

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



# **Environment and Community Panel**

## **Agenda**

**Tuesday, 21st January, 2020**  
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**

Friday 10 January 2020

Dear Member

**Environment and Community Panel**

You are invited to attend a meeting of the above-mentioned Panel which will be held on **Tuesday, 21st January, 2020 at 6.00 pm** in the **Council Chamber - Town Hall, Saturday Market Place, King's Lynn PE30 5DQ** to discuss the business shown below.

Yours sincerely

Chief Executive

**AGENDA**

**1. Apologies for absence**

To receive any apologies for absence.

**2. Minutes (Pages 6 - 13)**

To approve the minutes of the previous meeting.

**3. Declarations of interest**

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

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

**4. Urgent Business**

To consider any business which, by reason of special circumstances, the Chair 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 Chair of their intention to do so and what items they wish to be heard before a decision on that item is taken.

**6. Chair's Correspondence**

If any.

**7. Police and Crime Commissioner attending to provide Members with the opportunity to discuss strategic and operational matters (30 minutes)**  
(Verbal Report)

All Councillors have been invited to attend the meeting for this item of business.

Police and Crime Commissioner Lorne Greene will talk through the role of the Police and Crime Commissioner and the work the office undertakes on his behalf around the Police and Crime Plan.

The Local Commander for King's Lynn and district will also be in attendance.

**8. Environment Agency and Anglian Water attending regarding bathing water quality (25 minutes)** (Verbal Report)

All Councillors have been invited to attend the meeting for this item of business. Members will receive a presentation from Anglian Water and the Environment Agency.

**9. Quarter 2 2019/2020 Performance Monitoring Report (25 minutes)** (Pages 14 - 20)

The Repairs and Adaptations Manager will be present at the meeting to provide the Panel with additional information regarding the performance indicators HS11, HS12 and HS13 relating to the Care and Repair Service.

**10. Tree Planting (20 Minutes)** (Verbal Report)

Officers will provide the Panel with information on the future of Tree Planting in the Borough.

**11. Hunstanton Coastal Management Plan (20 Minutes)** (Pages 21 - 34)

The Panel are requested to consider the information presented to them and make any appropriate recommendations to Cabinet.

**12. Work Programme and Forward Decision List** (Pages 35 - 42)

### **13. Date of the next meeting**

To note that the next meeting of the Environment and Community Panel is scheduled to take place on Tuesday 3<sup>rd</sup> March 2020 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-Chair), 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 Long – Leader of the Council  
Councillor Devereux – Portfolio Holder for Environment  
Councillor Nockolds – Portfolio Holder for Culture, Heritage and Health

#### **Officers:**

Martin Chisholm – Assistant Director, Operations and Commercial  
Richard Fisher – Arboricultural Officer  
Ged Greaves – Senior Policy and Performance Officer  
Dave Robson – Environmental Health Manager

#### **By Invitation:**

Lorne Green – Police and Crime Commissioner  
Representatives from Anglian Water  
Representatives from the Environment Agency

All Councillors are invited to attend the meeting for Agenda Items 7 and 8.

**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, 3rd December, 2019 at 5.30 pm in the Council Chamber - Town Hall, Saturday Market Place, King's Lynn PE30 5DQ**

**PRESENT:** Councillors C Sampson (Chair), L Bambridge, C Bower, A Bubb, A Bullen, C Joyce (substitute for S Collop), A Kemp, J Kirk, J Lowe, T Parish (substitute for M de Whalley), S Squire and M Wilkinson.

**PRESENT UNDER STANDING ORDER 34:** Councillors B Beal, J Moriarty and C Rose.

**PORTFOLIO HOLDERS:**

Councillor I Devereux – Portfolio Holder for Environment  
Councillor B Long – Leader of the Council

**OFFICERS:**

Barry Brandford – Waste and Recycling Manager  
Ged Greaves – Senior Policy and Performance Officer  
Honor Howell – Assistant Director  
Henry Saunders – Climate Change Officer

**BY INVITATION:**

Jennifer Hobson – Friends of Horsey Seals

**EC50: APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors S Collop and de Whalley.

**EC51: MINUTES**

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

**EC52: DECLARATIONS OF INTEREST**

There were no declarations of interest.

**EC53: URGENT BUSINESS**

There was none.

**EC54: MEMBERS PRESENT PURSUANT TO STANDING ORDER 34**

Councillor Beal – EC56  
 Councillor Moriarty – EC57  
 Councillor Rose – EC56

EC55: **CHAIR'S CORRESPONDENCE**

There was none.

EC56: **PRESENTATION FROM FRIENDS OF HORSEY SEALS - KEEPING SEALS SAFE FROM PLASTIC FLYING RINGS**

Those present received information on the campaign to keep seals safe from Plastic Flying Rings. A copy of the presentation is attached.

The Chair thanked Jennifer Hobson from Friends of Horsey Seals for her presentation and invited questions and comments from the Panel, as summarised below.

Councillor Kemp asked what, if any, powers the Council had. The Leader of the Council, Councillor Long explained that the use of Public Space Protection Orders could be considered, however these were difficult to enforce and could not be used on private beaches.

Councillor Beal addressed the Panel under Standing Order 34. He provided the Panel with information about an initiative he was leading on in his business whereby he would remove plastic packaging and netting from products he sold so that they were disposed of correctly and did not end up left on the beach. He explained that he was trying to extend this to other businesses in the town. With regard to the flying rings, Councillor Beal explained that he had contacted the makers of the products who were aware of the problems, but the product was popular. He explained that some companies had now put a warning label on outer packaging. Councillor Beal stated that he no longer sold the flying rings in his shop and he was encouraging others to be responsible and do the same.

Those present suggested the following in order to raise awareness of the issues:

- An article be sent to the Norfolk Coast Guardian which was read by local people and tourists.
- Inclusion of information in the Visit West Norfolk Brochure.
- Signs at beaches and beach side businesses.
- Leaflets available at Tourist Information Centres.
- Stickers on bins.

Councillor Parish informed those present that he was Chair of the Single Use Plastics Informal Working Group and that the Group were looking at the type of information that was provided to tourists and in holiday lets.

Councillor Joyce commented that the campaign needed to be harder hitting in order to convey the damage that the flying rings could cause and the seriousness of the issue.

Councillor Kirk explained that he was a volunteer for Marine Divers and Seal and Shore watch and another problem was crabbing lines which could be easily purchased and then discarded after use. He felt that control of these would also be beneficial to marine life.

Councillor Squire asked if awareness had been raised inland as litter from inland which ended up in rivers could end up in the sea.

Jennifer Hobson thanked the Panel for their suggestions.

**RESOLVED:** The information was noted.

EC57: **UPDATE ON WASTE COLLECTION CONTRACT PROCUREMENT**

All Councillors had been invited to the meeting for this item so that they had the opportunity to receive an update from the Waste and Recycling Manager on the Waste Collection Contract, receive an overview of the process and receive an update on the position in advance of the Special Cabinet meeting which was scheduled to take place on Friday 6<sup>th</sup> December 2019.

The Waste and Recycling Manager explained that the new contract procurement had been a considerable piece of work. The report provided detail of the joint procurement process, which had a long lead in to ensure that the new arrangements would be in place at the correct time. He explained that new vehicles would have to be purchased and there could be up to a forty week wait for delivery of new vehicles.

He reminded those present that Cabinet had taken the decision to enter into the joint procurement process in order to take advantage of the financial and environmental benefits of joint arrangements.

The Waste and Recycling Manager explained that the final pricing for tenders had been received and these were currently being evaluated and would be presented to a special Cabinet meeting on 6<sup>th</sup> December 2019.

The Panel's attention was drawn to the procurement process which was included in the report, legal implications, risks and requirements that bidders had to meet. The Panel was also informed that the period of contract was based on the life of the collection vehicle, which was approximately eight years. The cost of the vehicles could only be held for thirty days by the supplier.

The Chair thanked the Waste and Recycling Manager for his report and invited questions and comments from those present, as summarised below.

Councillor Kemp asked for clarification on how often bins would be emptied in unparished areas. The Waste and Recycling Manager explained that this function was carried out by the Public Open Space team and did not form part of the contract, so would therefore remain unchanged.

Councillor Kemp raised concern that the new vehicles would be diesel and the Waste and Recycling Manager explained that consideration had to be given to the large geographical area that the vehicles would have to cover, meaning that the use of electric or hybrid vehicles was not an option because of the potential lack of range.

Councillor Kemp also made reference to the re-use of Bulky Waste. The Waste and Recycling Manager explained that proposals for the re-use of Bulky Waste had been considered as part of the contract and proposals were being evaluated.

Councillor Joyce asked if the frequency of collections would change. The Waste and Recycling Manager explained that they would not.

Councillor Joyce also asked about monitoring of the contract and if there was a break clause. The Waste and Recycling Manager explained that there was the option to extend the initial eight year contract if arrangements were working. Default notices would be reported to the Council as required and the Environment and Community Panel could request updates at any time. He drew attention to the Performance Management Framework which meant that the Council could terminate the contract based on poor performance.

Councillor Squire asked what would happen to the vehicles after their eight year life cycle. The Waste and Recycling Manager explained that there were companies who would buy second hand vehicles. Councillor Squire also asked for information on the arrangements for food waste collections. The Waste and Recycling Manager explained that food waste would continue to be collected and different options had been put forward by different bidders and these were currently being evaluated.

In response to questions from Councillor Squire regarding Garden Waste collections the Waste and Recycling Manager explained that if households had multiple bins, they should all still be emptied at the same time. He explained that there could sometimes be issues with frost and contents sticking to the inside of the bin.

In response to a question from Councillor Parish, the Waste and Recycling Manager explained that technology was available in that bin

sensors could register when bins were full and required emptying. Councillor Parish also referred to access to bins on beaches and the difficulty that large vehicles could have accessing them. The Waste and Recycling Manager explained that services would be provided in accordance with the policy in that bins should be placed adjacent to highways. He also explained that different options had been put forward by bidders and would be evaluated.

Councillor Parish also asked about the incineration of waste and the Leader of the Council, Councillor Long explained that Norfolk County Council was the waste disposal authority and the Borough Council did not have control over the disposal of waste.

Councillor Moriarty asked for clarification on the contract commencement dates and if vehicles had already been purchased. The Waste and Recycling Manager clarified that North Norfolk District Council's arrangements would commence on 1<sup>st</sup> April 2020, the Borough Council's arrangements would commence on 1<sup>st</sup> April 2021. He also reminded those present of the long lead in time to purchase a vehicle and explained that North Norfolk would make separate arrangements with the contractor regarding the use of vehicles whilst they were waiting for the new vehicles. The Waste and Recycling Manager confirmed that no vehicles had been purchased at this time.

In response to a question from Councillor Bubb regarding discounts for households that had a second garden waste bin, the Waste and Recycling Manager explained that this would not be introduced.

Councillor Joyce referred to incineration. He suggested that the Council's involved in the joint contract procurement could work together to influence the way that waste was disposed of, especially if it resulted in environmental and financial benefits. The Waste and Recycling Manager explained that Norfolk County Council was currently looking at re-procurement of their waste disposal contract.

Councillor Kemp referred to incineration and alternative solutions. She asked about Material Works. The Leader of the Council, Councillor Brian Long offered to discuss Material Works with Councillor Kemp outside of the meeting. He also reminded those present that the contract that the Panel was considering was for waste collection and the Borough Council did not have responsibility for waste disposal, this was a County function and that Councillor Kemp should raise issues regarding the disposal of waste with Norfolk County Council.

Councillor Bullen asked if there were any trends in the production of waste and if the amount of waste was reducing. The Waste and Recycling Manager explained that there was a government initiative that the Council was looking at to educate, reduce contamination and other support. He explained that the amount of waste collected had slightly reduced and the garden waste collection had been down this summer.

**RESOLVED:** The Panel noted the report and agreed that the Waste and Recycling Manager keep the Panel updated during the mobilisation period and before contract start as appropriate.

EC58: **CORPORATE BUSINESS PLAN**

The Senior Policy and Performance Officer presented the report which provided an update on the Corporate Business Plan. The Panel was reminded that previously they had been given the opportunity to comment on what should be included in the Corporate Business Plan by way of a workshop session. The draft plan had also been based on feedback from Members during the Members induction process. Feedback from Councillors had been collated and included in the report at Appendix B.

The Panel was reminded that all Panels received quarterly performance monitoring reports and the Corporate Performance Panel monitored the Corporate Business Plan.

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

Councillor Parish commented that there was a conflict between growth and the environment and any Climate Change policies would need to take this into consideration. The Senior Policy and Performance Officer acknowledged that there would be lots of tensions to deal with and this would be monitored through quarterly reports to the Corporate Performance Panel. He also informed the Panel that report authors were now required to complete an 'Environmental Implications' box on the report templates and give consideration to how impacts could be mitigated.

Councillor Joyce referred to improving health and wellbeing and the impact of pollution. He asked for consideration to be given to environmental improvement measures which would have little impact on the Council, for example requiring all new developments to put in electric vehicle charging points. The Senior Policy and Performance Officer reminded the Panel of the Climate Change work that was being carried out and explained that lots of options would be explored and best practice and examples from other countries would be looked at.

Councillor Kemp commented that this was a good starting point, but it needed sharpening up and Policies would need to be introduced relating to flooding, infrastructure and health and wellbeing. She stated that it was important to be an enabler. The Leader of the Council, Councillor Long reminded Councillor Kemp that some of the functions she was referring to were the responsibility of Norfolk County Council. Councillor Kemp referred to the King's Lynn Transport Strategy and

Councillor Long reminded her that this was a joint exercise with Norfolk County Council.

Councillor Long reminded Members that they had previously had the opportunity to input into the Corporate Business Plan through workshops at all three Panels, the report which was now being considered had incorporated previous comments raised by Members and was now a final draft.

Councillor Squire asked if the Plan would be regularly updated as new policies and practices emerged. The Senior Policy and Performance Officer confirmed that it would be a 'living document' and reviewed on a regular basis.

Councillor Bambridge commented that the Housing Strategy should be included and the Senior Policy and Performance Officer stated that the Corporate Business Plan was overarching and all other Policies sat underneath this document.

**RESOLVED:** The Panel endorsed the draft Corporate Business Plan.

EC59: **CLIMATE CHANGE UPDATE**

The Senior Policy and Performance Officer provided Members with an update on the climate change work completed to date and ongoing work. He introduced Henry Saunders, Climate Change Officer, to the Panel who was from the University of East Anglia and was assisting the Council with Climate Change issues.

The Senior Policy and Performance Officer referred to the report which set out what research would be carried out during the evidence gathering phase.

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

Councillor Parish asked if the Council had been in contact with the Tyndall centre and it was explained that they had not been contacted yet, but it would be worthwhile seeing what they could offer in terms of assistance.

Councillor Kemp raised concern that the Council was basing their audit on Norwich City Council's Audit as they were two different types of area. The Climate Change Officer explained that the Audit was based on standardised techniques to carry out the assessment and would be based on the Borough Council's area.

Councillor Kemp commented that the whole geographical area needed to be looked at, not just the Borough Council. The Senior Policy and

Performance Officer clarified that an analysis of the whole geographical area would be carried out. The Council would also work with the New Anglia Local Enterprise Area and Norfolk County Council to ensure that areas of work were not duplicated and that information was shared.

Councillor Kemp stressed the importance of a clear baseline for the Borough and the Climate Change Officer confirmed that the overall Borough would be looked at and then what could be influenced and what would make a difference would be investigated.

The Chair referred to peatlands and the impact that this had on carbon emissions. The Portfolio Holder for Environment, Councillor Devereux provided information on this and explained that it was a complex situation.

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

EC60: **HUNSTANTON COASTAL MANAGEMENT PLAN**

This item had been withdrawn from the Agenda and would be considered by the Panel at a later date.

EC61: **WORK PROGRAMME AND FORWARD DECISION LIST**

The Work Programme was noted. Members of the Panel were encouraged to contact the Chair or the Democratic Services Officer if they had items which they would like added to the Work Programme.

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

EC62: **DATE OF THE NEXT MEETING**

The next meeting of the Environment and Community Panel would be held Tuesday 21 January 2020 at 6.00pm in the Council Chamber, Town Hall, Saturday Market Place, King's Lynn.

**The meeting closed at 7.48 pm**

**POLICY REVIEW AND DEVELOPMENT PANEL REPORT**

REPORT TO:	Environment and Community Panel		
DATE:	21 January 2020		
TITLE:	Corporate Performance Monitoring Q2 2019-20		
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:
<p>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 Q2 2019-20.</p>
KEY ISSUES:
<p>Performance indicators for 2019-20 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.</p> <p>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.</p> <p>The Q2 2019-20 monitoring report shows that of the 21 indicators, 3 targets have been met and performance has improved against target for 4 of the indicators.</p>
OPTIONS CONSIDERED:
Not applicable.
RECOMMENDATIONS:
<p>The Panel is asked to</p> <ul style="list-style-type: none"> <li>i. Review the performance monitoring report</li> <li>ii. Agree the actions outlined in the Action Report.</li> </ul>
REASONS FOR RECOMMENDATIONS:
<p>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.</p>



## 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 54 performance indicators for 2019-20 and these have been agreed by portfolio holders and executive directors as the key performance measures for the year. Of this 54, 21 relate to the Environment and Community Panel's remit and these are reported in full in the performance monitoring report – Q2 2019-20.
- 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 Q2 2019-20 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
		Q3 2018-19	Full Year 2018-19	Q1 2019-20	Q2 2019-20	
Performance has improved		6	7	3	4	HS 14 EV 1,2,5
Performance has not improved		2	3	3	5	EV 3,4 HS 2,10,15
Performance has met and continues to meet target		0	0	0	0	
Other: • new indicator • monitor only		6	4	13	12	HS 1,3,4,5, 6,7,8,9,11, 12,13 EV 6
Total number of indicators		14	14	19	21	

		Number of indicators				Indicator
		Q3 2018-19	Full Year 2018-19	Q1 2019-20	Q2 2019-20	
Performance target met		5	7	5	3	HS 14 EV 1,5
Performance target not met		1	3	4	6	HS 1,10,11, 12,13,15
Other: • no quarterly target • monitor only		8	4	10	12	HS 2,3,4,5, 6,7,8,9 EV 2,3,4,6
Total number of indicators		14	14	19	21	

### **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 Q2 2019-20




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



This report highlights indicators that have not met target for Q2 2019-20 and is a supporting document to the Performance Monitoring Q2 2019-20 report. Comments / actions are recorded to help evidence performance management undertaken by the Council.

<b>Status</b>		This indicator has not met the target.
---------------	---	--

## Performance Indicators Q2 2019-20







Ref	Name	2019/20 Target	Q2 2019/20 cumulative performance	Q2 2019/20 (Jul-Sept) performance	Status	Notes	Actions																								
HS1 17	% of HMO's inspected in accordance with the programmed inspection regime	100.00%	98.00%	98.00%		In Q2 the council received an increased amount of requests for new HMO licence applications. However, due to capacity issues the target was not met.	The 2% slippage recorded in Q2 will impact on the 2019/20 cumulative figure. This indicator will not achieve the annual target of 100%. In Q2 the council received an increased amount of requests for new HMO licence applications. However, due to capacity issues the target was not met. Permanent recruitment is ongoing. Demand is currently being met through the use of temporary agency resources. The service is prioritising assessments of mandatory licensable HMOs via a risk based approach.																								
HS10	% of Careline alarms installed within 10 days from date of enquiry	90.00%	86.60%	87.21%		The 2019-20 cumulative performance figure remains below target, a breakdown of the performance data for the past 6 months:- Apr 74.3 May 91.0 Jun 93.1 Jul 91.0 Aug 81.8 Sept 88.4.	Monthly monitoring by Management Team is in place for this indicator.																								
HS15	No of days to process changes of circumstances	11	14	14		<div>A detailed monitoring exercise of weekly performance levels has been carried out during August/September.</div> <table><thead><tr><th>Week Ending</th><th>Number processed</th><th>Days to process</th><th>Processed in 14 days</th></tr></thead><tbody><tr><td>01/09/2019</td><td>832</td><td>6</td><td>92%</td></tr><tr><td>08/09/2019</td><td>943</td><td>9</td><td>89%</td></tr><tr><td>15/09/2019</td><td>941</td><td>9</td><td>86%</td></tr><tr><td>22/09/2019</td><td>1,056</td><td>7</td><td>94%</td></tr><tr><td>29/09/2019</td><td>1,000</td><td>8</td><td>90%</td></tr></tbody></table>	Week Ending	Number processed	Days to process	Processed in 14 days	01/09/2019	832	6	92%	08/09/2019	943	9	89%	15/09/2019	941	9	86%	22/09/2019	1,056	7	94%	29/09/2019	1,000	8	90%	The indicator is monitored against an annual target however, during the year there will be peaks and troughs in performance levels and the service manager anticipates that the target will be met at year end.
Week Ending	Number processed	Days to process	Processed in 14 days																												
01/09/2019	832	6	92%																												
08/09/2019	943	9	89%																												
15/09/2019	941	9	86%																												
22/09/2019	1,056	7	94%																												
29/09/2019	1,000	8	90%																												

# Performance Monitoring Action Report Q2 2019-20

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















Ref	Name	2019/20 Target	Q2 2019/20 cumulative performance	Q2 2019/20 (Jul-Sept) performance	Status	Notes	Actions
HS11	Time taken (in weeks) from first contact to completion of work on Disabled Facilities Grant	30	51	57		These are ambitious targets that should be achievable over time, measuring the client journey from first contact to completion of the adaptation is in line with the County IHAT measures and means that as a district we can compare our delivery against other IHAT District teams. The challenges in achieving these targets are as a result of not just a long standing waiting list that Care and Repair have now cleared but also other factors as follows:	An update covering these indicators will be given by the Repairs and Adaptations Manager to Environment and Community Panel on 21 January 2019.  Until the waiting list cases have all been completed, this level of performance will continue for the remainder of 2019/20.
HS12	Time taken (in weeks) from first contact to completion of work on Adapt passported cases with a value under £6,000	25	30	30		<ul style="list-style-type: none"> <li>- A high demand on the service - there have been over 100 new adaptation enquiries in one month, these cases are now being triaged and scheduled an appointment within 4-6 weeks of the enquiry.</li> <li>- Staffing resources have not been increased significantly in line with the demand for the service and therefore, there is a strain on the team to deliver a quality service within the funding and staffing resources available.</li> </ul>	
18 HS13	Time taken (in weeks) from first contact to completion of work on Adapt grant means-tested cases with a value under £12,000	30	32	33		<p>There are a number of factors outside of the team's control that affect the length of time that a case can take to complete:—</p> <ul style="list-style-type: none"> <li>- if a client goes into hospital or respite care during the process of the grant application this will impact on the timescales</li> <li>- if the client puts the work on hold because they are anxious about the disruption all these factors can negatively impact on the timescales</li> <li>- if the client has a financial contribution towards the grant and they are unable or unwilling to pay the contribution the team have to seek charity funding and this can take time to source.</li> </ul>	

<b>Status</b>	 Indicator has not met the target	 Indicator has met target	 New 2019-20 indicator
<b>Trends</b>	 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

### Housing

Ref	Link to Corporate Priority	Name	Good Performance	2018/19 cumulative performance	Q2 2019/20 target	Q2 2019/20 cumulative performance	Q2 2019/20 status	Versus this time last year	Note
HS1	2	% of HMO's inspected in accordance with the programmed inspection regime	Aim to maximise	–	100%	98%			In Q2 the council received an increased amount of requests for new HMO licence applications. However, due to capacity issues the target was not met.
HS2	2	Spend on bed and breakfast accommodation (gross)	Aim to minimise	£45,648	–	£20,815	–		Q1 - £6,975
HS3	2	No of households with a homelessness declaration	Aim to minimise	–	–	260	–		Q1 - 122
19 HS4	2	No of households prevented from becoming homeless for a minimum of 6 months	Aim to maximise	489	–	16	–		Q1 - 13
HS5	2	No of households accepted as homeless with a need to be rehoused (Full housing duty)	Aim to minimise	–	–	21	–		Q1 - 6
HS6	2	% of cases who were offered a prevention and relief duty who remain homeless and are owed no further duty.	Aim to minimise	–	–	27.0%	–		Q1 has been re-calculated to 35% not 41.8% as previously stated.
HS7	2	No of rough sleepers	Aim to minimise	5	–	22	–		Indicator name has been updated as the data is collected from a number of different sources including housing support providers, hostel providers, and the rough sleeper outreach team. Figure is a snapshot as at 30/09/2019
HS8	2	No in temporary accommodation - bed and breakfast	Aim to minimise	55	–	35	–		Q1 - 14
HS9	2	No of social housing lettings - against a baseline	Aim to maximise	464	–	272	–		Q1 - 144
HS10	6	% of Careline alarms installed within 10 days from date of enquiry	Aim to maximise	93.8%	90.0%	86.6%			The Q2 2019-20 cumulative performance figure remains below target, a breakdown of the performance data for the past 6 months:- Apr 74.3 May 91.0 Jun 93.1 Jul 91.0 Aug 81.8 Sept 88.4.

## Performance Monitoring Q2 2019-20

Ref	Link to Corporate Priority	Name	Good Performance	2018/19 cumulative performance	Q2 2019/20 target	Q2 2019/20 cumulative performance	Q2 2019/20 status	Versus this time last year	Note
HS11	6	Time taken (in weeks) from first contact to completion of work on Disabled Facilities Grant	Aim to minimise	28.0	30.0	51.0			See notes in Action Report.
HS12	6	Time taken (in weeks) from first contact to completion of work on Adapt passported cases with a value under £6,000	Aim to minimise	18.0	25.0	30.0			
HS13	6	Time taken (in weeks) from first contact to completion of work on Adapt grant means-tested cases with a value under £12,000	Aim to minimise	10.4	30.0	32.0			
HS14	1	No of days to process new benefit claims	Aim to minimise	14	17	14			
HS15	1	No of days to process changes of circumstances	Aim to minimise	10	11	14			A detailed monitoring exercise of weekly performance levels has been carried out during August/September.

### Environment

Ref	Link to Corporate Priority	Name	Good Performance	2018/19 cumulative performance	Q2 2019/20 target	Q2 2019/20 cumulative performance	Q2 2019/20 status	Versus this time last year	Note
20 EV1	3	Average response time for removal of fly-tips (days)	Aim to minimise	1.0	1.0	0.9			
EV2	3	No of fly tipping incidents recorded	Aim to minimise	1,460	–	650	–		Monitor only
EV3	3	Total of waste recycled and composted (tonnage)	Aim to maximise	28,068	28,000	15,274	–		Q1 7,647 Q2 15,274 This includes food waste. Under the new waste contract, food waste is only collected for King's Lynn and West Norfolk.
EV4	3	No of brown bins in use for composting	Aim to maximise	26,667	27,000	25,226	–		Q1 25,214 Q2 25,226
EV5	3	Premises rated 3 or above in accordance with the food hygiene rating system	Aim to maximise	96.3%	95.0%	96.9%			
EV6	3	% of food interventions achieved	Aim to maximise	–	80.0%	–	–		Annual monitoring

# Hunstanton Coastal Management Plan 21 E&C Panel Briefing

Dave Robson

Agenda Item 11

Borough Council of  
King's Lynn &  
West Norfolk

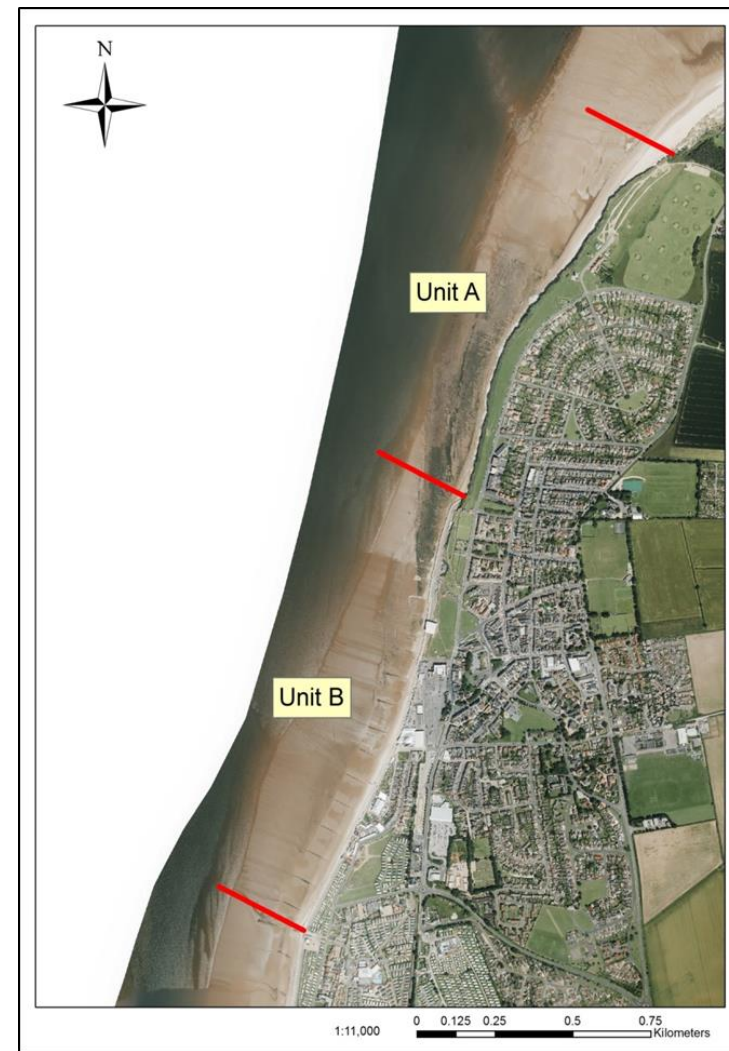


# Unit A – Cliffs Options

## Shortlisted Options

- Beach recharge
- Timber revetment
- Geotubes
- Rock sill
- Relocation of key assets

22



Beach Recharge



Timber Revetment



Geotubes



Relocation?



# Unit A - Cliffs

- Preferred option Rock Armour at base of Cliffs
- Follow SMP 4 - No Active Intervention
- Implement Annual Monitoring Programme - £12K p.a.
- Use ground based LiDAR & Drone (aerial survey)
- Establish trigger point & implementation date
- Install Rock Armour likely around 2070+

24

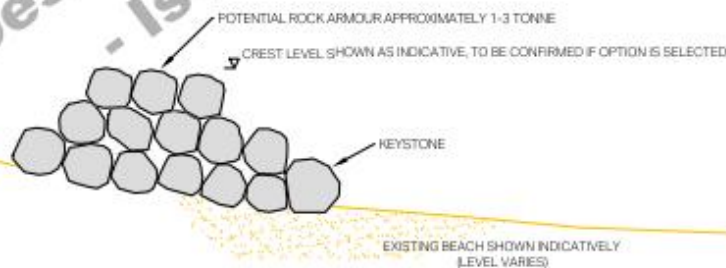


LOCATION MAP

25

EXISTING CLIFF (INDICATIVE)

APPROXIMATE LEVEL OF EXISTING CLIFF TOE +5.20mOD



+6.06mOD  
1 IN 200 (2117)

HAT +4.45mOD

MHWS +3.65mOD

MHWN +1.85mOD

# OUTLINE DESIGN - FOR APPRAISAL

BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK

HUNSTANTON COASTAL MANAGEMENT PLAN

SHORT-LISTED OPTIONS  
OPTION 1  
ROCK ARMOUR  
REVETMENT / SILL

NO.	DESCRIPTION	DATE	BY	CHECKED BY
1	ISSUED FOR APPRAISAL	10/10/2023	AL	AL

ALCOA (Infrastructure & Environment) Ltd  
**AECOM**  
 HUN-ACM-IA-XX-DR-CE-00001 P01

Borough Council of  
King's Lynn &  
West Norfolk



# Unit B Prom Options

- Do nothing
- Do minimum
- Maintain
- Sustain
- Enhance

26





# Unit B Recommended Options

- Short to Medium Term : Maintain –
  - Routine maintenance & reinforced at end of predicted residual life
  - Maintain 1 in 200 flood defence
- Medium to Long term : Sustain –
  - Raise the crest of the rear floodwall to sustain the existing standard of protection against climate change



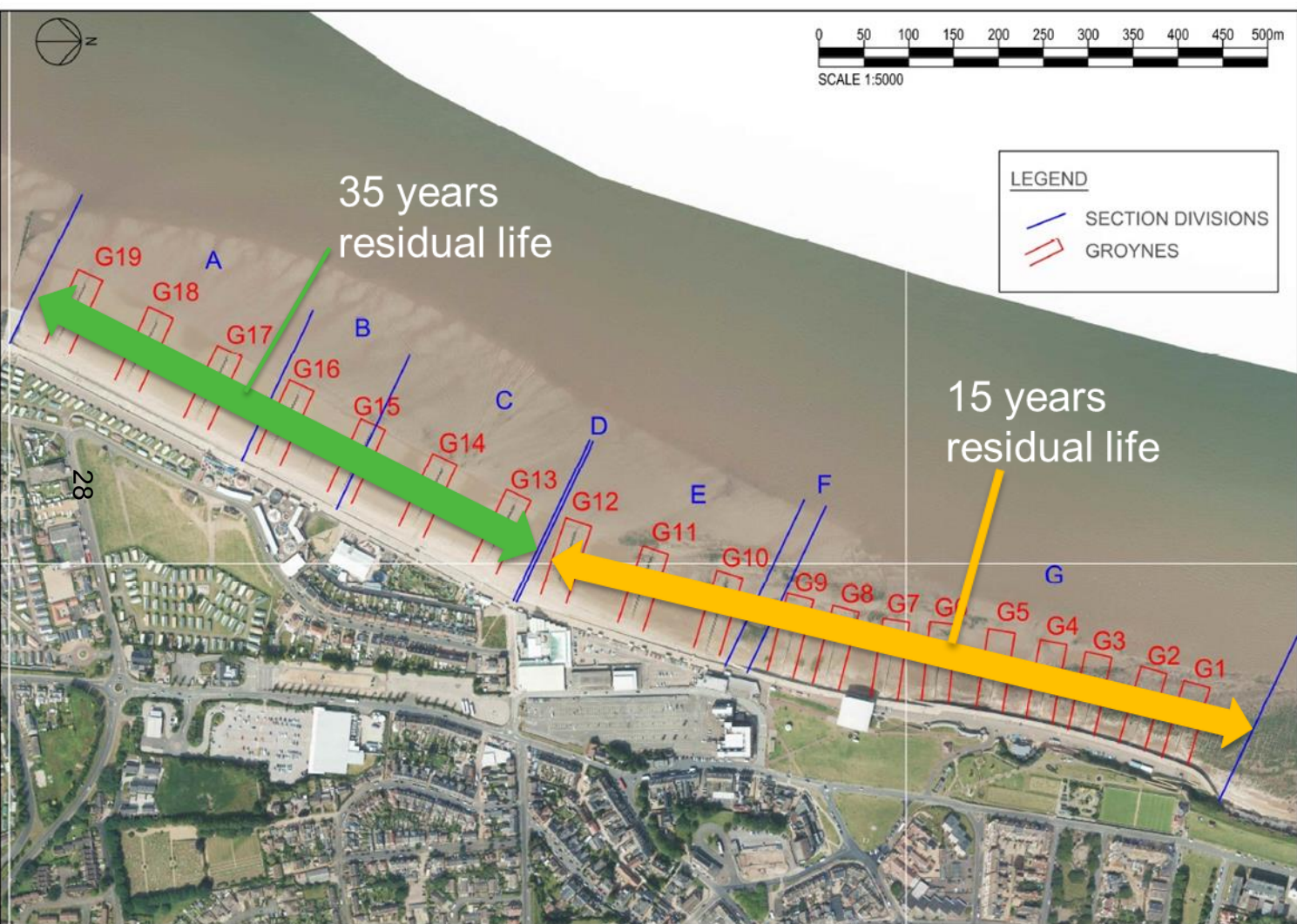


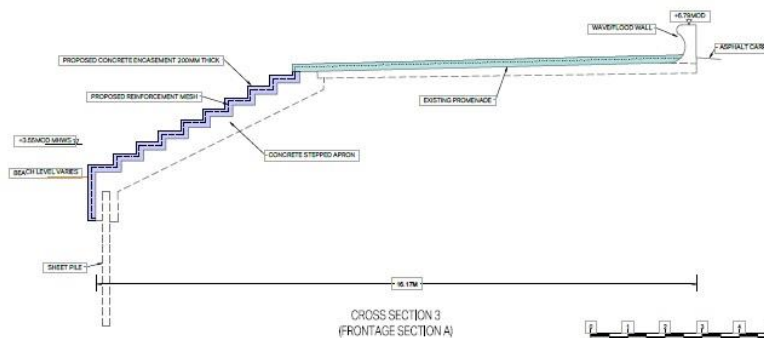
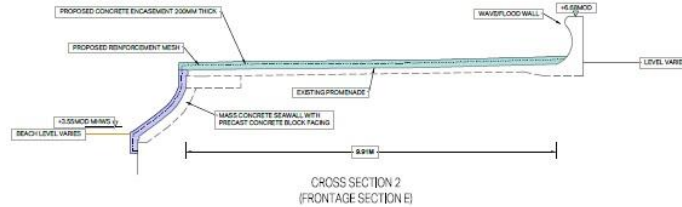
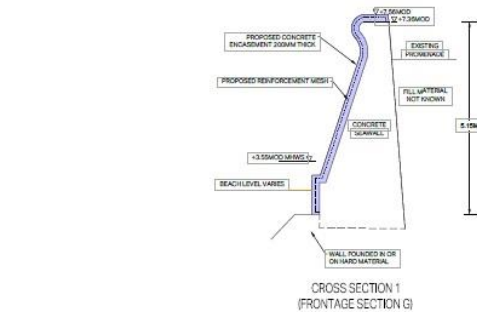
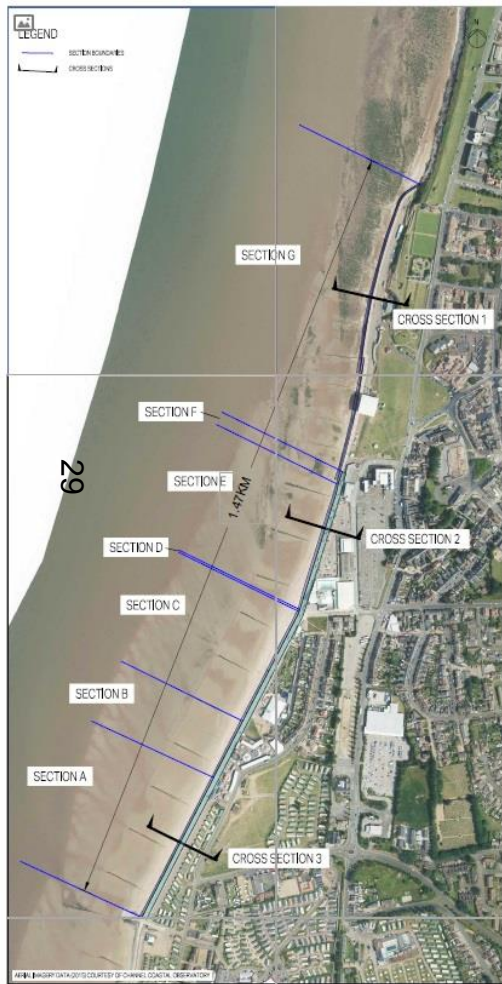
LEGEND

-  SECTION DIVISIONS
-  GROYNES

35 years  
residual life

15 years  
residual life





THIS DOCUMENT IS TO BE USED ONLY FOR THE PURPOSE OF ISSUE THAT IT WAS ISSUED FOR AND IS SUBJECT TO AMENDMENT

#### NOTES

1. THIS DOCUMENT IS TO BE USED ONLY FOR THE PURPOSE OF ISSUE THAT IT WAS ISSUED FOR AND IS SUBJECT TO AMENDMENT
2. THIS DOCUMENT IS TO BE USED ONLY FOR THE PURPOSE OF ISSUE THAT IT WAS ISSUED FOR AND IS SUBJECT TO AMENDMENT
3. THIS DOCUMENT IS TO BE USED ONLY FOR THE PURPOSE OF ISSUE THAT IT WAS ISSUED FOR AND IS SUBJECT TO AMENDMENT
4. THIS DOCUMENT IS TO BE USED ONLY FOR THE PURPOSE OF ISSUE THAT IT WAS ISSUED FOR AND IS SUBJECT TO AMENDMENT



#### LEGEND

- PROPOSED CONCRETE ENCASEMENT FOR SEAWALL
  - PROPOSED CONCRETE ENCASEMENT FOR PROMENADE
- OTHER COLOURS INCLUDE ENCASEMENT OF SEAWALL OR PROMENADE OR BOTH (TO BE DETERMINED)

#### OUTLINE DESIGN - FOR APPRAISAL

BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK

HUNSTANTON COASTAL MANAGEMENT PLAN

SHORT-LISTED OPTIONS UNIT B MAINTAIN CONCRETE ENCASEMENT

DATE: 10/10/2019

BY: [Signature]

FOR INFORMATION

AECOM Infrastructure & Environment (UK) Limited

Project Name: Hunstanton Coastal Management Plan

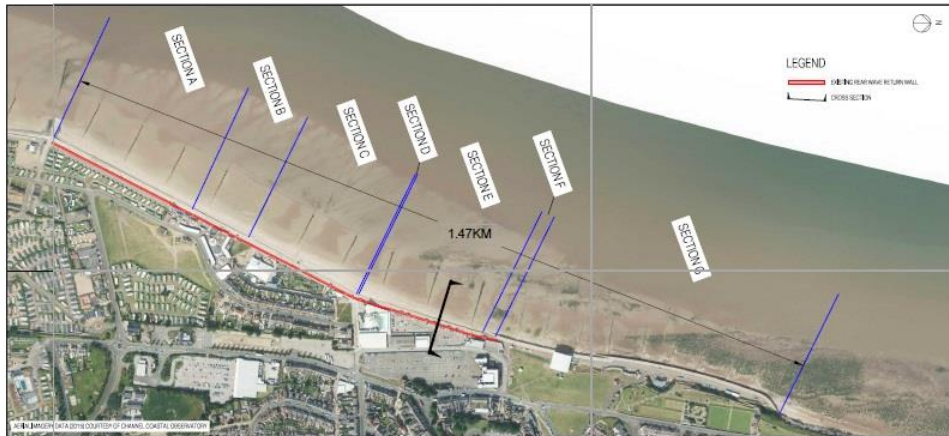
Project Number: P01

Scale: 1:500

# Unit B- Maintain Option

Borough Council of  
King's Lynn &  
West Norfolk





MAP OF UNIT B  
(NOT TO SCALE)

- CROSS SECTION SHOWN IS THE SECTION OF UNIT B WITH THE LOWEST EXISTING CREST HEIGHT OF REAR WAVE RETURN WALL (LOCATED IN SECTION E).
- OPTION ASSUMES THAT CREST LEVELS OF DEFENCES WILL BE RAISED IN 3 INTERVALS OVER THE APPRAISAL PERIOD, TO COINCIDE WITH THE TIMINGS OF REFURBISHING THE DEFENCES (MAINTAIN OPTION).
- CREST LEVEL INCREASES HAVE BEEN BROADLY ESTIMATED BASED ON PREDICTED SEA LEVEL RISE. LEVELS TO BE CONFIRMED IF THIS OPTION IS PROGRESSSED.
- IN SECTION G, THERE IS NO REAR WAVE RETURN WALL. IN THIS SECTION THE CREST HEIGHT IS 7.36MOD, THE MAINTAIN OPTION WOULD INCREASE THIS TO 7.56MOD AND THEREFORE SECTION G WILL NOT NEED TO BE RAISED.
- EXISTING FLOOD GATES ALONG THE REAR WAVE/FLOOD WALL WOULD HAVE TO BE MODIFIED OR REPLACED TO MATCH THE INCREASES IN CREST HEIGHT.
- THIS OPTION ASSUMES THAT THE EXISTING REAR WAVE/FLOOD WALL IS STRUCTURAL CAPABLE OF INCORPORATING THE EXTRA WEIGHT AND ASSOCIATED LOADS OF THE LEVEL INCREASE.

THIS DRAWING IS TO BE USED ONLY FOR THE PURPOSE OF ISSUE THAT IT WAS ISSUED FOR AND IS SUBJECT TO AMENDMENT

#### NOTES

1. THIS DRAWING IS TO BE USED ONLY FOR THE PURPOSE OF ISSUE THAT IT WAS ISSUED FOR AND IS SUBJECT TO AMENDMENT
2. ANY CHANGES TO THE DESIGN SHALL BE MADE BY THE DESIGNER
3. ANY CHANGES TO THE DESIGN SHALL BE MADE BY THE DESIGNER
4. ANY CHANGES TO THE DESIGN SHALL BE MADE BY THE DESIGNER



LOCATION MAP

#### LEGEND

- EXISTING WALL TO BE WORKED OUT
- PROPOSED REINFORCED CONCRETE TO INCREASE HEIGHT OF EXISTING WALL
- PROPOSED CONCRETE ENCASUREMENT (MAINTAIN OPTION)
- FUTURE CREST RAISING



#### OUTLINE DESIGN - FOR APPRAISAL

BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK

HUNSTANTON COASTAL MANAGEMENT PLAN

SHORT-LISTED OPTIONS  
UNIT B  
SUSTAIN (CREST RAISING)

FOR INFORMATION

DATE: 10/11/2020

SCALE: 1:1000

PROJECT: HUN-ACM-UN-B-XX-DR-CE-000006

DATE: 10/11/2020

SCALE: 1:1000

PROJECT: HUN-ACM-UN-B-XX-DR-CE-000006

INDICATIVE CROSS SECTION  
(FRONTAGE SECTION E)



# Unit B-Sustain Option




# Unit B – Proposed Works

- Groynes – replace & repair (Year 1-4)
- Promenade – resurface 300m of concrete pads & joint reseal (Year 1-2)
- Seawall – reface (Sections D,E,F,G Year 15)  
(Sections A,B,C Year 35)
- Rear Flood Wall (Inc. gates) – increase height/  
gates replace (Year 35)



# RFCC – Local Levy Funding Bids

Work	Timeline	BCKLWN Costs	RFCC Local Levy Application	Total
Groynes	1yr – 4yr	£50,000 p.a.	£50,000 p.a. match funding	Annual Cost £100,000 p.a.  <b>Total = £400,000</b> over 4 years
Cliff  Monitoring	Annual Survey	£6,000 p.a.	£6,000 p.a. match funding	Annual Cost £12,000 p.a.  <b>Total = £48,000</b> over 4 years
Prom Resurface Sections D,E & F (300m) & Reseal Joints	1yr - 2yr	£215,000	£215,000 match funding	BCKLWN + LL = £430,000  Arts Council grant = £100,000 (Public Realm)  <b>Total = £530,000</b>

# Timeline 1/2

- RFCC agreed Local Levy bids Oct 2019
- MMO/ EA / NE sign off Dec 2019
- Baseline cliff regression report Dec 2019
- Cabinet / MT to confirm funding Jan 2020
- Implement design work from Jan 2020
- Tenders issued Jan to March 2020



# Timeline 2/2

- Annual Cliff Survey
- Select Contractor
- EA National Appraisal Body
- Cabinet / MT update
- Groyne works start
- Prom resurface works

March 2020

April/ May tbc

May/ June tbc

Summer 2020

Autumn 2020 tbc

Autumn 2020 tbc



## ENVIRONMENT AND COMMUNITY PANEL WORK PROGRAMME 2019/2020

DATE OF MEETING	TITLE	TYPE OF REPORT	LEAD OFFICER/ ATTENDEE	OBJECTIVES AND DESIRED OUTCOMES
<b>4th June 2019</b>	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.
<b>16th July 2019</b>	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 <sup>th</sup> June.
<b>3rd September 2019</b>	Food Hygiene Update	Update	Vicki Hopps	Annual update as requested by the Panel. Last update was received

				in June 2018.
	Climate Change	Information	Dave Robson and Ged Greaves	To respond to items raised for the Work Programme identified at the Panel meeting on 4 <sup>th</sup> June
	Corporate Business Plan	Workshop session	Ged Greaves	To progress the development of the council's corporate business plan.
	Meeting Start times			
<b>15<sup>th</sup> October 2019</b>	Q1 2019-2020 Performance Monitoring Report	Monitoring	Ged Greaves	
	Prevent and County Lines	Information	Norfolk Constabulary	Officers from Norfolk Constabulary and NCC will provide information to the Panel.
	Financial Assistance Scheme – Themed Fund	Policy Development	Sarah Dennis	Following on from the meeting on 16 <sup>th</sup> July meeting Members will receive more information on how the Themed Fund could be utilised.
	Homelessness and Rough Sleeper Strategy Consultation	Policy Development	Duncan Hall	The Panel to be consulted on the draft strategy.
<b>3<sup>rd</sup> December 2019</b>	Keeping Seals Safe from Plastic Flying Rings	Information	Representative from Friends of Horsey Seals	This item was requested by the Panel for addition to the Work Programme.
	Climate Change Update		Dave Robson	
	Corporate Business Plan	Policy Development	Ged Greaves	Following on from the last meeting, to progress development of the

				council's corporate business plan.
	Waste Contract Procurement.		Barry Brandford	All Councillors to be invited for this item.
	TO BE RESCHEDULED Hunstanton Coastal Management Plan	Cabinet Report	Dave Robson	To consider the report and make any appropriate recommendations to Cabinet.
<b>21<sup>st</sup> January 2020</b>	Q2 2019-2020 Performance Monitoring Report	Monitoring	Ged Greaves	
	Police and Crime Commissioner & Senior Police Officer attending to provide update and overview of roles and responsibilities.	Information	Police and Crime Commissioner	The PCC had offered to attend the Scrutiny Panel.
	Environment Agency and Anglian Water attending regarding Bathing Water Quality	Update	Martin Chisholm	This item was requested by the Panel for addition to the Work Programme.
	Hunstanton Coastal Management Plan	Update	Dave Robson	Update report
	Tree Planting	Update	Richard Fisher	Following Notice of Motion at Full Council it was agreed that the Panel would receive an update
<b>3<sup>rd</sup> March 2020</b>	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.
	Disabilities Champion Update	Update	Disabilities Champion	Annual Update
	Sustainability Transformation Plan Update	Update	Representatives from the CCG	Last update received in March 2018
	Advice Services Update		Sarah Dennis and Lorraine Gore	Annual Update requested by the Panel.

	Contaminated Land Strategy	Cabinet Report	Dave Robson	
	Annual Update from 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.

### **To be scheduled**

- Shop mobility
- Climate Change impact assessed against new Policies
- Update on the Docks
- Review of Chinese Lanterns and mass balloon releases Policy and NCC Balloon and Lantern Release Charter.
- Air Quality Annual Monitoring – July 2020
- Prevent and County Lines – last update presented to the Panel in October 19, next update due October 2020.
- Alive West Norfolk – Spring 2020
- Youth West Project. Last went to Panel in July 2018. Panel agreed for a further update in Winter 2019.
- Update on the 'Keeping Seals Safe from Flying Rings' Campaign – as required.
- Annual Update on the Homelessness and Rough Sleeper Action Plan and Work of the Task Group – October 2020 (last update received in October 2019).

## **FORWARD DECISIONS LIST**

<b>Date of meeting</b>	<b>Report title</b>	<b>Key or Non Key Decision</b>	<b>Decision Maker</b>	<b>Cabinet Member and Lead Officer</b>	<b>List of Background Papers</b>	<b>Public or Private Meeting</b>
4 February 2020						
	Notice of Motion – Climate Change	Non	Council	Environment Asst Dir D Hall		Public
	Budget	Key	Council	Leader S151 Officer		Public
	Capital Programme	Key	Council	Leader S151 Officer		Public
	King's Lynn Area Transport Study	Non	Cabinet	Development Asst Dir – S Ashworth		Public
30	Major Housing Project 2	Key	Council	Project Delivery Asst Dir – D Gagen		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Notices of Motion – Hardings Way	Non	Council	Development Asst Dir – M Henry		Public
	Nora 4	Key	Cabinet	Project Delivery Asst Dir – D Gagen		
	Development Options - Hunstanton	Key	Council	Project Delivery Exec Dir – D Gagen		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 Asst Dir – S Ashworth		Public
	Treasury Management Strategy for 2020/21 and Prudential Indicators for 2019/20 to 2022/23	Key	Council	Leader S151 officer		Public
	Future High Streets – Stage 2 bid for funding	Key	Cabinet	Business Development Asst Dir – D Hall		Public
	Towns Fund – Town Deal Board	Non	Cabinet	Business Development Asst Dir – D Hall		Public
40	Potential Compulsory Purchase Order	Non	Council	Development Asst Dir – S Ashworth		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)

Date of meeting	Report title	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
17 March 2020						
	Capital Strategy	Key	Council	Leader S 151 Officer		Public
	Major Housing Phase 3 – Enabling Work for Lynnsport 1	Key	Council	Project Delivery Asst Dir – D Gagen		Private - Contains exempt Information under para 3 – information relating to the business affairs of

						any person (including the authority)
	Salters Road, King's Lynn	Key	Cabinet	Project Delivery Asst Dir – D Gagen		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	CIL Governance	Key	Council	Development Asst Dir – S Ashworth		Public
	Review of Standing Orders	Non	Council	Leader Chief Executive		Public
41	Scrutiny and the Executive Protocol	Non	Council	Leader Chief Executive		Public
	Strategic Property Acquisition	Key	Cabinet	Corporate Projects and Assets Asst Dir – M Henry		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Update to the Major Project Board Terms of reference	Non	Cabinet	Leader Asst Dir – M Henry		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
April 2020						
	Parkway – Accelerated Construction Scheme	Key	Council	Project Delivery Asst Dir – D Gagen		Private - Contains exempt

						Information under para 3 – information relating to the business affairs of any person (including the authority)
	Southend Road and Hunstanton Bus Station	Key	Council	Project Delivery Asst Dir – D Gagen		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)