

**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, 5th March, 2019 at 6.00 pm in the Council Chamber - Town Hall, Saturday Market Place, King's Lynn PE30 5DQ**

**PRESENT:** Councillors C Sampson (Chairman), Miss L Bambridge, Mrs C Bower, A Bubb, Mrs C Collop, Mrs S Fraser, M Hopkins, T Parish, J Westrop and Mrs M Wilkinson

**PORTFOLIO HOLDERS:**

Councillor I Devereux – Portfolio Holder for Environment  
Councillor Mrs E Nockolds – Portfolio Holder for Culture, Heritage and Health

**OFFICERS:**

Chris Durham – Operations Manager  
Honor Howell – Assistant Director  
Nathan Johnson – Public Open Space Manager  
Claire Thompsett – Operations Manager

**BY INVITATION:**

Tommy Goode – Director of Business Development, Alive Leisure  
Peter Lemon – Chairman, Alive Leisure Trust  
Nina McKenna – Director of Communications and Marketing, Alive Leisure  
Simon McKenna – Chief Executive, Alive Leisure

EC90: **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Hipperson and Taylor.

EC91: **MINUTES**

**RESOLVED:** The Minutes from the previous meeting were agreed as a correct record and signed by the Chairman.

EC92: **DECLARATIONS OF INTEREST**

Councillor Devereux declared and interest as the Council appointed representative on the Alive Leisure Trust.

EC93: **URGENT BUSINESS**

There was none.

**EC94: MEMBERS PRESENT PURSUANT TO STANDING ORDER 34**

Councillor Mrs Squire – EC98: Report from the Single Use Plastics Informal Working Group.

**EC95: CHAIRMAN'S CORRESPONDENCE**

The Chairman explained that he had received correspondence from The Portfolio Holder for Environment, Councillor Devereux who was present at the meeting and explained the nature of the correspondence.

The Portfolio Holder reminded those present that at the last full Council meeting he had provided information on forthcoming DEFRA consultations relating to waste and recycling. He explained that there were four elements to the consultation, as set out below:

- Waste and recycling collection consistency.
- Deposit returns schemes.
- Extended producer packaging responsibility.
- General requirement for plastic packaging tax.

He explained that he would be discussing the way forward with officers and would inform the Chairman when it would be appropriate to provide an update to the Environment and Community Panel.

The Chairman thanked Councillor Devereux for the information.

**EC96: ALIVE LEISURE ANNUAL REPORT**

Representatives from Alive Leisure were present at the meeting and presented the 2017-2018 Alive Leisure Annual Report to the Panel. A copy of the presentation is attached which provided information on their performance and performance monitoring.

Simon McKenna also referred to the two proposals set out in the presentation. Alive Leisure requested that the Panel confirm acceptance of the proposed increase in fees and charges and if they wished to continue with subsidised summer holiday programmes.

Peter Lemon thanked the Panel for the opportunity to present their Annual Report. He also expressed his thanks to the Alive Leisure Senior Management Team for their hard work, and the hard work which was to come with the transition arrangements. He explained that the transition process was ongoing and there was a lot of work from both sides to be done. He referred to conflicting VAT advice received and he wished the Council the best for the future when they take back the running of the facilities.

The Chairman thanked the representatives from Alive Leisure for their presentation. He also thanked Alive Leisure for their hard work over the years. The Chairman advised the Panel that the proposals from Alive Leisure relating to the fees and charges and the summer holiday activities were not decisions that could be made by the Panel as it was not within their remit as a non-decision making body. He therefore suggested that the proposals be forwarded onto the relevant Portfolio Holder for consideration down the most appropriate route.

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

In response to a question from Councillor Mrs Collop it was explained that any increases to fees and charges would take effect from 1<sup>st</sup> May 2019.

The Vice Chairman, Councillor Bambridge referred to Environment and Community Panel meeting which Alive Leisure attended last year to provide an update. She commented that she had asked for information about school and club swimming price increases, but she had not yet received the information. Tommy Goode informed the Panel that he would send the information through to the Democratic Services Officer by the end of the week so that it could be forwarded round to the Panel.

In response to a question from the Vice Chairman, Councillor Bambridge, it was confirmed that following the fitness review a Head of Wellness had been appointed who would work on the referrals scheme. Tommy Goode confirmed that, to date, seven health professionals were engaged and utilised the referrals scheme. He explained that work to track participation and progression was ongoing.

The Vice Chairman, Councillor Bambridge asked about the summer holiday programme and if statistics were available on the take up from deprived areas. Tommy Goode explained that over 4,500 children took advantage of the summer holiday programme, however data was unavailable on those that came from deprived areas. He explained that Alive Leisure had a subscription to a data hub which could analyse members, but this had not yet been progressed. The Vice Chairman referred to marketing of the summer holiday programme and that she was the Council appointed representative on Vancouver Sure Start, who had not received any information. Tommy Goode explained that information was provided to schools and the programme was advertised on social media and the website. He asked that if Members had any appropriate contacts that could be added to their contact list to forward their details.

The Chairman referred to the new management software, Legend, and he asked if there were any problems encountered with its introduction. Tommy Goode explained that there were some teething problems

relating to data migration and a few other issues, but he was generally happy with how the process went and customer satisfaction performance indicators reflected this. He explained that it was a risk to migrate to the new system, but the move was required and now customers were able to book online.

The Chairman referred to an incident he had been made aware of regarding evacuation procedures at Lynnsport. He explained that the disabled fitness suite was on the first floor and he queried if this would cause issues when the lift was out of use. Tommy Goode explained that the evacuation procedures in place did account for the facilities on the first floor. He explained that staff swept the whole building. Simon McKenna commented that Lynnsport was a massive building and the staff carried out at least two fire drills per year. He explained that they checked all areas and were timed, with the average evacuation taking in between three and four minutes, which included sweeping all rooms and toilets. He commented that very thorough processes were in place.

The Chairman reminded the Panel that the requests relating to fees and charges and the summer holiday programme would be passed on to the relevant Portfolio Holder. Members of the Panel indicated that they would not support an increase to the fees and charges.

**RESOLVED:** (i) The Panel noted the update.

(ii) The requests contained in the Alive Leisure Annual Report be passed onto the Portfolio Holder.

EC97: **GROUND'S MAINTENANCE UPDATE**

The Operations Manager reminded the Panel that in December 2018 they had received a review of service requests relating to Grounds Maintenance. The Panel had asked for further information on land types and ownerships. The Operations Manager now presented the Panel with information on how different types of land were dealt with and land ownership procedures. A copy of the presentation is attached.

The Chairman thanked the Operations Manager for her presentation and invited questions and comments from the Panel, as summarised below.

Councillor Fraser commented that the information provided in the presentation would be useful for Parish Councils and the Public Open Space Manager agreed to send the information to Parish Councils.

In response to a question from Councillor Westrop it was explained that there was criteria in place for what areas would be adopted by the Borough Council. It also depended on the maintenance involved and if

water features or lakes were part of the area as the Council was unlikely to have the resource available to maintain these.

In response to a question from Councillor Parish it was confirmed that the Borough Council used Land Registry and their GIS system to confirm land ownership.

The Portfolio Holder for Environment, Councillor Devereux explained that maintenance of attenuation ponds and lakes had been mentioned at a recent conference he had attended. He explained that Water Resources East would be investigating areas with water and what happened to them after developer responsibility ended.

The Chairman asked the Panel to consider making a recommendation which could be passed onto the organisations involved in grounds maintenance in the Borough, to request that they initiate a discussion about pieces of land where complaints had been received and where ownership was unknown and how these could possibly be maintained. The Public Open Space Manager explained that he would pass on the Panel's request to the relevant Director so that it could be cascaded down as appropriate.

The Chairman asked if Parishes were aware that they had the option to take on their own grass cutting. The Public Open Space informed those present that Parishes were aware, and they could be reminded when the contents of the presentation was sent to them as requested earlier. He explained that one Parish had decided to carry out their own maintenance and some Parishes had investigated the possibility of doing it themselves, but had not taken this up.

**RESOLVED:** (i) The Panel endorsed the current procedures and processes carried out by the Grounds Maintenance Team.  
(ii) The Panel request that discussions be held with the relevant organisation regarding pieces of land where land ownership was unknown and how these areas could be maintained going forward.  
(iii) Information to be sent to Parish Councils and published in the Members Bulletin.  
(iv) The Panel to be kept up to date on progress as required.

EC98: **REPORT FROM THE SINGLE USE PLASTICS INFORMAL WORKING GROUP**

The Chairman invited Councillor Parish, who had chaired the Single Use Plastics Informal Working Group to present the final report of the Informal Working Group. A copy of his presentation is attached.

The Chairman thanked Informal Working Group for their report, and the work they had carried out, and invited questions and comments from the Panel, as summarised below.

At the request of the Chairman, Councillor Mrs Squire addressed the Panel under Standing Order 34. She explained Norfolk County Council were also looking at Single Use Plastics and had drafted a comprehensive policy which would be passed through their decision making process shortly. She explained that at Norfolk County Council the use of single use plastics would be minimised where possible and this included the coffee shop and restaurant, which had already made changes by using cans and glass instead of plastic, which had the added benefit of giving a greater return on recycling. Single use coffee cups would also not be used at County Hall. Norfolk County Council would also be creating a Charter which organisations and District Councils could sign up to.

Councillor Hopkins referred to the detrimental effect that plastics could have on the environment and how he often saw lots of litter in verges and dykes. He stated that he supported the recommendations from the Informal Working Group and any other plans for reducing the amount of plastic waste.

In response to a question from the Vice Chairman, the Portfolio Holder for Environment, Councillor Devereux explained the Green Points Scheme had now ended. It had been a nationally funded three year scheme and had been centrally administered.

Councillor Mrs Westrop stated that there were some quick wins which could be achieved, such as changes to what was provided in vending machines in Council owned buildings. She also expressed concerns with problems with community food banks, which had helped reduced waste, but regulations and risks meant that they were difficult to run, even though they were popular. She hoped that the recommendation to appoint a Member Champion was taken forward so that they could look at issues such as community food banks.

Councillor Mrs Nockolds, the Portfolio Holder for Culture, Heritage and Health introduced an Ambassador for Keep Britain Tidy, who was present at the meeting and was involved in the Refill project and litter picking. She explained that she worked very hard and congratulated her on her success.

**RESOLVED:** The Panel supported the recommendations put forward by the Informal Working Group, as set out below:

1. An Officer Focus Group be established, as detailed in the report, to promote internal best practice, make improvements where necessary and to address the issues below. The group to provide updates to the Environment and Community Panel on an annual basis, or more frequently if required.

- a) How to limit the use of single use plastics in buildings under its control and encourage employees and Members to reduce the amount of single use plastics used on council premises.

b) In liaison with the Waste and Recycling Manager, Communications Manager and relevant Portfolio Holder, draft an internal code of good practice, which can be presented to a future meeting of the Environment and Community Panel for consideration.

c) Work with procurement to source products which come with less packaging and generate less waste where possible.

2. The relevant officers be instructed to produce guidance as appropriate on the following:

a) Guidance to Parish Councils on how they can reduce the use of single use plastics within their own areas and events associated with them to reduce single use plastic use across the Borough and to create a common strand of better waste collection at public events.

b) Information to be included in Tourist Information guides to include messages encouraging a reduction in the use of single use plastics and better recycling which will begin to address the increases in litter and waste collection during the tourist season.

c) Information to be provided to holiday lets to display information about reducing plastic use and how recycling is done in West Norfolk with the aim to reduce the amount of waste material generated in holiday lets. This will ensure that people from different parts of the country know how the recycling system works in West Norfolk.

d) A Code of Good Practice be provided, via the Planning Department, to builders and developers to encourage good practice at development sites so that potential litter, including plastic, is kept secure and recycled or safely disposed of with the aim of avoiding waste, particularly plastic wrapping and building materials, from blowing off site and entering the environment.

3. The Waste and Recycling Manager to review how waste generated at holiday parks is managed so that recycling is optimised.

4. The Council to support and promote:

a) The Refill initiative which allows people to refill water bottles at cafes and other appropriate outlets, as practiced in Hunstanton.

b) Good practice relating to reducing plastic waste which some small local business are adopting.

c) Appropriate initiatives and projects being undertaken by partners and other local relevant organisations.

5. That the Council give consideration to marketing campaigns, promoting the following:

a) The food waste service, and that residents can line their caddies with newspapers if they did not have any bags.

b) The 'Selling to us' page on the borough council's website be amended to encourage recycling and reduction of the amount of single use plastics.

c) Christmas Wrapping paper campaigns.

d) Support Norfolk Waste Partnership campaigns including OPRL promotion.

6. The Leader be invited to appoint a Member Champion for Single Use Plastics.

7. The Environment and Community Panel work with the Portfolio Holder for Environment to ensure that they consider and respond to any appropriate Government consultations with regards to Single Use Plastics.

8. The Waste and Recycling Manager and the relevant Portfolio Holder investigate ways to increase recycling levels in tourist areas, including trialling different types of recycling bins. Part of this investigation would be to determine why recycling bins were unsuccessful when trialled previously in this area.

9. The relevant Portfolio Holder, and Member Champion (if appropriate) keep a watching brief and work with, as appropriate, the Norfolk County Council Task Group looking at single use plastics, feeding back to the Environment and Community Panel as required.

10. The Borough Council to hold a design competition in schools regarding the importance of recycling and the use of single use plastics and the winning design could be wrapped onto the bin collection vehicles.

11. The Environment and Community Panel to schedule updates in its Work Programme on the work of the Norfolk Waste Partnership via the Waste and Recycling Manager and relevant Portfolio Holder.

EC99: **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.

Councillor Mrs Collop referred to Grounds Maintenance. She thought that an Informal Working Group was going to be set up to look at the amount of cuts in specific areas. She explained that the King's Lynn Consultative Committee had expressed interest in appointing a Member to the Informal Working Group.

The Assistant Director advised that this would be discussed at the next Sifting Meeting, to which Councillor Mrs Collop would be invited to attend to discuss the purpose of an Informal Working Group.

Councillor Mrs Collop also asked if it was possible for officers to send through their presentations as soon as possible so that they could be published to Members and read in advance of the meeting. Officers agreed to programme deadline dates into their schedules to encourage officers to provide presentations in advance.

**RESOLVED:** The Panel's Work Programme was noted.

EC100: **DATE OF THE NEXT MEETING**

The next meeting of the Environment and Community Panel would be held on Tuesday 2nd April 2019 at 6.00pm in the Council Chamber, Town Hall, Saturday Market Place, King's Lynn.

**The meeting closed at 7.50 pm**