

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



# **Environment and Community Panel**

## **Agenda**

**Tuesday, 10th October, 2017**  
at 6.00 pm

in the

**Council Chamber  
Town Hall  
Saturday Market Place  
King's Lynn**





**King's Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX**  
**Telephone: 01553 616200**  
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Monday, 2 October 2017

Dear Member

**Environment and Community Panel**

You are invited to attend a meeting of the above-mentioned Panel which will be held on **Tuesday, 10th October, 2017 at 6.00 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 6 - 13)**

To approve the minutes of the previous meeting.

**3. Declarations of interest**

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

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

**4. Urgent Business**

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

**5. Members Present Pursuant to Standing Order 34**

Members wishing to speak pursuant to Standing Order 34 should inform the Chairman of their intention to do so and on what items they wish to be heard before the meeting commences. Any Member attending the meeting under Standing Order 34 will only be permitted to speak on those items which have been previously notified to the Chairman.

**6. Chairman's Correspondence**

If any.

**7. Total Transport (20 minutes)**

Representatives from Norfolk County Council will be attending the meeting to provide information on Total Transport.

**8. West Norfolk Community Transport (40 minutes) (Verbal Report)**

Representatives from West Norfolk Community Transport will be attending the meeting to provide an update.

Members of the King's Lynn Area Consultative Committee are invited to attend the meeting for this item.

**9. Public Conveniences (60 minutes) (Pages 14 - 39)**

**10. Work Programme (Pages 40 - 42)**

**11. Date of the next meeting**

To note that the next meeting of the Environment and Community Panel is scheduled to take place on **6<sup>th</sup> December 2017 at 6.00pm** in the **Council Chamber, Town Hall, Saturday Market Place, King's Lynn.**

To:

**Environment and Community Panel:** Miss L Bambridge (Vice-Chairman), A Bubb, Mrs S Collop, Mrs S Fraser, G Hipperson, C Sampson (Chairman), T Smith, Mrs J Westrop, D Whitby and Mrs M Wilkinson

**Portfolio Holders:**

Councillor A Lawrence – Portfolio Holder for Community  
Councillor Mrs E Nockolds – Portfolio Holder for Culture, Heritage and Health

**Officers:**

Honor Howell – Assistant Director  
John Hussey – Operations Manager  
Nathan Johnson – Public Open Space Manager

**By Invitation:**

Ben Colson – West Norfolk Community Transport  
Kristen Jones and Dorothy Bryant - Norfolk County Council – Total Car Scheme  
Members of the King's Lynn Area Consultative Committee for Agenda Item 8. John  
Hussey, Operations Manager  
Nathan Johnson, Public Open Space Manager

**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 September, 2017 at 6.00 pm in the Education Room - Town Hall, Saturday Market Place, King's Lynn PE30 5DQ**

**PRESENT:** Councillors C Sampson (Chairman), Miss L Bambridge, A Bubb, J Collop (substitute for M Wilkinson, Mrs S Collop, Mrs S Fraser, G Hipperson, J Moriarty, T Smith, Mrs J Westrop and D Whitby

**Portfolio Holders**

Councillor I Devereux - Portfolio Holder for Environment

Councillor B Long - Leader of the Council

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

**Officers:**

Becky Box – Policy, Performance and Personnel Manager

Sarah Dennis – Partnership and Funding Officer

Lorraine Gore – Executive Director

Ray Harding – Chief Executive

Dave Robson – Environmental Health Manager

Robert Street – Group Accountant

**By Invitation:**

Jo Maule – Community Action Norfolk (CAN)

Michael Deakin - Shelter

**EC28: APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Mrs Wilkinson.

**EC29: MINUTES**

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

**EC30: DECLARATIONS OF INTEREST**

There were no declarations of interest.

**EC31: URGENT BUSINESS**

There was none.

**EC32: MEMBERS PRESENT PURSUANT TO STANDING ORDER 34**

There was none.

EC33: **CHAIRMAN'S CORRESPONDENCE**

There was none.

EC34: **ADVICE SERVICES**

The Executive Director introduced Jo Maule from Community Action Norfolk and Michael Deakin from Shelter who had been invited to the meeting to provide an update on the provision of Advice Services.

A copy of their presentations are attached.

The Chairman thanked Jo Maule and Michael Deakin for attending the meeting and invited questions and comments from the Panel, as summarised below.

In response to a question from Councillor Moriarty, it was explained that Shelter could provide assistance on preparing budgets by going through customer's bank statements. If gambling was a problem this would be identified and if the person had a serious issue they would be referred on for the help they needed.

Councillor Moriarty referred to the referral routes into CAN and the small amount of referrals from WNDIS and KLARS. It was explained that this could be because issues could be resolved by the organisations own advice provision, or the service user could have gone direct to the Citizens Advice Bureau. Jo Maule confirmed that WNDIS and KLARS were part of the advice hub so were aware of the services which could be provided through CAN and Shelter.

Councillor John Collop felt that some people could leave it too late before asking for help and could be taken advantage of. He asked what assistance could be provided to people who did not understand basic financing. Michael Deakin explained that budgeting advice was offered and could be provided when circumstances changed to try and prevent them getting into difficulties. Shelter could also ask for creditors to freeze credit accounts whilst they planned finances.

The Panel was informed that there was an Advice Hub Partnership and regular forum meetings were held so that organisations could be kept up to date with upcoming issues and risks.

Councillor Mrs Westrop referred to the services available in Downham Market and explained that most residents tended to access services through the Library. She asked if the library could be considered as a referral route through to CAN. Michael Deakin explained that options,

such as offering training on the use of the online advice network and referrals portal could be offered. It was confirmed that work had been carried out in Downham Market as part of the outreach work.

**RESOLVED:** (i) The update was noted.  
(ii) That a further update be received in thirteen months.

EC35: **SURFACE WATER MANAGEMENT**

The Environmental Health Manager presented his report which outlined the roles and responsibilities relating to surface water flooding. He provided information on the Flood and Water Management Act 2010. He provided details on the roles and responsibilities of Norfolk County Council, Environment Agency, Anglian Water, Internal Drainage Boards and the Borough Council, as detailed in the report.

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

Councillor Hipperson raised concern regarding responsibility for small scale development which would include the filling in of dykes and use of pipes which were insufficient for the drainage required and could result in localised flooding. The Environmental Health Manager explained that Planning Officers would be required to ask the relevant Internal Drainage Board or Norfolk County Council for advice and could place conditions on Planning Permissions as required. He explained that it was important for the Planning Committee to ensure that proper advice had been received to prevent development going forward without adequate provision. He suggested that if the Panel would like more information on the process they could invite representatives from Planning or Norfolk County Council to a future meeting as required.

Councillor Bubb raised issues regarding an area of localised flooding in his Ward. The Environmental Health Manager advised that Councillor Bubb take photos of the problem area and send them to Norfolk County Council. He could also ask the Parish Council to make representations or contact his Norfolk County Councillor.

**RESOLVED:** The update was noted.

EC36: **WEST NORFOLK STRATEGY GROUP UPDATE**

The Policy, Performance and Personnel Manager provided the Panel with a presentation on the West Norfolk Strategy Group, as attached. She explained that the West Norfolk Partnership had been operating, albeit in different formats, since 2001. The overall understanding of the Partnership was the same since it was formed and the aim was to join up the public sector partners to look at joined up working and projects.



The Panel was provided with detail of the operation of the West Norfolk Partnership, projects which had been carried out and future plans.

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

In response to a question it was confirmed that a postcard had been produced which would include details of all the partners involved in the Partnership and details on working in West Norfolk, including the website address for the jobs site. Work on refreshing the website would be carried out in the future.

The Vice Chairman, Councillor Bambridge asked for detail on the cost of the Partnership to the Borough Council. The Policy, Performance and Personnel Manager explained that the Borough Council supported the Partnership through organisation and administration of meetings. Projects would be supported through joint partners or grant funding if possible.

The Panel was informed of potential funding streams which could become available in the future and the Policy, Performance and Personnel Manager explained that the team kept a watching brief on potential funding streams.

In response to a question from Councillor Mrs Westrop regarding the Mental Health work stream and potential activities, the Policy Performance and Personnel Manager explained that this project was in its early stages and things like broad brush activities to raise awareness and specific ideas would be looked at.

The Chief Executive commented that in addition to the formal side, working together to support each other was a strength in West Norfolk and spin off benefits were achieved, for example the Borough Council's handypersons service provided relief cover to the handyperson at the Queen Elizabeth Hospital. Meetings were also a good opportunity to talk through issues and future plans.

Councillor Bubb commented that there were not any 'welcome to West Norfolk' signs around the Borough and it was explained that this was something that the Branding Group could look at.

**RESOLVED:** The update was noted.

EC37: **LOCAL LOTTERY PROPOSALS**

The Executive Director presented the Cabinet report which detailed the proposals for introducing a Local Authority Lottery. The Panel were invited to make any appropriate recommendations to Cabinet, who

would be considering the report at their meeting on 6<sup>th</sup> September 2017.

The Executive Director provided information on the company that could provide the Local Lottery model and other Local Authorities who had introduced a Lottery. Those present were reminded that a review of financial assistance grants had been carried out and budgets had had to be reduced, the Local Lottery was an idea to supplement this and provide a route for organisations to raise funds. The report set out the model which could be used and the Panel was informed that it would take at least sixteen weeks to get the necessary licences in place. It was therefore proposed to launch the Lottery in 2018.

The Executive Director informed the Panel that the report also set out how people could play the lottery and how the money was distributed. She also highlighted the Financial Implications as set out in the report.

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

Councillor Smith referred to recommendation four, which would require two named officers to hold Gambling Licences. He asked that if officers would prefer not to hold Licences could they be held by a different member of staff. The Executive Director confirmed that this would not be a problem.

In response to a further question from Councillor Smith, it was confirmed that the website design was a template and Members could look at examples from other Local Authorities if they wanted an idea on how the website would look. It would be made clear on the website the percentage of funds which would go to the good causes. The Executive Director explained that there was the opportunity for Lottery winners to donate their winnings back to the good causes.

Councillor Mrs Collop raised concern about the large management fee and that the top prize had never been won. She also commented that people should be able to purchase tickets on the day instead of sales being stopped the day before the draw. The Executive Director explained that people could buy tickets in 1, 3, 6 or 12 month blocks, however payments could be cancelled if required. She explained that the model available from Gatherwell set out the percentage fees, including the management fee. She explained that the Lottery provider would pay the money to the good causes on a monthly basis.

In response to a question from Councillor Bubb, it was explained that a client account would be operated so it would be protected if the company was to fail.

Councillor John Collop raised concern that people could get in debt through gambling, he also felt that the management fee was high. He felt that the set up costs and annual costs should come from the

management fee instead of a separate fee payable by the Council. He also stated that because you would have to buy tickets in blocks you would have to remember to renew or cancel. He did not think that a Local Lottery was something that the Council should encourage.

Councillor Moriarty commented that the report stated that a tender exercise was unnecessary, but he felt that it was necessary and referred to the Borough Council's Contract Standing Orders and reference to secure competition of all contracts irrespective of source of funding. He also explained that the value of the contract was important and should consider the life expectancy of the contract, not just the initial start-up costs. He explained that the Contract Standing Orders also stated that all contracts over the value of £10,000 should be advertised on the Borough Council's website. Councillor Moriarty felt that all service providers should be invited to tender for the supply of the Local Lottery.

Councillor Moriarty also referred to the Procurement Policy on the gov.uk website and that the overriding requirement was based on value for money unless there was compelling evidence otherwise.

Councillor Moriarty raised concern regarding the set up costs, he explained that the Council had allocated £7,000 for set up costs, but he was aware that other Councils which had introduced a Local Lottery had allocated £10,000. He also commented that other service providers perhaps would hold the necessary licenses and compliance could be done through the service provider, which would be a cost saving to the Council.

The Vice Chairman, Councillor Bambridge commented that she was concerned that existing organisations would not be included in the good causes and asked what the limit was for unused funds to go into the financial assistance scheme.

The Leader of the Council, Councillor Long reminded those present of the financial situation that the Council faced and that it was a necessity to reduce some of the grants made to external organisations. The proposal for a Local Lottery would not replace the financial assistance scheme, but would offer the flexibility of choice of signing up to be one of the good causes to raise money. The scheme could be trialled and he felt that the costs involved in the set up were minor compared to the money paid out in grants and without the introduction of such a scheme no organisations would benefit from the potential to raise additional funds. The Leader also commented that the good causes on the website would promote the Lottery to their supporters. The supporters would be able to donate a percentage of their ticket sales to their chosen good cause and have the opportunity to win money themselves, which they could always donate back to the good causes.

Councillor Smith referred to the Equality Impact Assessment and he felt that lotteries targeted low income families. He also asked if

Churches could not be included in the list of good causes as they were often community assets.

The Leader of the Council reminded those present that members of the public, who wanted to donate money to charity, could do so off their own back, the lottery was just another way to raise funds for third party organisations.

The Portfolio Holder for Culture, Heritage and Health, Councillor Mrs Nockolds, commented that she sympathised with those who did not agree with gambling. She reminded those present that Members had not raised concern with the money awarded to the Council by the Heritage Lottery Fund, which was a fund of money from people playing the National Lottery and had assisted the Council with many projects such as the improvements at the Town Hall and Hunstanton Heritage Gardens.

The Leader of the Council reiterated that the Local Lottery was an enablement tool for organisations to help themselves by using a Lottery facility run by the Borough Council. All good causes would have to meet certain criteria before they would be accepted and the benefit of the good cause would need to be apparent in West Norfolk.

Councillor Mrs Westrop commented that it was a good opportunity for very small charities and organisations to benefit financially, but it was important to ensure that the Council had followed the correct procurement process for introducing a Local Lottery.

Members of the Panel had indicated that they would like to discuss the Exempt Supplementary Paper which had been circulated in advance of the meeting and provided due diligence and additional background information on the preferred supplier.

**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.

The Executive Director provided information to the Panel on the preferred supplier and the due diligence which had been carried out and Members of the Panel discussed the information provided.

## **RETURN TO OPEN SESSION**

Councillor Moriarty proposed an amendment to the Cabinet recommendations. He proposed that recommendation one be amended as follows: "That Cabinet recommend to Council that a Local Lottery is established and operated by an External Lottery Manager **following a tendering exercise**". He also proposed that recommendations two to five be deleted. The proposed amendments

were seconded by Councillor Westrop and after being put to the vote the amendment was carried.

The recommendations, as amended, were then put to the vote and supported by the Panel.

**RESOLVED:** That the Environment and Development Panel make the following recommendations to Cabinet:

1. That Cabinet recommend to Council that a Local Lottery is established and operated by an External Lottery Manager, following a tendering exercise.
2. The criteria for selecting the good causes which can become part of the local lottery detailed in Appendix 2 be adopted.
3. The monitoring and review of applications from good causes to be delegated to the Portfolio Holder for Culture, Heritage and Health and the Executive Director – Finance Services. In addition Norfolk Community Foundation to provide an independent due diligence review of these arrangements.
4. All monies raised through the local lottery which are not linked to a specific good cause will be distributed through the existing small grants financial assistance application process. Any uncommitted balance at the end of each financial year shall be donated to the Mayors Charity.

EC38: **WORK PROGRAMME**

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.

It was noted that an update on the Sustainability Transformation Plan had been scheduled to come to the Panel in May 2017, but had been postponed because of the Election purdah period. This would be rescheduled onto the Work Programme.

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

EC39: **DATE OF THE NEXT MEETING**

The next meeting of the Environment and Community Panel would be held on **10<sup>th</sup> October 2017 at 6.00pm** in the Town Hall, Saturday Market Place, King's Lynn.

**The meeting closed at 8.38 pm**

**POLICY REVIEW AND DEVELOPMENT PANEL REPORT**

REPORT TO:	Environment and Community Panel		
DATE:			
TITLE:	Public Convenience Review		
TYPE OF REPORT:	Development		
PORTFOLIO(S):	Housing & Community		
REPORT AUTHOR:	Nathan Johnson / John Hussey		
OPEN		WILL BE SUBJECT TO A FUTURE CABINET REPORT:	Yes

**REPORT SUMMARY/COVER PAGE**

<b>PURPOSE OF REPORT/SUMMARY:</b>
To present the findings of the Informal Working Group – Public Toilets, which had been established by the Environment and Community Panel with the remit of reviewing the provision of public toilets in the Borough and consider future options.
<b>KEY ISSUES:</b>
The Council operates 22 public conveniences across the borough. The Council has a budget gap to meet in the next five years and the cost of public toilets is £374,000 per annum.
<b>OPTIONS CONSIDERED:</b>
<ul style="list-style-type: none"> <li>• Maintain current arrangements.</li> <li>• Close or transfer of costs/responsibility for operation of toilets.</li> </ul>
<b>RECOMMENDATIONS:</b>
The Panel are requested to consider the recommendations made by the Informal Working Group and make any appropriate recommendations to Cabinet
<b>REASONS FOR RECOMMENDATIONS:</b>
Maintain the service provision but contribute to Council budget savings targets.

## **REPORT DETAIL**

### **1. Background**

- 1.1 At its meeting on 31<sup>st</sup> August 2016 the Panel discussed provision of public toilets and agreed to form a task group to review arrangements. The task group reported back on 23<sup>rd</sup> November 2016 - Copy of report attached
- 1.2 Following from the meeting officers have progressed with the Panel recommendations.
- 1.3 Consultation has taken place with relevant parishes and the King's Lynn Area Consultative Committee. It is fair to say that in the main those consulted would prefer for all toilets to be kept open and the cost to be met by the Council. However, as was previously identified, unless toilets have a strategic requirement, for example, serving a car park or transport hub they should be charged locally.
- 1.4 The attached matrix deals with progress and proposals to date for the panel comments

### **2. Proposal**

- 2.1 Public conveniences located in or close to borough council car parks, transport hubs or resort / tourism locations, to remain open and be maintained as current arrangements.
- 2.2 Public conveniences located in unparished areas (King's Lynn) proposals are as follows:  
  
Ferry Street: Revert back to 7 day opening, due to being located adjacent to car parks.  
Gaywood: Complete closure with a view to disposal or demolition.  
The Walks: Both set of toilets to be included as a charge to King's Lynn Special Expenses.
- 2.3 Public conveniences located in parished areas, proposals are as follows:  
  
Downham Market:  
Wales Court: Transferred to the Town Council once refurbished to a traditional standard.  
Memorial Field: Include as a charge to Special Expenses  
Howdale: Complete closure with a view to demolition.  
  
Heacham Village: Transfer to Heacham Sports & Social Club.  
  
Old Hunstanton: Complete closure with a view to disposal.  
  
Holme: To remain open and maintained as current arrangement, due to facilities being located close the Norfolk Wildlife Trust Nature Reserve and the gateway to the AONB, along with being on the North Norfolk Coast Path and at the end of the Peddars Way

### **3. Financial Implications**

- 3.1 The proposals result in a net reduction of between £30-60,000 in the cost of the to the council of toilet provision.

#### **4. Consultation**

- 4.1 Consultations were carried with all Parish Council's implicated in the report and a synopsis of the responses can be found

#### **5. Conclusion**

#### **6. Background Papers**

- 6.1 Informal Working Group – Public Conveniences Review / Report
- 6.2 Recommendations to the Environment and Community Panel
- 6.3 King's Lynn Area Consultative Committee: Minutes from 12<sup>th</sup> September 2017
- 6.4 Synopsis of Parish Council's responses to the proposals.



## Recommendations to Environment and Community Panel

### Phase 1

Area	PC's	Recommendations
Kings Lynn	Ferry Street	Reopen to 7 days per week.
	Gaywood	Complete closure, sell or demolish.
	The Walks (Broadwalk & Management Building)	Include both sets of toilets into Kings Lynn Special Expenses
Downham Market	Wales Court	Hand over to Town Council
Heacham	Village	Hand over to Heacham Sports and Social Club

### Phase 2

Area	PC's	Recommendations
Old Hunstanton	Sea Lane	Close in permanently November, with a view to selling.
Downham Market	Memorial Field	Include as a charge to Special Expenses.
	Howdale	To be closed on a permanent basis.

**BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK**

**ENVIRONMENT AND COMMUNITY PANEL**

**Minutes from the Meeting of the Environment and Community Panel held on Wednesday, 23rd November, 2016 at 6.00 pm in the Committee Suite, King's Court, Chapel Street, King's Lynn**

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

**Portfolio Holders**

Councillor A Lawrence - Portfolio Holder for Community and Housing  
Councillor B Long - Leader of the Council and Portfolio Holder for Environment  
Councillor Mrs K Mellish - Portfolio Holder for Shared Services and Human Resources  
Councillor Mrs E Nockolds – Portfolio Holder for Culture, Heritage and Health

**Officers:**

Chris Bamfield – Executive Director, Commercial Services  
Martin Chisholm – Business Manager  
John Gilbraith – Licensing Manager  
Honor Howell – Assistant Director  
John Hussey – Operations Manager  
Nathan Johnson – Public Open Space Manager

**By Invitation:**

Paul Bland – Borough Council representative on King's Lynn Football Club Board

EC47: **APOLOGIES FOR ABSENCE**

An Apology for absence was received from Councillor Bower.

EC48: **MINUTES**

**RESOLVED:** The Minutes from the meeting held on 12<sup>th</sup> October 2016 were agreed as a correct record and signed by the Chairman.

EC49: **DECLARATIONS OF INTEREST**

There was none.

EC50: **URGENT BUSINESS**

There was no urgent business.

**EC51: MEMBERS PRESENT PURSUANT TO STANDING ORDER 34**

Councillor D Tyler – EC55  
Councillor J Collop – EC56  
Councillor D Pope – EC53, EC54 and EC56.

**EC52: CHAIRMAN'S CORRESPONDENCE**

There was none.

**EC53: UPDATE FROM THE BOROUGH COUNCIL'S REPRESENTATIVE ON KING'S LYNN FOOTBALL CLUB BOARD**

The Chairman welcomed Paul Bland, the Borough Council's representative on King's Lynn Football Club to the meeting.

Paul Bland provided the Panel with an update. He explained that the Football Club had been sold to a new owner earlier in the year and new arrangements were working well. The club had expanded and now had a reserve team, under 18's and a ladies team.

He felt that the first team were doing well, despite suspensions and injuries. Paul Bland commented that the new owner was very ambitious and would be working to bring in new players, establish academies and bring in younger players for youth teams.

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

In response to questions, Paul Bland explained that gate sales had increased since last year and the income from the gate sales and sponsorship was very important for the club. New booking systems had been introduced and customers could now book and pay online. The more successful the team was, the more it was likely that gate sales would increase.

Reference was made to the Football Club Car Park and Paul Bland acknowledged that the car park was not in a good condition. He explained that the car park was not locked and often resident's vehicles were parked in the car park. He commented that if the car park was locked when there was not a match, this would result in more cars parking on the side of the road. He explained that the Football Club had been in contact with the Council regarding the future of the car park and discussions were ongoing.

Councillor Pope addressed the Panel under Standing Order 34. He referred to the potential expansion of the club in establishing youth teams and he asked where they would play their matches. Paul Bland explained that he would meet with the Borough Council at the

appropriate time to see if there was anywhere available that the youth teams could use. Paul Bland stated that it was important to encourage young people and provide local facilities which they could use.

In response to further questions from Councillor Pope, Paul Bland explained that the Football Club was owned by an individual and the Board was made up of himself and the owner of the Football Club. The Football Club was a private business.

Councillor Pope stated that he did not think the Borough Council should pay for any work to the Car Park at the Football Club and Paul Bland replied that the Football Club was in liaison with the Borough Council as the Council was their Landlord and they would just be looking at options for the future at this stage.

Paul Bland informed the Panel that the food offer at the Football Club had improved significantly and people now came for a three course meal which was a real bonus for the club.

The Leader of the Council thanked Paul Bland for attending the meeting and explained that financial information was available in the Borough Council's accounts, but the financial affairs of the Football Club, which was a private commercial business, would not be available to the Council. He explained that the Borough Council had a representative on King's Lynn Football Club Board to represent the Council's interest as landlord. He explained that the Council carried out maintenance and repairs as appropriate as the owner of the building and within the terms of the lease. He explained that this was why it was important for the Football Club and Council to work together to discuss options for the future of the car park.

In response to a question from Councillor Smith, Paul Bland hoped that in the future the offer could be extended to under 12's, girls and boys teams. He explained that work was already carried out with schools.

It was confirmed that the relationship between the Council and the Football Club was that the Borough Council was the landlord and the Football Club were the tenants.

Councillor Moriarty queried why the Football Board was only made up of two people and he suggested that Paul Bland research his responsibilities and liabilities.

Paul Bland stated that he was the Borough Council's representative and therefore would report to the Borough Council any issues. He confirmed that he was not a Shareholder. He confirmed that he had been appointed to the Football Club Board since approximately 2010.

**RESOLVED:** The Panel noted the update.

**EC54: PARKING ISSUES - QUESTION AND ANSWER SESSION**

The Business Manager had been invited to the meeting to respond to questions from the Panel regarding parking issues. Questions and responses are summarised below.

Councillor Bubb asked if the Council were able to mark divisions in the on street parking bays. He provided a photograph of where a vehicle had parked in the middle of the bays. The Business Manager explained that there could be less space if the bays were marked as bays would have to be marked out to the maximum length, whereas some cars were smaller than the maximum. The issue could be raised with Norfolk County Council if required as the area in question was currently not subject to a traffic regulation order for lineage.

Councillor Bubb also displayed photos relating to the pavements at the pedestrian entrance to the Cattle Market Car Park. He explained that the West Norfolk Disability Forum had raised issues regarding problems with the pavement being cracked and unstable, but they were yet to be resolved. The Business Manager asked that, if anyone was aware of pavement issues etc., which could cause imminent danger, they should report them immediately so that they could be investigated. The Business Manager explained that investigations were ongoing at the bus station regarding problem areas and some areas currently had barriers round them where there was a hazard yet to be repaired.

Councillor Bubb asked if an update was available on improvements to lighting at the taxi rank at the Cattle Market. He also asked if seating could be installed near the taxi rank and asked how much the cycle rack had cost in the Cattle Market Car Park. The Business Manager responded by asking for suggestions on where Councillor Bubb felt it would be appropriate to locate seating near the taxi rank, given the traffic movement in the area. He confirmed that the cycle racks had cost approximately £6,000 and were included as part of the redevelopment of the bus station and he felt that they were well used. Councillor Mrs Collop commented that the cycle rack was a two tier rack and she would find it difficult to mount her bicycle on the top rack. The Business Manager explained that both racks were well used and the top rack was often preferred by commuters, who left their bicycles for longer periods of time. The Business Manager commented that there were also bicycle racks and lockers available at the multi storey car park. Councillor Bubb was informed that the lighting at the Cattle Market was currently being looked at. A technical specification was being put together prior to going out for tender.

Councillor Smith asked if there was anything that could be done about parking problems in areas where a provided car park was small, for example small local convenience stores. The Business Manager explained that sometimes there was an overspill issue with small car parks adjoining small convenience stores, but contrary to popular belief

parked cars on the side of the road often slowed vehicles down which could be beneficial to pedestrians in the area. He explained that Norfolk County Council would have to make the decision as to if a specific area should be subject to a traffic regulation order.

Councillor Hipperson referred to on street parking issues in Marham, near the main gate to the RAF base. The Business Manager explained that there were no restrictions on the carriageway and the Borough Council could only enforce existing restrictions, again the area would require a traffic regulation order to apply restrictions and this would be a Norfolk County Council decision.

In response to a question regarding how close to a junctions cars were allowed to park, the Business Manager explained that there was no legal requirement on distance in the Highway Code, however consideration needed to be given to safety and line markings on the road. Action against dangerous parking would be the responsibility of the Police.

Councillor Rochford asked about car parking capacity and the Business Manager explained that car parks were rarely at capacity. Long term central car parks were well subscribed and car park usage was monitored. Car parking in the lead up to Christmas was often busy, as would be expected. In response to a further question regarding the smart pay technology, the Business Manager explained that this was still in progress. The current supplier did not yet provide an App, which it was felt would be the most convenient way for people to pay and also different tariffs were unavailable via smart pay, so alternative options were being considered. The Business Manager explained that the facility would be rolled out in due course.

With regards to the cycle network in King's Lynn and vehicles parked blocking cycle lanes, the Business Manager explained that the Council could only carry out enforcement on adopted cycle paths, which were the ones with a blue disc and solid white line, which meant that they were covered by a traffic regulation order. Councillor Hopkins referred to the cycle path along Morstons Drift, which was often blocked by vehicles and the Business Manager explained that this cycle path had only recently been adopted, and therefore enforcement action could be carried out in the future.

The Business Manager explained that if Members were aware of real time or ongoing issues with car parking they should contact [parking.operations@west-norfolk.gov.uk](mailto:parking.operations@west-norfolk.gov.uk) resources could then be diverted to the area in question, if appropriate.

EC55: **REVIEW OF HACKNEY CARRIAGE AND PRIVATE HIRE LICENSING PROCEDURES AND CONDITIONS**

The Licensing Manager presented the report to Cabinet which proposed amendments to the Borough Council's Hackney Carriage and Private Hire Licensing Procedures and Conditions.

The Licensing Manager outlined the proposed changes as contained in his report which included introducing a section on safeguarding to the Council's knowledge test, changes to the providers who taxi drivers could undertake the DSA Hackney Carriage/Private Hire Test Assessment with, removal of the condition relating to window tints, and the necessity for MOT's and Council's Compliance Test.

The Licensing Manager informed the Panel that the Council had offered Safeguarding Awareness Workshops to all Taxi and Private Hire drivers and 88% of the trade had attended, on a voluntary basis, one of the sessions offered. The Licensing Manager explained that the adoption of the new proposals would enable action to be taken against the 12% who had not yet attended a session to ensure that all drivers have completed the training.

The Licensing Manager highlighted Appendix 1 of his report which detailed comments received from the trade as part of the consultation exercise. Five responses had been received.

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

Councillor D Tyler, Chairman of the Licensing and Appeals Board, addressed the Panel under Standing Order 34. He thanked the Licensing Manager for his report, which he felt was very clear. He explained that it was important that the Council had regard to safeguarding, especially in relation to children and vulnerable people. He asked the Panel to support the recommendations as set out in the report.

In response to questions regarding the Safeguarding Training, the Licensing Manager explained that the training was one hour long. He felt that any longer than this could discourage drivers from attending. He reminded the Panel that drivers attended on a voluntary basis and would have to take time out from work. The Licensing Manager stated that he was satisfied with the training, which primarily had focussed on children and vulnerable people. The Licensing Manager reminded the Panel that if the revised conditions were approved, safeguarding would be incorporated into the Borough Council's Knowledge Test and drivers would have to answer questions on the subject. The Licensing Manager also confirmed that there was no financial impact to the Council on the changes regarding Private Companies offering the DSA test. He explained that drivers would book and pay for the course themselves and provide proof of passing the test to the Council.

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

That Council adopt the revised licensing procedures and conditions.

EC56: **REPORT FROM THE INFORMAL WORKING GROUP - PUBLIC CONVENIENCES REVIEW**

The Public Open Space Manager presented the report which presented the findings of the Informal Working Group which had been set up by the Environment and Community Panel with the remit of reviewing the provision of public toilets in the Borough and consider future operations.

The Panel was informed that the Informal Working Group had recommended the following to the Environment and Community Panel:

(i) That the relevant Portfolio Holder give consideration to the potential of leasing the management and operation of the following public conveniences to a private contractor on the basis that the contractor would be able to introduce turnstiles and charge for admission:

- Central Promenade, Hunstanton
- Seagate, Hunstanton

(ii) Discussions to take place with Parish Councils and local stakeholders with regard to the requirement for and the funding of the toilets listed below. Options for Parish Councils are to take on operation, close toilets or charge them to special expenses:

- Heacham Village
- Old Hunstanton
- Holme
- Downham Market, Memorial Playing Field
- Wales Court, Downham Market
- The Howdale, Downham Market.

(iii) Ferry Street, King's Lynn to close Monday to Friday on a three month trial basis, with users being signposted to the Corn Exchange.

(iv) The Walks Broadwalk and Walks Management Building to be referred to King's Lynn Area Consultative Committee to give consideration to charging them as a special expense.

(v) Gaywood – a six month trial of closure with users being signposted to the Library.

(vi) All other public toilets to maintain current arrangements.

The Panel was informed that the Informal Working Group had suggested that any arrangements commenced in the 2018/2019 financial year to allow for thorough consultation with the relevant bodies.

The Chairman thanked the Informal Working Group and officers for their report and invited questions and comments from the Panel, as summarised below.

In response to questions, the Panel was informed that King's Lynn Area Consultative Committee would consider the suggestions from the



Informal Working Group at their Special Meeting on 15<sup>th</sup> December 2016 to consider Special Expenses. Consultation would also be carried out with all other interested parties and results of the consultation would be presented to the Environment and Community Panel at a future meeting.

Councillor J Collop addressed the Panel under Standing Order 34. He was concerned about consultation with King's Lynn Area Consultative Committee and reminded those present that currently the Committee did not have any decision making powers, unlike Parish Councils. He referred to the recommendations for the Gaywood and Walks toilets, which fell within his Ward. He explained that the Walks was a tourist attraction and brought in people from all over the Borough, who would expect toilet facilities to be available. He also suggested that the toilets at Gaywood be left open, but during shorter hours, which could assist with combatting any anti-social behaviour in the area.

The Chairman explained that the Panel had tasked the Informal Working Group with looking at the operation of public toilets in the Borough and he thanked them for their report. He explained that if the Panel supported the recommendations from the Informal Working Group, the Group and officers could then carry out the necessary consultation and report their findings back to the Panel. The Environment and Community Panel could then make any appropriate recommendations to Cabinet.

Councillor Smith referred to the proposals to close Ferry Street and Gaywood Toilets and signpost people to other toilets which were available; Corn Exchange for Ferry Street and the Library for Gaywood and he asked if there were any costs involved. The Executive Director, Commercial Services explained that the Corn Exchange and the Library had agreed to the arrangements on a trial basis and there were no costs involved. The Executive Director explained that it had been suggested that there be a three month trial, however, if it was apparent that there were problems, the trial could end early. Any trials would be kept under review.

The Vice Chairman explained that the Gaywood toilets had recently been raised at a recent Safer Neighbourhoods Advisory Panel meeting and how when they were closed local businesses, such as cafés etc. had noticed an increase in people using their toilet facilities. The Executive Director confirmed that users would be signposted to the library on a trial basis.

The Executive Director, Commercial Services reminded the Panel that they had initially asked for a review of public toilets to be presented to the meeting, and a report had been produced by officers for consideration by the Panel. The Panel had decided to establish an Informal Working Group to look at the operation of the toilets and come up with recommendations regarding future operation. The Executive Director explained that there were examples of toilets which were

already provided by Parish Councils and where there was a local need for facilities, discussions could take place with the relevant Parish Council regarding the future operation of the facilities.

In response to a question from Councillor Mrs Collop, it was confirmed that the garage, which was adjoined to the public toilets in Gaywood, and had been recently put on the market, was not owned by the Borough Council.

Councillor Crofts reminded the Panel that the Borough Council had no statutory requirement to provide public toilets. He felt that the recommendations of the Informal Working Group were fair and suggested that the arrangements could be reviewed in the future if required.

It was clarified that following any consultation a further report would be presented to the Environment and Community Panel for consideration.

Comments were made by the Panel, that even though the Council had no statutory requirement to provide public toilets, it was important that the provision was available. Councillor Hopkins commented that he would like to see all toilets remain open, and alternative options be considered to save money.

**RESOLVED:** (i) The Environment and Community Panel endorsed the Informal Working Group's report.

(ii) Officers and the Informal Working Group to carry out the necessary consultation, as outlined in the report, and present the results of the consultation back to the Panel in due course.

EC57: **WORK PROGRAMME**

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:** (i) The Panel's Work Programme was noted.

(ii) Sustainability Transport Plan be added to the Panel's Work Programme.

EC58: **DATE OF THE NEXT MEETING**

The next meeting of the Environment and Community Panel was scheduled to take place on Tuesday 17<sup>th</sup> January 2017 at 6.00pm in the Committee Suite, King's Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX.

**The meeting closed at 7.53 pm**

**BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK**

**KING'S LYNN AREA CONSULTATIVE COMMITTEE**

**Minutes from the Meeting of the King's Lynn Area Consultative Committee held on Tuesday, 12th September, 2017 at 6.00 pm in the Education Room - Town Hall, Saturday Market Place, King's Lynn PE30 5DQ**

**PRESENT:** Councillor A Tyler (Chairman)  
Councillors Miss L Bambridge, J Collop, Mrs S Collop (Vice-Chairman),  
C Joyce, G McGuinness, G Middleton, P Rochford, T Smith  
and Mrs M Wilkinson

**1 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Mrs S Buck, G Howman, M Taylor, T Wing-Pentelow and also Councillor Long, Leader.

**2 MINUTES OF PREVIOUS MEETING**

The Minutes of the Meeting held on 24 August 2017 were agreed as a correct record.

The Chairman referred to a question raised by Councillor Smith at the last meeting regarding the boundary review and whether the Parish Council was a statutory consultee on the boundary changes, and read out the following response:

*Parish Councils were not a statutory consultee however the Boundary Commission facilitated a briefing to all Parish Councils on the process that would be followed. The Borough Council also received the same briefing from the Boundary Commission, which all Councillors were invited to. Any member of the public could also comment on the proposals.*

**3 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**4 URGENT BUSINESS**

There was no urgent business.

**5 MEMBERS PRESENT PURSUANT TO STANDING ORDER 34**

There were no Members present pursuant to Standing Order 34.

## 6 **CHAIRMAN'S CORRESPONDENCE (IF ANY)**

There was no Chairman's correspondence to report.

## 7 **POLICING IN KING'S LYNN**

The Chairman introduced Inspector Wes Hornigold and Sergeant Tom Metcalfe to the meeting.

Inspector Hornigold provided the Committee with the last 6 months recorded crimes, which had been broken down into the neighbourhood areas.

Information was also provided on the street drinking and anti-social behaviour in the town centre, and the work undertaken to prevent this. It was reported that as many stakeholders as possible within the town centre had been engaged.

Inspector Hornigold also explained that 48 shops were now signed up to the retail loss group, which helped to prevent shoplifting and had reduced the number of calls for the Police to attend.

The Committee was also informed of the work which had been undertaken, with help from key stakeholders, in relation to Project Gravity, which had resulted in 7 people being charged and imprisoned.

Other issues over the summer months included:

- Speeding along Vancouver Avenue;
- HVG's along Loke Road.

In relation to speeding along Vancouver Avenue, it was explained that this was an on-going piece of work and he had met with the Speed Watch Co-Ordinator.

Inspector Hornigold hoped that the Committee were receiving the monthly newsletters.

Work had been carried out with the Year 6 pupils in schools in King's Lynn with regards to cycling in the town centre. The children produced posters and a presentation evening was held with the winner receiving a new bicycle.

Inspector Hornigold added that it had been a challenging few months with staff being lost to assist in other areas with major incidents. However, overall the results had been good over the last 6 months with the crime figures lower than they had been.

Sergeant Metcalfe then outlined the Anti-social behaviour numbers. He explained that the 941 anti-social behaviour calls in King's Lynn were split into three areas:

- Environmental
- Nuisance
- Personal

The Committee was informed that the greater number of calls was in the nuisance area. The types of anti-social behaviour were broken down into the following:

- Alcohol related calls
- Youth
- Fighting
- Rough sleepers
- Drug related

The highest number related to alcohol and youth incidents.

Sergeant Metcalfe also outlined to the Committee the measures that were available from written warnings through to Community Protection Orders and Acceptable Behaviour Contracts. It was explained that two Criminal Behaviour Orders had been issued and both received prison sentences for breaching the Orders.

The Chairman then invited questions from the Committee, some of which are summarised below:

In response to a question from Councillor Mrs Wilkinson regarding the Vancouver Speed Watch, Inspector Hornigold acknowledged that there had been some issues in setting up the Community Speedwatch Group, but these had now been resolved.

Inspector Hornigold also explained that the crime data was broken down into Neighbourhoods but the system which was used would not break the figures down in to housing estates.

In relation to HVG's using Loke Road, it was explained that signage at Loke Road was clear and it was very much being considered.

Inspector Hornigold advised that the vacancy to fill the youth offender post would be filled by the end of the year.

In relation to a query regarding begging and busking in the town centre, it was explained that there was legislation regarding aggressive begging and explained the procedure. He advised that the profile of the beggars needed to be looked at as some of the beggars were housed and not homeless. However it was important to find out who needed help and signpost them to the relevant support services. If

they were not in need of help then enforcement action would be followed.

It was suggested that busking in the town centre should have a designated area and a rota system. Inspector Hornigold advised that the Council were involved in a piece of work regarding this.

Inspector Hornigold informed the Committee of the work being undertaken in relation to racial hate crime and terrorism. He advised that in relation to hate crime, this needed to be recorded properly so that it could be investigated and any safeguarding put in place.

With regards to terrorism, he outlined to the Committee the Prevent Strategy, and confirmed that no referrals had been made to the Prevent Strategy from King's Lynn. It was also confirmed that King's Lynn had a low number of recorded hate crimes.

It was highlighted that there was a Code of Conduct for Buskers on the Council's website.

Reference was made to the crime figures given at the meeting, and it was asked whether historic figures could also be given as a comparison.

The Chairman thanked Inspector Hornigold and Sergeant Metcalfe for attending the meeting and their valuable contributions.

**AGREED:** That comparison figures be included for the 6 monthly update from the Police to enable the Committee to put these into context.

## 8 **PUBLIC TOILETS**

The Public Open Space Manager introduced John Hussey, Operations Manager who ran the day to day operation of public toilets.

The Public Open Space Manager explained that a report on Public Toilets within the Borough was considered by the E&C Panel in August 2016. An Informal Working Group was set up, tasked to review the provision of public toilets in the Borough. It was reported that two formal complaints had been received.

It was proposed to:

- Reopen Ferry Street toilets 7 days a week;
- Complete closure of the Gaywood toilets and sell or demolish;
- Include both sets of toilets in The Walks (Broadwalk and Management Building) into King's Lynn Special Expenses.

The Vice-Chairman expressed concern that the Informal Working Group had not met since the 8<sup>th</sup> November 2016 and had not met to consider the recommendations put forward.

It was advised that the Committee could make a recommendation to the Environment & Community Panel for consideration when they considered the item at their meeting on 10 October 2017.

Reference was made to the recommendation to close Gaywood toilets and it was asked whether the savings of £9,000 could go into Special Expenses to pay for the re-opening of the Walks toilets.

It was asked whether consultation had taken place with the Library Service over the use of their toilets whilst the Gaywood toilets were closed, as it was understood that the staff were not happy. The Public Open Space Manager explained that there had been no formal complaint raised by Norfolk County Council, however if staff wanted to give formal feedback then this could be included in the proposals to the E & C Panel.

In response to a comment, the Public Open Space Manager explained that the Management Toilets were at the play area and part of the management building. He further explained that there had been bands playing in the Walks every Sunday, which had been heavily attended and bookings were already being taken for next year. The events were being split between the two venues – the Town Centre and The Walks. The Public Open Space Manager also outlined other events which had taken place in the Walks over the year.

Councillor J Collop made reference to the recommendation to close toilets in Downham Market, Heacham and Old Hunstanton and to the fact that these parishes had the opportunity to take over the toilets, whereas the residents of King's Lynn had no say in how Special Expenses was spent. He did not agree with the proposed closure of the toilets at Gaywood.

Councillor Smith made reference to Gaywood toilets and the current position of them and suggested that if they were demolished, they could be rebuilt with something better and in a more suitable location. He asked what the cost would be to demolish and then rebuild them. The Public Open Space Manager advised that the costs would be in the region of £50,000.

Councillor McGuinness made reference to the Parkour which had been provided for the whole of the Borough, yet the Walks itself, was deemed as being just for King's Lynn residents and charged to Special Expenses. He added that events were generally put on at weekends which attracted visitors from other areas. He questioned whether one set of the toilets could be closed for weekend use only, to allow the Gaywood toilets to be refurbished or rebuilt.

In response to a query it was confirmed that Gaywood Toilets were not currently charged to King's Lynn Special Expenses.

Councillor Joyce stated that it needed to be established whether the Walks was a Borough facility or a King's Lynn facility.

The Committee then made the following recommendations to the Environment & Community Panel:

1. The Public Toilets Review Informal Working Group should meet again to consider the recommendations to be put forward to the Environment & Community Panel.
2. The Committee supported the proposal to demolish the toilets at Gaywood, however they should be replaced with new facilities.
3. The Committee supported the reopening of the Ferry Street toilets 7 days per week.
4. The Committee supported the continued opening of the Broadwalk and Management Building toilets in the Walks but considered that as the Walks was a Borough-wide facility the cost of this should not be included in King's Lynn Special Expenses.

## 9 **STREET CLEANING**

The Public Open Space informed the Committee that under the Environmental Protection Act (EPA) 1990 and the Code of Practice on Litter and Refuse, the Borough Council are obliged to maintain a level of cleanliness across all public areas within the Borough.

An example of that was that all 'A' zones (town centres, shopping centres) were required to be litter picked and/or swept by 10.00 hours each day.

The outer 'A' zone which the Council voluntarily extended some 5 years ago to include the main routes into the town centre were cleared by 11.00 hours.

It was explained that street cleansing covered a wide range of services, duties and responsibilities, which included: litter picking, litter bins and dog waste bins, street sweeping (urban and rural), fly tipping, graffiti and gum removal.

The Public Open Space Manager advised that the Council did not clear fly tipping from private land.

In response to a query regarding whether the Council published a schedule of sweeping, the Public Open Space Manager explained that the Council used to publish this, but the schedule often changed. It



was advised that you could request for a street to be cleaned on the Council's website, and a schedule could be sent.

Councillor Mrs Wilkinson referred to fly tipping on Freebridge land, and asked how it was reported. The Public Open Space Manager advised that team leaders were expected to report any fly tipping to Freebridge if it was on their land. However he did not know what their standards were for removing any fly tipping.

Both Councillors Bambridge and the Chairman thanked the Clean-Up Team for an excellent service.

Councillor Joyce agreed that the Clean-Up Team was very good. He stated that he had raised an issue in relation to street cleaning in that the Team were expected to pick litter on public land. However their task was made more difficult because of growth on pavements. He asked that as some of the team was trained in the usage of chemicals used in weed control why they were not asked to control weeds on the highway (usually pavements), and make the litter pickers job a bit easier.

Councillor Joyce added that he did understand that weed control was the responsibility of Norfolk County Council, but they were not taking those responsibilities seriously. Rather than pay someone on a quad bike to spray the growth once a year and he had been informed that he was told not to leave the quad bike for any reason which would explain why the work was often patchy at best, NCC could be asked to employ the Council's team to carry out the same work.

Councillor Joyce further added that the problem persisted mainly in estates, because usually the mechanical brush clears the weeds before they became a major problem on the roads where cars were not parked, but it was unable to do anything where cars were parked. If there was a need for extra costings to improve the performance then that would need to be dealt with.

The Operations Manager explained that he had attended a Norfolk-wide Streetscenes meeting the day before and South Norfolk also raised the same issue regarding NCC's approach to weed control on the highways and footways. It was suggested that the Borough Council could be employed to carry out this role, which Norfolk County Council agreed to look into.

Councillor McGuinness raised an issue with regards to the lack of cleaning at South Lynn, and the Public Open Space Manager agreed to look into the issue and to get a team back there.

In response to a comment from Councillor Rochford regarding fly-tipping, the Public Open Space Manager explained that if fly-tipping took place on private land, then it would be Planning Enforcement or

Community Safety Neighbourhood Nuisance (CSNN) who would need to deal with the issue.

The Chairman thanked the Operations Manager and Public Open Space Manager for attending the meeting.

## 10 **PARISH PARTNERSHIP SCHEME**

The Assistant Director explained that no schemes had come forward at present. He reminded the Committee of the process and the deadlines for the submission of schemes.

The Chairman then invited County Councillor Kemp to address the Committee. County Councillor Kemp informed the Committee of her support to provide SAM signs along Vancouver Avenue, King's Lynn. She referred to the problems of speeding in that area and considered that the SAM signs would help to alleviate this.

Councillor Smith suggested a sign at Tennyson Avenue/Tennyson Road and that the possibility of a traffic island by the level crossing at the Walks should be investigated.

Councillor Miss Bambridge added that she considered that there was enough information available to put forward a business case.

The Assistant Director reminded the Committee that Norfolk County Council required detailed information to be submitted as part of the scheme. He informed the Committee that there had been an initial proposal put forward to Paul Donnachie at Norfolk County Council for a SAM along King Street, however the Local Highway Authority were not minded to support that.

The Committee then discussed the possible options for the SAM signs to be located along Tennyson Avenue/Vancouver Avenue and it was advised that these discussions needed to be held with Norfolk County Council as soon as possible.

Councillor McGuinness thanked Councillor Kemp for getting the Parish Partnership Scheme extended to the unparished areas and he was very supportive of a SAM sign. He suggested that the Parish Partnership Scheme be added to the Committee's Work Programme earlier so that the whole of King's Lynn could be considered.

Councillor Joyce suggested that four signs should be included in the scheme and the Police and NCC Highways could determine where they should be sited.

Councillor Smith agreed with the suggestion by Councillor McGuinness that the item should be on the Work Programme earlier and added that

a map of King's Lynn could be provided so any problem areas could be identified.

Councillor Mrs Wilkinson added that where any signs were to be located, residents needed to be in agreement to prevent any future issues.

**AGREED:** That, the Committee supported in principle a scheme for SAM signs to be located along the Walks area (exact locations to be determined), and a detailed scheme to be presented to the next meeting on 19 October 2017.

## 11 **COMMITTEE'S WORK PROGRAMME**

The Committee noted the Work Programme.

It was agreed that the Parish Partnership item be moved forward to March 2018.

The Chairman advised the Committee that he had asked for an item on the Rail Service to be included on the work programme.

Councillor Joyce suggested that a representative from the Environment Agency be invited to attend a future meeting.

## 12 **DATE OF NEXT MEETING**

The next meeting would be held on **Thursday, 19 October 2017** at **6pm** in the **Council Chamber, Town Hall, King's Lynn.**

**The meeting closed at 8.20 pm**

### Public Convenience Review Feedback

Area	PC's	Responses (Parish Councils / public)	Comments
Kings Lynn	Ferry Street	Chapman: Letter complaining about both Gaywood and Ferry Street. Followed up with a letter / e-mail from Henry Bellingham.	
	Gaywood	Letter / e-mail from Henry Bellingham (Claire Calder) complaint Re: closure.	
Downham Market	Memorial Field	These particular WC's have a room attached which is used by your maintenance staff as an 'office' presumably for supplies and storing their equipment. Due to their location it is reasonable to presume these WCs are primarily used by those enjoying the playing field facilities; who incidentally pay charges for the football pitches/cricket pitch to the BCKL&WN. Within that cost should be an amount to help maintain the facilities offered. Therefore the Town Council would not see itself taking over these ones and because the usage is primarily for users and spectators for the sporting matches which take place it would consider that the BCKL&WN would continue to maintain these at no additional expense to the Town Council.	
	Howdale	These ones are only open during the summer months; again they are situated on Borough owned land. This Council would not see itself taking over these WCs.	
	Bridge Street / Wales Court	The Town Council would consider taking over these ones but on the strict understanding that they are brought up to a satisfactory state of repair. Repeatedly we have been led to believe that funds had been made available to refurbish them, as the current facilities are modular and can no longer be repaired. They were meant to be self-cleaning - no longer working, automatically flush on entry - no longer working and the doors very frequently get jammed and the hot water is very intermittent.	

<p>Heacham m</p>	<p>Village</p>	<p>Heacham Parish Council would wish the Station Road, Heacham, public conveniences to be retained under the current arrangements. It feels that the Borough should continue to provide and operate these toilets as it does at present. Heacham is a sizeable, rural resort and these are the only facilities in the village, apart from those at the beach, and as such have value for all visitors to the village. Heacham generates considerable income for the Borough from car parking and beach hut rental; the provision of adequate toilet facilities for those visitors is a necessity.</p>	<p>My name is Sally Bailey and I am club secretary at Heacham social club. I rang and spoke to you earlier today regarding the possible closure of the toilets that are on the corner of the front of our grounds next to the bowling green. Our bowls team have been looking into the possibility of obtaining a grant to help with the upgrade of their facilities to include work on the grounds and building toilets (which must include disabled) to enable them to continue playing in one of the leagues they currently play in, but also to enable them to look into joining a higher league. The lack of toilets close to where the bowls are played has also meant that some players and spectators have had to cease being involved until works can be carried out. If we were able to take over the existing toilet block it would mean that we would be able to make minor adjustments to the present access to the toilets and so help our bowls teams to continue, return and expand their members and spectators.</p>
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Holme next the Sea	Beach Road	<p>Thank you for your letter dated 13th April 2017 setting out options in relation to the Public Toilets located at the coast end of Beach Road in Holme-next-the-Sea. As explained on the telephone there has been considerable delay partly due to the letter being addressed to a Clerk who left the Parish Council in early 2012 and partly due to changes in the current Clerk.</p> <p>A new Clerk has now been appointed with effect from 24th August and her details are Ms Patsy Adams, Church View Farm, Church Road, Aylmerton NR11 8PZ, with the email remaining as above.</p> <p>With regard to the three options proposed:</p> <p>1. <i>The Borough Council continues to maintain and operate the public conveniences and charges the cost of the service as a Special Expense.</i></p> <p>The total annual cost is currently stated as £5,957. and the Revenues Department advise that this would result in a Special Expense charge of £26.88p for a Band D (accepted as the average) property. For a Band A it would be £17.92p and for a Band H it would be £53.76p. This level of charge on properties within the Parish is unacceptable for toilets that are largely only used by visitors.</p> <p>2. <i>The Parish Council takes on the maintenance and premises of the toilets as a service duly controlled by the Parish Council.</i></p> <p>The annual cost as stated above at £5,9576. is too large for the Parish Council to assume responsibility.</p> <p>3. <i>The toilets are not considered by the Parish Council to be of value and could be closed.</i></p> <p>Although rarely used by Parishioners, the Parish Council cannot make this statement and due to the reasons set out below, wish to request that the Borough Council consider retaining the Public Toilets as a Borough Council expense.</p> <p>(a) The toilets are of great benefit to visitors to the coast and the Norfolk Wildlife Trust Nature Reserve. (There were 100,000. in 2010.)</p>	Did not receive the original letter, re-sent and have a Parish Council Meeting w/c: 17.07.17.
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		<p>(b) The toilets are located at the gateway to the AONB, are on the North Norfolk Coast Path and at the end of the Peddars Way which are nationally important trails, as well as near the entrance to the Nature Reserve.</p> <p>(c) The press reports plans for improvements to the cycle ways and footpaths from King's Lynn to Holme-next-the-Sea thereby potentially increasing visitor numbers which are forecast to increase, in any event, as a result of local housing development.</p> <p>(c) The toilets support general tourism from which the Parish of Holme-next-the-Sea benefits very little but the wider Borough benefits greatly.</p> <p>(d) The Parish Council has already invested in the restoration and maintenance of the Orchard Land opposite the toilets which creates a pleasant green space with seating for use by the public.</p> <p>As a possible alternative, the Borough Council may wish to approach Hunstanton Golf Club who owns the Car Park, the entrance to which is opposite the toilets, as the organisation with a commercial interest in the immediate area. One assumes it would be in the interests of the Car Park operation to keep the toilets open and that Car Park is the only one in the village.</p> <p>The Parish Council will organise a poll of the residents of Holme-next-the-Sea if that is required but there was insufficient time to process this in order to make a response without any further delay.</p>	
Old Hunstanton	Sea Lane	<p>To be discussed at Parish Council Meeting w/c: 17.07.17.</p> <p>Funnily enough we had the Parish Council meeting yesterday evening.</p> <p>The proposal from the Parish Council is that the Borough Council continues to maintain the toilets but that they are made into ones that the public have to pay to use which would go to the B.C. to cover the costs.</p>	<p>Rent payments go to the Le Strange Estate Surrendered Fund. Cruso and Wilkin, Hunstanton, are the managing agents.</p> <p>BC are still trying to ascertain who actually operates the car park.</p>

## ENVIRONMENT AND COMMUNITY PANEL WORK PROGRAMME 2017/2018

DATE OF MEETING	TITLE	TYPE OF REPORT	LEAD OFFICER	OBJECTIVES AND DESIRED OUTCOMES
<b>24<sup>th</sup> May 2017, 4.00pm - Tour of the Crematorium prior to the Environment and Community Panel Meeting</b>				
24 <sup>th</sup> May 2017	Sustainability Transformation Plan – AGENDA ITEM WITHDRAWN BECAUSE OF THE PURDAH	Update	Chris Humphris and Dr Mack from the CCG	To be engaged in the STP consultation process.
24 <sup>th</sup> May 2017	Alive Leisure Update	Update	Alive Leisure	
24 <sup>th</sup> May 2017	Lily	Update	John Greenhalgh, Emma Boore, Karen Robson	
24 <sup>th</sup> May 2017	Food Waste Bin Liners	Consultation	Barry Brandford	
24 <sup>th</sup> May 2017	Appointments to Outside Bodies	Consultation	Rebecca Parker	To nominate representatives to serve on Scrutiny Outside Bodies for 2017/2018.
4 <sup>th</sup> July 2017	Homelessness Review	Review	Sheila Farley	
4 <sup>th</sup> July 2017	Demonstration on the Housing Register and how to bid for properties.	Information	Sheila Farley	As requested by a Member of the Panel.
4 <sup>th</sup> July 2017	Report from the Informal Working Group – West Norfolk Disability Forum	Policy	Informal Working Group	Report from the Informal Working Group on the future operation of the West Norfolk Disability Forum.
4 <sup>th</sup> July 2017	Tree Strategy	Policy	Chris	

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Agenda Item 10



		Development	Bamfield	
5 <sup>th</sup> September 2017	West Norfolk Strategy Group	Information	Becky Box	Information on the West Norfolk Strategy Group as requested by the Panel
5 <sup>th</sup> September 2017	Surface Water Management	Information	Dave Robson	
5 <sup>th</sup> September 2017	Advice Services	Update	Lorraine Gore and Sarah Dennis	Last update received in January 2017 and the Panel agreed to receive six monthly updates.
5 <sup>th</sup> September 2017	Local Lottery Proposals	Cabinet Report	Lorraine Gore	Update from the report previously received by the Panel.
10 <sup>th</sup> October 2017	Total Transport Scheme	Information	Norfolk County Council	To receive information on the scheme.
10 <sup>th</sup> October 2017	Update on Public Toilets	Update	John Hussey and Nathan Johnson	Update following the work of the Informal Working Group
10 <sup>th</sup> October 2017	West Norfolk Community Transport		Ben Colson and Peter Brown from WNCT and Sarah Dennis	To receive information and update from West Norfolk Community Transport
6 <sup>th</sup> December 2017	Alive Leisure Update	Update	Alive Leisure	Scheduled twice yearly updates.
6 <sup>th</sup> December 2017	Community Car Scheme		Lorraine Gore	
6 <sup>th</sup> December 2017	Prevent	Information	John Greenhalgh	As requested at the Panel meeting in March. All

				Councillors to be invited.
6 <sup>th</sup> December 2017	Budget		Lorraine Gore	
4 <sup>th</sup> January 2018	Cultural Strategy		Chris Bamfield	
13 <sup>th</sup> February 2018	Littering and Dog Fouling	Update and Information	Mark Whitmore	Update requested by Chairman and Vice Chairman
27 <sup>th</sup> March 2018	Update from representatives on Outside Bodies	Annual Update		