by making sure they have the right plants. They include common knapweed in wildflower meadows, red clover in pasture, hawthorn and bramble in hedgerows and woodland, cosmos in bedding areas and night scented plants such as honeysuckle and white campion to attract moths (read more in this [RSPB guide](#)).



Zig/Zag Cliff Path

WHAT'S BEING DONE TO HELP POLLINATORS?

Our Pollinator Action Plan is part of a much wider movement. In 2014, the government published the National Pollinator Strategy for England, a ten-year plan to rescue these insects and to help them to thrive.

Subsequently, in 2022, it published the associated three-year Pollinator Action Plan. Buglife, Friends of the Earth and Bumblebee Conservation Trust have also published strategies and policies to address the decline of pollinators.

B-Lines - The charity Buglife has championed 'B-Lines', or "insect super-highways", which are made up of a series of flower-rich habitats that provide important stepping stones between key local sites such as Sites of Special Scientific Interest (SSSI), and County Wildlife Sites (CWS) throughout the landscape. "...B-Lines can help to identify where important wildflower networks exist within the landscape" (Buglife 2023). These so-called B-Lines can provide local authorities with an easy way of mapping such linear landscape features within its administrative boundary, as well as helping to meet national objectives including Biodiversity Net Gain (BNG), as set out in the Environment Act 2021, and the National Pollinator Strategy.

In the Borough Council of King's Lynn and West Norfolk - Small pockets of biodiversity areas have been created and are maintained by the Council's public open spaces team who also support several community led projects and initiatives like the 'In Bloom' initiative. This includes annual wildflower strips, sensitive cutting regimes, pollinator species included in bedding plants in The Walks, wild verges and community engagement. You find out more on page 7.

By individuals

Many individuals are already taking active steps to help pollinators. These range from changing the way they look after their gardens, to making positive consumer choices. People are realising that they don't need to be an expert or have acres of land – and by spreading the pollinator friendly word and supporting local conservation efforts, individuals can make a real difference. You can find out what you can do on page 8.



WHAT WILL WE ACHIEVE IN KING'S LYNN AND WEST NORFOLK?

This Action Plan will allow us to:

- Manage Council assets and operations to ensure that they are more pollinator friendly
- Ensure that the needs of pollinators are recognised and are taken into account across the Council's functions and responsibilities, and are taken account of in relevant strategies and policies
- Manage the council assets in a way that brings pollinator improvements and provides a model that can be replicated by other landowners across Norfolk
- Identify pollinator opportunities, and support collaborative, locally-owned initiatives.

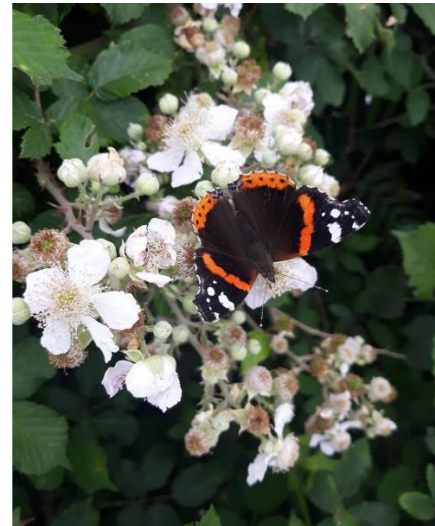
This Action Plan includes actions that will be taken by the Borough Council of King's Lynn and West Norfolk across our various functions and services.

It requires commitment and support across the Council, from members, officers, and our contractors.

The Action Plan also includes actions to inspire others to do more for pollinators across Norfolk. This includes increasing awareness of the needs of pollinators. It can be used to support landowners, farmers, parish councils, community groups, businesses and individuals to help bring benefits to pollinators and their habitats at a variety of scales.

The wider environmental context

In addition, this Action Plan will not only help our pollinators, but will sit alongside other important environmental objectives both locally and nationally, including the Local Nature Recovery Strategy (LNRS), and Biodiversity Net Gain (BNG). BNG can enable pollinating insects to restore and increase their populations through the creation of new habitats, and the connectivity of existing ones. Linear landscape features such as hedgerows and roadside verges can help to connect habitats, thus reducing habitat connectivity and enabling insects greater access to resources such as food, which in turn enables plant pollination.



POLLINATOR POSITIVES BOROUGH COUNCIL OF KING'S LYNN AND WEST NORFOLK GOOD NEWS FEED



A19 Wildflower

B-lines connected through wildflower strips

The A19 provides the main access route into Hunstanton. This wildflower strip is a wonderful example of how habitat fragmentation can be tackled by connecting and extending national B-Lines. It also provides an attractive welcome to visitors, showcasing Norfolk's wild beauty.



Wildflower strip © PHOTO CREIDT



Like



Comment

Share



Memorial Field

Biodiversity Area

Memorial Field – NVN funded with limited input from POS rotovating the area.

Further tree planting and wildflowers

Further details to be added.



Like



Comment

Share



Wildflower strip © PHOTO CREIDT



Anglia In Bloom

Promoting of the natural environment through community

Anglia In Bloom is a charity organisation which aims to promote the conservation, protection and improvement of the physical and natural environment. The In Bloom campaign is entirely managed and run by volunteers from the six counties of the eastern region and is supported by a community of dedicated residents, gardening enthusiasts, council officers and local businesses.



Like



Comment



Share

TOP TIPS FOR POLLINATORS

Here are five top tips for helping pollinators:

i. Create homes for pollinators:

Without safe places to rest, nest, and over-winter, pollinators cannot survive. Undisturbed log piles, leaf litter, twig bundles and compost heaps make great homes for pollinators. You could try making a bug hotel.

ii. Plant for pollinators:

Try to provide flowers throughout the year from early spring to early winter. Plant native species like foxgloves, ivy, and local wildflower mixes. Many wildflowers are naturally drought-tolerant and require less watering than other plants. Some cultivated garden plants that have been demonstrated to be particularly visited by foraging include buddleja, borage, common marigold, lavender, ox-eye daisy, comfrey (Baldock et al, 2019) and sunflowers.

iii. Be Less tidy:

Naturally messy places with nettles, brambles and undisturbed rough grasses are vital for both food and shelter for pollinators and other invertebrates. Instead of 'tidying up', leave seed heads and fallen leaves in situ.

iv. Mow less:

Reduce the frequency of mowing and leave areas of grass uncut. This will allow wild plants such as dandelion, hawk-bits and clovers to flower, providing another source of nectar.

v. Ditch the chemicals:

Avoid using weed killers, aphid killers, slug pellets or other pesticides. These products reduce the amount of food and homes available for pollinators and other useful invertebrates and can harm the environment in other ways. Instead go for natural alternatives, which are free! For example, use crushed eggshells, or better still, encourage hedgehogs, as slugs are one of their favourite foods!



FURTHER INFORMATION

Find out about what organisations are doing in Norfolk, and how to get involved!

Buglife - <https://www.buglife.org.uk/>

Bumblebee Conservation Trust - <https://www.bumblebeeconservation.org/>

Norfolk Bee keepers Association - <https://norfolkbeekeepers.org.uk/>

Norfolk Butterfly Conservation - <https://butterfly-conservation.org/in-your-area/norfolk-branch>

Norfolk Wildlife Trust - [Welcome - Norfolk Wildlife Trust](#)

Useful publications and sources of information

Buglife bee lines hub- [B-Lines - Buglife](#)

Buglife Introduction to Pollinators and their habitats - <https://cdn.buglife.org.uk/2021/04/Introduction-to-Pollinator-Habitats-FINAL.pdf>

Buglife Pollinator Identification Chart - [Pollinator-identification-chart.pdf \(buglife.org.uk\)](#)

Buglife neonicotinoids - [Neonicotinoid Insecticides - Buglife](#)

Buglife Urban Buzz - [Urban Buzz - Buglife](#)

RSPB Home for insects and minibeasts - [Activities \(rspb.org.uk\)](#)

RSPB Night Scented Plants for moths - [Nature on your doorstep: Night-scented plants for moths - Nature On Your Doorstep Blog - Nature On Your Doorstep - The RSPB Community](#)

RHS Plants for Pollinators - [Plants for Pollinators advice and downloadable lists / RHS Gardening](#)

Staffordshire Wildlife Trust Bee ID guides - <https://www.staffs-wildlife.org.uk/downloadable-bee-guide>

The National Pollinator Action Plan - [Pollinator Action Plan 2021 to 2024 - GOV.UK \(www.gov.uk\)](#)

REFERENCES

Jackson, L. (2019) East of England Bee Report: A report on the status of threatened bees in the region with recommendations for conservation action.

Buglife (2023) The Benefits of B-Lines to Local Authorities in England, Advice Sheet. Peterborough

Butterfly Conservation (2023) UK Butterfly Monitoring Scheme: UK Summary of Changes; Table 2023; <https://ukbms.org/official-statistics>

Juniper, T. (2015) What nature does for Britain. Profile Books

Owens, N. (2017) The Bees of Norfolk, Pisces Publication



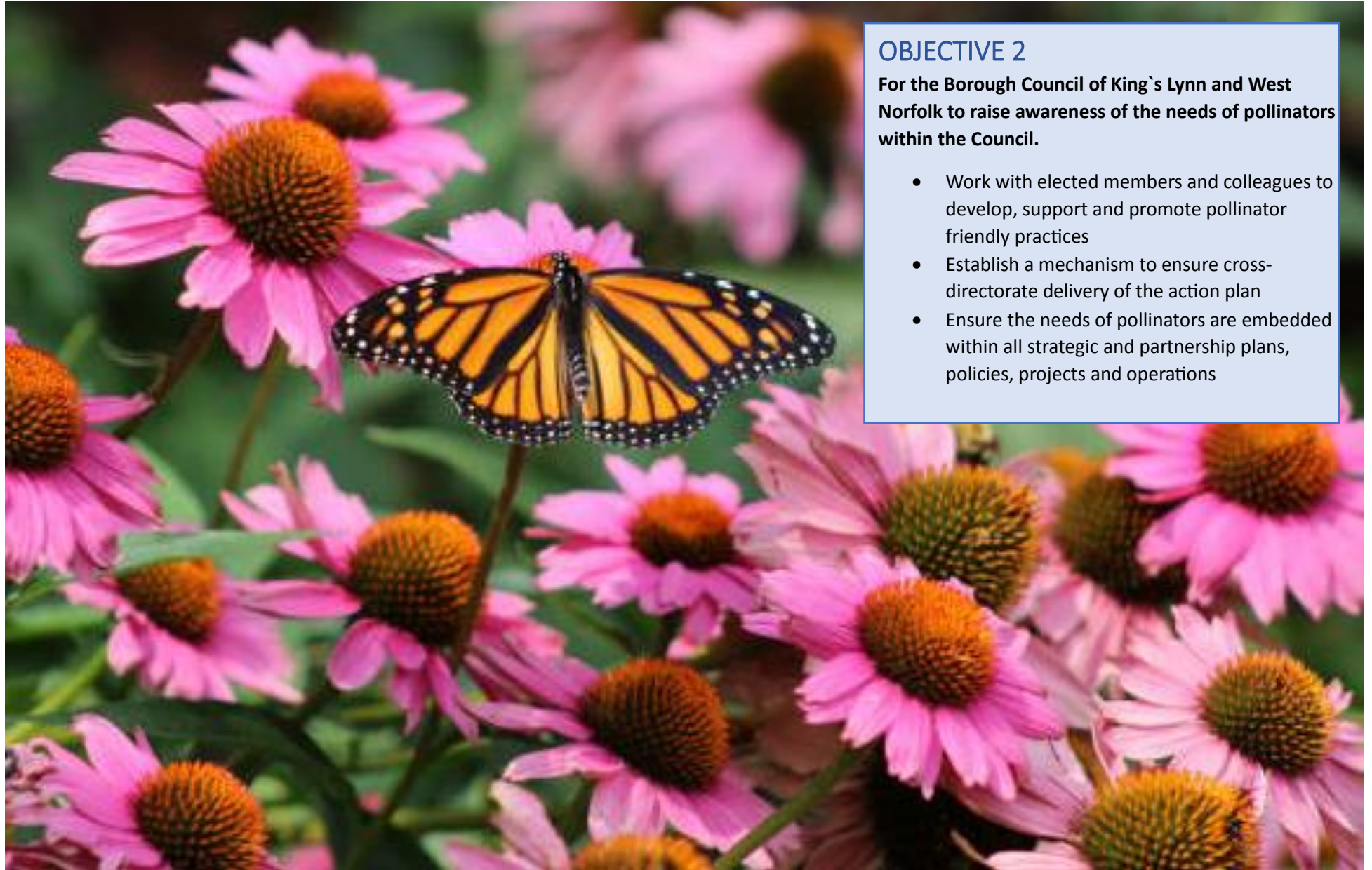
OBJECTIVE 1

For the Borough Council of King` s Lynn and West Norfolk to manage the land it owns, controls and influences in a way which benefits pollinators` habitat and forage.

The Council will:

- Ensure pollinator friendly practices are embedded into maintenance works, training, lease agreements and contracts.
- All non-routine works to be assessed for their potential impact on pollinators and their habitats prior to work commencing to ensure no net loss.
- Develop biodiversity champions.
- Take advantage of opportunities to create habitat for pollinators through Biodiversity Net Gain (BNG).
- Reviewing amenity planting schemes (including tree planting and bedding planting) aiming to increase the value of these for pollinators and ensure resources are available all season.
- Establish a pilot/testing of pollinator-friendly measures on council assets that could be adopted by others across King` s Lynn and West Norfolk.
- Reduce the use of glyphosate and Neonicotinoids across land owned or managed by the Council, except where no viable alternative exists, and continue to review new methodologies as they become available.
- Look for opportunities to 'green' its buildings and assets with pollinator friendly features such as bee hotels.





OBJECTIVE 2

For the Borough Council of King's Lynn and West Norfolk to raise awareness of the needs of pollinators within the Council.

- Work with elected members and colleagues to develop, support and promote pollinator friendly practices
- Establish a mechanism to ensure cross-directorate delivery of the action plan
- Ensure the needs of pollinators are embedded within all strategic and partnership plans, policies, projects and operations

OBJECTIVE 3

To ensure the needs of pollinators are represented in local plans, policy and guidance.

- Review existing local plans and planning policy to assess if they provide suitable measures for pollinators.
- Provide training for planning officers on the need for and benefits of actions for pollinators and encourage nomination of a planning officer as an 'Eco advocate' to support their colleagues.
- Recognise and capitalise on opportunities to create pollinator friendly habitats as part of new development.
- Engage with partners where possible to feed into strategic and countywide initiatives.



OBJECTIVE 4

To raise awareness to support pollinator-friendly practices throughout Kings Lynn and West Norfolk

- Produce / promote web-based guidance and/or leaflets with Local groups, e.g. Friends' groups around Kings Lynn and West Norfolk
- Help to develop actions for areas such as churchyards, village greens, community-owned land, amenity land in partnership with local groups/Parish councils.
- Participating in and supporting any wider pollinator projects and initiatives, including integrating pollinator needs into pre-existing schemes and initiatives.
- Carry out a brief review of achievements annually and publicise success to local communities.

ACTIONS THAT THE BOROUGH COUNCIL OF KING`S LYNN AND WEST NORFOLK WILL TAKE ACROSS ITS VARIOUS FUNCTIONS AND SERVICES

- Internal actions for Borough Council of King`s Lynn and West Norfolk are Objectives 1-2 (highlighted in orange)
- Wider actions are Objectives 3-4 (highlighted in green)
- Timescales to establish: Short (in 2024); Medium (by 2025) and Long (after 2025)

Objective 1: Manage land the Council owns, controls and influences in a way which benefits pollinators` habitat and forage.

	Description	How this will be achieved?	Measures of progress	Resources available/ required	Lead	Partners	Timescale
1.1	Manage Borough Council of King`s Lynn and West Norfolk assets to maximise opportunities for pollinators.	<p>Set up meetings with Public Open Spaces staff to identify training needs.</p> <p>Develop awareness by delivering training, and guidance for POS Team and contractors working for Borough Council of King`s Lynn and West Norfolk to promote pollinator best practice.</p> <p>Develop biodiversity champions.</p> <p>Take advantage of opportunities to create habitat for pollinators through Biodiversity Net Gain (BNG).</p> <p>Take advantage of opportunities arising through the Norfolk Local Nature Recovery Strategy (LNRS).</p>	<p>Track meetings established and training identified.</p> <p>Track attendance of officers at events / seminars.</p> <p>Track adoption of pollinator friendly management actions on</p>	<p>Officer time required</p> <p>Funding for training and events required.</p> <p>BNG regulations Norfolk Local Nature Recovery Strategy</p>	<p>Ecology Officer/New Biodiversity Officer role</p> <p>Public Open Spaces Team</p> <p>Corporate Property Team</p>	Norfolk Wildlife Trust	Short/ Medium

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	Description	How this will be achieved?	Measures of progress	Resources available/ required	Lead	Partners	Timescale
			Council land.				
1.2	Reviewing amenity planting schemes aiming to increase the value of these for pollinators.	Review the current planting scheme to identify which plant types/species good pollen providers and include such plant types when practicable in future planting schemes. Where pollen sources are lacking at certain times, identify which plants could be introduced to the planting scheme to provide year round pollen sources.	Local monitoring using a national standard to establish trends.	RHS pollinator plant list Revenue funding required where changes in schemes/regimes are identified	Public Open Spaces Team	Ecology Officer	Long Term
1.3	Establish a pilot of pollinator-friendly measures on Council assets that could be adopted by others across King`s Lynn and West Norfolk.	Identify a suitable site to undertake a full constraints and opportunity plan.	Local monitoring using a national standard to establish trends. Monitor change in the % of identified site being managed for pollinators.	Officer time External support	Ecology Officer	Norfolk Wildlife Trust Public Open Spaces Team	Long Term
1.4	Phase out pesticide use on Council assets over the longer term.	Follow the principles of the adopted NCC Glyphosate Policy to protect pollinators and other biodiversity.	Monitor glyphosate usage.	Officer time Integrated Weed	Public Open Spaces Team	Ecology Officer Property Services	Short / Medium

	Description	How this will be achieved?	Measures of progress	Resources available/ required	Lead	Partners	Timescale
		<p>Educate tenants on the risks to pollinators when using neonicotinoids and other pollinator harming pesticides for pest control</p> <p>Prohibit the use of neonicotinoid pesticides which have been linked to the decline in pollinators on Council land where the power to do this exists.</p>		<p>Management approach (NCC Glyphosate Policy) to minimise glyphosate use</p>			
1.5	Make Council owned land and buildings more pollinator friendly.	<p>Identifying opportunities for small scale low budget changes to properties owned by the Council e.g. installation of bee hotels, bat boxes, earth bunds, review of formal planting for pollinator friendly species.</p> <p>Identify where longer term larger scale action can be integrated into new buildings i.e. green roofs, green walls, sustainable urban drainage.</p> <p>Training for property service.</p>	<p>Track number of events and training on pollinators.</p> <p>Track number of pollinator features rolled out to Council properties.</p>	<p>Officer time</p> <p>Materials to create pollinator features</p> <p>Revenue funding required to maintain features once installed</p>	<p>Property Services</p> <p>Major Housebuilder services</p>	<p>Ecology Officer</p> <p>Public Open Spaces Team</p>	Long term

Objective 2: Raise awareness of pollinator needs within the Council.

Description	How this will be achieved?	Measures of progress	Resources available/	Lead	Partners	Timescale
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				required			
2.1	Work with elected members and colleagues to develop, support and promote pollinator friendly practices.	Messaging for Councillors, Officers, to enable them to promote Borough Council of King`s Lynn and West Norfolk actions for pollinators. Encourage staff to feed back on actions they take for pollinators	Track Messaging and updates created and events supported	Officer time required	New Biodiversity Officer role (only possible if secured)	Communications Team Democratic Services Public Open Spaces Team Councillors and members	Short
2.2	Establish a mechanism to ensure cross-directorate delivery of the action plan.	Internal officer group on nature recovery. Identify the most effective ways to influence pollinator-friendly practices at Borough Council of King`s Lynn and West Norfolk.	Production of corporate protocols for considering pollinators.	Officer time required, Member time.	New Biodiversity Officer role (only possible if secured)	Communications Team Democratic Services Public Open Spaces Team Councillors and members Ecology Officer	Medium
2.3	Ensure the needs of pollinators are embedded within all relevant Borough Council of King`s Lynn and West Norfolk	Internal review of policies and management operations	Set up review programme. Progress	Officer time required	New Biodiversity Officer role (only possible if	Members Ecology Officer	Medium

	strategic and partnership plans, policies, projects and operations.		monitored		secured)	Public Open Spaces Team Policy Team Climate Change Team	
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Objective 3: To ensure the needs of pollinators are represented in local plans, policy and guidance.

	Description	How this will be achieved?	Measures of progress	Resources available/ required	Lead	Partners	Timescale
3.1	Review the existing Local Plan and its planning policy approach to assess if it provides suitable measures for Pollinators.	Identify if current and emerging site allocations that contain habitats which support pollinators or could do so, such as brownfield sites are recognised. Highlight allocations where action for pollinators would be necessary. Take advantage of opportunities arising through the Norfolk Local Nature Recovery	Record allocations where advice on action for pollinators has been provided.	Officer time National Planning Policy Framework National Pollinator Strategy	Policy Officer	Ecology Officer Other Norfolk authorities Climate Change Team	Long

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	Description	How this will be achieved?	Measures of progress	Resources available/ required	Lead	Partners	Timescale
		Strategy (LNRS).					
3.2	Provide training for planning officers on the need for and benefits of actions for pollinators and encourage nomination of a planning officer as an 'biodiversity champion' to support their colleagues.	Provide training on BNG and Statutory metric to planning officers. Promote Borough Council of King's Lynn and West Norfolk Pollinator Action Plans.	Track number of events and training on pollinators.	Officer time Online guidance and resources for local authorities e.g. Buglife	Ecology Officer	Norfolk Wildlife Trust Development management team Planning Officers	Medium/long term
3.3	Recognise and capitalise on opportunities to create pollinator friendly habitats as part of new development landscaping schemes.	Raise awareness of and promote the creation of pollinator friendly features with developers	n/a	Officer time National Planning Policy Framework	Ecology Officer	Planning Officers Property services Arboricultural Officer	Long term
3.4	Support Neighbourhood Plans with approaches to local biodiversity policy	Aid Neighbourhood planning where Biodiversity Policy will include reference to pollinator	Track number of made plans that include reference to pollinators	Officer time	Policy Officer	Ecology Officer	Medium/Long Term

Objective 4: Raising awareness to support pollinator-friendly practices throughout Kings Lynn and West Norfolk.

	Description	How this will be achieved?	Measures of progress	Resources available/ required	Lead	Partners	Timescale
4.1	Promote actions for areas such as churchyards, village greens, community-owned land, amenity land e.g. as managed by parish/town councils and the borough/district authorities.	Promote web-based guidance with a dedicated webpage	Develop and monitor targets such as changes in land management to favour pollinators, and guidance produced	National guidance available online	New Biodiversity Officer role (only possible if secured)	Communications Team Norfolk Wildlife Trust Ecology Officer	Medium/long term
4.2	Participating in and supporting any wider pollinator projects and initiatives, including integrating pollinator needs into pre-existing schemes and initiatives.	Many pollinator projects and initiatives are already happening around the country (for example see below for information on B-Lines and Urban Buzz). Support known initiatives through planning.	Track involvement in number of projects/initiatives	Bugslife Urban Buzz - https://www.buglife.org.uk/our-work/pollinator-projects/urban-buzz/ Bugs life bee lines - B-Lines - Buglife	New Biodiversity Officer role (only possible if secured)	Public Open Spaces Ecology Officer	Long term
4.3	Establish effective	Carry out a brief	Track number of	Officer time	New	Public Open	Medium/

	Description	How this will be achieved?	Measures of progress	Resources available/ required	Lead	Partners	Timescale
	monitoring of work being carried out in our area.	review of achievements annually and publicise success to local communities.	achievements and Pollinator communications		Biodiversity Officer role (only possible if secured)	Spaces Team Ecology Officer Property Services Communications Team	Long term

DRAFT

Domestic Energy Efficiency, Projects & Cost of Living Support

Agenda Item 9

Jacob Medlock
Housing Standards Officer (Energy Efficiency)

Borough Council of
King's Lynn &
West Norfolk



Contents

- 1. Energy Efficiency Improvement Schemes**
- 2. Projects**
- 3. Cost of Living & Fuel Poverty Support**

1. Energy Efficiency Improvement Schemes

Energy Company Obligation (ECO) 4

103

- ECO 4 is the fourth stage of the governments Energy Company Obligation scheme. As part of its Sustainable Warmth strategy, the government has extended the ECO grant for an extra four years, meaning it will run until March 2026.
- The scheme fully funds the implementation of wall insulation, loft insulation, lighting, clean heating and various other energy efficiency improvements. Otherwise known as a 'full house retrofit'.
- ECO 4 aims to support the least energy efficient homes in England & Wales, with a focus on low-income and vulnerable households.



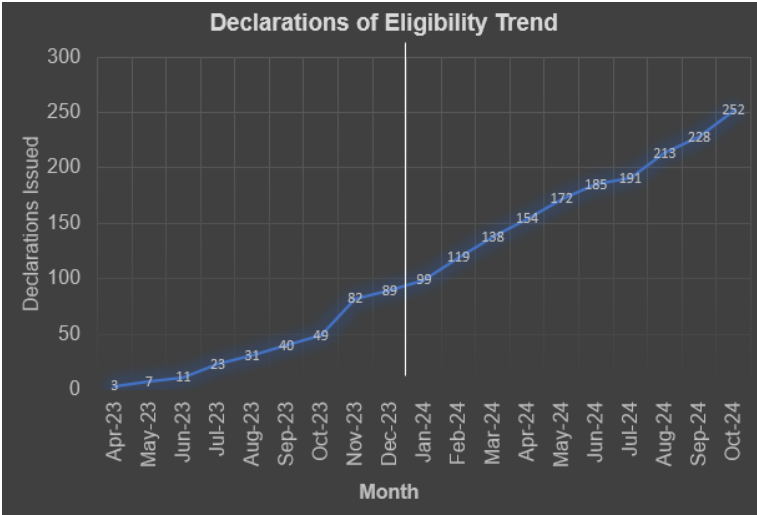
Energy Company Obligation (ECO) 4 – Flexible Eligibility

- The flexible eligibility mechanism within ECO 4 enables local authorities to issue declarations of eligibility to households across the borough.
- The Borough Council of King's Lynn & West Norfolk published its Statement of Intent (SOI) on 27/02/2023 outlining the qualification routes for applicants.
- These routes are as follows:
 1. **Annual income below £31,000 per annum.**
 2. **Households in receipt of certain benefits/proxies.**
 3. **NHS professional & GP referrals (following the council identifying a link between certain health conditions and cold homes).**
 4. **Bespoke Targeting.**

*Our full SOI can be found through the following - [Statement of Intent \(SOI\).pdf](#)



Energy Company Obligation (ECO) 4 – Flexible Eligibility



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- Since our Statement of Intent (SOI) went live on 27/02/2023, Housing Standards has issued 252 declarations of eligibility to households across the borough.
- To put this into perspective, only 8 declarations were issued throughout the entirety of ECO 3, so this is a massive improvement.
- A declaration enables a household to access funding for a full house retrofit in accordance with the PAS 2035 regulations.



[Energy Company Obligation \(ECO\) Flexible Eligibility Declarations - Google My Maps](#)

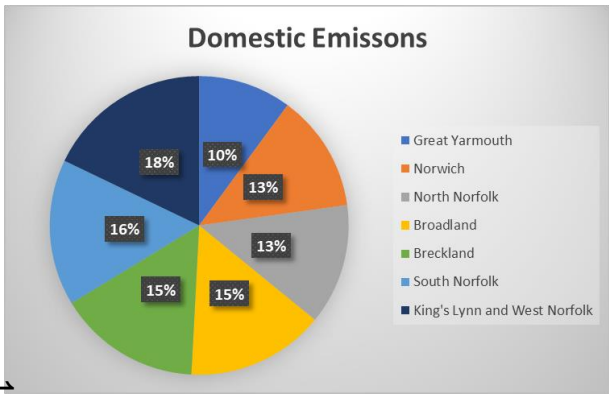
EPC Improvements



Of the 252 declarations issued through ECO Flex, 114 households have received full house retrofits and as a result the SAP ratings of the dwellings have increased to C or above.







Domestic Carbon Emissions



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- In 2022, the Department for Business, Energy & Industrial Strategy (BEIS) published the Norfolk Territorial Emissions profiling the areas of emissions across the county.
- King's Lynn & West Norfolk is currently the highest emitter of domestic CO2 across Norfolk.
- BEIS publishes updated statistics every 2 years.

- Whilst the improvement of EPC's across the borough is Housing Standards primary concern, the reduction of CO2 following a full house retrofit is a significant bi-product worth highlighting.
- Using RdSAP data, we have been able to determine the tonnage of CO2 emitted per annum before the full house retrofit and the tonnage per annum after the full house retrofit.
- In total, **623 tonnes of CO2 has been saved per annum!**
- This is equivalent to the emissions from:
 - 63,596 gallons of petrol consumed 
 - 622,867 pounds of coal burned 
 - 1,309 barrels of oil consumed 
 - 37,311,050 number of smartphones charged 

The improvements made through ECO Flex are playing a pivotal part in ensuring that domestic emissions are being reduced across the borough.

Great British Insulation Scheme (GBIS)

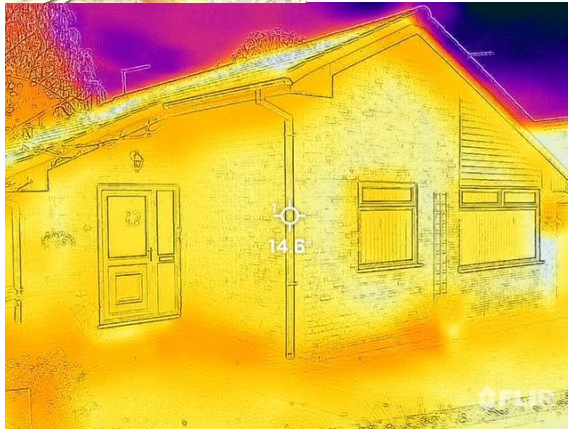


- The Borough Council responded to Ofgem's consultation for GBIS on 5th April 2023, expressing a desire to participate in GBIS.
- GBIS, formally known as ECO + will draw money from the ECO 4 pot and provide singular retrofit improvements to households within Council Tax Bands A-D that have an EPC between D-G.
- Applications are now open for GBIS and the Borough Council published its Statement of Intent for this scheme on 25/09/2023.



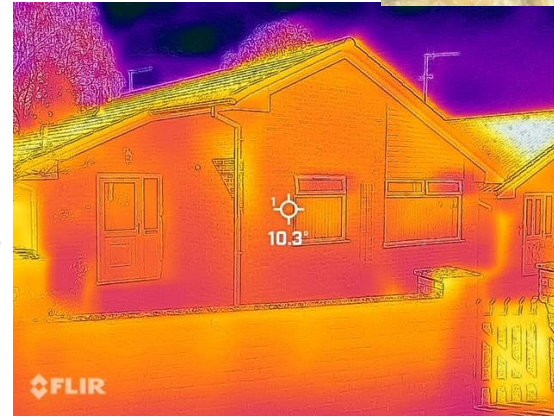
Property in King's Lynn.

Gas central heating with no cavity wall or loft insulation.



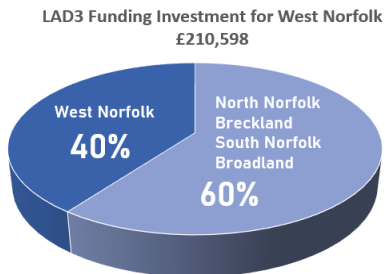
The lighter colours indicate that a lot of heat is escaping through the poorly insulated walls.

The walls are now much darker in colour, showing the external wall is colder meaning that less heat is escaping out into the atmosphere.



Local Authority Delivery (LAD) 3 – Final Report

- LAD 3 commenced in April 2021 and enabled households on the gas network to access singular retrofit improvements.
- These improvements typically included loft, cavity and flat roof insulation.
- The Borough Council of King's Lynn & West Norfolk, along with three other local authorities delivered the initiative through the Norfolk Warm Homes consortium, headed up by Broadland & South Norfolk District Council.
- LAD 3 officially closed for applications on 31/03/2023 and we're now able to assess our performance.



- Our performance exceeded all expectations!
- £210,598 was obtained through LAD 3 and spent to improve the energy efficiency of 24 properties in King's Lynn & West Norfolk.
- This equates to 40% of the countywide allocation, making us the leading authority across the county.

<u>Wave</u>	<u>Funding Obtained</u>	<u>Properties Improved</u>
Wave 2	£29,107	3
Wave 3	£210,598	24
	£181,491	21



Home Upgrade Grant (HUG) 2

<u>Home Upgrade Grant (HUG)</u>		
<u>Wave</u>	<u>Funding Obtained</u>	<u>Properties Improved</u>
Wave 1	£155,279.18	13
Wave 2	£408,585.29	18
	£253,306.11	5

- HUG 2 is being delivered through the Norfolk Warm Homes team which is a consortium made up of the local authorities from across the county.
- Similarly to ECO 4, HUG 2 accommodates full house retrofits.
 - Properties must be off the gas network.
- £408,585.29 worth of funding has been obtained so far!
- The total spend of LAD 3 has already been surpassed by the current spend of HUG 2.
- HUG 2 will be running until March 2025 so we fully expect this figure to increase even further.



Social Housing Decarbonisation Fund (SHDF) 2.1

- Freebridge have been busy implementing the 2nd wave of the Social Housing Decarbonisation Fund (SHDF) across it's housing stock.
- 124 retrofit measures have been installed across Freebridge's stock.
- Not only are air source heat pumps being installed, Solar PV is being implemented where appropriate. 59 PV installations have been completed so far.
- Housing Standards will continue to liaise with Freebridge Community Housing throughout the duration of this scheme.



Post EPC's completed to date (24/09/24)	Property EPC Rating Before improvement works		Property EPC Rating After improvement works	
	EPC D	EPC E	EPC B	EPC C
39	22	17	20	19

No Properties	Carbon Emissions Before (tonnes CO2)	Carbon Emissions After (tonnes CO2)	Total Carbon Emission Reduction (tonnes CO2)	Average Reduction per property (tonnes CO2)
39	179	57	<u>122</u>	<u>3</u>

Case Studies

Going 'green' together

West Norfolk Council's Philippa Silils tells us about the community who joined forces to together save thousands on their energy bills



The council team, from left: Philippa Silils, Gillie Orr, Alan Burdette, Gordon Anderson

The council team, from left: Philippa Silils, Gillie Orr, Alan Burdette, Gordon Anderson. Philippa Silils, West Norfolk Council Cabinet member for people and community, has been instrumental in the work of the council's Energy Efficiency Scheme. "It's a great news for the people who will be saving money and it's good news for the environment. I hope they will have a great time with it and they will be happy to see the results." The scheme is funded through the government's Energy Company Obligation (ECO) 4.

The work is funded through the government's Energy Company Obligation (ECO) 4. "Everything progressed so quickly... fully-funded home improvements seems too good to be true". The occupants explained that they "couldn't fault the installation" and the installer was very "proactive" with regards to communication and providing "hassance throughout the installation". When asked if they would recommend the scheme, the occupants enthusiastically responded "yes, fully funded improvements are the way forward".

Now that the air source heat pump, solar panels and cavity wall insulation have been installed, the energy performance certificate has increased from F to B. On average a household will produce 6 tonnes of CO2 a year, however with the improvements, this bungalow was producing 9 tonnes of CO2 a year. The bungalow now only produces 1.6 tonnes of CO2.

Members of the council team meet with a resident, prior to the installation of solar panels. The council team, from left: Philippa Silils, Gillie Orr, Alan Burdette, Gordon Anderson. "It's a great news for the people who will be saving money and it's good news for the environment. I hope they will have a great time with it and they will be happy to see the results." The scheme is funded through the government's Energy Company Obligation (ECO) 4.

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Now that the air source heat pump, solar panels and cavity wall insulation have been installed, the energy performance certificate rating (EPC) has increased from E to C. Because an air source heat pump is a sustainable heating type, the D1 property now saves 1.4 tonnes of carbon dioxide per year.

Members of the council team meet with a resident, prior to the installation of solar panels. The council team, from left: Philippa Silils, Gillie Orr, Alan Burdette, Gordon Anderson. "It's a great news for the people who will be saving money and it's good news for the environment. I hope they will have a great time with it and they will be happy to see the results." The scheme is funded through the government's Energy Company Obligation (ECO) 4.

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Norfolk Warm Homes Sustainable Warmth Grant Case Study

Case Study - Air source Heat Pump

Mr D - Kings Lynn and West Norfolk
Mr D lives in a three bedroom detached bungalow in Kings Lynn which has a very old and inefficient oil back boiler. Having been advised by his heating engineer that "it was hard to get parts for and that the boiler may not last through the next winter", Mr D started to look at his options.

Mr D explained that his 'son told me about the Norfolk Warm Homes project that he had seen online to help install insulation and renewable heating, so I looked into it and to my surprise I was eligible for funding as I have a low income of less than £30,000".

"I applied and just weeks later I had an oil leak from the old back boiler which meant it was going to have to be replaced, costing me thousands of pounds so when the Warm Homes Team said they could help fund an air source heat pump I jumped at the opportunity".

As part of the application process, the Norfolk Warm Homes Team advised for their retrofit contractors to assess Mr D's property. "I didn't have a clue what energy rating my property would be as I have been here since the 70's so when the assessor came around I was glad to hear it was well insulated with cavity wall and loft insulation. Having also upgraded my windows to double glazing some time ago, the heating engineer that visited said that my property would be very suitable for an air source heat pump".

Once the survey was complete and the quotation was sent for the Warm Homes review, Mr D received an approval, awarding a £9,380 grant to cover the complete cost of works. Mr D has now had his air source heat pump since November and says that "I no longer have to worry about remembering to take up and order heating oil as the air source heat pump uses electricity so it is just the one monthly bill, and I have a lovely new heating system to keep me warm. I even turned down the thermostat after a few weeks as it was so warm".

Now that the air source heat pump has been installed, the energy performance certificate rating (EPC) has increased from E to C. Because an air source heat pump is a sustainable heating type, the D1 property now saves 1.4 tonnes of carbon dioxide per year.



"I am very pleased and glad I switched over to renewable heating with the help of the Norfolk Warm Homes. From I couldn't afford them enough".



Great British Insulation Scheme (GBIS) GBIS Case Study

This study relates to a 1 bedroom detached bungalow in King's Lynn which had little to no insulation in the loft space & walls. In addition to this, damp and mould was also present throughout the property due to the lack of heat retention.

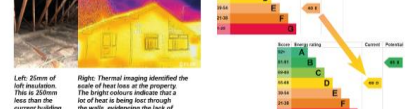
Following attendance at a Best Your Bits event towards the end of 2023, the elderly occupant contacted Housing Standards in January 2024 to enquire about the possibility of improving the condition of her property.

"My loft has no insulation at all and I'm finding the heating makes no difference to the bungalow, I'm told my heat is going through the roof."

The bungalow had an EPC of F and sits within Council Tax band B, making it automatically eligible for GBIS. GBIS enables a household to access singular retrofit improvements such as loft and cavity wall insulation, making it the most practical scheme to improve the condition of the property.

Housing Standards directed the applicant to the TrustMark register to select an installer to conduct the works, whilst also providing them with 20 metres of draughtproofing tape, a referral to the revenues & benefits team and an information booklet on combating damp & mould in the property.

The issues of the property were clearly outlined following a survey conducted by the installers:



The installation of the cavity wall insulation took place between the end of March 2024 and the loft insulation shortly after in April 2024.

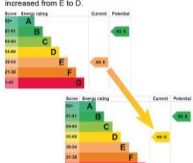
Prior to these improvements, the property was producing 5.3 tonnes of CO2 a year. The bungalow now only produces 2.7 tonnes a year.

Housing Standards conducted a routine visit following the installation of the measures outlined to see the difference these works have made.



"OMG Wow! No wonder I was cold. Thank you so much for all your help, much appreciated."

Now that the loft and cavity wall insulation has been installed, the Energy Performance Certificate has increased from E to D.



The installation of the cavity wall insulation took place between the end of March 2024 and the loft insulation shortly after in April 2024.

Prior to these improvements, the property was producing 5.3 tonnes of CO2 a year. The bungalow now only produces 2.7 tonnes a year.

Energy Company Obligation (ECO) 4 - Flexible Eligibility ECO Flexible Eligibility Case Study

This study relates to a 3 bedroom detached bungalow in Haverhill which had a very old and inefficient boiler. In addition to this, damp and cold spots were also present throughout the property.

The occupants explained that they "originally looked at Solar Together" in 2022 and submitted across the ECO 4 Flexible Eligibility scheme on the borough council's website.

"We contacted our installers who were very nice & friendly and confirmed that they were able to carry out improvements through ECO Flex". As part of the application process, Housing Standards ensured that the installers were TrustMark registered, whilst making sure that the household can qualify through the routes outlined in the borough council's Statement of Intent. One of the occupants has a cardiovascular condition, which enabled their GP to issue a referral letter to Housing Standards, who then qualified the household through Route 3.

Following a Retrofit Assessment being conducted, plans were set in place for the installation of cavity wall insulation, solar panels and an air source heat pump. The subsequent survey carried out by the installers proved the works at £16,000, which is fully covered through the ECO scheme.



Now that the air source heat pump, solar panels and cavity wall insulation have been installed, the energy performance certificate has increased from F to B.

On average a household will produce 6 tonnes of CO2 a year, however with the improvements, this bungalow was producing 9 tonnes of CO2 a year. The bungalow now only produces 1.6 tonnes of CO2.

Members of the council team meet with a resident, prior to the installation of solar panels. The council team, from left: Philippa Silils, Gillie Orr, Alan Burdette, Gordon Anderson. "It's a great news for the people who will be saving money and it's good news for the environment. I hope they will have a great time with it and they will be happy to see the results." The scheme is funded through the government's Energy Company Obligation (ECO) 4.

To find out if you're eligible for fully-funded home improvements to get advice, please contact Housing Standards at housingstandards@west.norfolk.gov.uk or call 01553 616227



Get in touch to find out if you are eligible for a grant. Call on 01603 430103 or visit our website www.norfolkwarmhomes.org.uk



Borough Council of King's Lynn & West Norfolk



To find out if you're eligible for fully-funded home improvements to get advice, please contact Housing Standards at housingstandards@west.norfolk.gov.uk or call 01553 616227



Reporting on Improvements

- Monthly domestic energy updates to all Councillors & Staff.
- Community Events.
- Publicly accessible updates to the energy efficiency improvements webpage.

Upcoming – Warm Homes: Local Fund

- Warm Homes: Local Fund has been announced!
- Expected to be delivered from 2025-2028.
- Similarly to previous waves of HUG & LAD, the scheme will provide energy efficiency improvements to owner occupied and privately rented dwellings.
- Whereas LAD funding was aimed at properties on the gas network and HUG was aimed at properties off the gas network, WHLF will replace both schemes and deliver to all properties regardless of the heating systems in place.
- We expect the eligibility criteria to remain the same encompassing low income and vulnerable occupants, but this is yet to be confirmed.
- Further updates will be provided in due course.

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Social Housing Fund (SHF) 3

- The third wave of the SHDF has been announced, through which DESNZ proposes to allocate £1.21 billion to social housing providers across England.
- SHF is expected to be delivered from 2025-2027.
- Similarly to previous waves of SHDF, the third wave of the fund will once again accommodate full house retrofits across social housing stock.
- Housing Standards will once again liaise with Freebridge Community Housing, Flagship Homes and Broadland Housing Group throughout the course of the third wave to advise where appropriate and report on the works being carried out.
- Further updates will be provided in due course.

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Energy Company Obligation (ECO) 5

- The current wave of ECO is set to conclude in March 2026.
- ECO 5 will most likely run straight after ECO 4 until 2030.
- Nothing concrete has been confirmed on ECO 5 yet, however Housing Standards will monitor the situation and provide updates accordingly.

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2. Projects



Integrated Care Board (ICB) – Working Together

- Our Statement of Intent (SOI) for ECO Flex enables us to qualify households containing an occupant that suffers from long term medical conditions.
- Housing Standards has been working with the Integrated Care Board (ICB) to establish a partnership through which we can improve the standard of housing for our most vulnerable residents.
- The idea is to establish a data sharing agreement with the NHS, which enables us to identify households containing an occupant suffering with one of the qualifying conditions.
- No personal details will be shared, just addresses provided by the ICB which we can then send a letter notifying them of the opportunities available.
- This project between two public sector organisations will increase the declarations of eligibility issued by the borough council and most importantly improve the lives of the most vulnerable residents of the borough.



East Winch – Case Study



Going 'green' together

They see new travel fuel – and in East Winch, who are residents of an estate signed up for a government scheme to improve the energy efficiency of their homes, they told their neighbours, and now a size of them have done the same.

So far work has been completed on six properties, with combined financial savings predicted to run into thousands of pounds and predicted carbon savings of more than 10 tonnes of CO2 between them in the first year alone.

This has been possible under the government's ECO scheme, which aims to help eligible people to save money and reduce carbon emissions from their homes by paying for energy efficiency measures to be installed.

Locally, the scheme is administered on the government's behalf by West Norfolk Council.

It's a good news for the people who will be saving money and it's good news for the environment.

The government has set its

West Norfolk Council's Philippa Silits tells us about the community who joined forces to together save thousands on their energy bills



The council team, from left: Philippa Silits, Cllr Jo Hunt, Jacob Medlock, Gordon Jackson.

at East Winch are so new, savings over their own's yet to be calculated.

The Energy Savings Trust estimates solar panels can cut £300-£500 from average energy bills but it's important to remember if you do fit through ECO1, these savings are absolute – you aren't paying for the installation.

For the residents in East Winch, the borough council estimates the full package of measures could achieve savings of around £1000 per year.

It's the same with the carbon saving – the more you save on heating, the more carbon you save if you are heating your home using environmentally-friendly technologies.

The borough council estimates the East Winch residents should save roughly 4.5 tonnes of carbon each per year.

Financial savings are very difficult to generalise and become the installations



Top, the estate in East Winch. Above, solar panels.

The people of East Winch who came together to go green have spoken to us about their experience.

Sara and Alf had been thinking about solar panels and getting out of their old boilers for some time and spoke to the council about the scheme.

"Our EPIC has gone from an F to an A, it adds value to your property and it's another job that someone doesn't have to do."

There is a bit of short-term disruption but you get a long-term benefit so I would recommend it to anyone.

- East Winch is an energy efficiency hotspot.
- 15 properties on Wilson Drive & Lancaster Way have received full house retrofits through ECO Flex.
- Housing Standards will continually monitor the progress of works completed in East Winch to serve as an excellent example of a community taking advantage of fully funded energy efficiency improvements.

Net Zero Communities – Marshland St James & Beyond



- Net Zero Communities is a Norfolk Climate Change Partnership (NCCP) initiative, using £300,000 of government funding to support one community in each of the seven Norfolk districts, engaging with householders and local community organisations to explore ways to decarbonise homes and travel to help tackle climate change in a two-year pilot project.
- The project officially commenced on Monday 12th February 2024 and a Beat Your Bills event was hosted at the village hall to herald in the initiative.
- Housing Standards & Lily will continue to support Environmental Quality to deliver this project.

Borough Council & College of West Anglia

- The UK is in a race to decarbonise it's operations by 2050, however the demand for sustainability expertise is outpacing the supply for talent. This shortage has been coined as the 'green skills gap'.
- It is vital that the 'green skills gap' is addressed across the UK and the College of West Anglia are proactively working with local communities & employers to help fill this skills gap.
- Housing Standards has been liaising with the Business Engagement team at CWA to establish ways in which we can work together moving forwards.
- This partnership could be pivotal in upskilling the next generation to achieve our net zero targets whilst also contributing to the local economy, by ensuring that grant funding is being obtained and delivered by local installers.

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College of West Anglia

GREEN SKILLS

Sustainability Event at College of West Anglia

Changing Lives Through Sustainability

Kings Lynn Campus, Tennyson Avenue

Wednesday 30th October 2024
10am - 3pm

CWA would like to invite you to our first ever Family, Friends & Business Sustainability event

Lots of activities for all ages

Local Food, Drink and Gift Suppliers

Live Radio Coverage from KL1 Radio

Representatives from Housing Standards, Lily, Environmental Quality & Waste Management will all be in attendance at this event.



3. Cost of Living & Fuel Poverty Support



Beat Your Bills & Community Engagement



- Following on from 21 successful events in 2023, Housing Standards, Community Action Norfolk & Lily have carried 22 events so far in 2024.

(Beat Your Bills provides free, expert energy efficiency, utility and cost of living support)

- Hunstanton Town Hall (Indoor Market) – 22/10/2024 10:00-14:00
- Downham Market (Marketplace) – 25/10/2024 09:00-14:00
- Thornham Village Hall (Soup & Sandwich) – 05/11/2024 11:00-14:00

The Cost-of-Living Working Group will be planning events throughout the winter months.



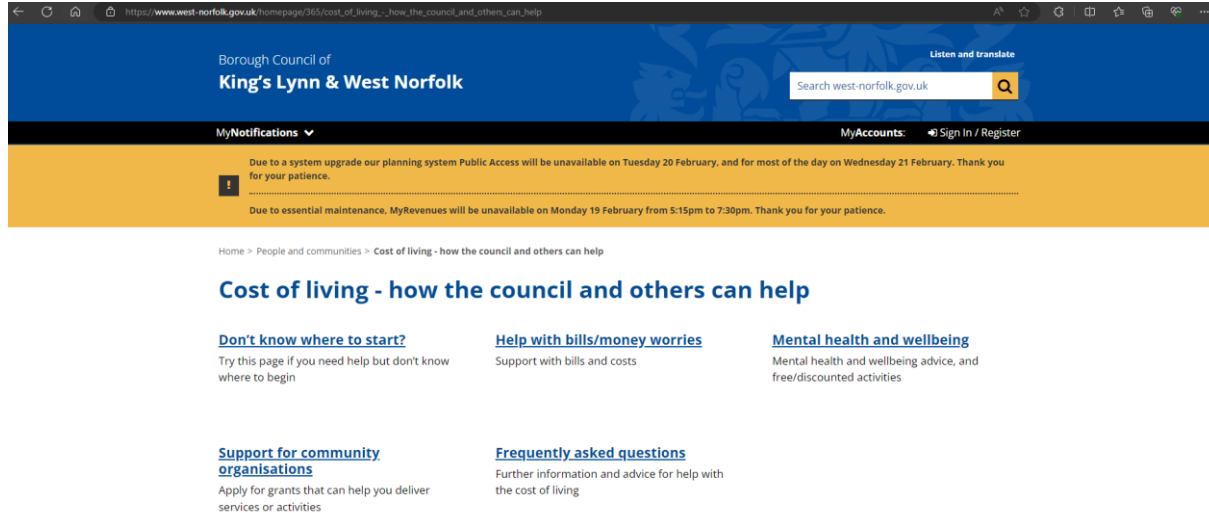
Borough Council of
King's Lynn &
West Norfolk



Cost of Living Working Group

- Since October 2022, colleagues from across various departments in the borough council have been holding fortnightly Cost of Living Group meetings.
- The aim of these meetings is to strategise ways in which we can address the ever-concerning cost of living crisis.
- Departments include Housing Standards, Lily, Council Tax, Customer Information Centre and others.
- The following link provides valuable information to residents struggling with the cost of living:

[Cost of living - how the council and others can help | Borough Council of King's Lynn & West Norfolk \(west-norfolk.gov.uk\)](https://www.west-norfolk.gov.uk/homepage/365/cost_of_living_-_how_the_council_and_others_can_help)



The screenshot shows the website for the Borough Council of King's Lynn & West Norfolk. The page title is "Cost of living - how the council and others can help". The page features a blue header with the council's name and a search bar. Below the header, there are two yellow banners with system upgrade and maintenance notices. The main content area is white and contains several links for help: "Don't know where to start?", "Help with bills/money worries", "Mental health and wellbeing", "Support for community organisations", and "Frequently asked questions".

Home > People and communities > Cost of living - how the council and others can help

Cost of living - how the council and others can help

[Don't know where to start?](#)
Try this page if you need help but don't know where to begin

[Help with bills/money worries](#)
Support with bills and costs

[Mental health and wellbeing](#)
Mental health and wellbeing advice, and free/discounted activities

[Support for community organisations](#)
Apply for grants that can help you deliver services or activities

[Frequently asked questions](#)
Further information and advice for help with the cost of living

Food For Thought

- Food For Thought is a series of home cooking events run by the Lily team, providing real world healthy cooking and eating advice.
- Between September and December, there will be 12 weekly demonstrations covering nutrition, shopping on a budget, cooking for one & special diets, making home cooking cheaper and easier.
- The sessions are fun, free to attend, and all the recipes used can be accessed on the Lily website.



FOOD FOR THOUGHT

Free live cooking demonstrations by a professional chef

EVERYONE WELCOME

FREE TO ATTEND

TASTING SESSIONS

SWAP RECIPE IDEAS

CHILD-FRIENDLY VENUE

Come and join us for live cooking demonstrations where we exchange ideas, embrace mealtimes and enjoy plenty of tasters prepared by our professional chef!

Week 1 – 17/9 Breakfast	Week 7 – 29/10 Autumnal cooking
Week 2 – 24/9 Lunch	Week 8 – 5/11 Dietary alternatives
Week 3 – 1/10 Dinner	Week 9 – 12/11 Low cost desserts
Week 4 – 8/10 Snacks	Week 10 – 19/11 Fakeaway meals
Week 5 – 15/10 Batch cooking	Week 11 – 26/11 Low calorie cooking
Week 6 – 22/10 Dried and tinned foods	Week 12 – 3/12 Festive savings

Sessions run 9.30am–11.30am at London Road Methodist Church, 20 County Court Road, King's Lynn PE30 5EJ. Pick and choose the sessions that interest you, and there's no need to book in advance, just turn up! Call 01553 616200 or email askilly@west-norfolk.gov.uk for more information.

01553 616200
askilly.org.uk

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2024.05

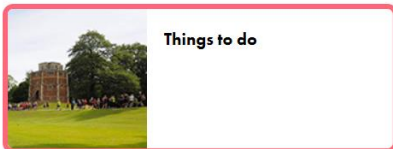


Lily Directory

[LILY \(asklily.org.uk\)](http://asklily.org.uk)

Welcome to the Lily Directory

Search for Local, west Norfolk, Activities, Services and Organisations. [Find out more about Lily Here!](#)



Things to do



Housing and care homes



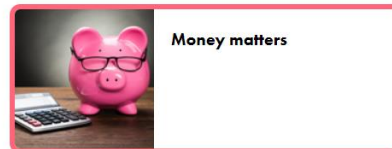
Transport and getting around



Learning, work and volunteering



Health, care and support



Money matters



Green choices



Advice, safety & other information



Childcare and family support



Thank you!

Questions?



ENVIRONMENT AND COMMUNITY PANEL WORK PROGRAMME 2024/2025

DATE OF MEETING	TITLE	TYPE OF REPORT	LEAD OFFICER/ ATTENDEE	OBJECTIVES AND DESIRED OUTCOMES
4th June 2024	Membership of Task Groups and Informal Working Groups 2024/2025	Operational	Democratic Services Officer	To appoint Members to Task Groups and Informal Working Groups established by the Panel
	Nominations to Outside Bodies and Partnerships	Operational	Democratic Services Officer	To nominate representatives to outside bodies and partnerships
	Appointment of Vice Chair for the Municipal Year	Operational		
	Councillor Community Grants		Debbie Ess/ Honor Howell	For information
	Any Cabinet Reports which fall within the remit of the Panel – to be confirmed.			
16th July 2024	Any Cabinet Reports which fall within the remit of the Panel – to be confirmed.			
	Cabinet Report – Alive West Norfolk Arrangements	Cabinet Report		After Joint Panel and prior to Cabinet on 30 th July 2024
	Homelessness and Rough Sleeping Strategy	Cabinet Report	Andy King	Update, recommendations before going to Cabinet on 17 th September 2024
3rd September 2024	Any Cabinet Reports which fall within the remit of the Panel – to be confirmed.			
	Wash East Coast Management Strategy – Unit C – Technical Report		Dave Robson	To address the Notice of Motion on Coastal Management referred to

				the Panel from Full Council in October 2023.
	Air Quality Action Plan	Cabinet Report	Dave Robson	Going to Cabinet on 17 th September 2024
	Food Waste Collection- Maximising Collection	Cabinet Report	Barry Branford	Going to Cabinet on 17 th September 2024
	LAHF Round 3	Cabinet Report	Nikki Patton/ Duncan Hall	Going to Cabinet on 17 th September 2024
8th October 2024	Any Cabinet Reports which fall within the remit of the Panel – to be confirmed.			
	Disabled Facilities Grant Framework	Cabinet Report	Jo Russell Ryan Wilson Mark Whitmore	Before going to Cabinet on 5 th November 2024
	Gambling Act Policy	Cabinet Report	Marie Malt	Policy Review, before going to cabinet on 5 th December 2024
	Domestic Energy Efficiency Improvement	Operational	Jacob Medlock	Update Report
	Recommendations from the Biodiversity Task Group	Cabinet Report	Stuart Ashworth	To consider the report and make any appropriate recommendations to Cabinet- 5 th November 2024
26th November 2024	Any Cabinet Reports which fall within the remit of the Panel – to be confirmed.			
	Notice of Motion – Dentistry			
8th January 2025	Any Cabinet Reports which fall within the remit of the Panel – to be confirmed.			
	Housing Support Service	Cabinet Report	Ross Hefford	

	King's Lynn Town Football Club	Cabinet Report	Matthew Henry	Before going to Cabinet on 14 th January 2025
	Taxi Fees and Condition	Cabinet Report	Craig Pease Marie Malt	Before going to Cabinet on 14 th January 2025
25th February 2025	Any Cabinet Reports which fall within the remit of the Panel – to be confirmed.			
8th April 2025	Any Cabinet Reports which fall within the remit of the Panel – to be confirmed.			
	Local Nature Recovery Strategy (LNRS)	Cabinet Report	Michael Burton Stuart Ashworth	Before going to Cabinet on 4 th March 2025

To be scheduled

- Gayton Road Cemetery – to come back once alternative locations had been identified.
- Policy Development – Review of Tree and Woodland Strategy and update from the Arboricultural Officers
- Service Level Agreement for Council Approved testing Stations
- Informal Working Group – Wash Barrier
- Elder Abuse and the Right of Care Home Residents
- CO2 Audit & Refit Programme
- Housing Standards Update- current issues and quality of properties
- Update from Freebridge Community Housing on future plans in relation to sustainability and decarbonisation
- Fly Tipping- providing awareness

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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