

BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK

ENVIRONMENT AND COMMUNITY PANEL

Minutes from the Meeting of the Environment and Community Panel held on Tuesday, 5th March, 2019 at 6.00 pm in the Council Chamber - Town Hall, Saturday Market Place, King's Lynn PE30 5DQ

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

PORTFOLIO HOLDERS:

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

OFFICERS:

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

BY INVITATION:

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

EC90: **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Hipperson and Taylor.

EC91: **MINUTES**

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

EC92: **DECLARATIONS OF INTEREST**

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

EC93: **URGENT BUSINESS**

There was none.

EC94: MEMBERS PRESENT PURSUANT TO STANDING ORDER 34

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

EC95: CHAIRMAN'S CORRESPONDENCE

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

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

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

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

The Chairman thanked Councillor Devereux for the information.

EC96: ALIVE LEISURE ANNUAL REPORT

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

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

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

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

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

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

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

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

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

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

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

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

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

RESOLVED: (i) The Panel noted the update.
(ii) The requests contained in the Alive Leisure Annual Report be passed onto the Portfolio Holder.

EC97: **GROUND'S MAINTENANCE UPDATE**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

4. The Council to support and promote:

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

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

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

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

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

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

c) Christmas Wrapping paper campaigns.

d) Support Norfolk Waste Partnership campaigns including OPRL promotion.

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

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

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

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

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

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

EC99: **WORK PROGRAMME AND FORWARD DECISION LIST**

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

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

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

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

RESOLVED: The Panel's Work Programme was noted.

EC100: **DATE OF THE NEXT MEETING**

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

The meeting closed at 7.50 pm



***Creating leisure time opportunities to
enhance the well-being of our community
through services you can trust***



Subsidy **£0.81**

Target **£0.91**

Management Fee: **£0**





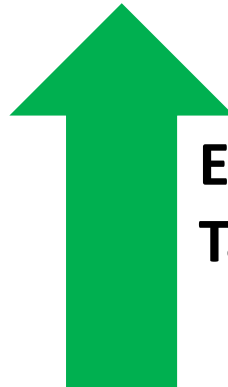
Income £5.35m
Target £5.4m



Attendance 1.4m
Target 1.4m



Surplus £1k



Events 7616
Target 6962



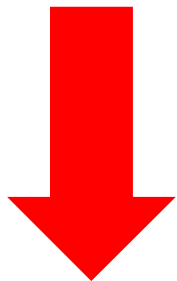
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Health and Safety 87%
Target 75%



Environmental 82%
Target 75%



Corn Ex Seats Sold 61%
Target 64%
National Benchmark 53.7%

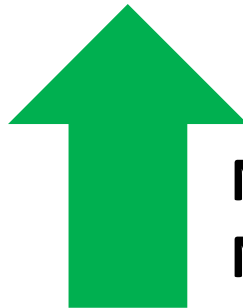


Promoted Shows 145
Target 135





CUSTOMER SATISFACTION



NPS 17/18 **46%**

NPS 16/17 39%





New Leisure Management System with Online Bookings



20,000 visited the panto



250 Years of Circus



Record GEAR participants 3500

4500 attended Summer Holiday Programme



250 entries for the Business Games



Rural Games Winners - Downham



KASET £267k Refurb

AL Transition...

1st JULY PROPOSED TRANSFER DATE

FEES AND CHARGES 2019/20

- ALT have been requested to put a 2.3% increase on non-membership fees and buddy and corporate discounts applied to Active and Lifestyle memberships. Estimated £60k additional income. Will you confirm acceptance of the proposals?
- ALT have subsidised the summer holiday programme by approx. £10k pa in previous years which has allowed children to take part for £5 per day or £1 per session. Do you wish to continue to subsidise this or charge £15.30 per day or £4.05 per session? For advance marketing purposes a recommendation is requested please.



Key Achievements during first 4 years...

Good Financial Performance, improved monitoring
Fees and charges review – has been a risk worth taking!

Excellent Brand Identity

Sponsorship, Donations and Grants increased

Improved and coordinated marketing

Improved strategic and operational planning

New Website and Mobile App

New Management System and vastly improved data

Online Bookings introduced – 34% now use this option

Panto profit has increased

Corn Exchange Programme has developed significantly

Children numbers taking part in holiday programmes have doubled

Disability and inclusion initiatives, concession scheme extended, increased junior age from 16 to 18 years.

Increased GEAR participants, new route and a sustainable event now

Skatepark Redevelopment, led by the Alive Leisure success in obtaining grants

Supporting Charities and other organisations e.g. Well-being Service, Little Discoverers



Land Ownership

Grounds Maintenance

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POS Department / Commercial Services

Borough Council of
King's Lynn &
West Norfolk



Types of Land

- BC Owned Land
- NCC Owned Land
- Service Area Land
- Amenity Space
- New Developments adopted by BC
- New Developments NOT adopted by BC
- New Developments directly adopted by PCs
- Housing Associations
- Land of Unknown Ownership



BC Owned Land

- BC Grounds Maintenance Schedule
 - 1-3 cut flail – Scrubland / Regeneration Areas
 - 6 cuts – On behalf of NCC
 - 12 cuts – Residential Estates / Amenity Land
 - 18 cuts – Parks and Gardens

NCC Owned Land

- BC Grounds Maintenance Schedule
- Service fee paid from NCC
- 6 cuts on behalf of NCC
 - Roadsides
 - Junctions
 - Verges
 - Roundabouts

Service Area Land

- BC Grounds Maintenance Schedule
 - Lynnsport
 - Crematorium



Amenity Space

- BC Grounds Maintenance Schedule
 - Football Pitches
 - Other sports fields
 - Hedge Cutting
 - Bedding / Planting
 - Tree Planting



New Developments Adopted By B.C

- Paid by commuted sum (Section 106) charged to developers for a 15 year period
- Eg. Foundary Field, Burnham Market



New Developments Not Adopted By B.C

- Management company appointed by developer to maintain
- Too expensive / resource heavy
- Not logistically practical for B.C to maintain
- Eg. Ben Bailey Homes, Railway Road, Downham Market



New Developments Directly Adopted By Parish Councils

- Logistically & financially viable for Parish to maintain
- Eg. Normandy Close, Northwold



Housing Associations

- Arrange their own grounds maintenance and their own schedules
- Freebridge
- Broadland
- Longhurst
- Victory



Land Of Unknown Ownership

- Unregistered Land
- Owned but no ownership/ planning records
 - Historically , third party land would be maintained by B.C as courtesy
 - Re-evaluation of these areas of land initially done during Grass Cutting review in 2015 :-
 - Not maintained
 - Dropped from schedule if not considered a high or medium profile area
 - Reduced cutting frequency for non-prominent areas
 - Maintained as established by precedent
- What options do we have for maintaining land of unknown ownership?



Borough Council options on Un-Known Or Third Party Ownership

- Can we charge Special Expenses if land is not in our ownership?
 - If a developer happens to fold before any formal transfer of public open space takes place to the council to maintain, then it is likely that the administrator/receiver of the company would look to try and complete the transfer to the council. However, it may well be that the commuted sum may not be payable by the receiver if the assets of the company are insufficient.
 - We believe as we are the freeholders of the land, special expenses can be charged.



Borough Council options on Un-Known Or Third Party Ownership

- Can we charge Special Expenses if land is not in our ownership?
 - If the developer has long ceased to exist, it could be that the land has passed to the Crown Estate under Bona Vicantia provisions. The asset is owned by the Crown by default, but they may agree to transfer the land to the local authority. We believe they have standard charges and fees for transfers and we would have to meet their costs which can be significant.
 - Again if the transfer completes, special expenses can be charged.

Borough Council options on Un-Known Or Third Party Ownership

- Can we charge Special Expenses if land is not in our ownership?
 - If neither of the previous scenarios exist and the owner of the land cannot be identified and by default we are not the owners either (even if we maintain the land).
 - Special expenses may not be chargeable as we need to own the land.



Borough Council options on Un-Known Or Third Party Ownership

- C.P.O / Statutory Declaration
 - Is the land of any use / worth to B/C ? (General not of worth)
 - Cost of process, time and resources
- Chase up developers to ensure they fulfil their Section 106 obligations
 - Make sure POS is formally adopted
- Taking on maintenance without ownership
 - Dangerous - This may encourage developers not to commit to their full grounds maintenance responsibilities
- Treat each piece of land on it's own merits
 - Impact on the surrounding community
 - Choose to maintain
 - Choose to drop



Thank You

Borough Council of
King's Lynn &
West Norfolk



Single Use Plastics

Report of the Informal Working Group to the E&C Committee

Tuesday 5th March 2019

People Involved

Members

Councillors:

Parish (Chairman);

869 Bower;

Bubb;

Fraser;

Westrop;

Squire (under SO34);

Devereux (portfolio holder)

Officers and others

Barry Brandford - recycling

Tony Hague - procurement

Becky Box – officer survey

Rebecca Parker – keeping us on track

Kirstie Mifsud – Plastic Free Falmouth

The wider public

Introduction to Report

Issues raised at the E&C meeting of 12th June 2018: environmental impact of single use plastics, littering, personal responsibility, behavioural change campaigns and publicity.

The Informal Working Party has conducted research and learnt a lot about what can and cannot be done and have recognised that good practice needs to be exemplified, publicised and published and bad practice clearly identified.

Since formation of the working party increasing action regarding single use plastics has been taken by many groups, including councils, nationally.

Reduce their use, recycle them better, and prevent them from entering the environment, are probably the three tenets that should be adopted.

Single Use Plastics



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Single-use plastics, or disposable plastics, are used only once before they are thrown away or recycled. These items are things like plastic bags, straws, coffee stirrers, soda and water bottles and most food packaging.

*In the process of breaking down, they release toxic chemicals (additives that were used to shape and harden the **plastic**) which make their way into our food and water supply.*

Intentions

Reduce /eliminate the use of single use plastics by BCKLWN.

Provide an example to other organisations within the Borough.

Provide guidance to people living and working within the Borough.

Support and promote good practice identified in the Borough and elsewhere.

Improve recycling, reduce littering.

- [Single-use plastics: Budget 2018 brief - GOV.UK](#)
- [Single use plastic: banning the distribution and/or sale of](#)
- [Government launches plan to ban plastic straws, cotton-buds](#)
- [UK Government Announces Plans To Ban Single-Use Plastics](#)
- [Single-use plastics ban approved by European Parliament](#)
- [UK businesses make world-first pact to ban single-use plastics](#)

11 recommendations in response to the emerging national concern regarding single use plastics

1. Officer focus group to promote internal good practice.

(In liaison with relevant managers and portfolio holders)

2. Relevant officers to be instructed to provide guidance to Parish Councils and to Tourist guides and locations.

Planning Department to provide Code of Good Practice to builders and developers.

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

4. Council to support and promote:

Refill Initiative; good practice within local businesses; appropriate initiatives by partners and other organisations.

5. Council to give consideration to marketing campaigns: food waste service; 'selling to us page'; Christmas wrapping; Norfolk Waste Partnership.

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

7. E&C Panel work with Portfolio Holder to ensure responses to Government initiatives.

8. Waste and Recycling manager and Portfolio Holder investigate ways to increase recycling levels in tourist areas.

9. Portfolio holder and Member Champion (if appropriate) keeps watching brief on the NCC Task Group and report back to E&C.

10. Council to hold design competition with schools – winning design to be wrapped onto bin vehicles.

11. E&C to schedule updates in its Work Programme on the work of the Norfolk waste Partnership (via Waste and Recycling Manager and Portfolio Holder)

The End