

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



Environment and Community Panel

Agenda

Tuesday, 3rd March, 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 21 February 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, 3rd March, 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 - 15)

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. Advice Services Update (45 minutes) (Verbal Report)

Representatives from the Money Advice Hub and Shelter will provide information to the Panel.

8. West Norfolk Wins Update (10 minutes) (Verbal Report)

To receive a verbal update from officers.

9. Climate Change Carbon Audit and Tree Planting (60 minutes) (Pages 16 - 33)

10. Work Programme and Forward Decision List (Pages 34 - 41)

11. Date of the next meeting

To note that the next meeting of the Environment and Community Panel is scheduled to take place on Wednesday 22nd April 2020 at 6.00pm in the Council Chamber, Town Hall.

12. Reports for noting purposes

Please note that these reports are updates and for noting only. There will not be a discussion on these items at the meeting. However if Members feel that the items warrant further discussion or scrutiny at a future meeting please contact democratic.services@west-norfolk.gov.uk as soon as possible and this will be arranged.

If you have any questions on the update reports please contact the relevant officer/Member.

- a) **Disability Champion Update** (Pages 42 - 45)
- b) **Outside Bodies Update - College/Council Liaison Board** (Pages 46 - 47)
- c) **Outside Bodies Update - Area Museums Committee** (Page 48)
- d) **Outside Bodies Update - NCC Community Safety Partnership Scrutiny Sub Panel** (Pages 49 - 50)
- e) **Outside Bodies Update - Norfolk Health Overview Scrutiny Committee**

(Pages 51 - 52)

- f) **Outside Bodies Update - West Norfolk Community Transport** (To Follow)
- g) **Outside Bodies Update - King's Lynn Football Club** (Page 53)

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 I Devereux – Portfolio Holder for Environment

Councillor A Lawrence – Portfolio Holder for Housing

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

Officers:

Martin Chisholm – Assistant Director

Sarah Dennis – Partnerships and Funding Officer

Richard Fisher – Arboricultural Officer

Dale Gagen – Assistant Director, Companies and Housing Deliver

Ged Greaves – Senior Policy and Performance Officer

Dave Robson – Environmental Health Manager

Henry Saunders – Climate Change Officer

By Invitation:

Representatives from the Money Advice Hub and Shelter

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, 21st January, 2020 at 6.00 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, S Collop, M de Whalley, A Kemp, J Kirk, J Lowe, S Squire and M Wilkinson.

MEMBERS PRESENT UNDER STANDING ORDER 34: Councillors Parish, Rose and Ryves.

OTHER MEMBERS PRESENT: Councillors Moriarty and Rust.

PORTFOLIO HOLDERS:

Councillor I Devereux – Portfolio Holder for Environment

Councillor Kunes – Portfolio Holder for Commercial Services

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

OFFICERS:

Martin Chisholm – Assistant Director, Operations and Commercial

Ged Greaves – Senior Policy and Performance Officer

Dave Robson – Environmental Health Manager

BY INVITATION:

Lorne Greene – Police and Crime Commissioner

Superintendent Dave Buckley – Norfolk Constabulary

Adam Worley – Anglian Water

John Daniels – Environment Agency

Bob Monroe – Environment Agency

EC63: APOLOGIES FOR ABSENCE

There was none.

EC64: MINUTES

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

EC65: DECLARATIONS OF INTEREST

There were no declarations of interest.

EC66: URGENT BUSINESS

There was none.

EC67: **MEMBERS PRESENT PURSUANT TO STANDING ORDER 34**

Councillor Parish – EC70
 Councillor Rose – EC73
 Councillor Ryves – all items

EC68: **CHAIR'S CORRESPONDENCE**

The Chair informed the Panel that he had received correspondence from Councillor Beal regarding EC70. The correspondence would be read out to the Panel during consideration of the item.

EC69: **POLICE AND CRIME COMMISSIONER ATTENDING TO PROVIDE MEMBERS WITH THE OPPORTUNITY TO DISCUSS STRATEGIC AND OPERATIONAL MATTERS**

The Police and Crime Commissioner Lorne Greene and Superintendent Dave Buckley were present at the meeting. Lorne Greene explained that this was an opportunity for Councillors to express their views and ask questions.

Lorne Greene provided the Panel with an overview of the Police and Crime Commissioner role and the priorities that had been set within the Police and Crime Plan.

Superintendent Dave Buckley informed the Panel that he was responsible for local policing. He provided an overview of recent activity within the force, including increasing the amount of police officers, creation of a proactive drug squad, increasing response strength and County Lines.

He explained that crime was reducing in most areas, but there was a rise in domestic violence and sexual offences. Antisocial behaviour was being managed, but it was recognised that there was still some significant issues.

The Chair thanked Lorne Greene and Superintendent Dave Buckley for the information and invited questions and comments from the Members present, as summarised below.

Councillor Bambridge asked if statistics were kept on the cost of the night time economy in King's Lynn. Superintendent Dave Buckley explained that indicative costs were available and most of the resource focussed on Friday and Saturday nights, between 10pm and 5am, in the Norfolk Street area of King's Lynn and Downham Market.

Superintendent Dave Buckley explained that usually on a Saturday night in King's Lynn there would be a Sergeant and ten officers available to cover the town centre. He explained that having a presence in King's Lynn town centre, rather than just being responsive had helped reduce the amount of incidents and was a preventative measure.

Councillor Wilkinson commented that after the loss of PCSO's she did not feel that there was much of a Police presence on the Estates in King's Lynn. She explained that there was often groups of young people who were dangerous on bikes and could be intimidating. Superintendent Dave Buckley explained that there was dedicated Safer Neighbourhood Teams in King's Lynn and they covered the Estates on foot and by bicycle. He explained that over Christmas more resources had been diverted to the town centre, so there may have been a decreased presence, but they should now be getting back out into the community.

Lorne Greene made reference to the importance of a visible police presence, but asked Members to be mindful of the important issues which needed dealing with and were desk based, such as online fraud and child exploitation investigations.

Lorne Greene explained that antisocial behaviour and substance abuse was a concern within a lot of communities. Therefore he had undertaken to convene round table discussions, which would include representatives from the Borough Council, County Council, Child Services and the Police to look at the situations which got young people engaged in antisocial behaviour.

Superintendent Dave Buckley also encouraged Councillors to get in touch with him or their Local Beat Manager if they had any queries.

Councillor Kemp commented that local consultation was important and asked if the Safer Neighbourhood Action Panel meetings would be reinstated. She also referred to county lines, domestic violence and the need for another domestic violence refuge. Lorne Greene explained that Safer Neighbourhood Action Panel meetings had been effective in the past, but attendance had been dwindling and alternative ways to make use of officer time whilst engaging with the public had been explored. Superintendent Dave Buckley explained that Police Officers were now available to engage with the public in various ways such as a presence in public places such as supermarkets and suggestions on other ways to engage were welcomed.

Lorne Greene made reference to domestic violence and the white ribbon campaign. He explained how he planned to raise awareness and encourage organisations to work together to tackle this issue.

Superintendent Dave Buckley referred to county lines and explained that these did operate in King's Lynn. There was a team available to

work on intelligence received and take action on those who tried to establish themselves in the area. He referred to stop and search powers which were being used and had resulted in more arrests. He also made reference to ANPR cameras which were useful in showing movement in and out of the County and enabled the police to track down offenders and take action.

Councillor Bullen asked about the links between drug use and crime. Superintendent Dave Buckley explained that drug and alcohol abuse was a big factor in violence and antisocial behaviour and there had been an increase in incidents involving young people. He made reference to the bus station in King's Lynn which had been a focus of the Police recently with over 500 interventions in the area.

Councillor Collop referred to Beat Managers newsletters and stated that one of the contact details in a recent newsletter was incorrect. Superintendent Dave Buckley explained that there was lots of different ways to contact the police including via email, mobile or by visiting the police station and he would check the contact details in the newsletter.

Councillor Squire commended her local Beat Manager and explained that she had worked with him on issues relating to antisocial behaviour and parking outside the local school. She also referred to county lines and that a large level of young people with social issues and Autism were being targeted. She hoped that local and national organisations were being engaged and educated on this issue.

Councillor Squire also referred to a knife crime video which had been made available to schools, but she was aware that it had not been shown to all students as it was considered to be too violent. She explained that she had seen the video and felt it was important that it was made available to all, to which Lorne Green agreed, but stated that it would be up to schools on what they showed to their students.

She also stated that she did not feel that Norfolk Police took all harassment cases seriously and this needed improvement. Lorne Greene explained that new powers to address this had now come into force.

Reference was also made to the plans for the Police and Crime Commissioner to take over operation of the Fire Service. Lorne Greene explained that he had explored if it would be worthwhile for the Police and Fire Service to merge. He felt that it would result in efficiency savings and the report prepared as a result of the investigation had also concluded this, however Norfolk County Council did not find merit in the report. Lorne Greene was pleased to announce that there was now enhanced collaboration between the organisation and facilities were being shared, but he still felt that more benefits would be brought forward should there be shared responsibility.

Councillor Ryves addressed the Panel under Standing Order 34. He referred to ANPR in rural areas and how it could help elderly people feel more secure in rural areas. Superintendent Dave Buckley explained that ANPR was a great benefit and was available in most police vehicles as well as static cameras and provided a great deal of intelligence.

Lorne Greene and Superintendent Buckley thanked the Panel for giving them the opportunity to attend the meeting and encouraged Members to contact them if they had any concerns.

EC70: **ENVIRONMENT AGENCY AND ANGLIAN WATER ATTENDING REGARDING BATHING WATER QUALITY**

The Assistant Director, Operations and Commercial explained that Resort Services worked closely with Anglian Water and the Environment Agency regarding bathing water quality.

The Chair welcomed Adam Worley from Anglian Water and John Daniels from the Environment Agency to the meeting. Members received a presentation from both organisations on bathing water quality. Copies of the presentations are attached.

The Vice Chair read out correspondence received from Councillor Beal as set out below:

“As you are not doubt aware all the drainage from Hunstanton promenade goes directly onto the beach. This includes all the waste water from every trader on the promenade. I am constantly told from the Portfolio Holder and Officers of the Council that I’m overplaying the matter and the waste and hazard materials have little or no effect on sea life or bathing water.

This I find hard to believe as I have ice cream machines and I know when we clean the machine every week there are four cycles of cleaning with different types of waste going into the system including in the last cleaning cycle five gallons of steriliser and all this from the multiple of ice cream sellers must have effect on the quality of the sea water. Also all the chemicals that are used to keep the kiosks clean are all going down the promenade drains pictures supplied. Every trader in the town has to pay water rates so how come seafront traders don’t but if it’s claimed they do then why are they allowed to dump it into the sea.

It is felt by lots of the public that a water collection should be made from the seafront traders (by bowser) and pay water rates like other traders do.

So what I need to know is that you can assure me, the residents and tourists that contaminated water that is being dumped on our beach

has no effect on wildlife, bathing water or the blue flag water quality as said by officers and including seafront officers.

Thank you for your attention and look forward to an answer.”

The Assistant Director explained that Resort Services had operational responsibility for the Promenade and did not have any evidence that all traders were doing this. He explained that he was aware of isolated incidents, all of which had been followed up by a visit to the premises by the Community Safety and Neighbourhood Nuisance Team or Environmental Health. He concluded that on occasion it had happened but not every trader could be considered irresponsible in this respect.

John Daniels explained that if there was evidence of waste water being disposed onto the beach then this could be investigated. He also explained the prosecution powers available to the Environment Agency. Adam Worley explained that there was no direct evidence of poor bathing water quality as a result of the issues raised by Councillor Beal.

John Daniels explained that if it was clean water, which included diluted disinfectant etc. this should not have an impact on water quality, however it was when water sat for a long period of time in the drainage network it could go septic which could have an impact.

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

Councillor Parish made reference to water quality in Heacham and how the increase in caravans and the amount of visitors could have an impact on water quality. He also referred to the water treatment works and stated that there was local concern about the capacity of this, especially when further development took place, and he asked Anglian Water to be mindful of this in the future and the impact that this could have on bathing water quality. Councillor Parish also commented that poor water quality could have a link to the lack of dog waste bins available.

In response to a question from Councillor Parish regarding classification categories, John Daniels explained that the wording was from the European Directive. Councillor Parish asked if officers were satisfied of the rating of ‘sufficient’. It was explained that sufficient meant that it was safe to bathe, but of course it would be better to have as higher rating as possible.

Those present were reminded that the warnings were included in the ratings and these warnings were based on rainfall and weather predictions.

Councillor Ryves addressed the Panel under Standing Order 34. He asked if cleaning chemicals would show in the measuring of water

quality. Adam Worley explained that it was bacteria and septic which was being measured. Councillor Ryves also asked why there was no evidence of water waste from promenade kiosks. The Assistant Director explained that officers visited the kiosks annually and asked about waste arrangements. If sufficient arrangements for disposal were in place this would be accepted, unless evidence was produced to the contrary. The Assistant Director reiterated that there had been evidence of occasional situations when waste receptacles had overflowed in peak season, but it was accepted that this could be a one off.

Councillor Ryves raised concern that kiosks were only visited annually. He encouraged self-policing and needed evidence that it wasn't happening. The Assistant Director explained that complaints were taken seriously and where evidence of a breach was confirmed a further visit had been conducted. He explained that resources were limited and the response needed to be proportionate.

The Vice Chair, Councillor Bower explained that the area was self-policing and businesses did pass on their concerns to her and she worked with Resort Services to resolve issues.

The Chair asked for the view of Anglian Water and the Environment Agency on the issues relating to the seafront kiosks. Adam Worley explained that unless run off went into their assets, there was no power for Anglian Water to get involved. John Daniels explained that the Environment Agency dealt with criminal law and did not get involved in civil matters. He explained that fines could be issued only if sufficient evidence was collected.

Councillor Bullen commented that he was surprised that there was a lack of avian pollution given the amount of wildfowl in the area. He also asked if John Daniels and Adam Worley would bathe and allow their family to bathe in waters in West Norfolk. They both stated that they would and explained that it was generally just at certain times of the year that the results were lower. It was also explained that the best time to bathe was in peak sun as it improved the quality of the water.

The Portfolio Holder for Culture, Heritage and Health, Councillor Nockolds referred to previous surveys undertaken and explained that the weather could have an impact on water quality and other factors were ever changing. She felt that all organisations were working hard to ensure good bathing water quality. She also referred to the clean beach award. Councillor Nockolds referred to the Wash and asked if the various ports and shipping activity could have an effect on water quality. John Daniels explained that the contamination recorded was local, and it was unlikely that port activity would have an effect as the Wash was a vast area which meant a lot of dilution.

Councillor Squire commented that she had no confidence in the water quality and she had suffered from health issues as a result of bathing.

She also stated that testing should be carried out during the winter as people did go in the water all year round. She also stated that it was unacceptable for sewage to enter water systems and the sea. John Daniels commented that work was continually being done to try and improve water quality. In response to a further question it was explained that the nearest 'excellent' rated beach was Sherringham. Old Hunstanton was on the border of becoming 'excellent' however some results had been unusual and had resulted in a lower rating. It was also explained that results were dis-counted if a warning was issued not to swim. Signs would be put up when warnings were in place.

In response to a question from Councillor Bubb it was explained that there were nine bathing waters classified in Lincolnshire with six classified as excellent and three as good.

Councillor Ryves asked if data, which did not include the dis-counted results was available. John Daniels explained that raw data was available and the dis-counted results were not taken into consideration until the end of the season. It was explained that information was available on the Environment Agency website.

EC71: **QUARTER 2 2019/2020 PERFORMANCE MONITORING REPORT**

The Senior Policy and Performance Officer presented the report which contained information on the corporate performance monitoring undertaken during quarter 2 2019-2020.

He explained that there were six indicators that had not met target:

- HS1: % of HMO's inspected in accordance with the programmed inspection regime.
- HS10: % of Careline alarms installed within 10 days from date of enquiry.
- HS19: No. of days to process changes to circumstances.
- HS11: Time taken (in weeks) from first contact to completion of work on Disabled Facilities Grant
- HS12: Time taken (in weeks) from first contact to completion of work on Adapt passported cases with a value under £6,000
- HS13: Time take (in weeks) from first contact to completion of work on Adapt grant means-tested cases with a value under £12,000.

The Senior Policy and Performance Officer advised the Panel that the Care and Repair, Repairs and Adaptations Manager would be present at a future meeting of the Panel to provide case studies and information on the indicators relating to Care and Repair.

With regards to the other indicators which had not met target it was explained that HS1 was only 2% under target and HS10 had improved

during quarter 3 and was likely to be reported as meeting its target in the next monitoring report.

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

Councillor Bambridge asked if there had been an increase in HMO applications and the Senior Policy and Performance Officer explained that it could be because of a recent change in regulations.

Councillor Bubb asked if actual figures could be included in the report rather than just percentages and the Senior Policy and Performance Officer agreed to provide this information.

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

EC72: **TREE PLANTING**

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

EC73: **HUNSTANTON COASTAL MANAGEMENT PLAN**

The Environmental Health Manager presented the Hunstanton Coastal Management Plan to the Panel. A copy of his presentation is attached.

The Chair thanked the Environmental Health Manager for his presentation and invited questions and comments from the Panel, as summarised below.

Members asked questions relating to the public realm and type of materials to be used along the promenade, including art installations and specific colours. The Environmental Health Manager explained that this was not part of the Coastal Management Plan and instead would be taken into consideration during Hunstanton Regeneration and public realm work, but it would be linked to the Plan with regards to timescales for works.

Councillor Rose addressed the Panel under Standing Order 34. He informed the Panel that he was the Borough Council's representative on Hunstanton Sailing Club. He stated that he was pleased to see repairs to groynes included in the plan. He also stated that the area around the Sailing Club needed more sand as it was currently very rocky. The Environmental Health Manager explained that repairs to the groynes would be prioritised and repairs would hopefully mean that more sand would remain on the beach.

Councillor de Whalley asked when the modelling was carried out and how often it would be reviewed. The Environmental Health Manager explained that modelling data would be included in the forthcoming report to Cabinet and erosion rates would be monitored. He also explained that the flood risk would stay the same.

RESOLVED: In accordance with Standing Order 33 at 9.00pm the Panel resolved to continue to sit beyond three hours.

RESOLVED: That the Panel recommend to Cabinet that the Hunstanton Coastal Management Plan be adopted.

EC74: **WORK PROGRAMME AND FORWARD DECISION LIST**

Councillor Squire raised concern that some of the issues she had raised for addition to the Work Programme had still not been scheduled. The Chair agreed to review the unscheduled items at the next sifting meeting.

Councillor Collop asked when an update from Alive West Norfolk would be brought to the Panel and the Chair would discuss this with relevant officers at the next sifting meeting.

RESOLVED: The Panel's Work Programme was noted.

EC75: **DATE OF THE NEXT MEETING**

The next meeting of the Environment and Community Panel would be held on Tuesday 3rd March 2020 at 6.00pm in the Council Chamber, Town Hall, Saturday Market Place, King's Lynn.

The meeting closed at 9.05 pm

POLICY REVIEW AND DEVELOPMENT PANEL REPORT

REPORT TO:	Environment and Community Panel		
DATE:	03/03/2020		
TITLE:	Carbon Audit Update		
TYPE OF REPORT:	Update		
PORTFOLIO(S):	Environment		
REPORT AUTHOR:	Henry Saunders, Ged Greaves & Dave Robson		
OPEN/EXEMPT	Open	WILL BE SUBJECT TO A FUTURE CABINET REPORT:	No

REPORT SUMMARY/COVER PAGE

PURPOSE OF REPORT/SUMMARY:
To give an update on the completed carbon audit.
KEY ISSUES:
<ul style="list-style-type: none"> • BCKLWN carbon audit. • General update.
OPTIONS CONSIDERED:
Not applicable.
RECOMMENDATIONS:
This report is for noting.
REASONS FOR RECOMMENDATIONS:
To highlight and inform the completion of the Carbon Audit. Provide general update

REPORT DETAIL

1. Introduction

- 1.1 The carbon audit of the BCKLWN has been completed for the financial year 2018/2019.
- 1.2 We have attended the first Norfolk Climate Change Partnership meeting, with another provisionally scheduled for the 13th March.
- 1.3 We are developing a draft climate change policy to be ready for early summer 2020.
- 1.4 A number of task and finish groups have been set up to look at reducing CO₂ emissions across Borough Council carbon footprint. This work will feed in to options to be included in the Strategy and Action Plan which will be drawn up later in the year.

2. Update Report

2.1. Carbon Audit

- ✚ The carbon audit was completed in January 2020.
- ✚ Overall CO₂e emissions decreased from 6,183.4 tonnes of CO₂e in 2014/2015 to, 4,632.4 tonnes of CO₂e in 2018/2019. This is a reduction of 1,551 tonnes of CO₂e, which equates to a 25% reduction.
- ✚ Scope 1 (Gas, Oil, Fleet Vehicles) emissions totalled at 1,713.3 tonnes of CO₂e, compared to 1,829.3 tonnes CO₂e in 2014/2015. This is a reduction of 116 tonnes, which equates to a 6% reduction in scope 1 emissions.
- ✚ Scope 2 (Electricity Usage) emissions totalled at 1,425.2 tonnes of CO₂e compared to 2,721.5 tonnes CO₂e in 2014/2015. This is a reduction of 1,296.3 tonnes, which equates to a 48% reduction in scope 2 emissions.
- ✚ Scope 3 (Transmission and Distribution losses, Water Supply, Water Treatment, Contractor Mileage, Business Travel) emissions totalled at 1,493.9 tonnes of CO₂e compared to 1,632.6 tonnes CO₂e in 2014/2015. This is a reduction of 138.7 tonnes, which equates to a 8% reduction in scope 3 emissions
- ✚ Scope 2 only includes electricity consumption, which has shown the largest decrease of 48%. However, the BCKLWN's electricity consumption has only decreased by 471,310 kWh, from 5,506,178 kWh in 2014/2015 to 5,034,868 kWh in 2018/2019 (a 9% decrease). Our emissions decrease is explained by the increased greening of the national grid between 2014 and 2019, which results in less carbon intensive electricity production. Consequently, the amount of CO₂e emitted from electricity production has decreased. Thus, we consume a similar amount of electricity, but emit 48% less CO₂e.

- ✚ Management Team agreed to carry out a carbon audit for every financial year going forwards and that Scope 2 emissions from electricity supply should be changed to a green tariff.

2.2. Current Emission Reduction Strategies

- ✚ In 2012 solar panels were installed onto some council owned properties (including King's Court). These panels generated 35,815 kWh of clean electricity in 2018/2019. This electricity is directly used by the BCKLWN, which helps reduce electricity consumption from the national grid.
- ✚ The BCKLWN have commissioned a Re: fit of its estate through Ameresco. This will improve energy efficiency and provide roughly 450 tonnes of CO₂ reductions per year.
- ✚ The Big Plant tree planting programme has taken place in King's Reach, where 500 trees were planted.
- ✚ The lease car strategy has been updated, whereby from the 18th June 2019 lease cars can only be hybrid petrol/electric or fully electric.
- ✚ The Mayor's car is now a hybrid.
- ✚ There has been a push to reduce the ICT carbon footprint. "Free Cooling" was introduced, which allows DX AC Units to be turned off during the cooler periods throughout the year. ICT now only rely on DX AC units during the hot summer months now. ICT have also virtualised most of their server estate, which reduces the physical hardware in their datacentre. Both initiatives saw an electricity saving of £8k+ per year and a carbon reduction of 35 tonnes per year.
- ✚ A climate change officer working group has been set up.
- ✚ A graduate intern has been appointed to aid climate change work. This was initially a 4 month internship, which has now been extended to 12 months.
- ✚ We have completed a carbon audit for the BCKLWN's 2018/2019 emissions, which highlights a 25% reduction in emissions since 2014/2015.
- ✚ We will be using a green tariff for electricity for the 2020/2021 financial year. This will reduce our scope 2 emissions to 0 tonnes CO₂e, which equates to an approximate reduction of 31%.

- ✚ We are working with the UEA Environmental Consultancy module, which will provide us with consultancy papers on ways to reduce our emissions.
- ✚ The corporate business plan includes climate change as one of its priorities: “Protecting and enhancing the environment including tackling climate change”.
- ✚ A county group has been established to work with other Norfolk councils on our emissions reduction journey: The Norfolk Climate Change Partnership.
- ✚ We have started developing a draft climate change policy.

2.3. Climate Change Policy

- ✚ Following on from the cabinet recommendation regarding motion 5/19 a climate change policy is in development.
- ✚ We aim to have this completed by summer 2020.
- ✚ Following the policy being adopted, we will start working on a strategy and action plan for early 2021.

2.4. Update on Work Going Forwards

- ✚ We have attended the Norfolk Climate Change Partnership initial meeting, in January 2020 to identify terms of reference and aims of the group. The group will be meeting every other month, to discuss ways we can all work together and learn from each other to reduce emissions in our respective area’s and Norfolk as a whole.
- ✚ We are currently reviewing the district emissions bubble and writing a comparison report, detailing how the district’s emissions have changed from 2005 – 2017.
 - The latest data we have is from 2017 as the department of Business, Energy and Industrial Strategy (BEIS) data sets are published two years behind the current year.
 - We aim to have this completed within the coming months.
- ✚ We are setting up a number of task and finish groups to look at reducing CO₂ emissions from the Borough Council’s carbon footprint. These will help identify strategies for the future to help reduce the council’s emissions. The areas being considered are:

- Housing which will look at ways to improve energy efficiency in housing and reduce emissions from the domestic sector.
- Planning to look at ways in which to reduce emissions and set standards from within the local plan.
- Vehicle fleet which will look at how we can reduce emissions for our own council owned vehicles.
- BCKLWN Re: fit which will look into options to further improve the council's estate through re: fit programmes. This follows on from the re: fit currently in progress, which is expected to reduce emissions by roughly 450 tonnes CO₂ per year.
- Green habitat which will look at ways to increase carbon sequestration to offset BCKLWN emissions. This would include tree planting and increasing general green habitat and follow on from the recent tree planting at King's Reach, Fairsted, King's Lynn.

3. Issues for the Panel to Consider

This update is to report our progress on the carbon audit as well as current and future work.

4. Corporate Priorities

This work aligns with the corporate business plan priority, 'to protect and enhance the environment including tackling climate change'.

5. Financial Implications

The internship has now officially been extended for the original 4 month term, to a 12 month term which will finish on 25th September 2020. Cabinet have agreed to replace the Intern post with a 2 year fixed term post.

6. Any other Implications/Risks

Not applicable at this time.

7. Equal Opportunity Considerations

Not applicable at this time.

8. Environmental Considerations

The carbon audit highlights the BCKLWN's emissions for the 2018/2019 financial year. This will allow for decisions to be made for the borough council to mitigate and adapt to climate change in the future.

The policy work undertaken will feed into and influence future policy in relation to climate change, the borough council's carbon footprint.

9. Consultation

This is an update report and no consultation will be required.

10. Conclusion

The panel are asked to note the content of the report.

11. Background Papers

- BCKLWN 2018/2019 Carbon Audit.

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



Carbon Audit: 2018/2019

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1. Summary

In accordance with National Indicator 185 guidance the Borough Council of King's Lynn & West Norfolk (BCKLWN) developed and published greenhouse gas reports, which continued until 2014/2015. This allowed the BCKLWN to manage and track the Borough Council's greenhouse gas emissions over time. The Borough Council had a 5% reduction target of greenhouse gas emissions per year, which was met in 2010/2011, 2011/2012 and 2013/2014. However, emissions did increase in the years in between. The last greenhouse gas report published was for the period 2014/2015, which showed the BCKLWN to have emitted 6,183.4 tonnes CO₂e. This was an 8% increase on the previous year.

This report has been compiled in accordance with the 'Environmental Reporting Guidelines' set by The Department of Business, Energy and Industrial Strategy (BEIS) and HM Government. The Greenhouse Gas Protocol 'Corporate Accounting and Reporting Standard' and the Carbon Trust 'Carbon Footprinting Guide' have also been used to inform our reporting procedure. Official BEIS greenhouse gas reporting conversion factors were used to work out the BCKLWN's emissions.

2. Scope emissions

Scope 1: Gas consumption, oil consumption and vehicle fleet.

Scope 2: Electricity consumption.

Scope 3: Transmission and distribution losses, water supply, water treatment, business travel and contractor travel.

<i>Global Tonnes CO₂e</i>		
<i>Year</i>	<i>2014/2015</i>	<i>2018/2019</i>
Scope 1	1,829.3	1,713.3
Scope 2	2,721.5	1,425.2
Scope 3	1,632.6	1,493.9
Total gross emissions	6,183.4	4,632.4
Carbon offsets	n/a	n/a
Green tariffs	n/a	n/a
Total net emissions	6,183.4	4,632.4

3. Emissions statement

	Consumption	Kg CO2e	t CO2e
Scope 1			
Gas Consumption	7,175,310 (kWh)	1,319,970	1,320
Oil Consumption	-	-	-
Council Vehicle Fleet			
Petrol Vehicle	3546.0 (Litres)	7,812.0	7.8
Diesel Vehicle	125,794.1 (Litres)	330,457.4	330.5
Red Diesel	20,960.1 (Litres)	55,060.8	55.1
Total Scope 1		1,713,300	1,713.3

Scope 2			
Electricity use in Council Buildings	5,034,868 (kWh)	1,425,220	1,425.2
Total Scope 2		1,425,220	1,425.2

Scope 3			
Transmission & Distribution Losses	5,034,868 (kWh)	121,491	121.5
Water Supply	77,754 (m³)	26,747.4	26.7
Water Treatment	63,546.3 (m³)	44,990.8	45
Buisness Travel			
Small Petrol Car	69,278.5 (Miles)	17,351.7	17.4
Medium Petrol Car	34,010.8 (Miles)	10,611.4	10.6
Large Petrol Car	7,525.9 (Miles)	3,441.1	3.4
Small Diesel Car	60,246.1 (Miles)	14,091	14.1
Medium Diesel Car	71,341.5 (Miles)	19,923.5	19.9
Large Diesel Car	26,956.2 (Miles)	9,336	9.3
Bus	174.8 (km)	19.5	0.0
Rail	40,523.3 (km)	1,792.8	1.8
Ferry	239.6 (km)	31	0.0
Plane	5,545.7 (km)	1178.8	0.2
Contractor Travel			
Refuse Collection Vehicles	465,521.1(Litres)	1,222,896	1,222.9
Total Scope 3		1,493,902	1,493.9

BCKLWN Emissions Total		4,632,422	4,632.4
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4. Company information

The Borough Council of King's Lynn & West Norfolk is a local authority based in the east of England.

5. Reporting period

The reporting period is from 01/04/2018 to 31/03/2019.

6. Changes to emissions

There was a large change to our emissions when compared to our last published audit (2014/2015). Overall CO₂e emissions decreased from 6,183.4 tonnes of CO₂e in 2014/2015 to, 4,632.4 tonnes of CO₂e in 2018/2019. This is a reduction of 1,551 tonnes of CO₂e, which equates to a 25% reduction.

Scope 1:

Scope 1 emissions totalled at 1,713.3 tonnes of CO₂e, compared to 1,829.3 tonnes CO₂e in 2014/2015. This is a reduction of 116 tonnes, which equates to a 6% reduction in scope 1 emissions.

Gas consumption contributed 1,320 tonnes of CO₂e and the BCKLWN vehicle fleet contributed 343.3 tonnes of CO₂e. Oil consumption was recorded at 0 tonnes of CO₂e for the audit reporting period. The BCKLWN stopped using oil across its estates, saving the 33 tonnes of CO₂e emitted in 2014/2015.

Scope 1 was identified as the largest contributor to BCKLWN emissions (37% of total emissions). Scope 1 increased its share of emissions from 30% in 2014/2015 to 37% in 2018/2019.

Scope 2:

Scope 2 emissions totalled at 1,425.2 tonnes of CO₂e compared to 2,721.5 tonnes CO₂e in 2014/2015. This is a reduction of 1,296.3 tonnes, which equates to a 48% reduction in scope 2 emissions.

Scope 2 was identified as the smallest contributor to BCKLWN emissions (31% of total emissions). This is a large change compared to 2014/2015 where it was the largest contributor, contributing 44% of overall BCKLWN emissions.

However, the BCKLWN's electricity consumption only decreased by 471,310 kWh, from 5,506,178 kWh in 2014/2015 to 5,034,868 kWh in 2018/2019 (a 9% decrease). Our emissions decrease is explained by the increased greening of the national grid between 2014 and 2019, which results in less

carbon intensive electricity production. Consequently, the amount of CO₂e emitted from electricity production has decreased. Thus, we consume a similar amount of electricity, but emit 48% less CO₂e. If emissions from our consumption in 2014/2015 were calculated with 2018 emissions factors, then the emissions would be 1,558.6 tonnes CO₂e. Our current scope 2 emissions are only 9% less than this recalculated figure.

The Department of Business, Energy and Industrial Strategy explained the decrease in scope 2 emissions:

“In this 2018 [emissions conversion factor] update, the CO₂e factor has decreased again (compared with 2017) by 19% due to a decrease in coal generation and an increase mainly in natural gas and to a much lower extent renewable generation”.

Scope 3:

Scope 3 emissions totalled at 1,493.9 tonnes of CO₂e compared to 1,632.6 tonnes CO₂e in 2014/2015. This is a reduction of 138.7 tonnes, which equates to a 8% reduction in scope 3 emissions.

Transmission and distribution losses contributed 121.5 tonnes of CO₂e. Water supply contributed 26.7 tonnes of CO₂e, whilst water treatment contributed 45 tonnes of CO₂e. Business travel contributed 76.7 tonnes of CO₂e. Finally, contractor travel contributed 1,222.9 tonnes of CO₂e.

Scope 3's emissions contribution was similar to scope 2's emissions (32% of total emissions). Scope 3 has increased its share of emissions from 26% in 2014/2015 to 32% in 2018/2019.

The trend:

Overall the BCKLWN's emissions have decreased by 25% in 2018/2019, compared to the last available data in 2014/2015. Scope 2 (electricity consumption) was the source of the largest emissions reduction (48% reduction), whilst scope 1 and 3 saw modest reductions (6% and 9% reductions, respectively).

Emissions increases:

Emissions increases have occurred in a few areas within the 3 scopes.

- Petrol vehicle use in council fleet.
- Petrol vehicle use in business travel.
- Water supply.

7. Measuring and reporting

Reporting will take place annually, using the BEIS environment reporting guideline. All information is calculated using up to date government emission conversion factors and is stored and processed using Microsoft excel. The below scopes are included in our audit.

Scope 1

Gas Consumption

- Data obtained for council utility bills

Oil Consumption

- Data obtained for council utility bills

Vehicle Fleet

- Data obtained from council fuel invoices

Scope 2

Electricity Consumption

- Data obtained from the council utility bills

Scope 3

Transmission and Distribution Losses

- Obtained using electricity consumption data

Water Supply

- Obtained using council utility bills

Water Treatment

- Obtained using the water supply data

Business Travel

- Obtained using employee mileage claims

Contractor Travel

- Obtained through contractor fuel records

8. Scope explanation

This table provides a description of what each activity includes from each scope.

<u>Scope</u>	<u>Activity</u>	<u>Description</u>
Scope 1	Gas Consumption	Used to heat our buildings and sites.
	Oil Consumption	Used to heat our buildings and sites
	Vehicle Fleet	Fleet of the councils operational vehicles.
Scope 2	Purchased electricity	Electricity from the national grid to power the council's buildings and sites.
Scope 3	Transmission and Distribution Losses	These are indirect emissions from the transmission and distribution of our purchased electricity. It is considered best practise to include these in scope 3 emissions.
	Water Supply	The supply of water to our buildings and sites.
	Water Treatment	The water we return back to the system (90% return rate).
	Business Travel	Staff travel in their own vehicles for business reasons.
	Contractor Travel	Travel by contractors to carry out the tasks we have commissioned them to do, e.g. waste collection.

9. Organisational boundary

Our organisational boundary follows the data collection guidance from the previous National Indicator 185.

“The indicator is to include all CO₂ emissions from the delivery of local authority functions. In terms of the meaning of the word in legislation “function” covers both the duties and powers of an authority. It covers all an authority’s own operations and outsourced services”.

BEIS refers to this as an organisation that has financial and operational control. Therefore we include functions that we as a local authority have the above control over.

10. Geographical breakdown

All of the BCKLWN activities occur within King’s Lynn and West Norfolk, except for some staff transport activities.

11. Base year

This carbon audit reporting year will form our base year. Due to the length of time between our last report as well as errors in past reports it has been decided that rolling our base year to this reporting period is the most sensible option.

Our base year will be recalculated following any significant structural changes or methodological changes. If it is not possible to recalculate for the base year on the basis of a lack of data, then the following year will be recalculated.

Our base year is therefore: 01/04/2018 to 31/03/2019.

12. Target

The BCKLWN’s previous target was a 5% year on year decrease in CO₂e emissions. We currently have no yearly target for emissions reductions.

13. Intensity measurement

No intensity measurement has been carried out as this is more applicable to private sector businesses.

14. External assurance statement

No external assurance has been carried out; therefore, no external assurance statement is provided.

15. Carbon offsetting

No carbon offsetting has been carried out for the corresponding financial year.

16. Green tariffs

The BCKLWN is not using a green tariff.

17. Electricity generation

The BCKLWN has solar PV panels on some of its properties, which generated 35,815 kWh of clean electricity in 2018/2019. This electricity is directly used by the BCKLWN, which helps reduce electricity consumption from the national grid.

18. Heat generation

There are no heat generation facilities used or owned by the BCKLWN.

19. Current strategies

A background paper was written detailing a phased approach to our 2019/2020 work on climate change. Phase 1 has included an officer working group being set up, an intern being appointed to conduct this audit, work on collating existing and future council policies and practises, as well as work looking into the district emissions bubble. This carbon audit concludes phase 1. Phase 2 will continue to look at the district emissions bubble, review our policies further and make recommendations, as well as engage with other stakeholders on future climate change work. Phase 2 is ongoing, and will be completed by the end of the 2019/2020 financial year. The internship has now been extended from the initial 4 month period to a 12 month period, to help with ongoing climate change work.

Within the BCKLWN's corporate business plan, there are key priorities outlined with equal weight, one of which refers to tackling climate change. The BCKLWN has also commissioned Ameresco to complete a Re:fit of the borough council's estate. The Re:fit includes a number of projects that can be implemented to reduce CO₂ emissions and reduce energy costs in a cost effective way. This Re:fit is expected to reduce emissions by roughly 450 tonnes CO₂ per year. The Re:fit is currently in progress.

20. Future opportunities

A work plan is to be drawn up for the 2020/2021 financial year. This will detail the scope of our climate change work for the next year, including key projects and work streams to be completed throughout the year. The climate change officer working group will be feeding into this new work plan and the subsequent ongoing work

streams. A county group has been set up to look at bettering the work being done on climate change over the whole of Norfolk. This group will provide an opportunity for different partners to work together to achieve a common goal.

Over the next financial year (2020/2021), we will be developing a climate change policy and strategy with an action plan.

21. Glossary

- Carbon Trust: Carbon Footprinting Guide.
- Greenhouse Gas Protocol: Corporate Accounting and Reporting Standard.
- HM Government: Environmental Reporting Guidelines.

22. Appendix 1: Detailed emissions statement

Please see page 12 for a complete statement, detailing CO₂e, CO₂, CH₄ and NO₂ emissions from scopes 1, 2 and 3 for the financial year 2018/2019.

BCKLWN 2018/2019 Carbon Audit

Scope 1	Consumption	Kg CO ₂ e	t CO ₂ e
Gas Consumption	7,175,310 (kWh)	1,319,970	1,320
Oil Consumption	-	-	-
Council Vehicle Fleet			
Petrol Vehicle	3546.0 (Litres)	7,812.0	7.8
Diesel Vehicle	125,794.1 (Litres)	330,457.4	330.5
Red Diesel	20,960.1 (Litres)	55,060.8	55.1
Total Scope 1		1,713,300	1,713.3

Kg CO ₂	t CO ₂	Kg CH ₄	t CH ₄	Kg NO ₂	t NO ₂
1,317,530	1,317.5	1,722.1	1.7	717.5	0.7
-	-	-	-	-	-
7,763.6	7.8	24.5	0.0	23.9	0.0
325,724.8	325.7	52.8	0.1	4,675.8	4.7
54,273.0	54.3	8.8	0.0	779.1	0.8
1,705,291.4	1,705.3	1,808.2	1.8	6,196.3	6.2

Scope 2	Consumption	Kg CO ₂ e	t CO ₂ e
Electricity use in Council Buildings	5,034,868 (kWh)	1,425,220	1,425.2
Total Scope 2		1,425,220	1,425.2

1,414,194	1,414.2	3,323	3.3	7,703	7.7
1,414,194	1,414.2	3,323	3.3	7,703	7.7

Scope 3	Consumption	Kg CO ₂ e	t CO ₂ e
Transmission & Distribution Losses	5,034,868 (kWh)	121,491	121.5
Water Supply	77,754 (m ³)	26,747.4	26.7
Water Treatment	63,546.3 (m ³)	44,990.8	45
Business Travel			
Small Petrol Car	69,278.5 (Miles)	17,351.7	17.4
Medium Petrol Car	34,010.8 (Miles)	10,611.4	10.6
Large Petrol Car	7,525.9 (Miles)	3,441.1	3.4
Small Diesel Car	60,246.1 (Miles)	14,091	14.1
Medium Diesel Car	71,341.5 (Miles)	19,923.5	19.9
Large Diesel Car	26,956.2 (Miles)	9,336	9.3
Bus	174.8 (km)	19.5	0.0
Rail	40,523.3 (km)	1,792.8	1.8
Ferry	239.6 (km)	31	0.0
Plane	5,545.7 (km)	1178.8	0.2
Contractor Travel			
Refuse Collection Vehicles	465,521.1 (Litres)	1,222,896	1,222.9
Total Scope 3		1,493,902	1,493.9

120,535	120.5	302	0.3	655	0.7
-	-	-	-	-	-
-	-	-	-	-	-
17,269.7	17.3	37.4	0.0	46.4	0.0
10,570.2	10.6	18.4	0.0	22.8	0.0
3,432.0	3.4	4.1	0.0	5.0	0.0
13,910.2	13.9	1.2	0.0	179.5	0.2
19,709.5	19.7	1.4	0.0	212.6	0.2
9,255.1	9.3	0.5	0.0	80.3	0.1
19.3	0.0	0.0	0.0	0.2	0.0
1,776.1	1.8	3.2	0.0	13.4	0.0
30.6	0.0	0.0	0.0	0.4	0.0
1,172.9	1.2	0.1	0.0	5.8	0.0
1,205,397	1,205.4	195.5	0.2	17,303.4	17.3
1,403,077.8	1,403.1	563.8	0.5	18,524.9	18.5

BCKLWN Emissions Total	4,632,422	4,632.4
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4,522,563.2	4,522.6	5,695	5.6	32,424.2	26.2
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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.
	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
	Corporate Business Plan	Workshop session	Ged Greaves	To progress the development of the council's corporate business plan.
	Meeting Start times			
15th October 2019	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 th 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.
3rd December 2019	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.
21st January 2020	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
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.
	Disabilities Champion Update	Update for noting purposes	Disabilities Champion	Annual Update
	Advice Services Update		Sarah Dennis and Lorraine Gore	Annual Update requested by the Panel.
	Annual Update from Councillors appointed to Outside Bodies	Annual Update for noting purposes	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 Borough Council of King's Lynn and West Norfolk Carbon Audit & Tree Planting		Dave Robson, Henry Saunders, Ged Greaves, Dale Gagen and Richard Fisher	To include an update on Tree Planting, which following a Notice of Motion at Full Council it was agreed that the Panel would receive an update.
22nd April 2020	Sustainability Transformation Plan Update	Update	Representatives from the CCG	Update
	Contaminated Land Strategy	Cabinet Report	Dave Robson	
	Gayton Road Cemetary	Update	Martin Chisholm	

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

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
	Potential Compulsory Purchase Order	Non	Council	Development		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
38	Future High Streets – Stage 2 bid for funding	Key	Cabinet	Business Development		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Towns Fund – Town Deal Board	Non	Cabinet	Business Development Asst Dir – D Hall		Public
	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
	Report of the Audit Committee Cross Party Working Group to Review the King's Lynn Innovation Centre (KLIC)	Non	Cabinet	Leader		Public
39	Development Options – Hunstanton	Key	Council	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)
	Appeal against Business Rates application	Non	Cabinet	Leader S151 officer		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
21 April 2020						
	Major Housing Project 2	Key	Council	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)
	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)
40	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)
	KLIC – Building Management	Non	Cabinet	Business Development Asst – Dir – M Henry		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Anti Money Laundering	Non	Cabinet	Leader Chief Executive		Public

Date of meeting	Report title	Key or Non Key	Decision Maker	Cabinet Member and Lead Officer	List of Background	Public or Private Meeting
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		Decision			Papers	
16 June 2020						

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
4 August 2020						

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
22 September 2020						

Disability Champion role

I took over this role at the beginning of September 2019. There was no briefing about what had been undertaken previously with the exception of “Yes I Can 2”, an event held at the Corn Exchange. The event was to showcase what was being offered by local organisations and local representatives of national organisations. I was given no contact details or information as to previous activities so have started from scratch endeavouring to build up contacts.

This has included meeting up with individuals, charities and organisations but in only just four months I realise there is a long way to go. I had intended to produce information sheets but having met up with the Lily team I realised that would be a duplication so I will just pass on any information I gather to them.

I have spent time meeting with various groups like SCOPE – I have become a regular at their coffee mornings and developed a good relationship with the organisers and with the attendees whose disabilities range from poor vision to head injuries. I have not only gathered information from them but have been able to help them and to support their activities, answered their questions and passed on information to them.

I’m working with Norfolk Autistic Society and have met with volunteers in West Norfolk. This branch is entirely run by volunteers with very little funding. I’m currently setting up a coffee meeting with James Wild to introduce him to some of these groups.

Responding to concerns about the access to and from the toilets at Old Hunstanton, I decided it required a visit. It is a very steep slope and I even had to hang on to the rail. The person who I had invited along to help gauge the severity of the path following complaints about it, is a wheelchair user, and thought it too dangerous to try to get down to the beach area. I am currently trying to ascertain ownership (Borough Council, Abacus Hotels or Le Strange Estate) so that the matter can be taken forward to improve



We visited the beach hut there which is owned by MIND and which is “loaned” out to groups. They have purchased two very interesting pieces of equipment: a wheelchair with special wheels and a walker also with special wheels, both of which can be used on sand. This makes it more urgent that the pathway down to the beach hut does need some attention.

I am working closely with the organiser of Positive Horizon which provides information and advice to organisations about disabilities. We met to discuss our roles and decided rather than duplicate effort we would work together. We have undertaken a walk around part of the Town Centre and noted areas for concern and plan to do similar walk arounds in Hunstanton and Downham Market in the Spring.

Future Plans

The “Yes I Can2” event was very well attended by stall holders who found it good for networking. The stalls comprised charities, advice organisations, Job Centre and many more. Some people have expressed how well set up it was but also concerns about the poor attendance by the public. I am still looking at whether it should go ahead this year.

I've come across a Birthday Card idea to be sent out as reminders for annual health checks and will be approaching the CCG about doing this for West Norfolk.

Purple Tuesday is not currently run in West Norfolk. This is an accessible shopping day which I would like to encourage here and to help improve the customer experience for disabled people. It also raises awareness of the value of the "purple pound" to retailers.

Changing Places toilets are designed for people with complex disabilities. I'm looking into the possibility of a mobile version for use at events such as Festival Too.

Sunflower lanyard. This is for the use of people with silent disabilities in particular. I have worn one and have found not one person had asked if I need help. I would like to ensure staff in the retail outlets are aware of what they are for and to try to encourage further use

I am investigating the possibility of producing a map of places that can help people with mental health issues. This could be something as simple as a quiet place to sit.





The College of West Anglia and Borough Council of King's Lynn & West Norfolk Strategic Liaison Group Meeting Report - Councillor J Lowe

Important matters to note was the Principal's update in relation to the bid for Institute of Technology Funding - after Education Secretary, Gavin Williamson, recently revealed an additional launch of 8 institutes of technology with greater funding amounting to £120 million. With that in mind, it was of the aim that the East of England would be strongly considered for this.

College Corporate Issues included Finance, which continues to be an issue not just for the College, but also for the rest of Further Education. The most recent financial health rating adjudicated "Requires Improvement", while the medium-term financial plan suggests that the College would head back to surplus in the year 2020/21. Areas affecting the college consists of the lower than expected demographic numbers, where there was expectations for this to improve in two years' time. Continually, there have been a greater number of students enrolling into the College, however based on the current system for calculating funding - the College would not benefit from this until the next academic year. To manage outgoing expenditure, the College restructured in all levels of staffing, as well as the senior management team. The Government announced more funding in the region of £400 million into the sector for 2020/21, but is unclear how this will be allocated.

The College had also been discussing with the West Norfolk Partnership Strategy Group, including both the Borough Council and QEH, the prospect of training nurses in the local areas. This is due to the current restraints for the QEH to recruit locally, leading to reliance on agency and overseas nurses, amounting to greater employment costs.

In relation to performance, the College received a "Good" rating from OFSTED in January 2019, with student performance in the academic year 2018/19 improving from the previous year. It had been noted that quality of teaching improved as well as engagement with employers in the local area.

Moreover, the College had been notified that they will receive the Armed Forces Covenant Employer Recognition Scheme Gold Award - being the first college in Further Education to receive a gold award in the country. The Graduation Ceremony 2019 took place at the Corn Exchange on Saturday 5th October. The Principal thanked the Council for supporting the

event as well as the Mayor, Cllr Geoff Hipperson, for attending and speaking at the ceremony.

Outside Bodies Report – King’s Lynn Area Museums Committee
Councillor Kemp

Lynn Museum’s outreach work is successful in bringing culture and heritage to the whole community.

The Kickstart Programme provides opportunities for heritage volunteering and inclusion for hard-to-reach young people. The young people have just made a film about the South Gates.

Lynn Museum ran activity events for children every day of the Summer holidays and has regular themed activities aimed at the younger audience.

There are dementia-friendly coffee mornings.

The Green Pilgrimage Event focused on Lynn as a centre for journeys.

There was a loan from the British Museum of Iceni gold torcs, found in the Snettisham Hoard.

The level of craftsmanship, unequalled in the Ancient World, singled Norfolk out as a place of skill and creativity.

A recent exhibition of the Borough’s archives, a collection of Renaissance books, once housed in Lynn Minister and in St Nicholas’ Chapel, took place in the town Library.

This collection resulted in international enquiries.

The exhibition brought in tourists from the region, and promoted Lynn as a place of culture and learning, an important way forward to attract the inward investment that Lynn needs.

Cllr Alexandra Kemp

Outside Bodies Report - Norfolk Community Safety Partnership Scrutiny Sub-Panel
Councillor Kemp

Norfolk Community Safety Partnership Scrutiny Sub-Panel focuses on the Community Safety Partnership's work on the Prevent Duty, Channel Programme, County Lines, Domestic Abuse and Domestic Homicide Reviews.

Prevent and County Lines

The Prevent and Channel Programme targets help to people at risk of radicalisation.

The growing risk of County Lines in Norfolk is being challenged, with an emphasis on prevention, early intervention, and a pathway out for young people at risk. A Multi-Agency Child Exploitation Team (MACE Team) has been set up.

There is a need to focus more help for Lynn.

There is a pilot scheme in Norwich with Detached Youth Workers to bring help to young people at risk of being exploited in County Lines.

I have asked for the Detached Youth Worker Scheme to be extended to Lynn.

I have met with the police and MACE Team about improving the recording of crime locally. The recent Police Inspection Report for the Constabulary found that only 87% of crime is being recorded and only 82% of violent crimes. I am aware that under-reporting of drug abuse in Lynn town centre areas, is making it harder for Lynn to attract funding for County Lines prevention, and I would welcome the views of other councillors on this.

Domestic Abuse Prevention

Norfolk has a domestic violence refuge in each District, is working to join up DV support with Early Help Services, and has pioneered very good practice with the Domestic Abuse Champion Trainers.

The DA Trainers are committed to training 2,000 Domestic Abuse Champions in front-line roles like nursing, business and social work across the county, to spot the signs of domestic abuse, ask the question and help save women's lives. Their award-winning Hairdressers Scheme has been rolled out nationally.

But I became aware, between meetings of the Panel, that funding for the highly-praised Norfolk Domestic Abuse Champion Trainers Service was about to run out in March.

I asked if an emergency meeting of the Panel could be called, but the answer was that this would be challenging to convene at short notice.

So I made representations to relevant funders.

I pointed out that the Domestic Homicide Review of October 2019, after the death of a young Norfolk woman, said that there had been a lack of professional curiosity and there is therefore a ongoing need to train front-line staff to spot domestic abuse.

The DV Champion Trainers Service is now being funding for 2021-21.

With the growing amount of prevention work, increasing the Panel's meetings to quarterly, instead of twice a year would be helpful

Cllr Alexandra Kemp

Outside Bodies Update – Health Overview and Scrutiny Committee
Councillor Kemp

Queen Elizabeth Hospital

At February's Meeting of the Health Overview and Scrutiny Committee at County Hall, we asked health bosses at the QE, about the important work they are doing to bring the hospital out of special measures. It is a huge achievement that nurse vacancies are now at an all-time low of 5%, down to a 1% nurse vacancy rate on the wards.

There is good progress with Maternity Services, which are no longer under National Surveillance. Infection Control and Prevention has improved to Amber, and a new Patient Safety Co-ordinator has been appointed. There is joint working with Tapping House to improve End of Life Care. The most intensive focus is on Safety and Compassionate Care. A new management team and simplified governance structure, with an ambition to support the staff and help them feel looked after, is underway. In the longer term, a new School of Nursing is planned.

However, the Committee heard the building is not good enough for the care the QE wants to deliver, and for the talent it wants to recruit and retrain. The QE hospital urgently needs to attract significant investment.

The Ambulance Turnaround times, which the Committee heard last year, had twice the average delays of the Norfolk and Norwich hospital, are in part caused by the lack of room at the front of the hospital.

Lynn has a 40-year-old hospital, that was built to last only 30 years and needs a new, modern hospital. But the QE was recently turned down for "Health Infrastructure HIP 2" funding. I asked how much a new hospital would cost. The answer was £500 million, and the QE management has put together a wish list for improvement costing £250 million, with plans to improve the estate and digital infrastructure, and this has already started with the Emergency Department.

The QE managers said the roof needs repairs costing £20 million - yet the repair would only last 10 years. Searching questions need to be asked about the long-term cost effectiveness of a complete new hospital rebuild.

The Committee also heard the QE is one of the most digitally immature hospitals in the county. It needs an investment of £20 million to bring in e-prescribing and Electronic Patient Records.

The QE serves a wide rural hinterland, including West Norfolk, North Norfolk, Lincolnshire and South Cambridgeshire, with a large retired population and significant deprivation and so needs to be at the top of the queue for investment.

Fairstead Surgery

I asked the Health Committee last July for a recommendation that Vida Healthcare would meet with local councillors in West Norfolk to discuss saving Fairstead Surgery.

This was because Vida Healthcare's report to the Committee had recommended just one option for Fairstead Surgery, which it expected the Committee to endorse so it could close the Surgery.

But the report just did not grasp the deprivation on Fairstead, Patient Accessibility and parking problems at Gayton Road surgery, the good clinical rating of Fairstead Surgery by the Clinical Quality Care Commission, the future growth of Lynn, and pressure on A and E if people cannot access local GP Services.

As a result of the recommendation for talks, meetings took place with Vida and the CCG during the Autumn. Vida have now committed to keeping Fairstead Surgery open and to look at options for renovating the surgery building. But although patient services are being offered, there is no current GP presence in Fairstead Surgery and I asked Vida and the CCG, to do all they can to address this as soon as possible. West Norfolk is a challenging area to provide healthcare and struggles to recruit the workforce it needs.

Autistic Spectrum Diagnostic Service and Speech and Language Therapy

The Health Committee has also scrutinised the Autistic Spectrum Diagnostic Service and the Speech and Language Therapy Service and heard how waiting times are being reduced and better support offered.

Cllr Alexandra Kemp

Outside Bodies Report – King’s Lynn Football Club

Paul Bland

This is my first update so I will keep it brief and to the point.

At the time of writing the club are top of the league by a point with 3 games in hand on their nearest rivals York City.

Attendances are up on last season with an encouraging 4019 at home to York.

Items outstanding for the attention of the Council are : Tennyson Road car park

Rough sleepers on the hospital end car park (were moved on from the walks)

Japanese knotweed attacking the low stand (growing on the walks)

Training facility (the Chairman has spoken to Brian Long regarding)

So a brief summary things are going well football wise, if some thought could be given to the above it would help us achieve our aim of promotion and attract even bigger clubs to the Walks that would include a weekly TV highlights programme that goes out nationally and possibly a live game televised from the Walks.

Paul Bland