

BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK

CORPORATE PERFORMANCE PANEL

Minutes from the Meeting of the Corporate Performance Panel held on Wednesday, 22nd July, 2020 at 3.00 pm in the Remote Meeting on Zoom and available for the public to view on WestNorfolkBC on You Tube - Zoom and You Tube

PRESENT:

Councillors B Ayres, S Dark, Mrs A Dickinson, C Hudson, H Humphrey, C Manning, J Moriarty, S Nash, C Rose and D Tyler

Portfolio Holders:

Councillor R Blunt – Development
Councillor P Kunes – Commercial Services
Councillor B Long - Leader

Under Standing Order 34:

Councillor C J Crofts – Item 9
Councillor M de Whalley – Items 8 to 15
Councillor A Holmes – for items 8 to 12
Councillor C Morley – items 9 and 10
Councillor S Patel
Councillor J Rust – items 10 and 15

Officers:

Stuart Ashworth, Assistant Director, Environment and Planning
Becky Box, Assistant Director, Central Services
Lorraine Gore, Chief Executive
Ged Greaves, Senior Policy and Performance Officer
Neil Gromett, Managing Director, Alive West Norfolk
Matthew Henry, Assistant Director – Property and Projects

CP111 **WELCOME AND INTRODUCTIONS**

The Chair informed the Panel that the meeting was being broadcast live on You Tube. The recording of the meeting is available at WestNorfolkBC on You Tube.

The Democratic Services Officer conducted a roll call to confirm attendees.

CP112 **APPOINTMENT OF VICE CHAIR**

RESOLVED: Councillor C Manning be appointed Vice-Chair for the meeting.

CP113 APOLOGIES

Apologies for absence were received from Councillors P Beal and J Collop.

CP114 MINUTES

The minutes of the meeting held on 3 June 2020 were agreed as a correct record.

CP115 DECLARATIONS OF INTEREST

There were no declarations of interest.

CP116 URGENT BUSINESS UNDER STANDING ORDER 7

There was no urgent business.

CP117 MEMBERS PRESENT PURSUANT TO STANDING ORDER 34

Councillor C J Crofts – Item 9.
Councillor M de Whalley – Items 8 to 15.
Councillor A Holmes – for items 8 to 12.
Councillor C Morley – items 9 and 10.
Councillor S Patel
Councillor J Rust – items 10 and 15.

CP118 CHAIR'S CORRESPONDENCE

The Chair advised that he had sent out a letter to a number of Parish Councils inviting comments on the operation of the Planning Sifting Panel.

The Chair had forwarded copies of responses received to the Assistant Director, Environment and Planning and asked him to prepare a summary of responses which had been published with the Agenda on Mod Gov. The Panel was advised that two additional letters had been received which had not been included in the summary of responses.

CP119 CALL-IN

There were no call-ins.

CP120 UPDATE ON THE REFIT PROJECT

[Click here to view the recording of this item on You Tube](#)

The Panel received a presentation (copy attached) from the Managing Director, Alive West Norfolk which updated Members on progress with the Re-fit energy performance contract.

The Managing Director, Alive West Norfolk responded to questions and comments in relation to:

- Quick wins to achieve annual savings.
- Lifetime of capital parts within council facilities and cost in the future.
- Some installations would extend anticipated lifetime.
- Environmental, more efficient, cost reductions.
- All Council facilities on a water meter – water management system in place.
- Areas of savings – water, electricity, gas, LED lighting, PRI systems.
- Carbon savings.

Councillor Dark thanked the Management Director, Alive West Norfolk for the detailed presentation and for the hard work which had been undertaken by the team and added that he was fully supportive of the work.

At the invitation of the Chair, the Leader addressed the Panel and explained that any CO2 reductions that the Council made would be a benefit. Councillors and the public were keen to see this work happen, in order to achieve efficiencies, carbon reduction and financial savings going forward. The Leader confirmed that in his office there was LED lighting and a PRI system. In conclusion, the Leader added that this was a superb initiative. At the end of the 10 year period it may well worth consideration of investing further as technology may well have moved on.

The Chair commented that the Panel would look forward to a further update in a few years' time to see how progress was moving on.

The Chair thanked the Management Director, Alive West Norfolk for the presentation and providing Members with an update.

RESOLVED: That the update be noted.

CP121 **PLANNING SIFTING PANEL - POST IMPLEMENTATION UPDATE**

[Click here to view the recording of this item on You Tube](#)

The Assistant Director – Environment and Planning presented the report which provided an update of the operation of the Planning Sifting Panel, following the review by the Corporate Performance Panel at its 19 February 2019 meeting.

The Panel's attention was specifically drawn to Sections 3.2, 3.3, 3.6, 3.7.

The Assistant Director – Environment and Planning, the Portfolio for Development and Chair of the Planning Committee responded to questions in relation to:

- National Planning targets, the Council had to adhere to (section 2.2).
- Process for determining and reporting delegated decisions to Members.
- Scheme of Delegation and examples given how other councils operated without Member involvement. The Council determined the sifting panel would be the best option and it involved Members in the process.
- Reasons for setting up the Planning Sifting Panel.
- Operation, role and membership of the sifting panel. A schedule of decisions is published on the Council's website.
- Correspondence/feedback from Parish Councils in response to the letter sent by the Chair and how those comments will be taken forward.
- Parish Councils have 21 days to comment on planning applications.
- Parish Councils being informed of decision of Planning Sifting Panel.
- Five-year land supply and impact on planning applications submitted.
- Borough Councillor right to call in application to the Planning Committee.
- Number of applications previously considered by the Planning Committee prior to the introduction of the sifting panel.
- Number of applications (maximum 10) currently being considered by the Planning Committee by zoom to enable the Committee to make good decisions.

The Chair commented that he had taken on board the comments made regarding the Letter he had sent to Parish Councils, but added that it was a shame it was not a letter from the Council and outlined the reasons why he had done so.

Under Standing Order 34, Councillor C Morley and Holmes addressed the Panel and responses were given to the questions asked/comments made.

At the invitation of the Chair, Councillor C J Crofts Chair of the Planning Committee addressed the Panel and explained that he had concern when the sifting panel was initially set up. However, the Chair explained that he now fully supported the operation of the sifting panel. Members of the Planning Committee were invited to sit on the sifting panel on a rota basis. Assurance was given that Parish Council's

comments were taken into consideration before a decision was made. If strong planning reasons were given against Officer recommendation it would automatically go to the Planning Committee for determination. Delegated decisions were always the last item on each Planning Agenda and Members had the opportunity to comment on any decision at the Planning Committee meeting.

At the invitation of the Chair, the Portfolio Holder – Development addressed the Panel, a summary of which is set out below.

I was amazed to see the copy of the letter to the parish councils headed “Consulting Parish Councils on Planning Applications”. I do not believe that you consulted with myself or anyone about the letter and asked why the Portfolio Holder was not consulted. If the Vice-Chair of the Corporate Performance Panel had consulted with the Portfolio Holder a better process could have been made. The Portfolio Holder commented that he did care about the views of everybody, especially the views of Parish Councils.

The Panel was informed of the membership of the sifting panel. If a parish council had material planning considerations and their views were contrary to the views of officers, the sifting panel will immediately recommend that the application be determined by the full Planning Committee.

The Portfolio Holder highlighted that the report today was an update on the performance of the planning sifting panel over the past 12 months and not a review of the consultation with a selective number of Parish Councils.

In conclusion, the Portfolio Holder explained that he had not been copied into the summary of responses from Parish Councils, but only the two letters received on 22 July 2020, so he was unable to comment on the responses received, but undertook to look at any valid issues with officers and come back to the panel with a statement. The Panel was informed that it was the Council’s intention at the earliest opportunity to add the role of the sifting panel to the next agenda of the planning update to Parish Councils. Previous updates to Parish Councils had included workshops assisting them to understand what material planning considerations were and this would be repeated. An overview of the process of delegated decisions was given to those present.

The Chair thanked the Portfolio Holder for Development for the above statement.

The Chair of the Planning Committee concurred with the statement made by the Portfolio Holder for Development.

The Leader reminded Members of their role on calling in planning applications that raised wider concern or that challenged the identified sites.

The Chair confirmed that he did not consult with the Portfolio Holder for Development prior to sending out the letter because there is a distinction between scrutiny panels and the Executive and it would have been wrong for himself to consult with the Portfolio Holder.

The Chair thanked the Portfolio Holder for Development that he had undertaken to look at the responses from the Parish Councils and come back to the panel.

The Chair thanked Parish Councils for their participation and the Portfolio Holder for Development for their contributions.

RESOLVED: 1) The Panel noted the report providing an update of the operation of the sifting panel since the 19 February 2019 meeting.

2) The Chair undertook to circulate individual responses received from Parish Councils upon request from the Panel.

CP122 **FULL YEAR 2019/2020 CORPORATE PERFORMANCE MONITORING REPORT**

[Click here to view the recording of this item on You Tube](#)

In presenting the report, the Senior Policy and Performance Officer reminded Members that the corporate performance monitoring report was in place to monitor progress against agreed performance indicators for the year. The report contained information on the corporate performance monitoring undertaken for 2019/20.

The Senior Policy and Performance Officer and Assistant Director, Central and Services responded to questions and comments relating to:

- CS3 – reduction in the percentage of telephone calls. It was confirmed that the figures included the numbers of online forms and online chat in the range of digital services not just telephony.
- EV4 - Number of Brown Bins used for composting detailed in the action report.
- DV1 to DV4 targets. It was undertaken to include that these were national targets in the commentary in future reports.
- CH1 - % of residents who take part in sport and physical activity as measure by the Sport England Active Lives Survey.
- Sickness Absence/reasons for absence.
- Impact of COVID on staff.
- Metrics/financial details for new Corporate Monitoring reports.

Under Standing Order 34, Councillor Holmes, Morley and Rust asked questions relating to the corporate performance report and the action report.

The Leader explained that with regard to the supply of brown bins, there was an issue in terms of staff, but added that numbers had now increased and really strong sales had been driven during lockdown and the Leader congratulated staff on delivering brown bins.

Responses to the questions raised in relation to the indicators below would be , circulated to the Panel:

- Indicators PD1 to PD5 – relating to housing sales.
- Disabled Facilities Grants – first point of contact.
- Freedom of Information Requests CS1– final response within the deadline.

The Chair thanked the Senior Policy and Performance Officer for attending and presenting the report.

RESOLVED: The Panel:

- 1) Reviewed the performance monitoring report.
- 2) Agreed the actions outlined in the action report.

The Panel adjourned at 5.00 pm and reconvened at 5.10 pm.

CP123 **2015/2020 CORPORATE BUSINESS PLAN REPORT**

[Click here to view the recording of this item on You Tube](#)

The Senior Policy and Performance Officer presented the report and explained that following the adoption of the 2015-20 Corporate Business Plan in January 2016, quarterly monitoring of the plan had been reported to Management Team and the Corporate Performance Panel to demonstrate progress against corporate priorities.

It was highlighted that the summary report was the final update on the previous corporate business plan. The corporate recovery strategy would be replacing the new Corporate Business Plan for one year whilst the council moved out of the global COVID-19 pandemic and progress on this would be provided at each Corporate Performance Panel meeting during 2020/21.

The key issues were outlined as set out in the report.

There were no questions from the Panel or Councillors attending under Standing Order 34.

The Chair thanked the Senior Policy and Performance Officer for presenting the report.

RESOLVED: The Panel noted the progress in the delivery of the Corporate Business Plan 2015-20.

CP124 **CABINET FORWARD DECISIONS LIST**

[Click here to view the recording of this item on You Tube](#)

The Panel noted the Cabinet Forward Decisions List.

CP125 **PANEL WORK PROGRAMME**

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The Chair advised that in consultation with officers, the following item would be scheduled for consideration at a future Panel meeting.:

- LILY – the role in general and specifically in relation to COVID.
- Knights Hill.

The Chair invited those present to forward any items to be considered for the work programme.

CP126 **DATE OF NEXT MEETING**

The next meeting of the Corporate Performance Panel will take place on 2 September 2020 at 3 pm on Zoom.

CP127 **EXCLUSION OF PRESS AND PUBLIC**

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RESOLVED: 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.

CP128 **EXEMPT - KLIC SETTLEMENT AGREEMENT**

The Assistant Director, Regeneration and Projects gave a verbal report and responded to questions from the Panel and those Members attending under Standing Order 34.

The meeting closed at 5.38 pm

Re:fit

Neil Gromett

Borough Council of
King's Lynn &
West Norfolk



Re:fit – Energy Performance Contract

- Aim
 - Improve energy performance of Councils assets
 - Reduce emissions and save money through guaranteed annual cost savings or income generation.
- Current costs:

• Gas	£177,000
• Electric	£570,000
• Water	£200,000
• Total	£947,000

Re:fit – Energy Performance Contract

- Procurement
- Use external parties to deliver a programme of energy efficiency investments in the Councils corporate estate.
- Minimise the need for technical input from the Council or its consultants
- Implement the improvements as quickly as possible in order to maximise the financial and carbon saving benefits.
- Provide HLAs and IGPs to justify capital expenditure.
- Reduce the whole life costs of running the council's estate as quickly as possible.



Re:fit – Energy Performance Contract

- Favour investments with a payback period of 10 years or less and prioritise investments with the shortest payback periods.
- Reduce the councils exposure to escalating energy prices and the implications of electricity market reform. Exploit opportunities to gain an income from installation of renewable energy technologies and associated government incentives such as the renewable heat incentive and feed-in tariffs.
- Minimise disruption to the delivery of council services.

Re:fit – Energy Performance Contract

After an extensive evaluation process
Amaresco were awarded the contract.

Ameresco, Inc. is a leading independent provider of comprehensive energy efficiency and renewable energy solutions for facilities throughout North America and the United Kingdom, delivering long-term value through innovative systems, strategies and technologies. Ameresco's solutions range from upgrades to facility's energy infrastructure to the development, construction and operation of renewable energy plants combined with tailored financial solutions. We work with customers on both sides of the meter to reduce operating expenses, upgrade and maintain facilities, stabilize energy costs, improve occupancy comfort levels, increase energy reliability and enhance the environment.

Re:fit – Energy Performance Contract

1228

ECM #	ECM Description	Lynnsport	Downham Market Leisure Centre	ST James Pool	Oasis	Corn Exchange	Crematorium	Kings Court	Kings Lynn Town Hall	Depot / Nursery	Arts Centre and Guildhall	South Lynn Community Centre	Fairstead Community Centre	Hunstanton Council Offices	Dutton Pavilion, Kings Lynn	Street Lighting
1	LED Lighting & Controls	>	>	>	>	>	>	>	>	>	>	>	>	>	>	>
2	BMS Upgrade/Optimisation	>	>	>	>	>										
3	VSD Installation/Optimisation	>	>	>												
4	Equipment Operating Schedules Optimisation		>	>	>	>		>	>							
5	Heat Recovery and Utilisation															
6	CHP		>	>												
7	Fuel Cell micro CHP															
8	Solar Photovoltaic	>	>	>												
9	Voltage Optimisation	>	>													
10	PC Power Management	>				>	>	>	>							
11	Pool Cover															
12	Boiler Replacement/Optimisation		>	>	>		>									
13	Building Fabric Improvement	>	>	>												
14	De-Electrification of Heat		>													

Re:fit – Energy Performance Contract

1229

Premises/Buildings	Total Energy Savings	Total Cost Savings	Income Savings	Maint. Savings	Total Savings (excl maint.)	Carbon Savings	% CO2 Reduction (baseline)	Total Capex	Simple Payback
	kWh/y	£/y	£/y	£/y	£/y	te/y	%	£	y
Lynnsport	407,046	£ 41,189	£ 919	£ -	£ 42,108	145.3	5.0%	£ 476,441	11.3
Downham Market Leisure Centre	162,426	£ 23,163	£ 1,383	£ -	£ 24,546	71.1	2.5%	£ 307,716	12.5
ST James Pool	155,527	£ 21,839	£ 935	£ -	£ 22,775	68.3	2.4%	£ 259,101	11.4
Oasis	217,246	£ 9,955	£ -	£ -	£ 9,955	52.7	1.8%	£ 41,323	4.2
Corn Exchange	62,477	£ 4,498	£ -	£ -	£ 4,498	18.7	0.6%	£ 21,265	4.7
Creatorium	25,949	£ 710	£ -	£ -	£ 710	5.3	0.2%	£ 9,913	14.0
Kings Court	150,634	£ 16,470	£ -	£ -	£ 16,470	57.5	2.0%	£ 120,778	7.3
Kings Lynn Town Hall	10,216	£ 1,053	£ -	£ -	£ 1,053	3.9	0.1%	£ 9,915	9.4
Depot / Nursery	15,194	£ 1,595	£ -	£ -	£ 1,595	5.8	0.2%	£ 15,495	9.7
Arts Centre and Guildhall	8,849	£ 994	£ -	£ -	£ 994	3.4	0.1%	£ 6,794	6.8
South Lynn Community Centre	9,391	£ 1,179	£ -	£ -	£ 1,179	3.6	0.1%	£ 11,029	9.4
Fairstead Community Centre	12,876	£ 1,597	£ -	£ -	£ 1,597	4.9	0.2%	£ 17,662	11.1
Hunstanton Council Offices	13,277	£ 1,649	£ -	£ -	£ 1,649	5.1	0.2%	£ 19,391	11.8
Dutton Pavilion, Kings Lynn	348	£ 42	£ -	£ -	£ 42	0.1	0.0%	£ 1,175	28.2
Kingsway Pavilion	-	£ -	£ -	£ -	£ -	-	0.0%	£ 700	-
Street Lighting	-	£ -	£ -	£ -	£ -	-	0.0%	£ -	-
TOTAL	1,251,456	£ 125,933	£ 3,237	£ -	£ 129,170	445.6	15.4%	£ 1,318,697	10.21

Re:fit – Energy Performance Contract

1230

ECM Description	Total Energy Savings KWh/Y	Total cost savings £/Y	Income £/Y	Total Savings	Carbon Savings te/y	CO2 reduction baseline %	Total Capital Ex	Simple Payback	Lifetime savings £
Total Life Savings	1,251,456	125,933	3,237	129,171	446	15.40	1,318,697	10.21	2,496,495

£ 2, 496,495

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Re:fit – Energy Performance Contract



1231



Re:fit – Energy Performance Contract



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Re:fit – Energy Performance Contract



1233

Re:fit – Energy Performance Contract

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Re:fit – Energy Performance Contract



1235

Re:fit – Energy Performance Contract



1236

Re:fit – Energy Performance Contract

1237



Re:fit – Energy Performance Contract

1238

