

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



# **Environment and Community Panel**

## **Agenda**

**Tuesday, 4th September, 2018**  
at \*5.00 pm

\*PLEASE NOTE EARLIER START TIME

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**  
**Fax: 01553 691663**

Friday 24<sup>th</sup> August 2018

Dear Member

**Environment and Community Panel**

You are invited to attend a meeting of the above-mentioned Panel which will be held on **Tuesday, 4th September, 2018 at 5.00 pm** in the **Council Chamber, Town Hall, Saturday Market Place, King's Lynn** 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 - 15)**

To approve the minutes of the previous meeting held on 24<sup>th</sup> July 2018 and the special meeting held on 14<sup>th</sup> August 2018.

**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. Homelessness and Housing Delivery Task Group (20 minutes) (Pages 16 - 18)**

**8. Exclusion of Press and Public**

To consider passing the following resolution:

“That under Section 100(A)(4) of the Local Government Act, 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 1, 2 or 3 of Part 1 of Schedule 12A to the Act”.

**9. EXEMPT - Update on Leisure Options Appraisal (10 minutes) (Verbal Report)**

**RETURN TO OPEN SESSION**

**10. Work Programme and Forward Decision List (Pages 19 - 26)**

**11. Date of the next meeting**

To note that the next meeting of the Environment and Community Panel is scheduled to take place on 16<sup>th</sup> October 2018 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), Mrs C Bower, A Bubb, Mrs S Collop, Mrs S Fraser, G Hipperson, M Hopkins, T Parish, C Sampson (Chairman), M Taylor, J Westrop and Mrs M Wilkinson

**Portfolio Holders:**

Councillor A Lawrence – Portfolio Holder for Housing and Community

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

**Officers:**

Chris Bamfield – Executive Director

Duncan Hall – Housing Services Manager

Honor Howell – Assistant Director

**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, 24th July, 2018 at 6.00 pm in the Council Chamber, Town Hall, Saturday Market Place, King's Lynn**

**PRESENT:** Councillors C Sampson (Chairman), Miss L Bambridge, Mrs C Bower, A Bubb, Mrs S Collop, Mrs S Fraser, T Parish, Mrs V Spikings (substitute for G Hipperson), M Taylor, Mrs J Westrop and Mrs M Wilkinson

**Portfolio Holders:**

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

**Officers:**

Ged Greaves, Senior Policy and Performance Officer  
Duncan Hall, Housing Services Manager  
Honor Howell, Assistant Director

**By Invitation:**

Graeme Stewart and Tracey Ellis, Youth West.

**EC13: APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Hipperson, Hopkins and Lawrence.

**EC14: MINUTES**

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

**EC15: DECLARATIONS OF INTEREST**

Councillor Mrs Westrop declared a non-pecuniary interest in EC20: Youth Investment Fund as she was a Trustee of the Swan Project and was involved in the Youth West Partnership.

**EC16: URGENT BUSINESS**

There was none.

**EC17: MEMBERS PRESENT PURSUANT TO STANDING ORDER 34**

Councillor Pope for all Agenda items.

EC18: **CHAIRMAN'S CORRESPONDENCE**

There was none.

EC19: **CORPORATE PERFORMANCE MONITORING FULL YEAR 2017-2018 (20 MINUTES)**

The Senior Policy and Performance Officer presented the report which monitored progress against agreed performance indicators for the full year 2017/2018. The Panel was informed that thirteen performance indicators were within the remit of the Environment and Community Panel and these were included in the report. The report showed that five targets had not been met, as set out below, and an action plan was in place to address issues:

- CE2: % of Long Term empty homes in the Borough as a percentage of overall dwellings.
- CE7: % of allocated spend of Flexible Homeless Grant.
- CC6: % of Careline alarms installed within ten days from date of enquiry.
- CC7: Time taken (in weeks) from first visit to completion of work on Disabled Facilities Grants.
- CC8: Time taken (in weeks) from first visit to completion of work on Adapt passported cases with a value under £6,000.

The Chairman thanked the Senior Policy and Performance Officer for his report and invited questions and comments from the Panel, as summarised below.

Councillor Pope addressed the Panel under Standing Order 34. He asked for clarification on the figures in the table on page 12 of the Agenda which summarised the Council's current performance levels compared to the previous quarter. The Senior Policy and Performance Officer explained that through the year the figures could increase and decrease so there would be variation.

In response to a question from Councillor Bubb, it was explained that external factors, which the Council had no control over, and could affect performance, were included in the notes and actions section of the performance monitoring report.

**RESOLVED:** The Panel reviewed the Performance Monitoring Report and agreed the actions outlined in the Action Report.

EC20: **YOUTH INVESTMENT FUND (25 MINUTES)**

The Chairman welcomed Graeme Stewart and Tracy Ellis to the meeting who presented the Panel with information on the Youth West

Partnership, as attached. Members' attention was also drawn to the information document which had been circulated with the Agenda.

The Chairman thanked Graeme Stewart and Tracy Ellis for their presentation and invited questions and comments from the Panel as summarised below.

Councillor Mrs Bower asked if anything was planned for Hunstanton. Graeme Stewart explained that the Benjamin Foundation was working in Hunstanton and as the Co-ordinator for the project developed her role she could make contact with Parishes.

Councillor Mrs Fraser asked for more information on how the activities were chosen and asked what plans were in place to ensure that young people were engaged. Graeme Stewart explained that activities included music, dance, drama and other sessions. It was explained that Youth Workers would work with the young people and certain activities would be chosen by them. It was hoped that this would keep young people involved and engaged. The Panel was informed that the Youth West Partnership would be working with the Discovery Centre and in deprived areas in West Norfolk. It was explained that Youth West would also promote projects jointly with their partners where possible.

The amount of funding available for the project was highlighted and Graeme Stewart acknowledged that West Norfolk was rural and diverse and it would unfortunately not be possible to help all areas, but the project had tried to spread out into areas where there was already an active interest, but may have been issues in the ability to provide or sustain a service.

Councillor Mrs Nockolds, Portfolio Holder for Culture, Heritage and Health commented that this project was very good news for young people in the Borough. She explained that the Borough Council already had a Service Level Agreements in place with Freebridge Community Housing relating to the Discovery Centre, Active Norfolk and SWAN. Councillor Mrs Nockolds informed those present that the Council also worked with the Local Cultural Education Partnership and hoped to work with Garage in the near future. Graeme Stewart explained that Active Norfolk was working with the Youth West Partnership regarding the delivery of some activities at the Discovery Centre.

Councillor Mrs Wilkinson informed those present that Fairstead previously had a youth club at the Community Centre, but this was no longer in operation. She asked if there were any plans to re-introduce provision in this area. She also explained that there used to be a mini bus available which could take young people to activities. Graeme Stewart explained that part of the project would include pop up youth clubs, and Fairstead was an area which could be a possibility. The pop up youth clubs would identify if there was a demand in an area and if



more permanent provision would be sustainable. Graeme Stewart reminded the Panel of the budget available and explained that it would focus on 'on the ground' delivery with the help of partners. Year one of the project would be to establish activities and year 2 would look at working with partners, parishes and local communities to look at sustainability and funding options.

The Vice Chairman, Councillor Bambridge commented that the project looked at areas where there was already activity, but what about areas where there was no current activity? She referred to rural and isolated areas where there was no public transport. Graeme Stewart explained that they had looked at isolated communities, and he felt that some may be covered in the hub provision, but referred to the limited funding available. He explained that they could look into options for the future for example access to transport.

Councillor Parish referred to Heacham and explained that they used to have a youth club and all the facilities were still there. Graeme Stewart explained that Youth West had worked with the Benjamin Foundation to identify areas on where to establish provision. He explained that if there was an opportunity, and funding to support it, it was something that could be looked at.

Councillor Mrs Spikings asked if the project was limited to West Norfolk, or if they worked across boundaries. She provided an example of provision which was available close to her Ward, but across the border in Wisbech. Graeme Stewart explained that the funding had been awarded for West Norfolk, but it was something that could be looked into. The Chairman, Councillor Sampson suggested that Councillor Mrs Spikings pass on the relevant information to Graeme Stewart.

In response to a question from Councillor Mrs Collop, Graeme Stewart explained that the amount of young people that could be accommodated at each session was dependant on the amount of Youth Workers and Volunteers available and safeguarding best practice. Councillor Mrs Westrop commented that activities in Downham Market had started in June and there was a waiting list for some activities such as music because they were very popular.

The Portfolio Holder for Culture, Heritage and Health, Councillor Mrs Nockolds asked if Youth West worked with the National Youth Agency regarding training. She also referred to National Youth Week in November and asked if there were any opportunities for Youth West during this Week. Graeme Stewart explained that the Youth Worker training was linked with Momentum and it was hoped to make training courses locally available in King's Lynn.

**RESOLVED:** (i) The report was noted.  
(ii) Representatives from Youth West be invited to provide a further update to the Panel in Year 3 of the Project.

EC21: **HOMELESSNESS AND ROUGH SLEEPING STRATEGY (60 MINUTES)**

The Housing Services Manager gave a presentation on Homelessness and Rough Sleeping, as attached. The Chairman thanked the Housing Services Manager for his presentation and invited questions and comments from the Panel, as summarised below.

Councillor Mrs Spikings referred to information provided that there was not enough housing supply for social housing. She commented that she was aware of some social housing which had been boarded up, or demolished in Welney and asked why this was happening when there was such a demand for social housing. The Chairman, Councillor Sampson commented that Welney was an isolated area and people may have issues with transport. Councillor Mrs Spikings commented that the refurbishment of the housing stock in Welney had fractured the local community.

Councillor Taylor asked for information on how many rough sleepers were local and expressed concern that because King's Lynn had a good process in place for dealing with and supporting homeless people it may attract people from other areas. The Housing Services Manager commented that this was a concern for the night shelters and that it could give validity to a certain type of lifestyle. He explained that the situation would be carefully monitored.

Councillor Mrs Spikings provided information on someone who was sleeping rough near the A47 and agreed to pass on information to the Housing Services Manager.

Councillor Mrs Westrop made reference to the duty to care leavers and she explained that some had complex needs. She asked if there was any flexibility with regards to local connection for care leavers. The Housing Services Manager explained that there was legislation relating to this and that some care leavers did not feel disadvantaged if they were placed outside the County.

Councillor Taylor asked the Housing Services Manager if he felt that the Council had the resources available to deal with monitoring, reporting and delivery of services relating to homelessness and rough sleeping. The Housing Services Manager explained that some new funding had been available from Central Government, as they had recognised this as a priority. He explained that homelessness grants were also available and the Council also worked with Norfolk County Council on provision for the area. Funding had been used to commission new services and retarget resource to where it was needed.

The Vice Chairman, Councillor Bambridge informed those present that she had requested that this update be brought to the Panel following the introduction of the Act. She reiterated comments made regarding Registered Social Landlords having empty properties and that she was concerned about this. She also referred to earlier comments made by Councillor Spikings about empty social housing in villages and how it should be made available if there was a demand.

In response to a question from the Vice Chairman, Councillor Bambridge about if the Council received enough funding, the Housing Services Manager explained that West Norfolk was recognised as a high demand area for private rented homes. He commented that situations could change quickly which could impact the amount of resources available and required. He commented that ways to be bold and work to make a difference to landlords and tenants needed to be looked at.

Councillor Mrs Spikings suggested that a Task Group be established by the Panel to look at funding, issues and how organisations could work together to address homelessness, rough sleeping and the availability of social housing.

The Chairman, Councillor Sampson commented that the presentation provided to the Panel highlighted how complex the process was and the wide range of issues that the Council had to deal with and agreed that the establishment of a Task Group was a good idea.

The Housing Services Manager welcomed the suggestion of a Task Group. He commented that it was important for all organisations to have a joined up approach and work together

The Portfolio Holder for Environment, Councillor Devereux referred to the House of Lords Select Committee on the regeneration of seaside towns which he suggested as useful background reading.

Councillor Mrs Westrop referred to the effect of the roll out of Universal Credit and she felt it would have a big impact on social housing tenancies and the ability for people to pay rent and that resources would need to be put in place to deal with issues.

The Chairman, Councillor Sampson suggested that it may be useful for the Environment and Community Panel to have a look around Broad Street and the Housing Services Manager agreed that this could be arranged. He also suggested that Members could visit the Park Homes.

**RESOLVED:** (i) The Panel noted the report.  
(ii) A tour of Broad Street be arranged for the Environment and Community Panel.  
(iii) A Task Group be established to look at Homelessness, Rough Sleeping and the availability of Social Housing.

(iv) A report be presented to the next ordinary meeting of the Environment and Community Panel to agree the Terms of Reference and operation of the Task Group.

EC22: **WORK PROGRAMME AND FORWARD DECISION LIST**

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

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

EC23: **DATE OF THE NEXT MEETING**

The next meeting of the Environment and Community Panel was a special meeting of the Panel and would take place on Tuesday 14<sup>th</sup> August at 6.00pm in the Council Chamber, Town Hall, Saturday Market Place, King's Lynn.

**The meeting closed at 8.10 pm**

**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, 14th August, 2018 at 6.00 pm in the Council Chamber, Town Hall, Saturday Market Place, King's Lynn**

**PRESENT:**

**Members of the Environment and Community Panel:** Councillors C Sampson (Chairman), Miss L Bambridge, Mrs C Bower, A Bubb, Mrs S Collop, Mrs S Fraser, G Hipperson, M Hopkins, J Westrop and Mrs M Wilkinson

**Members of the Corporate Performance Panel:** Councillors B Ayres, P Beal, J Collop, H Humphrey and D Pope

**Portfolio Holders:**

Councillor A Beales – Portfolio Holder for Corporate Projects and Assets

Councillor B Long – Leader of the Council

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

**Other Members Present:**

Councillor P Kunes

**Officers:**

Chris Bamfield – Executive Director

Louise Gayton – Unison Representative

Lorraine Gore – Deputy Chief Executive

Ray Harding – Chief Executive

Honor Howell – Assistant Director

Cara Jordan – Legal Advisor

Sue Payne – Unison Representative

**By Invitation:**

Colin Mitchell – East of England LGA

**Representatives from Alive Leisure:** Michael Andrews, Deborah Chapman, Tommy Goode, Peter Lemon, Dr Ian Mack, Nina McKenna, Simon McKenna, Nigel Maggs-Oosterhagen, Abbie Panks, Ian Trundle and Catherine Watson.

EC24: **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Moriarty, Parish, Taylor and Tilbrook.

EC25: **DECLARATIONS OF INTEREST**

There were no declarations of interest.

EC26: **URGENT BUSINESS**

There was none.

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

Councillors Beales and Pope.

EC28: **CHAIRMAN'S CORRESPONDENCE**

There was none.

EC29: **EXCLUSION OF PRESS AND PUBLIC**

**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 items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Act.

The Chairman explained that representatives from Alive Leisure would be permitted to remain in the meeting whilst they delivered their presentation and answered questions from Members. They would then be asked to leave for Agenda Item EC31.

The Chairman informed the representatives from Alive Leisure that there were two Unison representatives present at the Meeting and asked if they would be permitted to stay in the room for Alive Leisure's presentation. It was confirmed that the Unison representatives could remain in the meeting.

EC30: **EXEMPT - PRESENTATION FROM ALIVE LEISURE**

Representatives from Alive Leisure delivered a presentation to Members which provided information on:

- The role of Alive Leisure
- Their achievements and performance
- Response and concerns relating to the Leisure Options appraisal.

The Chairman thanked the representatives from Alive Leisure for their presentation and invited questions from Members present at the Meeting. Members asked questions relating to timescales, fees and charges, finance, membership levels and processes.

The Chief Executive thanked the Trustees for all their hard work and acknowledged that they put in lots of time and effort on a voluntary

basis. He commented that they had delivered the anticipated savings and provided a good offer in West Norfolk, which had been highlighted in their presentation. He explained that the purpose of the appraisal was to examine the advantages and disadvantages of the current arrangements and other possible alternative arrangements which could be introduced.

The representatives from Alive Leisure left the meeting.

EC31: **EXEMPT - LEISURE SERVICES PROVISION**

Colin Mitchell from the East of England LGA Talent Bank had carried out an appraisal on the Leisure Services Provision. A copy of his report had been included in the Agenda and he provided Members with a presentation which included a summary of his report and highlighted issues and recommendations.

The Chairman invited the Unison Representatives to present their comments on the report.

The Chairman thanked Colin Mitchell and the Unison Representatives for their reports and invited questions and comments from Members present at the Meeting. Officers and Colin Mitchell responded to questions from members relating to the report.

**RESOLVED:** That the Cabinet be informed that Members of the Environment and Community Panel and Corporate Performance Panel supported the recommendation as set out in the report.

EC32: **DATE OF THE NEXT MEETING**

The next meeting of the Environment and Community Panel would be held on Tuesday 4<sup>th</sup> September 2018 at 6.00pm in the Council Chamber, Town Hall, Saturday Market Place, King's Lynn.

**The meeting closed at 8.30 pm**

**POLICY REVIEW AND DEVELOPMENT PANEL REPORT**

REPORT TO:	Environment and Community Panel		
DATE:	4 <sup>th</sup> September 2018		
TITLE:	Homelessness and Housing Delivery Task Group		
TYPE OF REPORT:	Operational		
PORTFOLIO(S):	Community and Housing		
REPORT AUTHOR:	Duncan Hall		
OPEN/EXEMPT	OPEN	WILL BE SUBJECT TO A FUTURE CABINET REPORT:	No

**REPORT SUMMARY/COVER PAGE**

<b>PURPOSE OF REPORT/SUMMARY:</b>
This report invites the Environment and Community Panel to arrange for the establishment of a Homelessness and Housing Delivery Task Group
<b>KEY ISSUES:</b>
At the Panel Meeting on 24 <sup>th</sup> July 2018 the Environment and Community Panel agreed to establish a Task Group to look at Homelessness, Rough Sleeping and the availability of Social Housing.
<b>RECOMMENDATIONS:</b>
<ol style="list-style-type: none"> <li>1. That the Panel agree to the establishment of a 5 Member Task Group to look at Homelessness and Housing Delivery.</li> <li>2. The Panel agree the proposed Terms of Reference for the Task Group.</li> <li>3. That the Democratic Services Officer be instructed to seek the Membership from Group Leaders for the Homelessness and Housing Delivery Task Group for the 2018/2019 Municipal Year.</li> </ol>
<b>REASONS FOR RECOMMENDATIONS:</b>
To establish the Task Group and agree on its operation.

**REPORT DETAIL**

**1. Introduction**

At the Panel Meeting on 24<sup>th</sup> July 2018 the Environment and Community Panel agreed to establish a Task Group to look at Homelessness, Rough Sleeping and the availability of Social Housing.

**2. Proposed Terms of Reference**

The Panel are invited to consider and agree Terms of Reference for the Task Group. Draft Terms of Reference and further detail is attached.

**3. Issues for the Panel to Consider**

Outlined in the attached document.

The Panel can request regular updates on the work of the Task Group.



Name of the group: Homelessness & Housing Delivery Task Group

Officer contact:

Duncan Hall: 01553 616445

[duncan.hall@west-norfolk.gov.uk](mailto:duncan.hall@west-norfolk.gov.uk)

### **Timescale and delivery expectations**

The expectation is that the group will meet (initially) monthly until the Homelessness and Rough Sleeper Strategy has been agreed and the Local Plan Review is finalised. The Group will examine proposals that seek to respond to homelessness and rough sleeping locally and give feedback/ make recommendations to the Environment & Community Panel. There will be a particular focus on the Council's role in supporting the delivery of affordable housing and other housing supply matters. It is expected that this work will feed into the Local Panel Review, and therefore this matter should be considered before the end of the year.

The group will also monitor the council's performance in relation to homelessness and the action plan of the Homelessness and Rough Sleeper Strategy on an ongoing basis.

### **Task Group Status**

It was proposed by the Environment and Community Panel that the group would be established on a formal basis. In this regard the group members will undertake (with the support of officers including Democratic services) to:

- Appoint a chair person
- Participate in meetings
- Prepare / agree meeting agenda items
- Agree and publish agenda
- Meet in public – with the exception press and public for reasons including commercial sensitivity or details appertaining to another organization
- Complete and publish minutes of meetings held

### **Membership**

The task group will be made up of 5 members, which is representative/ proportional to the Councils political composition. Group Leaders will nominate members to the group.

### **Purpose / role of the group**

The purpose of the group is to examine and determine appropriate policy and practice proposals to the Council's Environment & Community Panel.

The task group will look at the following key areas:-

- The requirements of the National Rough Sleeper Strategy August 2018

And the suitability of Councils emerging Homelessness & Rough Sleeper Strategy.

- The effectiveness of the Councils newly commissioned services in relation to preventing homelessness (The Rough Sleeper Outreach Service & Community Support Service).
- The Councils policy on the use of Discretionary Housing approach in relation to homelessness prevention (in conjunction with relevant Portfolio and Directorate) and make recommendations for new approaches taking into account Government Guidance and recent advice from Ministry of Housing Communities and Local Government specialist.
- Consider and review the impacts of Universal credit on the Councils existing housing and benefit policies and make recommendations for new approaches where necessary.
- Scrutinise and review the Councils existing approaches to the delivery of affordable housing and wider housing delivery. Make recommendations for new approaches to address identified housing delivery issues.

### **Meeting arrangements**

Initial scoping meeting - with the purpose of agreeing a work plan. Further meetings will be arranged to discuss options, and review progress of work plan.

It is envisaged that the first meeting will be held before the **end of September 2018**.

### **Working methods**

- Involvement / contributions from other officers and specialists who might be invited to present material at a meeting. Important source of pre-meeting material is to be found at:
- **Rough Sleeper Strategy August 2018**  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/733421/Rough-Sleeping-Strategy\\_WEB.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/733421/Rough-Sleeping-Strategy_WEB.pdf)
- **National Planning Policy Framework July**  
<https://www.gov.uk/government/publications/national-planning-policy-framework—2>
- **Discretionary Housing Payments guidance manual March 2018**  
<https://www.gov.uk/government/publications/discretionary-housing-payments-guidance-manual>
- **The homelessness monitor: England 2018(Crisis)**  
[https://www.crisis.org.uk/media/238700/homelessness\\_monitor\\_england\\_2018.pdf](https://www.crisis.org.uk/media/238700/homelessness_monitor_england_2018.pdf)

## ENVIRONMENT AND COMMUNITY PANEL WORK PROGRAMME 2018/2019

DATE OF MEETING	TITLE	TYPE OF REPORT	LEAD OFFICER/ ATTENDEE	OBJECTIVES AND DESIRED OUTCOMES
<b>1<sup>st</sup> May 2018</b>	Creative Arts East	Information	Creative Arts East	To inform Members of the work being carried out by Creative Arts East.
	Community Car Scheme		Lorraine Gore	
	Update on Outside Bodies: <ul style="list-style-type: none"> <li>- King's Lynn Football Club</li> <li>- Norfolk Countywide Community Safety Partnership Scrutiny Sub Committee</li> </ul>	Information		To consider the Outside Bodies reports from Councillor Westrop which slipped from the previous meeting.
	Charging for Uncontested Parish Elections	Cabinet Report	Electoral Registration Manager	At Cabinet in April it was agreed that the item be deferred so that it could be considered at a Panel meeting and then brought back to Cabinet.
<b>12<sup>th</sup> June 2018</b>	Appointments to Outside Bodies	Consultation		To nominate representatives to serve on Scrutiny Outside Bodies for 2018/2019.
	Single Use Plastics	Policy Development	Barry Brandford and Sharon Clifton	Added to the Work Programme by Members of the Panel. To provide a steer on the Council's approach to Single Use Plastics.
	Appointment of Vice Chairman	Operational		To appoint a Vice Chairman for the municipal year 2018/2019.
	Food Hygiene Update	Update	Environmental Health Manager - Commercial	To receive an update from the Environmental Health Manager, as requested by the Panel.
<b>24<sup>th</sup> July 2018</b>	Youth Investment Fund	Information	Councillor Westrop and Youth Investment	Item suggested by Councillor Westrop and agreed by the Panel for consideration.

			Fund Representatives	
	Q4 2017-2018 Corporate Performance Monitoring Report	Monitoring	Ged Greaves	To monitor progress against agreed performance indicators for the year relevant to the Environment and Community Panel.
	Homelessness Reduction Act Update	Update	Duncan Hall and Ross Hefford	Update on new Legislation was requested by the Panel.
<b>14<sup>th</sup> August 2018 SPECIAL MEETING</b>	EXEMPT – Leisure Services Provision	Cabinet Report	Chris Bamfield	To consider the report before its presentation to Cabinet.
<b>4<sup>th</sup> September 2018</b>	<b>Meeting to be preceded by a tour of Broad Street at 4pm</b>			
	Task Group – Homelessness and Rough Sleeping Task Group	Operational	Duncan Hall	To receive the Terms of Reference and details of operation of the Task Group.
	EXEMPT – Update on Leisure Services Provision	Update	Chris Bamfield/ Honor Howell	To receive an update following consideration of the item at the special meeting on 14 <sup>th</sup> August 2018
<b>16<sup>th</sup> October 2018</b>	Advice Services Update	Update	Sarah Dennis and representatives from CAN and Shelter	The Panel last received an update on advice services in September 2017 and it was agreed that a further update be provided in thirteen months.
	Markets	Update	Martin Chisholm	To receive an update on Markets.
	Gambling Act – Statement of Principles	Operational	Marie Malt	To consider the draft Statement of Principles before it is presented to Cabinet and Council.
	Q1 2018-2018 Corporate Performance Monitoring Report	Monitoring	Becky Box/Ged Greaves	To monitor progress against agreed performance indicators for the year relevant to the Environment and Community Panel.

<b>4<sup>th</sup> December 2018</b>	Budget	Operational	Lorraine Gore	To receive a presentation on the Budget and have the opportunity to make any comments before it is presented to Cabinet
	Q2 2018-2019 Corporate Performance Monitoring Report	Monitoring	Becky Box/Ged Greaves	To monitor progress against agreed performance indicators for the year relevant to the Environment and Community Panel.
	Grounds Maintenance	Policy Development	Nathan Johnson and Claire Thompsett	Requested for addition by Members of the Panel.
	Joint Health and Wellbeing Strategy 2018-2022		John Greenhalgh and Vicki Hopps	
	Disabilities Champion Update	Update	Councillor Mrs Fraser	To receive an update from the Disabilities Champion.
<b>22<sup>nd</sup> January 2019</b>	Review of the West Norfolk Wins Lottery	Monitoring	Lorraine Gore	To monitor the progress of the lottery six months after its launch
	Prevent Update	Update	John Greenhalgh	Annual update to the Panel.
	County Lines	Information	Representative from Norfolk Constabulary	
<b>5<sup>th</sup> March 2019</b>	Report from the Informal Working Group – Single Use Plastics	Policy Development		To receive the final report from the Informal Working Group – Single Use Plastics
<b>2<sup>nd</sup> April 2019</b>	Q3 2018-2019 Corporate Performance Monitoring Report	Monitoring	Becky Box/Ged Greaves	To monitor progress against agreed performance indicators for the year relevant to the Environment and Community Panel.

**FORWARD DECISIONS LIST**

<b>Date of meeting</b>	<b>Report title</b>	<b>Key or Non Key Decision</b>	<b>Decision Maker</b>	<b>Cabinet Member and Lead Officer</b>	<b>List of Background Papers</b>	<b>Public or Private Meeting</b>
18 September 2018						
	Accelerated Construction Scheme	Key	Cabinet	Housing & Community Chief Executive		Public
	Local Enterprise Partnership	Non	Cabinet	Chief Executive		Public

<b>Date of meeting</b>	<b>Report title</b>	<b>Key or Non Key Decision</b>	<b>Decision Maker</b>	<b>Cabinet Member and Lead Officer</b>	<b>List of Background Papers</b>	<b>Public or Private Meeting</b>
2 October 2018						
22	King's Lynn Property Acquisition	Key	Cabinet	Corporate Projects and Assets Exec Dir - C Bamfield		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Council Tax Discounts 2019/20	Key	Cabinet	Leader Deputy Chief Executive		Public
	Lynnsport Community Facilities	Key	Council	Corporate Projects and Assets Exec Dir - C Bamfield		Public
	South East King's Lynn Strategic Growth Area / West Winch Relief Road	Key	Cabinet	Development Exec Dir - G Hall		Public

	The Council as a landlord	Key	Council	Leader Chief Executive		Public
	Appeals against Business Rates Hardship Review Refusal	Non	Cabinet	Leader Exec Dir – L Gore		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Animal Welfare Changes and Fee Structures	Non	Council	Development Exec Dir – G Hall		Public
	Review of the Unreasonably Persistent Complainants Policy	Non	Cabinet	Leader Chief Executive		Public
23	Leisure Services Provision	Key	Cabinet	Deputy Leader Exec Dir- C Bamfield		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)

Date of meeting	Report title	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
13 November 2018						
	King's Lynn Property Acquisition	Key	Cabinet	Corporate Projects and Assets Exec Dir - C Bamfield		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person

						(including the authority)
	Development Options - Hunstanton	Key	Council	Performance and Economic Development		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Custom & Self Build Policy	Non	Council	Development Exec Dir – G Hall		Public
	Gambling Act 2005 Statement of Licensing Policy Review (Statement of Principles)	Non	Council	Housing and Community Exec Dir – G Hall		Public
24	Nelson Quay King's Lynn - Planning and Delivery	Key	Cabinet	Corporate Projects and Assets Exec Dir - C Bamfield		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Difficult to Deliver Site – Hunstanton – Housing With Care	Key	Council	Corporate Projects and Assets Exec Dir - C Bamfield		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Major Housing Phase 3 – Enabling Work for Lynnsport 1	Key	Council	Corporate Projects and Assets Exec Dir - C Bamfield		Private - Contains exempt Information under



						para 3 – information relating to the business affairs of any person (including the authority)
	Proposed Enforced Sales case & future procedures	Non	Cabinet	Development Exec Dir – G Hall		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)

<b>Date of meeting</b>	<b>Report title</b>	<b>Key or Non Key Decision</b>	<b>Decision Maker</b>	<b>Cabinet Member and Lead Officer</b>	<b>List of Background Papers</b>	<b>Public or Private Meeting</b>
8 January 2019	Council Tax Support	Key	Cabinet	Leader Deputy Chief Executive		Public

<b>Date of meeting</b>	<b>Report title</b>	<b>Key or Non Key Decision</b>	<b>Decision Maker</b>	<b>Cabinet Member and Lead Officer</b>	<b>List of Background Papers</b>	<b>Public or Private Meeting</b>
5 February 2019						
	Budget	Key	Council	Leader Deputy Chief Executive		Public
	Re-Fit Proposals	Key	Council	Leader Exec Dir – C Bamfield		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)

<b>Date of meeting</b>	<b>Report title</b>	<b>Key or Non Key Decision</b>	<b>Decision Maker</b>	<b>Cabinet Member and Lead Officer</b>	<b>List of Background Papers</b>	<b>Public or Private Meeting</b>
26 March 2019						