

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



Environment and Community Panel

Agenda

**Wednesday, 12th June, 2019
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
Fax: 01553 691663

Tuesday, 4 June 2019

Dear Member

Environment and Community Panel

You are invited to attend a meeting of the above-mentioned Panel which will be held on **Wednesday, 12th June, 2019 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. Appointment of Vice Chairman

To appoint a Vice Chairman for the Municipal Year.

2. Apologies for absence

To receive any apologies for absence.

3. Minutes (Pages 6 - 9)

To approve the minutes of the previous meeting.

4. 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.

5. 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.

6. 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.

7. Chairman's Correspondence

If any.

8. Nominations to Outside Bodies (Pages 10 - 12)

9. Appointments to Task Groups and Informal Working Groups (Page 13)

10. Littering and Dog Fouling Review (Pages 14 - 26)

11. Cabinet Report - Food Waste and Garden Waste Treatment Procurement (Pages 27 - 34)

To consider the attached report and make any appropriate recommendations to Cabinet.

12. Work Programme and Forward Decision List (Pages 35 - 41)

13. Date of the next meeting

To note that the next meeting of the Environment and Community Panel is scheduled to take place on 16th July 2019 at 6.00pm in the Council Chamber, Town Hall, Saturday Market Place, King's Lynn.

To:

Environment and Community Panel: Miss L Bambridge, Mrs C Bower, A Bubb, A Bullen, Mrs S Collop, M de Whalley, A Kemp, J Kirk, J Lowe, C Sampson (Chairman), Mrs S Squire and Mrs M Wilkinson

Portfolio Holders:

I Devereux – Portfolio Holder for Environment

Officers

Chris Bamfield – Executive Director

Barry Brandford – Waste and Recycling Manager

Mark Whitmore – Principal Environmental Health Officer

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, 2nd April, 2019 at 6.00 pm in the Council Chamber - Town Hall, Saturday Market Place, King's Lynn PE30 5DQ

PRESENT: Councillors C Sampson (Chairman), L Bambridge, Mrs C Bower, A Bubb, Mrs S Collop, 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:

Sarah Dennis – Partnership and Funding Officer
Lorraine Gore – Deputy Chief Executive
Ged Greaves – Senior Policy and Performance Officer
Honor Howell – Assistant Director

EC101: **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Fraser and Hodson.

EC102: **MINUTES**

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

EC103: **DECLARATIONS OF INTEREST**

Councillors Bubb, Bambridge and Sampson declared an interest as they were involved in organisations that had signed up to West Norfolk Wins.

EC104: **URGENT BUSINESS**

There was none.

EC105: **MEMBERS PRESENT PURSUANT TO STANDING ORDER 34**

There was none.

EC106: **CHAIRMAN'S CORRESPONDENCE**

The Chairman informed those present that EC109: Littering and Dog Fouling Review had been withdrawn from the Agenda and would be presented to the Panel at a future date.

EC107: **QUARTER 3 2018-2019 CORPORATE PERFORMANCE MONITORING REPORT**

The Senior Policy and Performance Officer presented the report which contained information on the corporate performance monitoring undertaken during Q3 2018-2019. The Senior Policy and Performance Officer highlighted the following:

- CE5 – Spend on Bed and Breakfast Accommodation. Spend for the previous quarter had exceeded the total spend for the previous financial year. The launch of accommodation at Broad Street would take place during quarter 4 and the impact of this would be monitored.
- CO7 – Number of brown bins in use for composting. A recent data cleansing operation had identified duplicate records resulting from an IT system error.
- CC7 – Time taken from first visit to completion of work on Disabled Facilities Grants and CC8a – Time taken from first visit to completion of work on Adapt passported cases. These indicators had been highlighted to the Panel at a previous meeting as they were not meeting target. The Senior Policy and Performance Officer explained that performance had improved and the target had now been exceeded.

The Chairman thanked the Senior Policy and Performance Officer for his report and invited questions and comments from the Panel, as summarised below. The Chairman commented that Care and Repair was a very important service, which helped lots of people, and he was pleased that it was performing well.

Councillor Bubb asked if brown bins could be offered at a second bin for half price. The Portfolio Holder for Environment, Councillor Devereux explained that he would investigate if it would be financially viable.

The Portfolio Holder for Culture, Heritage and Health, Councillor Nockolds referred to the indicators relating to Health and Wellbeing. She explained that Housing Officers were now available at the Hospital for referrals before people were discharged from Hospital. She explained that this had been successful in helping people earlier, before they got home.

In response to a question from the Chairman, Members of the Panel agreed that the quarterly updates were useful and kept the Panel informed on performance within their remit.

RESOLVED: The Panel reviewed the performance monitoring report and agreed the actions outlined in the action report.

EC108: **REVIEW OF THE WEST NORFOLK WINS LOTTERY**

The Partnership and Funding Officer and the Deputy Chief Executive provided the Panel with an update on the West Norfolk Wins Lottery. A presentation was given to the Panel, as attached.

The Chairman thanked officers for their presentation and invited questions and comments from the Panel, as summarised below.

The Vice Chairman, Councillor Bambridge asked if there was a time limit on organisations being signed up as a good cause if they were not raising any money. The Partnership and Funding Officer explained that when organisations signed up they did commit to sell a certain number of tickets.

The Partnership and Funding Officer explained that there were two meetings planned; one was the Lottery Network Forum which Gatherwell administered and all Gatherwell lottery members were invited to so that issues could be raised and good practice shared. This was being hosted in King's Lynn in April. The Council was also holding two workshops at the end of May for those that were registered as good causes, specifically those causes that had not sold many tickets, to encourage them to promote their cause more.

Councillor Mrs Collop referred to the funds available for the West Norfolk pot. It was explained that users could pick a particular organisation to benefit from their ticket, or they could choose the West Norfolk pot. A portion of all ticket sales also went into the West Norfolk pot. This money then went into the financial assistance scheme to help organisations in West Norfolk. Organisations applying for funding would be required to meet certain criteria.

Councillor Bubb informed those present that email reminders were sent when your tickets were about to run out.

The Portfolio Holder for Culture, Heritage and Health, Councillor Nockolds commented that she felt that the Lottery was working really well and was a good way to supplement the financial assistance scheme and help good causes in West Norfolk. She commented that organisations that had only raised a small amount were still pleased as it was additional money to their cause. Councillor Nockolds commented that the Lottery could also be used as an alternative to

raffles as it was a simple way for community groups to get involved and raise money.

Those present were informed that gift vouchers could also be purchased. The purchaser could select the good cause to benefit or could allow the recipient to choose.

The Chairman commented that now he had seen that the Lottery was working and how good causes had benefitted he was supportive of the Lottery and commented that it was working better than he had anticipated.

AGREED: (i) The update was noted.
(ii) A further update be brought back to the Panel in 12 months time.

EC109: **ITEM WITHDRAWN - LITTERING AND DOG FOULING REVIEW**

This item had been withdrawn and would be brought back to the Panel at a future date.

EC110: **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.

EC111: **DATE OF THE NEXT MEETING**

The next meeting of the Environment and Community Panel would be held on Tuesday 4th June 2019 at 6.00pm in the Council Chamber, Town Hall, Saturday Market Place, King's Lynn.

The meeting closed at 6.40 pm

POLICY REVIEW AND DEVELOPMENT PANEL REPORT

REPORT TO:	Environment and Community Panel		
DATE:	4 th June 2019		
TITLE:	Nominations to Outside Bodies and Partnerships		
TYPE OF REPORT:	Operational		
PORTFOLIO(S):	Leader		
REPORT AUTHOR:	Rebecca Parker		
OPEN/EXEMPT	OPEN	WILL BE SUBJECT TO A FUTURE CABINET REPORT:	NO

REPORT SUMMARY/COVER PAGE

PURPOSE OF REPORT/SUMMARY:
The Panel is invited to nominate representatives to participate in the outside bodies and partnerships which fall within the Environment and Community Panel’s remit as set out in the report.
RECOMMENDATIONS:
<ol style="list-style-type: none"> 1. That nominations be made by the Panel. 2. That the reporting arrangements be noted, as shown in the report. 3. That Council be requested to approve the nominations made by the Panel
REASONS FOR RECOMMENDATIONS:
To ensure continued involvement in the community by the Council.

1.0 BACKGROUND

1.1 The Cabinet at its meeting on 18th June 2019 will confirm a number of Cabinet appointments to outside bodies and partnerships. Further appointments will be made by the Council on 4th July 2019 in the following categories:

- Scrutiny and regulatory roles
- Parish level representation, parished and unparished areas
- General appointments

2.0 INSURANCE COVER FOR BOROUGH COUNCILLORS

2.1 The Council’s insurance will indemnify any employee or member arising from their service on the board or participation in the capacity of governor, officer, trustee, director, committee member or other official of any not-for profit entity other than the insured.

Provided always that:

- a) The service or participation by the employee or member is specifically requested by or under the specific direction of the insured.
- b) The insured is legally entitled to approve the service or participation and to indemnify the employee of member in respect of it.

- c) Any payment will only be made by the insurer for an amount in excess of any indemnification or insurance coverage provided by the not-for-profit entity or afforded from any other source and to which the employee or member is entitled.
- 2.2 When a member is appointed to serve on an outside body, they should also ensure that as well as completing the Register of Financial and Other Interest form, they should complete the annual "Related Party Transactions form", with the details of those bodies on which they serve.

3.0 FEEDBACK FROM MEMBERS ON OUTSIDE BODIES

- 3.1 The Panels should be able to request reports from Councillors serving on outside bodies which fall within their remit. By programming the reports over the Panel's annual timetable of meetings, it would be possible for members both to assess the usefulness of making appointments to bodies and be informed of any relevant matters.

4.0 APPOINTMENT OF REPRESENTATIVES

- 4.1 This Panel is invited to nominate representative(s) to participate in the outside bodies and partnerships listed below which fall within the Panel's remit. For information, details of the representatives for 2019/2020 are listed below.

- **Borough Council/College of West Anglia Liaison Board – 1 representative**
Frequency of meetings: once every six months.
Venue: Alternates between the College and the Council
18/19 representative was T Smith
- **King's Lynn and West Norfolk Area Museums Committee – 3 representatives**
Frequency of meetings: Quarterly
Venue: Alternates between Council Offices and King's Lynn Museum.
Time: Usually 2.15pm
18/19 representatives were T Smith, T Bubb and J Westrop.
- **Norfolk County Council – Norfolk Countywide Community Safety Partnership Scrutiny Sub-Panel – 1 representative & substitute**
Frequency of meetings: quarterly – usually on a Monday
Venue: Norfolk County Council
Time: 9.30am
18/19 representatives were J Westrop and S Fraser (substitute).
- **Norfolk Health Overview and Scrutiny Committee – 1 representative & substitute**
Frequency of meetings: 7 times a year
Venue: Norfolk County Council
Time: 10.00am
Note: Members must be a Member of an Overview and Scrutiny Committee.
Preferably not be board members or governors of a local health service organisation or a member of the Health and Wellbeing Board in order to limit conflicts of interest.
18/19 representatives were S Fraser and T Smith (substitute)
- **West Norfolk Community Transport Project – 1 representative**
Frequency of meetings: Quarterly – usually on a Monday
Venue: North Lynn
Time: 5.30pm
18/19 representative was S Fraser
- **King's Lynn Football Club Board (observer) – 1 representative**

Venue: Football Club
18/19 representative was J Westrop.

5.0 FINANCIAL IMPLICATIONS

5.1 Mileage and subsistence allowances for Councillor attending meetings.

6.0 ACCESS TO INFORMATION

Current lists of member representation

POLICY REVIEW AND DEVELOPMENT PANEL REPORT

REPORT TO:	Environment and Community Panel		
DATE:	12 th June 2019		
TITLE:	Membership of Task Groups and Informal Working Groups 2019/2020		
TYPE OF REPORT:	Operational		
REPORT AUTHOR:	Rebecca Parker, Democratic Services Officer		
OPEN/EXEMPT	Open	WILL BE SUBJECT TO A FUTURE CABINET REPORT:	No

REPORT SUMMARY/COVER PAGE

<p>PURPOSE OF REPORT/SUMMARY:</p> <p>This report invites the Environment and Community Panel to arrange for the appointment of Members to serve on the Informal Working Groups and Task Groups, which have previously been established by the Panel, for the municipal year 2019/2020.</p> <p>The Panel has established the following groups:</p> <ul style="list-style-type: none"> - Homelessness and Housing Delivery Task Group - Single Use Plastics Informal Working Group
<p>KEY ISSUES:</p> <p>The Single Use Plastics Informal Working Group above has now concluded its work and presented its final report back to the Panel for consideration. It is recommended that this group is formally disbanded.</p> <p>The Homelessness and Housing Delivery Task Group’s work is ongoing and it is recommended that this Task Group continues to operate.</p>
<p>RECOMMENDATIONS:</p> <ol style="list-style-type: none"> 1. That the Homelessness and Housing Delivery Task Group continues to operate and the Democratic Services Officer be instructed to seek Membership of the Task Group from the Group Leaders for the 2019/2020 municipal year. 2. The Single Use Plastics Informal Working Group be disbanded as it has concluded its work.

POLICY REVIEW AND DEVELOPMENT PANEL REPORT

REPORT TO:	<i>Environment and Community Panel</i>		
DATE:	12 th June 2019		
TITLE:	Littering and Dog Fouling		
TYPE OF REPORT:	<i>Update</i>		
PORTFOLIO(S):	Environment		
REPORT AUTHOR:	Mark Whitmore		
OPEN/EXEMPT	Open	WILL BE SUBJECT TO A FUTURE CABINET REPORT:	No

REPORT SUMMARY/COVER PAGE

PURPOSE OF REPORT/SUMMARY:
To bring a detailed fully costed report to members outlining: <ul style="list-style-type: none"> • The scale of the problem of littering and dog fouling across the borough • The resources required to deliver a robust littering and dog fouling enforcement strategy that address the problem effectively.
KEY ISSUES:
Costs of delivery of a littering and dog fouling enforcement program
OPTIONS CONSIDERED:
Redraft job description for vacant Neighbourhood Officer post to create an enforcement focussed role.
RECOMMENDATIONS:
To redraft the job description for the vacant Neighbourhood Officer post to create enforcement focussed role.
REASONS FOR RECOMMENDATIONS:
The recommendation will enable an improved focus on enforcement of dog fouling and littering across the borough without the need for a growth bid and increase in establishment within the Community Safety and Neighbourhood Nuisance Team.
This approach will allow the effectiveness of the role to be determined and, if necessary, a growth bid for further posts could be submitted, which would be based on a clearer understanding of the requirements of the role.

REPORT DETAIL

1. Introduction

In February 2018 a report was presented to the panel outlining the law as it relates to dog fouling and littering and how the council managed this service. The report recommended that a detailed fully costed report be brought back to the panel. The report to outline; the scale of the problem of littering and dog fouling across the borough and the resources required to deliver a robust littering and dog fouling enforcement strategy that addresses the problem effectively. This report is the culmination of that work.

2. Public Perception of Dog Fouling and Littering

Over the last two weeks of June and all of July 2018 the council ran an online survey to determine the scale and type of problems residents, businesses and parish councils were facing in relation to dog fouling and littering. The consultation was publicised through a press release, links on the council's web pages and through social media.

Response rates to the consultation were initially high with over 200 responses in the first few weeks. The number of responses declined over the remaining weeks, however, the overall response rate was good and the council received 289 responses. Of these 270 were from members of the public, 13 from parish councils and 6 from businesses. Responses were received from 41 of 101 parish councils.

Statistical Confidence:

The survey was open to everyone within the borough and, as such, care needs to be taken when determining confidence levels, specifically because it is more likely that respondents have been affected by either littering or dog fouling and this has driven their desire to respond. To account for this where there is no response to a specific question it has been assumed that the respondent has not been affected or their response would not be supportive of change.

The sample size for members of the public (270 respondents) is large enough to give a confidence level of 95% with a confidence interval of +/- 6.

The level of confidence in parish council responses is much lower with a confidence level of 95% giving an interval of +/-25. On this basis the responses from the parishes cannot be considered statistically valid and should be treated with caution. The responses from parish councils have not been included in this report due to the poor level of confidence described.

There were not enough business responses to generate any confidence in the results and as such they have not been included in this report.

The responses to all questions have been tabulated and are included in the appendices of this report.

The Questions and Responses

As discussed, only the responses made by members of the public provided a sample size large enough to provide a degree of confidence on which any assumptions or recommendations could be made. These responses were collated in a spreadsheet and are presented in graphical form in the appendices to this report. In the analysis below percentages have been rounded to 1 decimal point.

All responses relate to replies by members of the public.

Q1 Response being made by?

To determine if a member of the public, parish council or business was responding. No analysis of this question is required.

Q2 Have you witnessed dog fouling, littering or both?

With hindsight this question required some additional clarification as to whether this means witnessing of an offence as it is occurring or not. It is likely that respondents will have interpreted this differently. As such where no response was made this has been taken to mean the respondent has not personally witnessed dog fouling or littering taking place or does not consider the issue to be sufficiently important, the results for members of the public are Table 1 below:

Have you witnessed dog fouling or littering?				
No	Yes			
	Dog Fouling	Littering	Both	No response
0	79	27	58	106
0.0%	29.3%	10.0%	21.5%	39.3%

Table1: Respondents witnessing dog fouling, littering or both (Sample size 270) (% rounded to nearest 10th)

Table 1 shows that 60.8% of respondents have witnessed dog fouling, littering or both in their area, it is therefore likely that 55% to 67% of residents have been affected by dog fouling or littering.

In order to try and better understand how recently offences had occurred the respondents were asked to categorise incidents into the last month, six months or twelve months. Table 2 shows the responses:

Dog Fouling			Littering			Both		
Within last month	Within last 6 months	Within last 12 months	Within last month	Within last 6 months	Within last 12 months	Within last month	Within last 6 months	Within last 12 months
64	1	14	19	1	7	43	5	10
81.0%	1.3%	17.7%	70.4%	3.7%	25.9%	74.1%	8.6%	17.2%

Table 2: Incidents of offences witnessed (Sample size 164) (% rounded to nearest 10th)

It can be seen that the majority of respondents in each section had witnessed an offence in the last month, suggesting that the problem is still relevant and not historic.

Q3 – Have you reported this and if yes who to?

Respondents were given a number of reporting options; parish council, borough council, county council, housing association, borough and other council and other agency. Table 3 provides these responses:

Reported?							
No	PC	Borough Council	County Council	Housing Association	BC & Other Council	Other Agency	No Response
179	19	31	2	2	11	3	23
66.3%	7.0%	11.5%	0.7%	0.7%	4.1%	1.1%	8.5%

Table 3: Cases reported to authority (% rounded to nearest 10th)

The data indicates that there is a significant under reporting of littering and dog fouling with 66% (2/3rds) of respondents not reporting at all. 15.5% of reports were made to the council.

It is not possible to determine from the data if the reports to other authorities were passed to the council for any action.

The council receives approximately 160 reports of dog fouling a year, from the survey responses it can be reasonably assumed that there are in the order of another 320 offences that are witnessed and not reported. In addition when the number of reports of both littering and dog fouling being witnessed is considered there are another 116 possible unreported offences.

In total this means that the number of dog fouling offences per year is likely to be in the region of 590. Some care needs to be taken in extrapolating these figures as it is not possible to determine if responses include duplication (the same offence being reported by more than one respondent). Nonetheless the responses received coupled with anecdotal and officer observations suggest that there is a significant under reporting of dog fouling and littering offences.

The survey did not ask how many incidents had been witnessed by the reporter so each report has assumed only one offence. In reality this number may be higher.

It has not been possible to determine the likely incidences of littering across the borough as these numbers are not recorded in the same way. However the number of occurrences of littering reported was lower. The regular street sweeping undertaken in high footfall areas such as the town centres is likely to have reduced these issues. However as described in the 2018 report littering, specifically of cigarette waste, does occur regularly and could be addressed with appropriate resources.

The consultation also sought views on the number, location and size of dog waste and litter bins and whether or not respondents were aware that bagged dog waste could be placed in a normal litter bin. The responses to these questions are shown in the appendices to this report.

3. Issues for the Panel to Consider

The survey provides a, statistically relevant, degree of certainty that both dog fouling and littering are a current and under-reported problem across the borough and that there is the potential for the council to do more to combat these offences.

The large number of responses received, when compared to other consultations, also suggests that this is an issue that the residents of the borough are affected by.

The panel may also be aware that the King's Lynn BID are in the process of recruiting Street Rangers. This has been discussed with the BID and there are opportunities for collaborative working on issues with the town centre. The recruitment of Street Rangers does not adversely affect the recommendation made in this report.

Resources Required

Amending vacant post to create an enforcement focussed post

The February 2018 report to this panel highlighted that the Community Safety and Neighbourhood Nuisance (CSNN) team did not have the resources to address this matter. However, following the retirement of a Neighbourhood Officer an opportunity to redraft the role to create an enforcement focussed post has arisen and been approved by Management Team. The job description for this post has yet to be formally graded by the Job Evaluation Panel, however it is expected to be in the range of PG10 to PG 11. The current post is for 3 days and it has been agreed at Management Team that this can be extended to 5 days with salary costs being met from savings elsewhere in the CSNN budget.

The role of the officer will be to undertake proactive patrols based on areas where reports of regular or persistent littering or fouling is taking place. The officer will assist local parish and town councils with initiatives to reduce environmental offences as necessary and in conjunction with the existing Neighbourhood Officers within the team run education campaigns across the borough. In addition they will be authorised to serve fixed penalty notices for offences of littering and dog fouling. This role will enable the CSNN team to offer a more proactive approach to dog fouling and littering across the borough.

4. Corporate Priorities

This report supports Priority 3 – Work with our communities to ensure they remain clean and safe.

Specifically ensuring streets and open spaces are clean and pro-actively addressing anti-social behaviour.

This corporate priority is currently on target.

5. Financial Implications

The increase from 3 days to 5 days will require the salary budget to be increased by approximately £14k pa. This is being met through savings elsewhere in the CSNN budget. Income from FPN's will be returned back into the CSNN team which will offset some of these savings.

However, it is important to note that Fixed Penalties will only be served where there is clear evidence of an offence and use of an FPN is in accordance with national and council guidance.

6. Any other Implications/Risks

There is a risk that the use of FPN's for low level offences could be seen as an income generation initiative by the public. To that end the use of fixed penalties will be clearly defined and the outcomes of interventions and initiatives that achieve reductions in fouling and littering without the use of FPN's will be recorded. Members are reminded that the funding of either post must not be linked to fpn receipts.

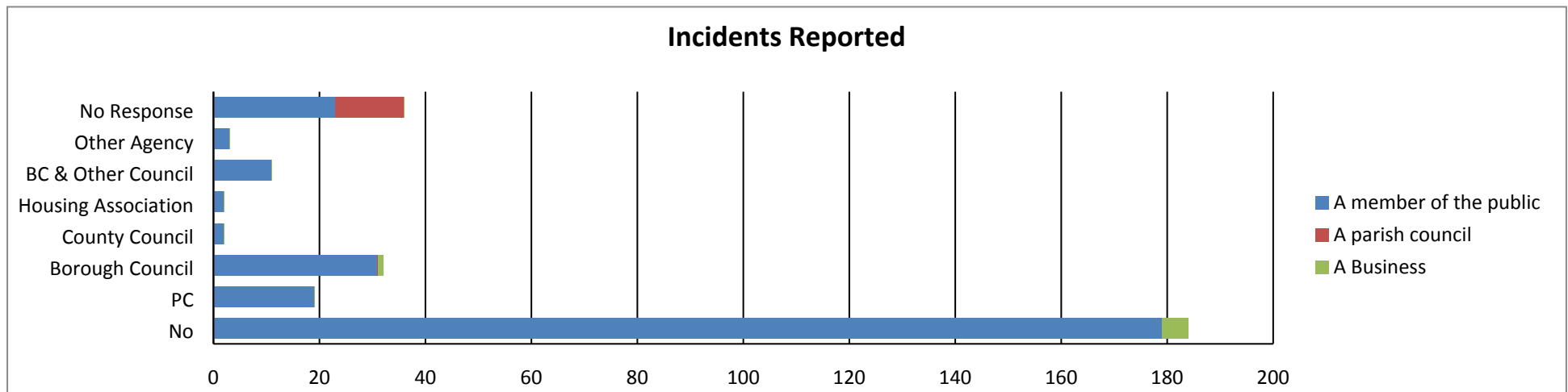
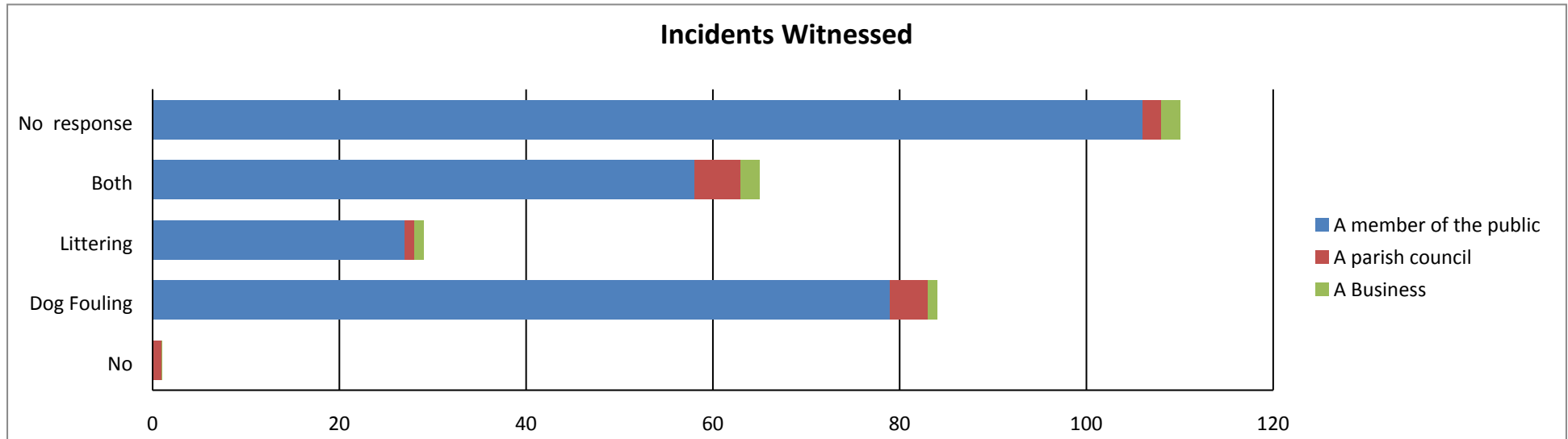
7. Equal Opportunity Considerations

None, any action taken will be in line with the Council's Corporate Enforcement Policy.

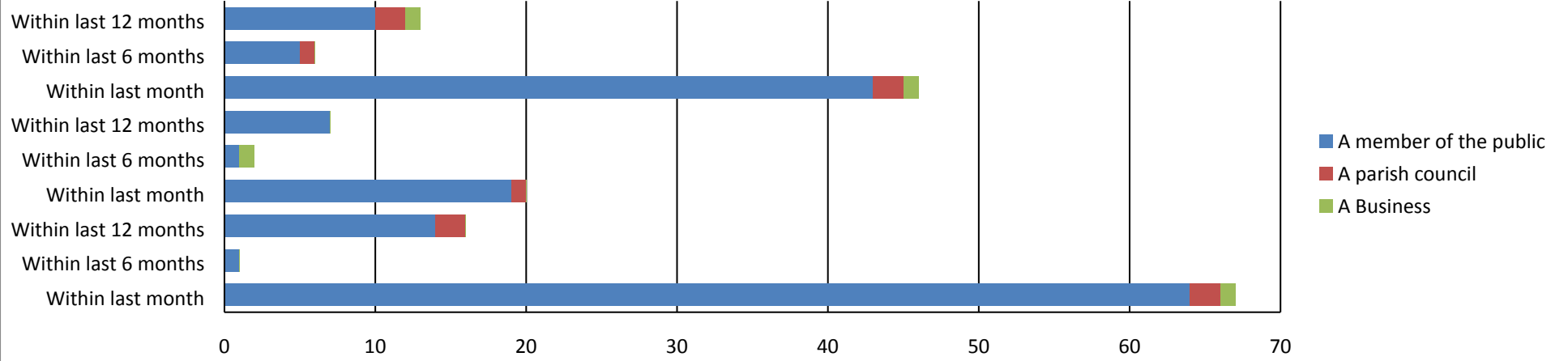
8. Consultation

Cllr. Devereux, Cabinet Member, Environment
D Gates, Executive Director
N Johnson, Public Open Space Manager

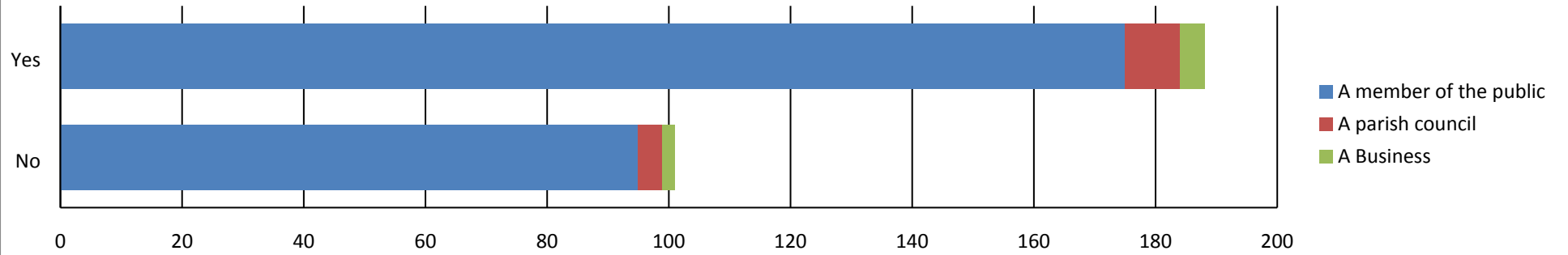
Appendix 1 – Graphical Summary of Responses Received



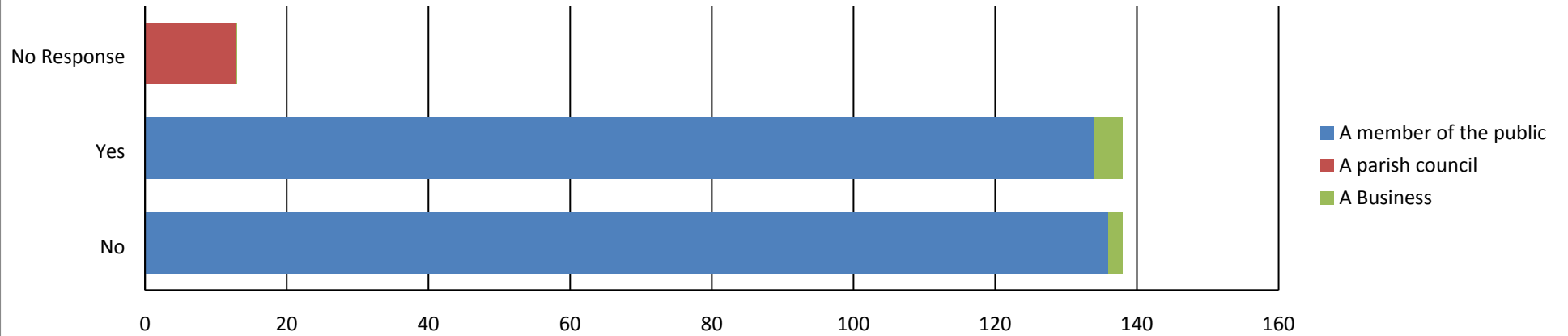
Number of incidents witnessed



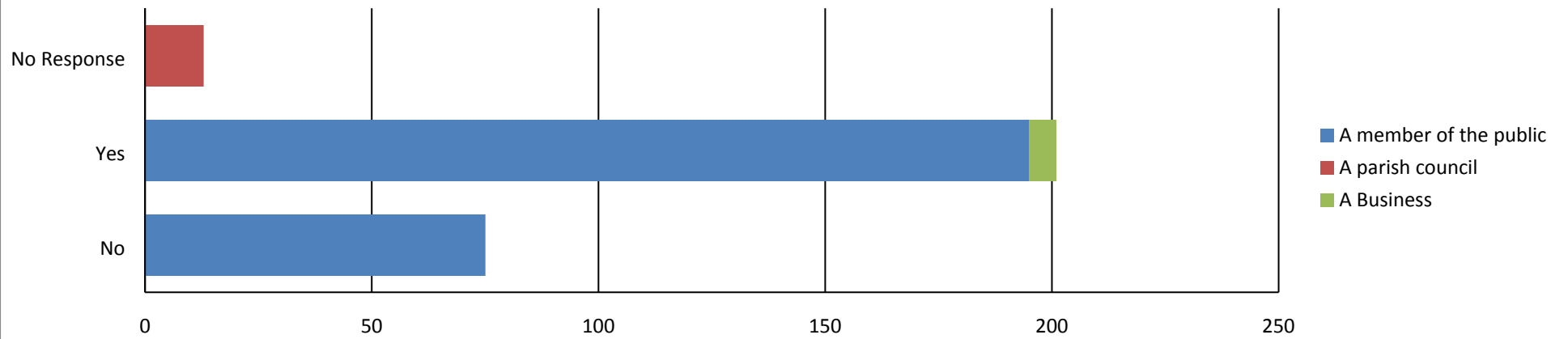
Aware dog waste can go in a litter bin



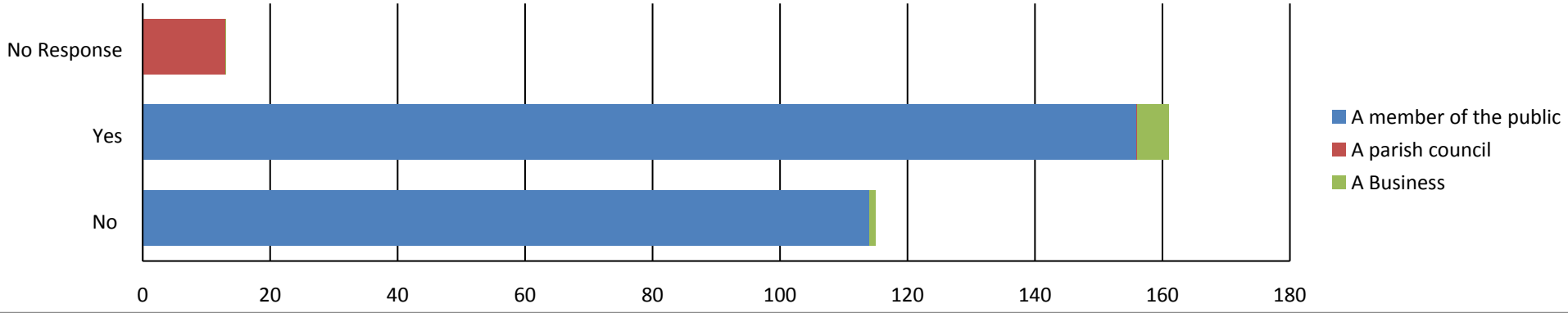
Are there sufficient dog bins?



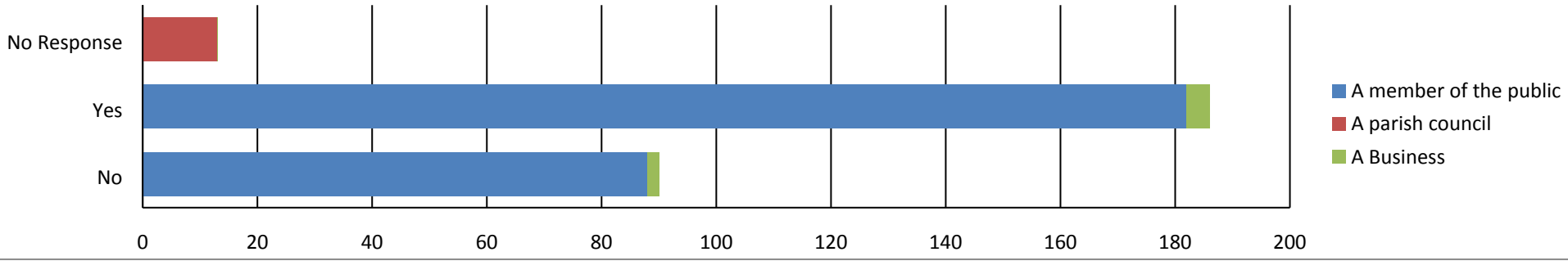
Are dog bins large enough



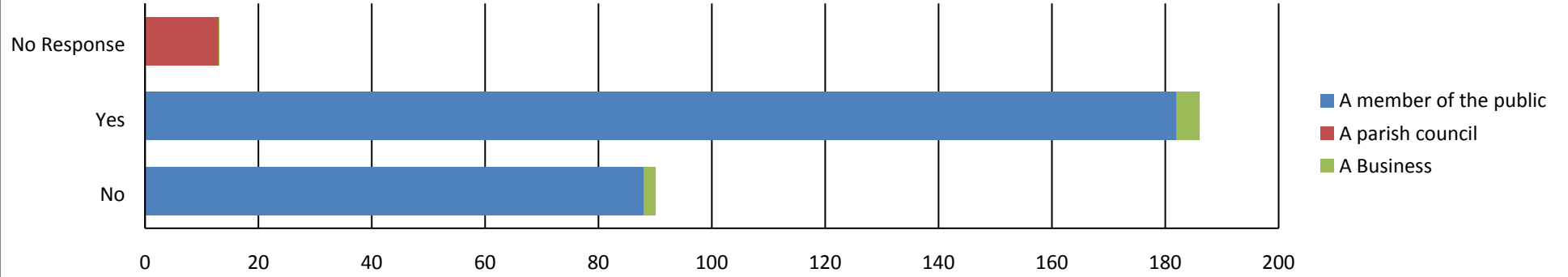
Are dog bins in the right locations



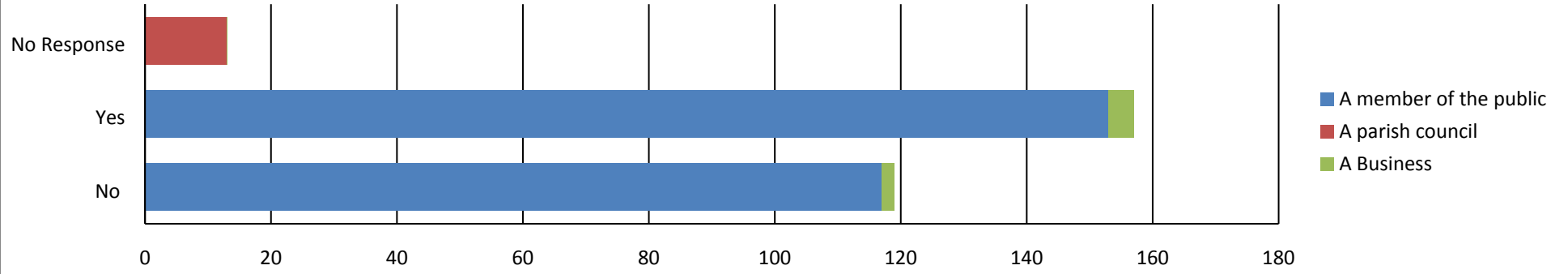
Are there sufficient litter bins?



Are litter bins large enough

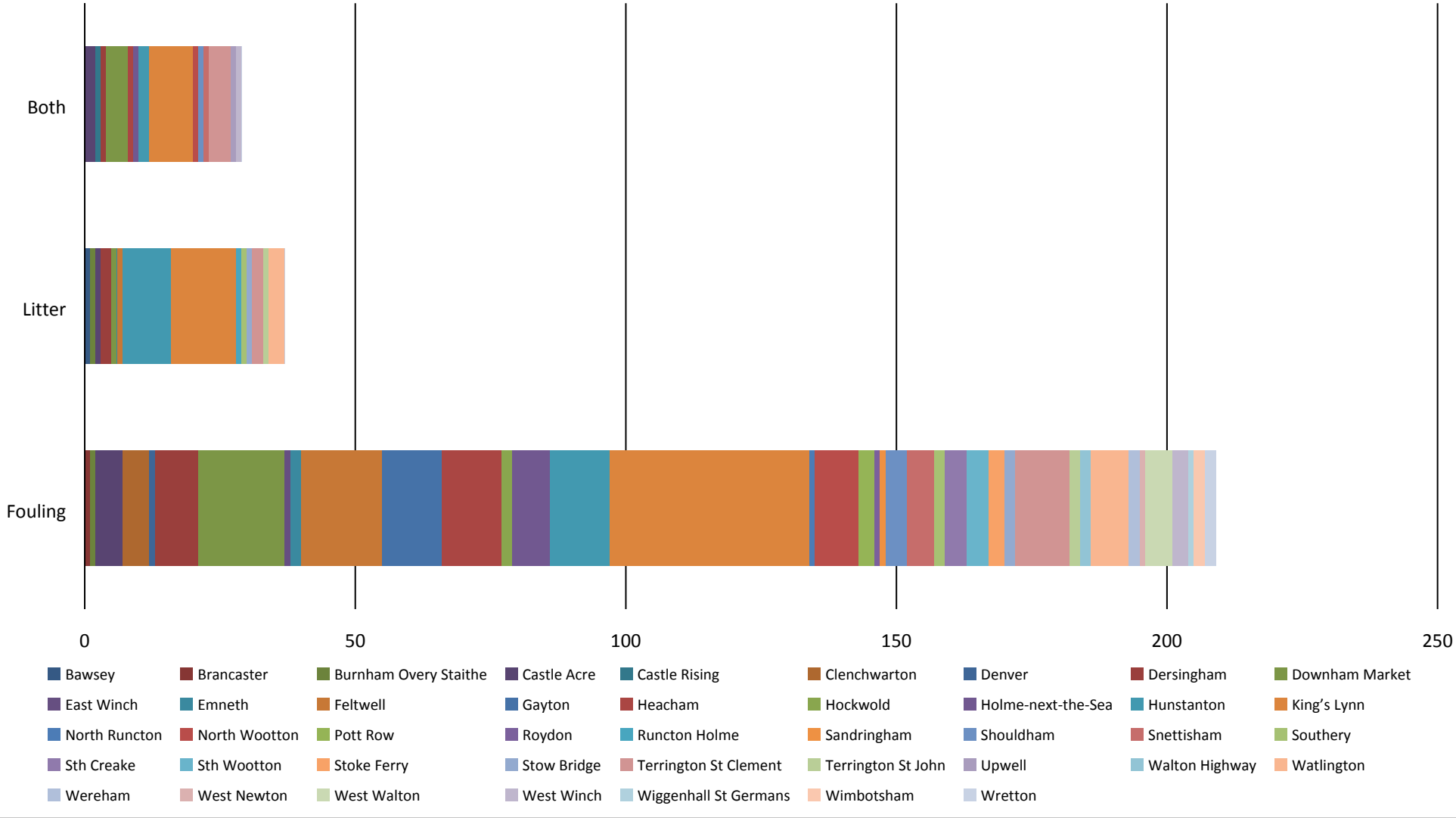


Are litter bins in the right locations



Incidents by Location

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Appendix 2- Analysis of responses

Responses received from members of the public (sample size 270)

Question	Response	Number of Respondents	% of Respondents
Have you witnessed dog fouling or littering	No	0	0
	Dog Fouling	79	29.3
	Littering	27	10
	Both	58	21.5
	No response	106	39.3
Have you reported dog fouling or littering	No	179	66.3
	Parish Council (PC)	19	7
	Borough Council (BC)	31	11.5
	County Council (CC)	2	0.7
	Housing Association (HA)	2	0.7
	BC & other council	11	4.1
	Other agency	3	1.1
	No response	23	8.5
Are there sufficient dog fouling bins	No	136	50.4
	Yes	134	49.6
	No response	0	0
Are the dog bins large enough	No	75	27.8
	Yes	195	72.2
	No response	0	0
Are the dog bins in the right location	No	114	42.2
	Yes	156	57.8
	No response	0	0
Are there sufficient litter bins	No	157	58.1
	Yes	113	41.9
	No response	0	0
Are the bins large enough	No	88	32.6
	Yes	182	67.4
	No response	0	0
Are the bins in the right location	No	117	43.3
	Yes	153	56.7
	No response	0	0
Aware waste can go in a litter bin	No	95	35.2
	Yes	175	64.8

Responses received from parish councils (sample size 13)

Question	Response	Number of Respondents	% of Respondents
Have you witnessed dog fouling or littering	No	1	7.7
	Dog Fouling	4	30.8
	Littering	1	7.7
	Both	5	38.5
	No response	2	15.4
Have you reported dog fouling or littering	No	0	0
	Parish Council (PC)	0	0
	Borough Council (BC)	0	0
	County Council (CC)	0	0
	Housing Association (HA)	0	0
	BC & other council	0	0
	Other agency	0	0
	No response	13	100
Aware waste can go in a litter bin	No	4	30.8
	Yes	9	69.2
How are incidents dealt with	Dealt with by PC	0	0
	Passed to BC	1	7.7
	No Response	12	92.3

Responses received from businesses (sample size 6)

Question	Response	Number of Respondents
Have you witnessed dog fouling or littering	No	0
	Dog Fouling	1
	Littering	1
	Both	2
	No response	2
Have you reported dog fouling or littering	No	0
	Parish Council (PC)	0
	Borough Council (BC)	1
	County Council (CC)	0
	Housing Association (HA)	0
	BC & other council	0
	Other agency	0
	No response	0
Are there sufficient dog fouling bins	No	2
	Yes	4
	No response	0
Are the dog bins large enough	No	0
	Yes	6
	No response	0
Are the dog bins in the right location	No	1
	Yes	5
	No response	0
Are there sufficient litter bins	No	4
	Yes	2
	No response	0
Are the bins large enough	No	2
	Yes	4
	No response	0
Are the bins in the right location	No	2
	Yes	4
	No response	0
Aware waste can go in a litter bin	No	2
	Yes	4

Number of incidents of dog fouling, littering or both witnessed (all respondents)

Number of incidents of dog fouling, littering or both witnessed										
	Dog Fouling			Littering			Both			Totals
	Within last month	Within last 6 months	Within last 12 months	Within last month	Within last 6 months	Within last 12 months	Within last month	Within last 6 months	Within last 12 months	
A member of the public	64	1	14	19	1	7	43	5	10	164
	81.0%	1.3%	17.7%	70.4%	3.7%	25.9%	74.1%	8.6%	17.2%	
A parish council	2	0	2	1	0	0	2	1	2	10
A Business	1	0	0	0	1	0	1	0	1	4
Totals	67	1	16	20	2	7	46	6	13	178

REPORT TO CABINET

Open		Would any decisions proposed :		
Any especially affected Wards	Discretionary	Be entirely within Cabinet's powers to decide	NO	
		Need to be recommendations to Council	YES	
		Is it a Key Decision	NO	
Lead Member: Cllr Ian Devereux E-mail: Cllr.Ian.Devereux@west-norfolk.gov.uk		Other Cabinet Members consulted: Cllr Brian Long		
Lead Officer: Barry Brandford E-mail: Barry.Brandford@west-norfolk.gov.uk Direct Dial:01553 782074		Other Officers consulted: Ray Harding, Chris Bamfield, Lorraine Gore, Sam Winter, Becky Box		
Financial Implications YES	Policy/Personnel Implications NO	Statutory Implications YES	Equal Impact Assessment NO If YES: Pre-screening/ Full Assessment	Risk Management Implications YES
If not for publication, the paragraph(s) of Schedule 12A of the 1972 Local Government Act considered to justify that is (are) paragraph(s)				

Date of meeting: 2019

FOOD WASTE AND GARDEN WASTE TREATMENT PROCUREMENT

Summary

Cabinet previously decided that this council should enter in to a procurement for the provision of a single waste collection contract with North Norfolk District Council and Breckland District Council (Cab 39 dated 1 August 2017 refers). The contract covers collecting all waste but not the treatment of collected garden waste and food waste. The council in preparation of the implementation of any contract awarded under the current procurement must also procure the arrangements for the treatment of any collected food waste and garden waste. These will be procured separately to maximise the economic benefits to the council.

Recommendation

Cabinet recommends to Council that the Executive Director for Commercial Services is authorised to commence two procurements for the Borough Council's treatment of separately collected food waste and separately collected garden waste and grounds maintenance wastes.

- a) Food Waste treatment (anaerobic digestion) is procured in the within the existing Joint Venture arrangements.
- b) Garden Waste treatment (composting) is procured in the open market

Reason for Decision

The potential for savings in the procurement of the two treatment contracts for the separate waste streams was not delivered in previous procurement and by the very nature of the wastes local sites are required for the receipt of these wastes for treatment. The joint venture company NEWS Ltd operates

the only well placed transfer station available for the receipt of food waste and has experience in the receipt and arrangements for the treatment of food waste through anaerobic digestion.

1. Background

- 1.1 The current waste contract procured by the Council in 2009 Included for collection and treatment of organic waste by the successful contractor. In the current joint procurement each Council is to make their own arrangements for the treatment of garden waste and food waste. BCKLWN is currently the only council collecting food waste. Separating out the treatment of garden waste and food waste will be more cost effective for the Borough Council allowing it to deal directly with suppliers.
- 1.2 To meet the procurement timescale for the availability of treatment services at the start of a new collections contract in 2021 procurement activities show now be commenced. The garden waste treatment (composting) contract will also be responsible for the receipt and treatment of grounds maintenance wastes collected by the council's in house operations.

2. Options Considered

- 2.1 Three options for delivery of the two treatment services have been considered:
 - Direct placement of the service with the Joint Venture Company (NEWS)
 - Individual procurement of new contracts for each individual waste stream.
 - Invite Norfolk County Council to provide these services as provided for by the Environmental Protection Act.

2.2 Direct placement of the service with the JV Co

The council is a partner in the NEWS Joint Venture company and can place work directly with NEWS Ltd as a company that operates as if it were part of the public sector but at arm's length. However, the model used in the JV may not provide the best priced outcome for the each waste stream. NEWS Ltd may engage in a competitive procurement and through this it is possible to test if its offer is the most economically advantageous to the council.

NEWS Ltd are very well placed to provide food waste treatment services because of the need to use a waste transfer station to receive and combine individual loads of collected food waste for transport to treatment facilities.

They should be able to offer a comprehensive service, including providing plastic caddy liners to the council for delivery to householders to maximise the amount of food waste captured. This route maximises the environmental benefits and reduces the financial burden of providing the service.

The use of the transfer station to receive garden waste is however unlikely to offer the most economically advantageous outcome as this is generally achieved by direct delivery of the waste to a treatment site.

2.3 Individual procurement each individual waste stream

Individual contract award offers the opportunity to gain the best available price for the treatment of each of the two waste streams where competition exists.

For food waste there is no facility currently available for direct delivery and treatment. Therefore the procurement of the food waste treatment service will require a suitable transfer station to receive the waste for transfer to a treatment plant.

For the composting of garden waste a facility already exists in the borough and competition may deliver new service providers or the use of existing waste management facilities with new permits to undertake the composting of garden waste delivered on behalf of the council. The competition should deliver savings compared to the current price paid under the contract with Kier.

2.4 Provision of the services by Norfolk County Council

It is possible that Norfolk County Council and provide these services, as allowed for within the Environmental Protection Act, and that they pay all of the costs of the treatment of the waste. If they did this they would be substantial holders of the risk but gain all of the financial rewards of reduced costs as they would no longer have to pay this council Recycling Credits as required by law.

However, the County Council would then be able to direct the borough council as to the delivery point for each of the waste types and this may not be operationally viable. This is evidenced in their previous decisions on residual waste which have cost this council £300,000 each year since April 2016.

The partners in the collections contract have included the treatment of collected garden waste within their contract specification but because vehicles collecting garden waste are expected to work across the administrative boundaries of the councils a shared system of cost allocation will be applied. The deviation from a locally procured arrangement would create significant differentiation between the councils and lead to friction in delivery of the collections services.

2.4 Preferred Options

It is considered that maintaining local control of price and delivery points and maintaining the current legal arrangements where the Waste Disposal Authority pays Recycling Credits to the borough as well as keeping in step with our collection contract partners outweighs the benefits of having the County Council make treatment arrangements. Maintaining a frictionless arrangement with our partners in the collections contract is a priority.

Therefore the option preferred is to undertake two procurements for the receipt and treatment of food waste and garden waste as a replacement for the services currently provided under the contract with Kier which expires in 2021.

3. Garden Waste Tender

- 3.1 The council collects 10,000 tonnes of garden waste from circa 26,000 customers across the borough. The service currently runs at a surplus which helps offset the cost of the general waste and recyclables collections.
- 3.2 The current garden waste treatment is carried out at Greenworld Sales Ltd, located on the northern edge of King's Lynn.
- 3.3 It is proposed to carry out a standard tender for garden waste treatment but with a specific requirement for tipping point to be within 7 miles of King's Lynn. Charges for garden waste treatment are £280,000 per year, a saving of circa £50,000 in anticipated from a tender arrangement.

4. Options

- 4.1 There are no viable alternative options for garden waste treatment other than for this to be done locally at a point that is central for the borough.
- 4.2 The County Council could within its powers specify a tipping point for garden waste and arrange treatment itself. In this event it would pay the cost of treatment but would not be required to pay recycling credits to any of the councils collecting garden waste. Within current budget estimates the cost to this council would be circa £330,000 per annum reducing the surplus excluding overheads and council management costs to £670,000.

5. Food Waste

- 5.1 The council collects 3,200 tonnes of food waste from circa 25,000 properties who regularly participate in the scheme. The service currently runs at a substantial cost.
- 5.2 As with garden waste any tipping arrangements for food waste need to be fairly central for the borough area to reduce any non-productive vehicle/staff time and high travel costs.
- 5.3 The current arrangements involve food waste being tipped into containers at the at the Council's depot and then taken in bulk by NEWS to a treatment plant in Hertfordshire. The Council pays a fixed fee of £304,000 per year, it receives recycling credits of £60 per tonne. This gives the overall cost of £112,000 p.a.
- 5.4 The Waste Joint Venture (JV) with NEWS (County Council 51% Norfolk District Councils 49%) would enable the Council to make arrangements for treatment of food waste without a tender exercise. Officers have held discussions with NEWS who have provided initial budget proposals that would enable food waste to be continued to tip at the depot and a cost effective arrangement for this Council. The proposals would be a reduction of circa £175,000 from the current cost.

- 5.5 The JV has been experiencing substantial losses in its income from falling/fluctuation receipt from recyclable materials. If the JV was to collapse it would have a very negative impact on the dealing of waste and other services in Norfolk. Reaching an arrangement through the JV would seem to be a win win for both this council individually and with a broader view as a participant in the JV. NEWS would share their treatment cost information with this council for full transparency.
- 5.6 The council currently only has one option in West Norfolk for the tipping of food waste at the current depot and through the licences held by NEWS.
- 5.7 It is therefore proposed that the Council enters into a three year contract with the options for an added one year with NEWS for the receipt and treatment of food waste. This would last until 2024/25 allowing consideration of any alternative options as part of the broader treatment/collection of recyclable materials in Norfolk.

6. Financial Implications

- 6.1 The Council's current budget forecast assumes a cost of £304,000 for the treatment of food waste. This would reduce to £128,000 if the proposals are agreed a net saving of £175,000.
- 6.2 A new tender for garden waste will generate a saving of circa £50,000.
- 6.3 The overall impact of the saving of £225,000 can be utilised to contribute towards the cost of the overall waste collection contract that are expected to increase substantially.
- 6.4 The provision of caddy liners within the procurement should increase the participation in the food waste collection scheme and therefore generate further income. The exact extent of any increase can not be fully quantified. An increase in 1,000 tonnes of collected food waste would generate an additional £20,000 of income.

7. Policy Implications

- 7.1 The procurement of the services ensures that cost effective waste treatment services can be delivered to the council at potentially lower cost whilst retaining local control of service provision. This approach entirely adheres to the Councils Corporate Priorities to keep Council Tax increase at or below inflation and to deliver quality and cost effective services.
- 7.2 The procurement of the treatment services whilst in timeframe of the collections procurement provides certainty for bidders, who may also compete for the work, as the period for mobilisation following award commences.
- 7.3 Issues do exist in respect of waste collected across borders but this can be resolved in the specification of the treatment contracts and will be addressed in the Specification and Contract Terms.

8. Financial Implications

- 8.1 Undertaking two procurement exercises will reduce the cost of procurement due to the simplicity and has the potential to deliver more competitive tenders from the market. The budgets for the cost of the procurement will need to be identified.
- 8.2 The cost of procurement is estimated at £10,000 spread over the two financial years (2018/19 & 2019/20).
- 8.3 Norfolk County Council as the Waste Disposal Authority could be requested to make arrangements for the treatment of these wastes but they would then not be required to make payments of Recycling Credits. This would mean a loss of £780,000 in receipts by this council but a reduction in cost of £300,000 a net loss of £480,000 to this council.

9. Personnel Implications

The procurement process will have no staffing implications and it is expected that the process will not require additional staff resources. The implications of the proposed arrangements for back office and contract management resources have not been examined at this point in time as the Borough Councils existing contract runs until 2021. Officer time and expertise will need to be placed in to the procurement exercise this will include legal, procurement and finance as well as waste management.

10. Statutory Considerations

Processing of collected food waste and garden waste is a function for which this authority has competency and any failure to provide a service will require direct or alternative methods of delivery. Given the lead time for the mobilisation of the collections contract it is necessary that timely decisions are made.

11. Risk Management Implications

- 11.1 The Council is the waste collection authority for King's Lynn and West Norfolk by virtue of section 30(3) of the Environmental Protection Act 1990. The Council's functions as a waste collection authority includes the opportunity to arrange for the treatment of recyclable household waste in the district and to treat commercial waste from business premises if collected on request.
- 11.2 Treatment of food waste by anaerobic digestion and composting of collected garden waste is recycling.
- 11.3 The council is responsible for the treatment of its grounds maintenance wastes where collected.
- 11.4 All of the services delivered as part of the contracts are significant in terms of the Council's reputational risk and finances. It is important, especially where such significant support services are to be tendered, that due care is taken in

the detail and timing of the contract process, especially where environmental outcomes are highlighted as a key concern of local residents.

11.5 The proposed procurement process will comply with the requirements of the Public Contracts Regulations 2015, and the Official Journal of the European Commission.

11.6 There are a number of more general risks associated with the delivery of a procurement project, such as a lack of competition through the procurement process. These risks will be recorded and managed through the project with oversight and governance from the Executive Director.

Declarations of Interest / Dispensations Granted

Background Papers

(Definition : Unpublished work relied on to a material extent in preparing the report that disclose facts or matters on which the report or an important part of the report is based. A copy of all background papers must be supplied to Democratic Services with the report for publishing with the agenda)

None

Equality Impact Assessment (EIA)

(Pre screening report template attached)

None

Pre-Screening Equality Impact Assessment

Borough Council of
King's Lynn & West Norfolk



Name of policy/service/function	Procurement of Food waste and Garden waste treatment contract				
Is this a new or existing policy/ service/function?	Existing (delete as appropriate)				
Brief summary/description of the main aims of the policy/service/function being screened. Please state if this policy/service rigidly constrained by statutory obligations	Procure a new waste processing contracts, process is rigidly constrained by statutory obligations				
Question	Answer				
<p>1. Is there any reason to believe that the policy/service/function could have a specific impact on people from one or more of the following groups according to their different protected characteristic, for example, because they have particular needs, experiences, issues or priorities or in terms of ability to access the service?</p> <p>Please tick the relevant box for each group.</p> <p>NB. Equality neutral means no negative impact on any group.</p>		Positive	Negative	Neutral	Unsure
	Age			x	
	Disability			x	
	Gender			x	
	Gender Re-assignment			x	
	Marriage/civil partnership			x	
	Pregnancy & maternity			x	
	Race			x	
	Religion or belief			x	
	Sexual orientation			x	
Other (eg low income)					
Question	Answer	Comments			
2. Is the proposed policy/service likely to affect relations between certain equality communities or to damage relations between the equality communities and the Council, for example because it is seen as favouring a particular community or denying opportunities to another?	No				
3. Could this policy/service be perceived as impacting on communities differently?	No				
4. Is the policy/service specifically designed to tackle evidence of disadvantage or potential discrimination?	No				
5. Are any impacts identified above minor and if so, can these be eliminated or reduced by minor actions? If yes, please agree actions with a member of the Corporate Equalities Working Group and list agreed actions in the comments section	No	Actions:			
		Actions agreed by EWG member:			
Assessment completed by: Name	Barry Brandford				
Job title Waste & Recycling Manager	Date 10 April 2019				

ENVIRONMENT AND COMMUNITY PANEL WORK PROGRAMME 2019/2020

DATE OF MEETING	TITLE	TYPE OF REPORT	LEAD OFFICER/ ATTENDEE	OBJECTIVES AND DESIRED OUTCOMES
4th June 2019	Appointment of Vice Chairman	Operational		
	Nominations to Outside Bodies	Operational	Democratic Services Officer	To nominate Members to any relevant Outside Bodies
	Appointments to Task Groups and Informal Working Groups	Operational	Democratic Services Officer	To review Membership of Task Groups and Informal Working Groups set up by the Panel
	Littering and Dog Fouling Review	Policy Development	Mark Whitmore	
	Cabinet Report - Food Waste and Garden Waste Treatment Procurement	Cabinet Report	Barry Brandford	To consider the report and make any appropriate recommendations to Cabinet.
16th July 2019	West Norfolk Community Transport Update	Update	West Norfolk Community Transport	Updates as requested by the Panel (last update received on October 2017 and March 2018)
	Sustainability Transformation Plan Update	Update	Representatives from the CCG	Last update received in March 2018
	Annual Update on Councillors appointed to Outside Bodies	Annual Update	Relevant Councillors	Councillors which have been appointed to Outside Bodies by the Environment and Community Panel are required to report back to the Panel on an annual basis.

	Q4 2018-2019 Performance Monitoring Report	Monitoring	Ged Greaves	
	Financial Assistance Scheme – Themed Fund	Operational	Sarah Dennis and Lorraine Gore	To consider how the themed fund will be used.
3rd September 2019	Food Hygiene Update	Update	Vicki Hopps	Annual update as requested by the Panel. Last update was received in June 2018.
	Alive Business Plan		Chris Bamfield	
	King's Lynn Ferry Service		Chris Bamfield	
15th October 2019	Advice Services Update		Sarah Dennis and Lorraine Gore	Annual Update requested by the Panel.
	Q1 2019-2020 Performance Monitoring Report	Monitoring	Ged Greaves	
3rd December 2019	Youth West Project	Update		Last went to Panel in July 2018. Panel agreed for a further update in Winter 2019.
	Disabilities Champion Update	Update	Disabilities Champion	Annual Update
21st January 2020	Q2 2019-2020 Performance Monitoring Report	Monitoring	Ged Greaves	
3rd March 2020	West Norfolk Wins Update	Update	Sarah Dennis and Lorraine Gore	Annual Update on the West Norfolk Wins Lottery. Previous Update was provided in April 2019.

FORWARD DECISIONS LIST

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
18 June 2019						
	Appointments to Outside Bodies	Non	Cabinet	Leader Chief Executive		Public
	Appointments to Joint Safety & Welfare Cttee, Joint Employee Committee and Task Group	Non	Cabinet	Leader Chief Executive		Public
37	Cinema Development Tender arrangements	Key	Cabinet	Culture, Heritage & Health Exec Dir – C Bamfield		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Management Re-Structure	Non	Cabinet	Leader Chief Executive		Private - Contains exempt Information under para 1 – information relating to the business affairs of any person (including the authority)
	Major Projects Board Terms of Reference	Non	Cabinet	Leader Chief Executive		Public
	Revenue Outturn	Key	Cabinet	Leader Deputy Chief Executive		Public
	Capital Outturn	Key	Cabinet	Leader Deputy Chief Executive		Public

	Food and Garden Waste Treatment – Procurement	Non	Cabinet	Environment C Bamfield – Exec Dir		Public
	King’s Lynn Area Consultative Committee	Non	Council	Leader Chief Executive		Public
	Management of the KLIC building	Non	Cabinet	Leader Chief Executive		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	KLIC External Enquiry – Terms Of Reference, Selection Of Chair	Non	Council	Leader Chief Executive		Public
	Amendments to the Scheme of Delegation	Non	Council	Leader Chief Executive		Public
38	Council Governance	Non	Council	Leader and Chief Executive		Public

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
6 August 2019						
	Strategic 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)

	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)
	Major Housing Project 2	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)
39	Audit Committee effectiveness	Non	Cabinet	Leader Deputy Chief Executive		Public
	Nar Ouse Enterprise Zone Implementation & Delivery	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)
	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)

	Development Options - Hunstanton	Key	Council	Performance and Economic Development Exec Dir - C Bamfield		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Hunstanton Coastal Management Plan	Key	Cabinet	Environment Exec Dir – G Hall		Public
	Heritage Action Zone – Unlocking Brown Field Sites and Chapel Street	Key	Cabinet	Project Delivery Exec Dir- C Bamfield		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
40	Capital Strategy	Key	Council	Leader Deputy Chief Executive		Public
	Waste Contract Procurement (if no negotiation needed)	Key	Cabinet	Environment C Bamfield – Exec Dir		Public
	Code of Corporate Governance	Non	Council	Leader Exec Dir – D Gates		Public

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
24 September 2019						
	Cinema Development Tender Results	Key	Cabinet	Culture, Heritage & Health Exec Dir – C Bamfield		Private - Contains exempt Information under

						para 3 – information relating to the business affairs of any person (including the authority)
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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
12 November 2019						