

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



Environment and Community Panel

Agenda

Tuesday, 16th July, 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

Friday 5 July 2019

Dear Member

Environment and Community Panel

You are invited to attend a meeting of the above-mentioned Panel which will be held on **Tuesday, 16th July, 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. Apologies for absence

To receive any apologies for absence.

2. Minutes (Pages 6 - 12)

To approve the minutes of the previous meeting.

3. Declarations of interest

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

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

4. Urgent Business

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

5. Members Present Pursuant to Standing Order 34

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

6. Chairman's Correspondence

If any.

7. Financial Assistance Scheme - Themed Fund (20 mins) (Pages 13 - 15)

8. Full Year - 2018-2019 Performance Monitoring Report (20 mins) (Pages 16 - 21)

9. Dry Recyclables Processing (40 mins) (Verbal Report)

10. Air Quality Monitoring Report (40 mins) (Verbal Report)

The Environmental Health Manager will give a presentation on the draft report.

Background information and previous monitoring reports are available to view at https://www.west-norfolk.gov.uk/info/20137/air_quality/169/air_quality_information

11. Work Programme and Forward Decision List (Pages 22 - 28)

12. Date of the next meeting

To note that the next meeting of the Environment and Community Panel is scheduled to take place on 3rd September 2019 at 6.00pm in the Council Chamber, Town Hall, Saturday Market Place, King's Lynn.

To:

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

Portfolio Holders:

Councillor I Devereux – Portfolio Holder for Environment

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

Officers:

Barry Brandford – Waste and Recycling Manager

Sarah Dennis – Partnership and Funding Officer

Lorraine Gore – Deputy Chief Executive

Ged Greaves – Senior Policy and Performance Officer

Honor Howell – Assistant Director

Dave Robson – Environmental Health Manager

BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK

ENVIRONMENT AND COMMUNITY PANEL

Minutes from the Meeting of the Environment and Community Panel held on Wednesday, 12th June, 2019 at 6.00 pm in the Council Chamber - Town Hall, Saturday Market Place, King's Lynn PE30 5DQ

PRESENT: Councillor C Sampson (Chairman), Miss L Bambridge, Mrs C Bower, A Bubb, Mrs S Collop, M de Whalley, C Joyce (substitute for M Wilkinson), A Kemp, J Kirk, J Moriarty (substitutue for A Bullen), A Ryves and Mrs S Squire.

OTHER MEMBERS PRESENT: T Parish and A Ryves

PORTFOLIO HOLDERS:

Councillor I Devereux – Cabinet Member for Environment

Councillor P Kunes – Cabinet Member for Commercial Services

Councillor B Long – Leader of the Council

OFFICERS:

Chris Bamfield – Executive Director

Barry Brandford – Waste and Recycling Manager

John Greenhalgh – Environmental Health Manager (Community Safety)

Mark Whitmore – Principal Environmental Health Officer

EC1: APPOINTMENT OF VICE CHAIRMAN

RESOLVED: Councillor Mrs Bower was appointed Vice Chairman for the Municipal Year.

EC2: APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Bullen and Mrs Wilkinson.

EC3: MINUTES

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

EC4: DECLARATIONS OF INTEREST

There were no declarations of interest.

EC5: URGENT BUSINESS

There was none.

EC6: **MEMBERS PRESENT PURSUANT TO STANDING ORDER 34**

Councillors Parish and Ryves for all items.

EC7: **CHAIRMAN'S CORRESPONDENCE**

There was none.

EC8: **NOMINATIONS TO OUTSIDE BODIES**

The Panel was invited to make nominations for members to serve on the Outside Bodies as listed within the Report. It was explained that nominations would be presented to Full Council on 4th July 2019 for approval.

RESOLVED: The Environment and Community Panel nominated the following Members to serve on the below Outside Bodies:

1. Borough Council/College of West Anglia Board – **Councillor Lowe**
2. King's Lynn and West Norfolk Area Museums Committee – **Councillors Bubb, de Whalley and Kemp**
3. Norfolk County Council – Norfolk Countywide Community Safety Partnership Scrutiny Sub Panel – **Councillor Kemp. Appointment of substitute to be made at Council.**
4. Norfolk Health Overview and Scrutiny Committee - **Councillor Kemp. Appointment of substitute to be made at Council.**
5. West Norfolk Community Transport Project – **Councillor Moriarty**
6. King's Lynn Football Club Board – **Councillor Pope. Please note that following the meeting Councillor Pope had declined the nomination. The only other nomination was Paul Bland (non-cllr).**

EC9: **APPOINTMENTS TO TASK GROUPS AND INFORMAL WORKING GROUPS**

The Panel considered the report which had been circulated with the Agenda. A discussion was held on the Single Use Plastics Informal Working Group and it was proposed that the Group was not disbanded and instead their terms of reference be extended to include monitoring of the implementation of the recommendations.

It was noted that the recommendations from the Informal Working Group, which had subsequently been approved by the Environment and Community Panel were in the process of being considered by Cabinet.

It was also noted that the Panel could ask for an update to be added to their Work Programme at any time.

The Panel also noted that, should the need arise, the Informal Working Groups which were to be disbanded could be revived or new Informal Working Groups could be established.

RESOLVED:

1. The Single Use Plastics Informal Working Group to continue to operate and its Terms of Reference be extended to include the monitoring of the implementation of the recommendations put forward by the Environment and Community Panel. Councillors Mrs Bower, Bubb, de Whalley and Parish to serve on the Informal Working Group:

2. That the Homelessness and Housing Delivery Task Group continue 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. The Task Group to comprise of 6 Members (3 Conservative, 2 Independent and 1 Labour).

EC10: **LITTERING AND DOG FOULING REVIEW**

The Principal Environmental Health Officer presented the report which outlined 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 to address problems.

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

Councillor de Whalley referred to Parish Council dog bins and commented that the clearance costs were considered too expensive to some Parishes. The Principal Environmental Health Officer explained that officers did work with Parish Council's to facilitate community approaches to deal with issues and enforcement was often only a last resort.

In response to a question from Councillor Squire regarding working with schools, the Principal Environmental Health Officer explained that once the Enforcement Officer was in post they would be targeting heavily littered areas and engage and approach organisations to deal with problems. They could work in schools if it was appropriate and the role would be intelligence led.

Councillor Moriarty commented that often dog fouling was caused by people coming into the area to walk their dogs, not necessarily local people. He explained that often offences would occur outside of normal office hours and he asked if the officers working hours would be

flexible. The Principal Environmental Health Officer explained that they would and that work could be carried out with Parish Councils to identify problem areas and times that problems usually occurred.

Councillor Bubb explained that within his Ward dog bins were sponsored, which helped Parish Council's meet the cost of clearance and he suggested that this could be considered in other areas if costs were thought to be prohibitive.

Councillor Lowe asked if action would be taken to increase how many incidents were reported. The Principal Environmental Health Officer explained the officers' role would be to collate intelligence and people would be encouraged to report incidents through campaigns and social media.

Councillor Bambridge explained that she got lots of reports about dog fouling from her residents and encouraged them to contact the clean-up team. She also made reference to a project she had run with Whitefriars School to produce posters to encourage owners to pick up after their dog.

Councillor Mrs Collop referred to a recent discussion at the King's Lynn Area Advisory Committee regarding funding which was available for dog bins. She explained that she had asked for some within her Ward but had not yet received them. The Executive Director agreed to follow this up. The Executive Director informed the Panel that towards the end of the previous financial year Government had awarded funding for community clean up initiatives, but the timescale for which the money had to be spent was tight. The Council had used some of this money to purchase a small stock of dog bins and if Members were aware of any specific areas where a dog bin was required they should contact him.

The Portfolio Holder for Environment, Councillor Devereux informed the Panel that a press release would be going out regarding the funding and the community clean up initiatives. The Panel were also notified that there was a small amount of litter picking packs available for community use.

The Portfolio Holder for Environment explained that the Norfolk Coastal Partnership and North Norfolk Marine Partnership were also looking to produce some guidance within publications about keeping the area tidy.

In response to a question from Councillor Joyce, the Principal Environmental Health Officer explained that officers within the team worked with the Grounds Maintenance and Clean Up team. He also explained that enforcement powers covered all open air land; however for private land the landowner's permission would be required before enforcement action could be taken.

Councillor Parish addressed the Panel under Standing Order 34 and referred to the path between Heacham and Hunstanton and explained that there were no dog bins along the route. The Principal Environmental Health Officer explained that they would look at problem areas.

Councillor de Whalley explained that the cost of emptying the bins could prohibit Parish Councils from installing them. The bins cost approximately £1.60 to empty and could be emptied as frequently as required.

RESOLVED: The Environment and Community Panel supported the proposals to redraft the job description for the vacant Neighbourhood Officer post to create an enforcement focussed role.

EC11: **CABINET REPORT - FOOD WASTE AND GARDEN WASTE TREATMENT PROCUREMENT**

The Waste and Recycling Manager presented the Cabinet report which outlined the procurement arrangements for the treatment of collected food waste and garden waste. Information was provided on the waste contract, Joint Venture and expected savings.

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

In response to a question from Councillor Joyce, it was explained that it was more economical for treatment sites to be within 5 to 7 miles of King's Lynn.

Councillor Squire referred to the updated report and it was clarified that the three authorities involved in the joint procurement had been referred to. She also made reference to the provision of caddy liners and WRAP funding which Norwich City Council had used to promote food waste collection and had resulted in an increase in the amount collected. The Waste and Recycling Manager explained that the Single Use Plastics Informal Working Group had discussed the use of caddy liners, and this was something that could be included in the future. The Panel also noted that any liner could be used in the food waste caddy as this could be separated when processed.

Councillor Kemp made reference to the Government Waste Strategy and the requirement for all Councils to collect food waste by 2023. She asked if a countywide initiative could be considered and also if there were plans to bring back processing to Norfolk. The Waste and Recycling Manager explained that the previous facility which had been used was more expensive per tonne than using an anaerobic digester outside of the County and it produced CO₂ emissions without any energy recovery.

In response to a question from Councillor Bambridge it was explained that approximately 30% of households used the food waste collection service. Those present at the meeting who did not use the service cited the reason as to why including composting, not creating any waste and the unpleasantness of it.

Councillor Parish addressed the Panel under Standing Order 34 and it was explained that the process for maize was different to food waste. The Executive Director explained that any contract would have an annual service improvement plan written into it and this could look at the provision of caddy liners if required.

Councillor Squire referred to the Government Waste Strategy and the requirement for all Councils to provide a food waste collection service. She asked if King's Lynn would be at a financial disadvantage for already having a service, should financial assistance become available for those Councils that would need to introduce the service. The Waste and Recycling Officer explained that the Government had identified that this would be an additional burden on Local Authorities and options would be considered.

Councillor de Whalley referred to a Suffolk Brewery anaerobic digestion facility and it was explained that the access fee for this facility was too high. The Waste and Recycling Manager also explained that there was an over capacity of anaerobic plants so they were chasing tonnage.

Councillor Ryves addressed the Panel under Standing Order 34. He referred to recycling credits and forecasted costs. The Waste and Recycling Manager explained how savings could be achieved through the new contract.

Councillor Bubb referred to commercial food waste collections and it was explained that this was something that would be looked at on a trial basis.

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

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

EC12: **WORK PROGRAMME AND FORWARD DECISION LIST**

The following items were suggested for addition to the Work Programme with the Members name who suggested the item in brackets below:

- Pre-screening climate change Equality Impact Assessment (Councillor Moriarty)
- Blue Flag Beaches (Councillor Moriarty)
- Annual Air Quality Report (Councillor Moriarty)
- Climate Change and working towards zero emissions (Councillor Bambridge).
- Visit to the Materials Recycling Facility (Councillor Squire)
- Where plastics and recycling goes once it leaves the MRF (Councillor Squire)
- Shopmobility scooters in King's Lynn and provision at the weekend (Councillor Squire).
- Air quality in particular neighbourhoods and industrial areas including smells and other car emissions which were currently not monitored (Councillor Kemp).
- Climate change presentation from external experts (Councillor de Whalley)
- Update on the Docks (Councillor Bubb)

RESOLVED: The Panel's Work Programme was noted.

EC13: **DATE OF THE NEXT MEETING**

The next meeting of the Environment and Community Panel would be held on Tuesday 16th July 2019 at 6.00pm in the Council Chamber, Town Hall, Saturday Market Place, King's Lynn.

The meeting closed at 8.05 pm

POLICY REVIEW AND DEVELOPMENT PANEL REPORT

REPORT TO:	Environment and Community Panel		
DATE:	16 th July 2019		
TITLE:	Financial Assistance Scheme – ‘Themed’ Fund		
TYPE OF REPORT:	Update		
PORTFOLIO(S):	Culture, Heritage and Health		
REPORT AUTHOR:	Sarah Dennis		
OPEN/EXEMPT		WILL BE SUBJECT TO A FUTURE CABINET REPORT:	Yes/No

REPORT SUMMARY/COVER PAGE**PURPOSE OF REPORT/SUMMARY:**

The Borough Council operates a Financial Assistance Scheme to support local community groups. This is split into three different elements as follows:

Small Grants Scheme 2019/20:

Capital projects £50,000
Revenue projects £13,030
Special ‘themed’ annual fund £4,000

Total Budget - £67,030

The Financial Assistance Scheme is administered on the Council’s behalf by the Norfolk Community Foundation with grant awards decided by the Portfolio Holder for Health, Culture and the Community, in consultation with the Executive Director – Finance. Local community groups must apply for funds and demonstrate that they meet pre-set criteria. The grants allocated are published after each award process as a Member Delegated Decision.

Currently, those eligible to apply to the Small Grants Scheme are:

- Charities
- Constituted voluntary and community groups
- Social Enterprises
- Community Interest Companies

Other statutory organisations, for example schools, and Town and Parish Councils are unable to apply to the revenue or capital fund. Town and Parish Councils are able to raise funds through their precept. They have been able to apply to the themed fund in previous years, however.

The themed fund is not utilised every year, it is only used where there are themes deemed appropriate to which to distribute the funds.

This report requests Members to consider the use of this themed fund in 2019/20.

KEY ISSUES:

In previous years the themed fund has been used to support schemes as follows:

- Launch of the local lottery – ‘West Norfolk Wins’
- Queen’s 90th birthday celebrations
- Commemoration of the start and end of World War 1
- Queen’s Diamond Jubilee and the Olympics

Possibilities for use of the fund in 2019/20 have been put forward as follows:

- Commemorate the 75th anniversary of the D-Day landings in 1944
- Provide a small fund for local communities to purchase de-fibrillators for their community. This is based on recent requests from local communities wishing to purchase a defibrillator and to avoid an influx of these types of applications, the themed fund could be used to part fund these items, with no funding provided from the main revenue fund.

Members are requested to put forward other potential ideas for the fund. The fund should be used to support west Norfolk initiatives and should not look to replace core services of the public sector.

OPTIONS:

- 1. Allocate the £4,000 to commemorate the 75th anniversary of the D Day landings, using the criteria set out below**
- 2. Use the £4,000 to part fund defibrillators in local communities, using the criteria set out below**
- 3. No theme allocated for 2019/20 and the funds returned as a cost saving**
- 4. Themed funds to be added to the revenue projects budget to be allocated subject to the usual revenue fund criteria**
- 5. The Panel to propose an alternative theme for 2019/20**
- 6. Any use of the themed fund to include a maximum award of between £250 and £500. The Panel to decide on the maximum award.**

The criteria for any theme should be as follows:

Any non-profit group is able to apply, including constituted voluntary and community groups, Parish and Town Councils, charities, churches, social enterprises/ community interest companies and schools.

The Fund is able to consider a wide range of projects, which may include:

- Community events and projects
- Educational activities
- New memorials
- Refurbishment of existing memorials

The fund will not support:

- Trips and visits of any kind

The Fund is able to support both capital and revenue costs, and a maximum award should be considered. To maximise use of the fund, this could be between £250 and £500.

Priority will be given to projects that are able to evidence match funding.

Applicants seeking support for capital projects, such as new memorials etc, should ensure that all necessary permissions have been secured prior to making an application. Proposals should be realistic, and show evidence of project costs.

Projects do not need to complete within 12 months, though a timescale for delivery/ completion should be stated in the application. All those who receive a grant will be requested to add the Borough Council logo with the words 'supported by' added to any publicity.

RECOMMENDATIONS:

Members to consider the options and recommend how the themed fund should be used in 2019/20.

REASONS FOR RECOMMENDATIONS:

To distribute the themed fund.

POLICY REVIEW AND DEVELOPMENT PANEL REPORT

REPORT TO:	Environment and Community Panel		
DATE:	16 July 2019		
TITLE:	Corporate Performance Monitoring Full Year 2018-19		
TYPE OF REPORT:	Monitoring		
PORTFOLIO(S):	Performance		
REPORT AUTHOR:	Ged Greaves		
OPEN/EXEMPT	Open	WILL BE SUBJECT TO A FUTURE CABINET REPORT:	No

REPORT SUMMARY/COVER PAGE




PURPOSE OF REPORT/SUMMARY:
The corporate performance monitoring report is in place to monitor progress against agreed performance indicators for the year. The report contains information on the corporate performance monitoring undertaken during 2018-19.
KEY ISSUES:
Performance indicators for 2018-19 have been agreed by Portfolio Holders and Executive Directors as the key performance measures for the year; they cover all directorates. These indicators are reported quarterly to the Corporate Performance Panel. This monitoring report highlights specific performance issues; where indicators have not met agreed targets they are drawn out into an action report, which provides additional detail on what actions are being taken to correct performance that has a variance to target. The 2018-19 monitoring report shows that of the 14 indicators, 7 targets have been met and performance has improved against target for 7 of the indicators.
OPTIONS CONSIDERED:
Not applicable.
RECOMMENDATIONS:
The Panel is asked to i. Review the performance monitoring report ii. Agree the actions outlined in the Action Report.
REASONS FOR RECOMMENDATIONS:
To demonstrate that the Council monitors and puts in place appropriate actions to correct performance that has a variance to the set target, to assist us in meeting our statutory duty to try and secure continuous improvement.



1. Introduction

- 1.1 The council's performance management framework includes quarterly monitoring and reporting of performance. Each quarterly performance report is presented to the Corporate Performance Panel and made available to all councillors and portfolio holders for information on the council's intranet, Insite.
- 1.2 Corporately there are 50 performance indicators for 2018-19 and these have been agreed by portfolio holders and executive directors as the key performance measures for the year. Of this 50, 14 relate to the Environment and Community Panel's remit and these are reported in full in the performance monitoring report – Full Year 2018-19.
- 1.3 Exception reporting is used whereby those indicators that have not met their target are drawn out into an action report. This report focuses attention on adverse performance. In addition to the notes shown on the full report, senior managers provide information on the actions being taken to bring performance in line or reasons why this cannot happen.
- 1.4 Indicators and targets are agreed by portfolio holders and executive directors. As part of its work programme, the panel may wish to consider the indicators within its remit and make recommendations regarding future performance measures and targets.

2. Monitoring Report - Key points from the 2018-19 performance monitoring report

- 2.1 The following tables summarise the council's current performance levels, comparing performance to the previous quarters.

		Number of indicators				Indicator
		Q1 2018-19	Q2 2018-19	Q3 2018-19	Full Year 2018-19	
Performance has improved		6	6	6	7	CE3 CC 6,7,8a CO 1b,2,7
Performance has not improved		1	2	2	3	CE5 CO1a EP 4
Performance has met and continues to meet target		0	0	0	0	
Other: • new indicator • monitor only		7	6	6	4	CE1,2,4 CC 8b
Total number of indicators		14	14	14	14	

		Number of indicators				Indicator
		Q1 2018-19	Q2 2018-19	Q3 2018-19	Full Year 2018-19	
Performance target met		6	7	5	7	CC 6,7,8a, 8b CO 1a, 2 EP 4
Performance target not met		0	0	1	3	CE 1,4 CO 7
Other: • no quarterly target • monitor only		8	7	8	4	CE,2,3,5 CO 1b
Total number of indicators		14	14	14	14	

3. Issues for the Panel to Consider

Members should review the attached analysis of achievement of the agreed performance indicators for the year. The Action Report should then be reviewed to ensure areas which have not met target are appropriately addressed.

4. Corporate Priorities

Performance indicators are developed to monitor key activities many of which directly underpin the achievement of the council's Corporate Business Plan.

5. Financial Implications

None

6. Any other Implications/Risks

None

7. Equal Opportunity Considerations

None

8. Consultation

Management Team, senior officers and portfolio holder

9. Conclusion

Management Team actively monitors this information on a regular basis and uses the information highlighted on the action report to gain an understanding of the reasons for the levels of performance that have been reported. Members should use the report to assess the actions outlined in the action report which the panel is asked to agree.


10. Background Papers

Corporate Business Plan 2015/16 – 2019/20




Performance Monitoring Action Report Full Year 2018-19









This report highlights indicators that have not met target for 2018-19 and is a supporting document to the Performance Monitoring Full Year 2018-19 report. Comments / actions are recorded to help evidence performance management undertaken by the Council.

Status	 This indicator has not met the target.
---------------	--








Performance Indicators Full Year 2018-19

Ref	Name	2018/19 Target	2018/19 cumulative performance	Q4 2018/19 (Jan-Mar) performance	Status	Notes	Actions
CE1 19	No of suspected licensable HMOs that are inspected and/or licensed	100	63	12		This is the first year of new legislation which came into effect from October 2018, the target was set as a challenging broad estimate at the upper end of what officers believed may be possible. The changes in legislation include giving Council's the power to set minimum bedroom size standards for HMOs, and to limit how many people can live in each bedroom. The numbers reported show the number of properties that have been licensed in accordance with the revised legislation.	The issues with this indicator include landlords who do not want to declare they have an HMO and bring it into the licensing regime with the associated costs, together with landlords being based outside of the borough or overseas. Officers will prioritise investigative working in this area and engage with un co-operative landlords by promoting digital communications.
CE4	No of new affordable housing completions	225	61	Reported annually		The council delivered 13 of the 61 new affordable homes in 2018/19, the target of 225 affordable homes per year reflects the theoretical number of affordable homes needed annually to meet the need identified in our Strategic Housing Market Assessment. Affordable Housing is predominantly delivered via planning obligations on larger sites where developers have to provide a proportion of new homes (either 15 or 20%) as affordable housing or by Registered Providers (RPs) developing their own homes using grant.	The council can influence the delivery of affordable housing by granting planning permissions, supporting grant applications and providing support and encouragement to developers and RPs to develop housing however, the council is heavily reliant on developers and RPs fulfilling their roles.
CO7	No of brown bins in use for composting	27,000	26,667	216		The outturn was 1.25% below target. As at year end, approximately 1 in 3 dwellings had a brown bin (based on 73,404 dwellings in the borough). An additional 216 bins were in circulation between Q3 (26,451) and Q4 (26,667). A data cleansing operation earlier in the year had identified duplicate records arising from an IT system error but budget monitoring indicates the service will finish the financial year in surplus.	Issues still remain with the duplicate entries which is being resolved with the software supplier and Kier.









Status	 Indicator has not met the target	 Indicator has met target	 New 2018-19 indicator
Trends	 The value of this indicator has improved	 The value of this indicator has worsened	 The value of this indicator has not changed

Actions being taken on indicators that have not met target are outlined on the accompanying Action Report

Chief Executive Services

Ref	Link to Corporate Priority	Name	Good Performance	2017/18 cumulative performance	2018/19 target	2018/19 cumulative performance	2018/19 status	Versus this time last year	Note
CE1	2	No of suspected licensable HMOs that are inspected and/or licensed	Aim to maximise	-	100	63			This is the first year of new legislation which came into effect from October 2018, the target was set as a challenging broad estimate at the upper end of what officers believed may be possible. The changes in legislation include giving Council's the power to set minimum bedroom size standards for HMOs, and to limit how many people can live in each bedroom. The numbers reported show the number of properties that have been licensed in accordance with the revised legislation.
CE2	2	No of people presenting to Housing Options team for a service	Aim to minimise	-	-	411	-		Monitor only
CE3	2	No of unintentional priority homeless acceptances	Aim to minimise	64	-	33	-		Monitor only
CE4	2	No of new affordable housing completions	Aim to maximise	-	225	61			The council delivered 13 of the 61 new affordable homes in 2018/19, the target of 225 affordable homes per year reflects the theoretical number of affordable homes needed annually to meet the need identified in our Strategic Housing Market Assessment. Affordable Housing is predominantly delivered via planning obligations on larger sites where developers have to provide a proportion of new homes (either 15 or 20%) as affordable housing or by Registered Providers (RPs) developing their own homes using grant.
CE5	2	Spend on bed and breakfast accommodation	Aim to minimise	£16,641	-	£51,794	-		In November 2018 the LGA conducted a survey of councils to gather information on their experience of the Homelessness Reduction Act (HRA) since its implementation. For most councils, the number of people in both temporary and emergency accommodation has increased as a result of the Act: 61% of respondents have seen increases in the number of people in temporary accommodation, including 21% for whom these increases were significant. Similarly, the length of time spent by people in temporary and emergency accommodation has also increased for the majority of councils: 60% of councils are seeing longer stays in temporary accommodation, and 68% in emergency.



Central and Community Services

Ref	Link to Corporate Priority	Name	Good Performance	2017/18 cumulative performance	2018/19 target	2018/19 cumulative performance	2018/19 status	Versus this time last year	Note
CC6	6	% of Careline alarms installed within 10 days from date of enquiry	Aim to maximise	79.0%	85.0%	93.8%			
CC7	6	Time taken (in weeks) from first visit to completion of work on Disabled Facilities Grant	Aim to minimise	35.4	35.0	28.0			
CC8a	6	Time taken (in weeks) from first visit to completion of work on Adapt passported cases with a value under £6,000	Aim to minimise	23.0	20.0	18.0			
CC8b	6	Time taken (in weeks) from first visit to completion of work on Adapt grant means-tested cases with a value under £12,000	Aim to minimise	-	35.0	10.4			

Commercial Services

Ref	Link to Corporate Priority	Name	Good Performance	2017/18 cumulative performance	2018/19 target	2018/19 cumulative performance	2018/19 status	Versus this time last year	Note
CO1a	3	Average response time for removal of fly-tips (days)	Aim to minimise	0.7	1.0	0.9			
CO1b	3	Number of flytipping incidents recorded	Aim to minimise	1,512	-	1,460	-		Monitor only
CO2	3	Total of waste recycled and composted (tonnage)	Aim to maximise	27,580	27,850	28,068			
CO7	3	No of brown bins in use for composting	Aim to maximise	26,648	27,000	26,667			The outturn was 1.25% below target. As at year end, approximately 1 in 3 dwellings had a brown bin (based on 73,404 dwellings in the borough). An additional 216 bins were in circulation between Q3 (26,451) and Q4 (26,667). A data cleansing operation earlier in the year had identified duplicate records arising from an IT system error but budget monitoring indicates the service will finish the financial year in surplus.

Environment and Planning

Ref	Link to Corporate Priority	Name	Good Performance	2017/18 cumulative performance	2018/19 target	2018/19 cumulative performance	2018/19 status	Versus this time last year	Note
EP4	3	Premises rated 3 or above in accordance with the food hygiene rating system	Aim to maximise	96.5%	95.0%	96.3%			

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	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.
	Air Quality Monitoring	Monitoring	Dave Robson	Annual report
	Dry Recyclables	Information	Barry Brandford	To respond to items raised for the Work Programme identified at the Panel meeting on 4 th June.
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	
	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.
	Climate Change	Information	Dave Robson and Ged Greaves	To respond to items raised for the Work Programme identified at the Panel meeting on 4 th June
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	
	Sustainability Transformation Plan Update	Update	Representatives from the CCG	Last update received in March 2018
	Prevent and County Lines		Norfolk Constabulary	
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
	Contaminated Land Strategy	Cabinet Report	Dave Robson	
21st January	Q2 2019-2020 Performance Monitoring Report	Monitoring	Ged Greaves	

2020				
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
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)
25	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)
	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)
26	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)

	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
	CIL Governance	Key	Council	Development Exec Dir – G Hall		Public
	Business Rates Hardship Relief: Request To Reconsider A Refusal To Award Relief	Non	Cabinet	Leader Deputy Chief Executive		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)

27

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)
	Capital Strategy	Key	Council	Leader Deputy Chief Executive		Public
	Strategic Partnership Agreement – Cambridge and Peterborough	Key	Council	Business Development Chief Executive		Public

	Combined 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
12 November 2019						