

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



# **Environment and Community Panel**

## **Agenda**

Tuesday, 20th October, 2020  
at 3.00 pm

**Remote Meeting on Zoom and available for  
the public to view on [WestNorfolkBC on You  
Tube](#)**



**King's Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX**  
**Telephone: 01553 616200**

Friday 9 October 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, 20th October, 2020 at 3.00 pm** as a **Remote Meeting on Zoom and available for the public to view on WestNorfolkBC on You Tube - Zoom and You Tube** to discuss the business shown below.

Yours sincerely

Chief Executive

**AGENDA**

**1. Appointment of Vice Chair for the meeting**

**2. Apologies for absence**

To receive any apologies for absence.

**3. Minutes (Pages 5 - 12)**

To approve the minutes of the previous meeting.

**4. Declarations of interest**

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

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

**5. Urgent Business**

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

**6. Members Present Pursuant to Standing Order 34**

Members wishing to speak pursuant to Standing Order 34 should inform the Chair of their intention to do so and what items they wish to be heard before a decision on that item is taken.

**7. Chair's Correspondence**

If any.

**8. Statement of Licensing Policy (20 minutes) (Pages 13 - 34)**

**9. Establishment of the Climate Change Informal Working Group (5 minutes) (Page 35)**

**10. Annual Update on the Homelessness and Rough Sleeper Action Plan and Work of the Task Group (30 Minutes) (Verbal Report)**

**11. Work Programme and Forward Decision List (Pages 36 - 42)**

**12. Date of the next meeting**

To note that the next meeting of the Environment and Community Panel is scheduled to take place on Tuesday 8<sup>th</sup> December 2020.

**13. Exclusion of Press and Public**

To consider passing the following resolution:

“That under Section 100(A)(4) of the Local Government Act, 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Act”.

**14. EXEMPT - Homelessness Update (30 minutes) (Verbal Report)**

To receive an update from officers to include:

- Funding opportunities
- Projects
- Threats and risks
- Winter preparedness.

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.

**Members of the Homelessness and Housing Delivery Task Group (who are not on E&C):** Councillors S Sandell, C Morley and J Moriarty.

**Portfolio Holders:**

Councillor P Kunes – Portfolio Holder for Commercial Services  
Councillor A Lawrence – Portfolio Holder for Housing

**Officers**

Martin Chisholm – Assistant Director  
Duncan Hall – Assistant Director  
Nikki Patton - Housing Strategy Officer  
Marie Malt – Senior Licensing Officer

**BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK**

**ENVIRONMENT AND COMMUNITY PANEL**

**Minutes from the Meeting of the Environment and Community Panel held on Tuesday, 8th September, 2020 at 3.00 pm in the Remote Meeting on Zoom and available for the public to view on WestNorfolkBC on You Tube - Zoom and You Tube**

**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

**PORTFOLIO HOLDERS:**

Councillor B Long – Leader of the Council

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

**PRESENT UNDER STANDING ORDER 34:** Councillors P Kunes, C Morley, T Parish and A Ryves.

**OFFICERS:**

Martin Chisholm – Assistant Director

Lorraine Gore – Chief Executive

Ged Greaves – Senior Policy and Performance Officer

Nathan Johnson – Public Open Space Manager

Dave Robson – Environmental Health Manager

Henry Saunders – Climate Change Officer

**BY INVITATION:** Robin Price – Water Resources East.

EC110: **WELCOME AND INTRODUCTIONS**

The Chair informed the Panel that the meeting was being broadcast live on You Tube. [The recording of the meeting is available here.](#)

EC111: **APOLOGIES FOR ABSENCE**

There was none.

EC112: **MINUTES**

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

EC113: **DECLARATIONS OF INTEREST**

There were no declarations of interest.

EC114: **URGENT BUSINESS**

There was none.

EC115: **MEMBERS PRESENT PURSUANT TO STANDING ORDER 34**

Councillor Kunes – Items EC118, EC119 and EC120.  
Councillor Morley – Item EC119.  
Councillor Parish – Items EC117, EC118 and EC119  
Councillor Ryves – all items.

EC116: **CHAIR'S CORRESPONDENCE**

[Click here to view the You Tube recording of this item.](#)

The Panel was informed that EC124: Amendments to the Refuse and Recycling Contract had been withdrawn from the Agenda.

The Chair explained that he had received correspondence which he would forward to the relevant officers. He had also received correspondence from Members regarding the start times of meetings.

EC117: **PRESENTATION FROM WATER RESOURCES EAST**

[Click here to view the You Tube recording of this item.](#)

The Chair welcomed Robin Price from Water Resources East to the meeting.

The Panel was provided with an overview of the work carried out by Water Resources East. A copy of the presentation is attached.

The Chair thanked Robin Price for the update and invited questions and comments from the Panel, as summarised below.

Councillor Kemp referred to an area east of Harding's Way which could be a potential wetland area. Robin Price explained that he would be interested in hearing about any areas that the Council could put forward as possible wetland areas or reservoirs.

In response to questions from Councillor Squire, Robin Price explained that with regards to develop on flood plain, Water Resources East agreed that it was not good to develop on flood plain area and would work with organisations as appropriate. He also explained that Water Resources East worked with the relevant organisations and landowners to encourage better water quality.

Councillor de Whalley referred to conversion of agricultural land into wetland and Robin Price explained that Water Resources East worked with the relevant Wildlife Trusts on potential projects.

Councillor Morley referred to Environment Agency statistics that in 2040 water would be at a deficit. Robin Price explained that if nothing was done then there would be a deficit, so the time to act was now. He also explained that Water Resources East also worked with water companies regarding the amount of water lost to leaks and it was noted that this region had one of the lowest leakage levels nationally.

In response to a question from Councillor Parish regarding rainwater harvesting, it was explained that this was encouraged where possible. He also referred to wildlife transferal when water was moved, and Robin Price explained that an open water transfer test and various risk assessments were carried out before any water was transferred.

The Leader of the Council, Councillor Long explained that he was the Deputy Chair of a branch of ADA and Chair of an Internal Drainage Board. He acknowledged the importance of water management in the area, especially in areas such as Welney. He explained that it was important to have an overarching holistic view to deal with water management schemes. He thanked Robin Price for attending the meeting to provide the Panel with information on the role of his organisation.

In response to a question from the Chair, Robin Price explained that Water Resources East were not a statutory consultee for Planning Applications.

**RESOLVED:** The information was noted.

EC118: **BALLOON AND LANTERN POLICY**

[Click here to view the recording of this item on You Tube.](#)

The Public Open Space Manager presented the report which was included in the Agenda.

The Chair thanked the Public Open Space Manager for his report and invited questions and comments from the Panel, as summarised below.

Councillor Squire commented that it was important that the policy applied to all council land, not just for those that hired land/facilities. She also supported the addition of a ban of flying rings on Borough Council beaches. She acknowledged that it would be difficult, but she would like to see fines introduced.

Councillor de Whalley supported the addition of banning flying rings. He also explained that there was a risk of using flying rings near all water courses.

Councillor Kunes explained that he had researched this issue and was now aware of how much of an impact balloons could have on all types of wildlife.

Councillor Bubb commented that 'mass' should be replaced by 'all' with regard to balloon releases. The Public Open Space Manager explained that he could look at the wording. The Assistant Director reminded the Panel that the Council had no enforcement powers in this area, instead the Councils role was to advise, educate and inform. They also needed to be sensitive, but at the same time making sure that the Councils message was well known.

Councillor Bambridge explained that this was a good first step and it should be reviewed in a couple of years time to see if it could be expanded further.

Councillor Parish suggested that a press release be issued to raise public awareness.

The Leader of the Council, Councillor Long referred to the sale of balloons on council land. The Assistant Director reminded those present that street traders should have a licence and it would be difficult to restrict the sale of balloons, however it could be included in future Mart agreements if it was something that the Panel wanted to take forward.

It was clarified that 'mass' release referred to more than one balloon.

Councillor Squire explained that the Norfolk County Council Balloon and Lantern Charter website provided information on alternatives to balloon and lantern releases and access to publicity materials.

**RESOLVED:** The Panel supported the following be recommended to Cabinet:

1. Change the wording in the Code of Conduct to include a ban on mass release of balloons and sky lanterns by anyone on Borough Council land.
2. Include the ban on mass release in the Terms and Conditions of Hire, presently under development.
3. Borough Council to sign up to the Norfolk County Council Balloon and Lantern Release Charter.
4. Provide and promote links to alternatives to the mass release of balloons and sky lanterns such as those provided by the RSPCA.



5. To ban the use of flying rings on Borough Council Beaches and liaise with the friends of Horsey Seals to encourage public education including retailers.
6. To establish a Code of Conduct for the ban on flying rings.

EC119: **CLIMATE CHANGE POLICY**

[Click here to view the recording of this item on You Tube.](#)

The Environmental Health Manager presented the draft Climate Change Policy.

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

Councillor Kemp proposed that an Informal Working Group be set up so that Members could input into the commitments being put forward. This was seconded by Councillor de Whalley.

In response to questions from Councillor Kemp, the Environmental Health Manager explained that the Panel was being presented with the Policy and the Strategy and Action Plan would follow once the Policy had been adopted and this is where specifics would be included. He referred to the Green Infrastructure Group which were assisting with development of the Strategy and flood risk was more of a planning issue so should be raised through the Local Plan.

Councillor Squire referred to the wording 'adapting' within the policy and commented that it should be amended to 'preparing' in order to be more proactive.

Councillor Morley commented that the Policy should recognise the action that the Council had already taken and felt that the Policy should make more of a commitment rather than just identifying, understanding and reviewing. The Environmental Health Manager explained that there would be an action plan and strategy which would provide more details and provide detailed equality impact assessments.

Councillor de Whalley commented that the Policy needed further development and asked for further clarification of certain items and definitions within the Policy document.

In response to a query from Councillor Bambridge it was explained that currently the Policy was programmed for review every three years. Councillor Bambridge also commented that it was important to get public involvement in the strategy and action plan.

The Vice Chair, Councillor Bower commented that there should be a preamble in the Policy to promote what the Council had already done to address Climate Change.

Councillor Bullen commented that it was important that work was carried out with other organisations, neighbours and Norfolk County Council.

The Panel discussed the proposal put forward regarding the creation of an Informal Working Group. Concern was expressed that there had been no Member involvement in the creation of the Policy and that Members should have the opportunity to input into the action plan and strategy.

Councillor Kunes asked for clarification on what the role of the Informal Working Group as he felt that it was important that adoption of the Climate Change Policy happened as soon as possible so that the next stage of work could be carried out.

The Leader of the Council, Councillor Long reminded Members that a Climate Change Policy had been presented at the request of the Council, following a Notice of Motion which had been referred to Cabinet and would be going back to Council. Cabinet had requested that the Policy be created, and the Leader stressed that it was important not to delay adoption of this Policy as it was vitally important to all. He did not want formation of an Informal Working Group to cause a delay in this. He commented that once the Policy had been adopted then the Panel could have input into the action plan and strategy.

**RESOLVED:**

1. That the Panel recommend to Cabinet that the Climate Change Policy be adopted.
2. That an Informal Working Group be set up to monitor the Climate Change Strategy and Action Plan.

EC120: **AIR QUALITY MONITORING - ANNUAL REPORT**

[Click here to view the recording of this item on You Tube.](#)

The Environmental Health Manager presented the Air Quality Monitoring Annual Update.

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

Councillor Morley asked if lockdown had positively impacted air quality and it was explained that there had been some reductions, and these would be analysed. Councillor Morley also commented that plans for

Southgates could have an impact on air quality on London Road. The Environmental Health Manager explained that there had been improvements in this area, but nothing would be revoked prematurely. The Action Plan would also be monitored and amended if required in relation to the King's Lynn Transport Strategy.

Councillor de Whalley referred to monitoring on PM2.5 particles and calibration of equipment to ensure recordings were accurate. The Environmental Health Manager referred to the annual report which was available on the Borough Council's website. He also explained that there was quality control and assurance in place.

In response to a question from Councillor Bubb, the Environmental Health Manager explained that background maps were used to measure background levels. He also provided information on the monitoring carried out and transboundary pollution.

Councillor Bambridge referred to HGV and buses in the town centre and the impact this could have on air quality.

Councillor Kemp asked about industrial sources and diesel cars and felt that PM2.5 particles should be monitored and asked if funding was available to provide this service. The Environmental Health Manager explained that he had applied for funding in the past but had not qualified. Councillor Kemp referred to bus movement and it was explained that this would be looked at as part of the King's Lynn Transport Study.

The Environmental Health Manager encouraged Members to view the full report which was available on the Borough Council's website at [https://www.west-norfolk.gov.uk/info/20137/air\\_quality/169/air\\_quality\\_information](https://www.west-norfolk.gov.uk/info/20137/air_quality/169/air_quality_information) and showed the location of monitoring stations.

**RESOLVED:** The update was noted.

EC121: **SCRUTINY AND THE EXECUTIVE PROTOCOL**

[Click here to view the recording of this item on You Tube.](#)

The draft Scrutiny and the Executive Protocol was presented to the Panel.

**RESOLVED:** The Panel recommended that the Scrutiny and Executive Protocol be adopted by the Council.

EC122: **WORK PROGRAMME AND FORWARD DECISION LIST**

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

EC123: **DATE OF THE NEXT MEETING**

The next meeting of the Environment and Community Panel would be held on 20<sup>th</sup> October 2020.

The Chair requested that Members of the Panel forward him their comments and views on the start times of meetings.

EC124: **EXEMPT AMENDMENTS TO REFUSE AND RECYCLING CONTRACT (FOOD WASTE)**

This item had been withdrawn from the Agenda.

**The meeting closed at 5.45 pm**

**POLICY REVIEW AND DEVELOPMENT PANEL REPORT**

REPORT TO:	Environment and Community Panel		
DATE:	20 <sup>th</sup> October 2020		
TITLE:	Licensing Act 2003 – Statement of Licensing Policy		
TYPE OF REPORT:	Scrutiny		
PORTFOLIO(S):	Cllr Paul Kunes		
REPORT AUTHOR:	Marie Malt		
OPEN/EXEMPT	OPEN	WILL BE SUBJECT TO A FUTURE CABINET REPORT:	YES

**REPORT SUMMARY/COVER PAGE**

<b>PURPOSE OF REPORT/SUMMARY:</b>
<p>The current 'Statement of Licensing Policy' was approved by Full Council on the 26th November 2015 and was effective from 7<sup>th</sup> January 2016. Regulations require that the policy is reviewed every five years and a replacement for our current policy must be in place by the 7th January 2021. The policy has been drawn up in accordance with the Licensing Act 2003 and the current guidance issued under Section 182 of the Licensing Act 2003.</p>
<b>KEY ISSUES:</b>
<p>Minor changes to the existing policy which have no significant impact are proposed.</p> <p>Unless the statement of policy is in place by the 7<sup>th</sup> January 2021 we will be unable to carry out our statutory functions under the Licensing Act 2003.</p>
<b>OPTIONS CONSIDERED:</b>
None
<b>RECOMMENDATIONS:</b>
<p>That the Panel review the recommended changes and agree that Council be invited to adopt the revised Statement of Licensing Policy in accordance with the requirements of the Licensing Act 2003.</p>
<b>REASONS FOR RECOMMENDATIONS:</b>
<p>A new statement of licensing policy must be in place by 7<sup>th</sup> January 2020 to enable the licensing authority to carry out our statutory functions under the Licensing Act 2003.</p>

## **REPORT DETAIL**

### **1. Introduction**

- 1.1 Section 5 of the Licensing Act 2003 requires a licensing authority to prepare and publish a statement of licensing policy every five years. Such a policy must be published before the authority carries out any function in respect of individual applications made under the terms of the Act. Regulations require that we have the new policy in place by the 7<sup>th</sup> January 2021.
- 1.2 In reviewing this policy statement, the Borough Council has taken account of new revised Guidance issued by the Home Office in March 2018.

### **2. Proposal/Post Implementation Review/Monitoring Report**

- 2.1 There are no significant proposed changes to the existing Policy. Proposed changes are shown in red in the attached document, Appendix 1.

### **3. Issues for the Panel to Consider**

- 3.1 A summary of the proposed changes are listed below:
- 1.5 - Addition of information stating which five year period the policy relates to, as required by regulations.
  - 2.1 - Population update.
  - 4.0 - Changes to wording of the cumulative impact section. Previously cumulative impact was not mentioned within the Act.
  - 15.2 & 22.1 - Removal of links to Council website re Equality Policy and list of Responsible Authorities. Council website links change in time so better excluding them from this Policy to maintain accuracy.
  - 22.2 & 21.3 - Removal of requirement for applicant's to complete a 'certificate of service/display'. These forms have been obsolete for over 5 years as most applications are now submitted online.
  - 24.5 - Addition of paragraph re data protection/retention policy (GDPR).

### **4. Corporate Priorities**

- 4.1 The proposals to our current policy do not impact on any other Council Policies or Corporate priorities.

### **5. Financial Implications**

- 5.1 None

### **6. Any other Implications/Risks**

- 6.1 Unless the statement of policy is in place by the 7<sup>th</sup> January 2021 we will be unable to carry out our statutory functions under the Licensing Act 2003.

### **7. Equal Opportunity Considerations**

7.1 None

## **8. Environmental Considerations**

8.1 None

## **9. Consultation**

9.1 Before determining our policy for any five year period Section 5(3) of the Act states that we must consult with the following:

- Police
- Fire Authority
- Public Health England
- Persons/bodies representative of premises licence holders
- Persons/bodies representative of club premises certificate holders
- Persons/bodies representative of personal licence holders
- Persons/bodies representative of business and residents
- Any other persons or bodies the Council deems appropriate

9.2 The views of all these persons/bodies should be given appropriate weight when the policy is determined.

9.3 The proposed amendments to our Statement of Licensing Policy specified above were consulted upon between the 24<sup>th</sup> August 2020 and the 12<sup>th</sup> October 2020. These proposals and a request for comments and suggestions on our current policy were widely circulated and published on the Borough Council's website.

9.4 The consultation ends on 12<sup>th</sup> October 2020 and any comments received will be appended to the report.

## **10. Conclusion**

10.1 That the Panel review the recommended changes and agree that Council be invited to adopt the revised Statement of Licensing Policy in accordance with the requirements of the Licensing Act 2003.

## **11. Background Papers**

11.1 Guidance issued under Section 182 of the Licensing Act 2003 (April 2018)

11.2 Borough Council of King's Lynn & West Norfolk Statement of Licensing Policy – approved by Full Council 26<sup>th</sup> November 2015.

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



# Licensing Act 2003

## Statement of Licensing Policy

Approved by Full Council: ~~26<sup>th</sup> November 2015~~

Commences: ~~7<sup>th</sup> January 2016~~



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## 1.0 Summary

1.1 The Borough Council of King's Lynn & West Norfolk (hereafter referred to as the Borough Council) is the licensing authority under the Licensing Act 2003 and is responsible for the licensing of licensable activities as defined under the Act. These are:

- The sale by retail of alcohol;
- The supply of alcohol by or on behalf of a club to, or to the order of, a member of a club;
- The provision of regulated entertainment;
- The provision of late night refreshment (i.e. the supply of hot food or hot drink between 11pm & 5am).

1.2 Regulated entertainment is where the entertainment takes place in the presence of an audience and is provided for the purpose of entertaining that audience. The descriptions of entertainment are:

- a performance of a play,
- an exhibition of a film,
- an indoor sporting event,
- a boxing or wrestling entertainment,
- a performance of live music,
- any playing of recorded music,
- a performance of dance,
- entertainment of a similar description to a performance of live music, recorded music or performance of dance.

1.3 This policy shall apply to all applications and notices given under the Act in respect of the following:

- Premises licences;
- Club Premises Certificates;
- Personal Licences;
- Temporary Event Notices;

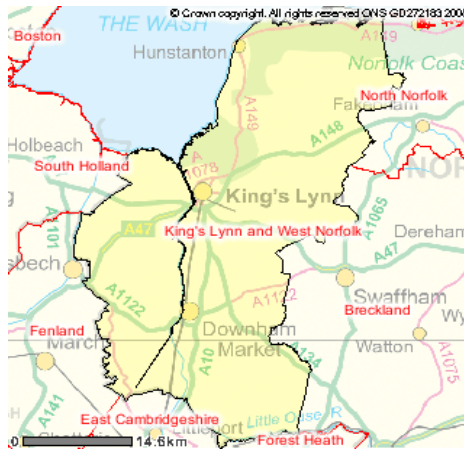
1.4 This policy statement will not seek to regulate matters which are provided for in other legislation e.g. planning, health & safety, fire safety etc.

1.5 This policy statement will be the basis for all licensing decisions taken by the Borough Council as the Licensing Authority over the next five years, commencing on the 7<sup>th</sup> January 2021.

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## 2.0 Introduction

- 2.1 The Borough Council of King's Lynn & West Norfolk is situated in the County of Norfolk. The Council area has a population of ~~147,454~~151,800 (2011 [Census Norfolk Insight 2016](#)) making it the largest in the County in terms of population. In terms of area it is also the largest, covering 1429 square kilometres (~~552–551~~ square miles). The Council area is mainly rural with urban areas of King's Lynn, Downham Market and Hunstanton. These areas are shown in the map below.



- 2.2 In accordance with the Act the Borough Council will prepare and publish a statement of its licensing policy every five years. During the five year period the policy will be kept under review and The Borough Council may make such revisions as considered appropriate, for instance in the light of feedback from the local community on whether the statutory objectives are being met.
- 2.3 Before determining its policy for any five year period, the Borough Council will consult the community and in particular:
- the chief officer of police for the area (Norfolk Constabulary);
  - the fire authority for the area (Norfolk Fire Service);
  - persons/bodies representative of local holders of premises licences;
  - persons/bodies representative of local holders of club premises certificates;
  - persons/bodies representative of local holders of personal licences; and
  - persons/bodies representative of businesses and residents in its area.
- 2.4 The views of all these persons/bodies listed will be given appropriate weight when the policy is determined. It is recognised that it may be difficult to identify persons or bodies representative for all parts of industry affected by the provisions of the 2003 Act, but the Borough Council will make reasonable efforts to identify persons or bodies concerned.

- 2.5 In determining its policy, the Borough Council will have regard to the guidance issued under Section 182 of the Licensing Act 2003 and give appropriate weight to the views of those it has consulted.

### **3.0 Fundamental principles**

- 3.1 The 2003 Act requires that the Council carries out its various licensing functions so as to promote the following four licensing objectives:
- the prevention of crime and disorder,
  - public safety,
  - the prevention of public nuisance, and
  - the protection of children from harm.
- 3.2 Nothing in this 'Statement of Policy' will:
- 3.2.1 Undermine the right of any individual to apply under the terms of the 2003 Act for a variety of permissions and to have any such application considered on its own merits;
- 3.2.2 Override the right of any person to make representations on an application or to seek a review of a licence or certificate where provision has been made for them to do so in the 2003 Act.
- 3.3 Every application will be dealt with impartially and on its individual merits. The Borough Council will not refuse to grant or vary an application unless it has received a representation from a responsible authority, such as the police or an environmental health officer, or other persons, such as a local resident or local business, which is a relevant representation. A representation is "relevant" if it relates to the likely effect of the grant of the licence on the promotion of at least one of the licensing objectives.
- 3.4 Licensing is about regulating licensable activities on licensed premises, by qualifying clubs and at temporary events within the terms of the Act, and any conditions that are attached to premises licences or club premises certificates will be focused on matters which are within the control of the individual licensee or club, i.e. the premises and its vicinity.
- 3.5 Whether or not incidents can be regarded as being "in the vicinity" of licensed premises is a question of fact and will depend on the particular circumstances of the case. In cases of dispute, the question will ultimately be decided by the courts. The Borough Council, in addressing this matter, will primarily focus on the direct impact of the activities taking place at the licensed premises on members of the public living, working or engaged in normal activity in the area concerned.
- 3.6 Licensing law is not the primary mechanism for the general control of nuisance and anti-social behaviour by individuals once they are away from the licensed premises and, therefore, beyond the direct control of the individual, club or business holding the licence, certificate or authorisation concerned. Nonetheless, it is a key aspect of such control and licensing law will always be part of a holistic approach to the management of the evening and night-time economy throughout the borough.

## 4.0 Cumulative Impact

- 4.1 ~~There can be confusion about the difference between “need” and the “cumulative impact” of premises on the licensing objectives, for example, on crime and disorder. “Need” concerns the commercial demand for another pub or restaurant or hotel. This is not a matter for the licensing authority in discharging its licensing functions or for its statement of licensing policy. “Need” is a matter for the market. ‘Cumulative impact’ means the potential impact upon the promotion of the licensing objectives of a significant number of licensed premises concentrated in one area. The cumulative impact of licensed premises on the promotion of the licensing objectives is a proper matter for a Licensing Authority to consider in developing its Statement of Licensing Policy.~~
- 4.2 ~~“Cumulative impact” is not mentioned in the 2003 Act. The guidance issued under Section 182 describes it as the potential impact on the promotion of the licensing objectives of a significant number of licensed premises concentrated in one area. For instance, the potential impact on crime and disorder or public nuisance in a town centre of a large concentration of licensed premises in that area.~~
- 4.23 ~~Where, after considering the~~The Licensing Authority can only adopt a cumulative impact policy where there is an evidential basis to do so. Local Community Safety Partnerships and responsible authorities, such as the police and the environmental health authority, may hold relevant information which would inform licensing authorities when establishing the evidence base for considering whether a cumulative impact policy is appropriate and necessary to promote the licensing objectives. available evidence and consulting those individuals and organisations listed in Section 5(3) of the Act and any others, the Borough Council is satisfied that it is appropriate and necessary to include an approach to cumulative impact ~~—It may adopt a special policy of refusing new licences whenever relevant representations are received about the cumulative impact on the licensing objectives.~~
- 4.3 ~~At the time of publishing this policy the Licensing Authority, having regard to the evidence available, considers that there is no particular part of the district causing a cumulative impact which undermines the licensing objectives.~~
- 4.4 Once away from the licensed premises, a minority of consumers will behave badly and unlawfully. To enable the general public to appreciate the breadth of the strategy for addressing these problems, the Borough Council encourages the use of other mechanisms both within and outside the licensing regime that are available for addressing such issues. Such as:
- planning control;
  - CCTV;
  - powers of local authorities to designate parts of the local authority area as places where alcohol may not be consumed publicly;
  - the confiscation of alcohol from adults and children in designated areas;
  - police enforcement of the general law concerning disorder and anti-social behaviour, including the issuing of fixed penalty notices;
  - prosecution for the offence of selling alcohol to a person who is drunk (or allowing such a sale);

- police powers to close down instantly for up to 24 hours (extendable to 48 hours) any licensed premises in respect of which a TEN has effect on grounds of disorder, the likelihood of disorder, or noise emanating from the premises causing a nuisance; and
- the power of the police, other responsible authorities or other persons to seek a review of a licence or certificate.

## **5.0 Licensing Hours**

- 5.1 With regard to licensing hours, due consideration which will be given to the individual merits of an application. The Borough Council recognises that, in some circumstances, flexible licensing hours for the sale of alcohol can help to ensure that the concentrations of customers leaving premises simultaneously are avoided. This can help to reduce the friction at late night fast food outlets, taxi ranks and other sources of transport which could lead to disorder and disturbance.
- 5.2 The Borough Council wants to ensure that licensing hours do not inhibit the development of thriving and safe night-time local economies. This is important for investment, local employment and attractive to domestic and international tourists. Providing consumers with greater choice and flexibility is an important consideration, but should always be balanced carefully against the duty to promote the four licensing objectives and the rights of local residents to peace and quiet.
- 5.3 With regard to shops, stores and supermarkets, it is the policy of the Borough Council that such premises should be free to provided sales of alcohol for consumption off the premises at any times when the retail outlet is open for shopping unless there are very good reasons for restricting those hours.
- 5.4 It is important to note that “opening hours”, the times when premises are open to the public, are not necessarily identical to the hours during which licensable activities may take place.

## **6.0 Portman Group Code of Practice**

- 6.1 The Portman Group operates, on behalf of the alcohol industry, a Code of Practice on the Naming, Packaging and Promotion of Alcoholic Drinks. The Borough Council commends the Code. Further details of the Portman Group Code of Practice can be found at Annex A.

## **7.0 Review Process**

- 7.1 The review process represents a key protection for the community where problems associated with the licensing objectives are occurring after the grant or variation of a premises licence. At any stage, following the grant of a premises

licence, a responsible authority, or other persons, may apply to the Borough Council to review the licence because of a matter arising at the premises in connection with any of the four licensing objectives.

- 7.3 In every case, the representation must relate to particular premises for which a premises licence is in existence and must be relevant to the promotion of the licensing objectives. After a licence or certificate has been granted or varied, a complaint relating to a general (crime and disorder) situation in a town centre should generally not be regarded as a relevant representation unless it can be positively tied or linked by a causal connection to particular premises, which would allow for a proper review of the licence or certificate. For instance, a geographic cluster of complaints, including along transport routes related to an individual public house and its closing time could give grounds for a review of an existing licence as well as direct incidents of crime and disorder around a particular public house.
- 7.4 The Borough Council recognises that the promotion of the licensing objectives relies heavily on a partnership between licence holders, authorised persons, other persons and responsible authorities in pursuit of common aims. It is therefore equally important that reviews are not used to drive a wedge between these groups in a way that would undermine the benefits of co-operation. The Borough Council encourages the good practice for authorised persons and responsible authorities to give licence holders early warning of their concerns about problems identified at the premises concerned and of the need for improvement. A failure to respond to such warnings is expected to lead to a decision to request a review.
- 7.5 Where the request originates from other persons – e.g. a local resident, residents' association, local business or trade association – the Borough Council will first consider whether the complaint made is relevant, vexatious, frivolous or repetitious.

## **8.0 Prevention of Crime & Disorder**

- 8.1 The Borough Council acknowledges that the Police are the main source of advice on crime and disorder.
- 8.2 Licensed premises, especially those open late night/early morning can be a source of crime and disorder problems. The Borough Council expects operating schedules to satisfactorily address these issues, as appropriate from the design of the premises to the daily operation of the business.

## **9.0 Public Safety**

- 9.1 Licence holders have a responsibility to ensure the safety of those using their premises, as a part of their duties under the 2003 Act. This concerns the safety of people using the relevant premises rather than public health which is addressed in other legislation. Physical safety includes the prevention of accidents and injuries and other immediate harms that can result from alcohol consumption such as unconsciousness or alcohol poisoning.

- 9.2 A number of matters should be considered in relation to public safety. These could include:
- Fire safety;
  - Ensuring appropriate access for emergency services such as ambulances;
  - Good communication with emergency services;
  - Ensuring the presence of trained first aiders on the premises and appropriate first aid kits;
  - Ensuring the safety of people when leaving the premises (for example, through the provision of information on late-night transportation);
  - Ensuring appropriate and frequent waste disposal, particularly of glass bottles;
  - Ensuring appropriate limits on the maximum capacity of the premises; and
  - Considering the use of CCTV.
- 9.3 The measures that are appropriate to promote public safety will vary between premises and the matters listed above may not apply in all cases. The Borough Council expects applicants to consider these when making their application which steps it is appropriate to take to promote the public safety objective and demonstrate how they will achieve that.

## **10.0 Prevention of Public Nuisance**

- 10.1 Licensed premises, especially those operating late at night and early in the morning can cause a range of nuisances which impact on people or businesses in the vicinity. The concerns will mainly relate to noise but could also include light pollution and noxious smells. The Borough Council expect operating schedules to satisfactorily address these issues, as appropriate.

## **11.0 Children**

- 11.1 It is an offence under the 2003 Act to permit children under the age of 16 who are not accompanied by an adult to be present on premises being used exclusively or primarily for supply of alcohol for consumption on those premises under the authorisation of a premises licence, club premises certificate or where that activity is carried on under the authority of a temporary event notice.
- 11.2 In addition, it is an offence to permit the presence of children under 16 who are not accompanied by an adult between midnight and 5am at other premises supplying alcohol for consumption on the premises under the authority of any premises licence, club premises certificate or temporary event notice. Outside of these hours, the offence does not prevent the admission of unaccompanied children under 16 to the wide variety of premises where the consumption of alcohol is not the exclusive or primary activity. Between 5am and midnight the offence would not necessarily apply to many restaurants, hotels, cinemas and even many pubs where the main business activity is the consumption of both food and drink. This does not mean that children should automatically be admitted to such premises.



- 11.3 It is not intended that the definition “exclusively or primarily” in relation to the consumption of alcohol should be applied in a particular way by reference to turnover, floor space or any similar measure. The expression should be given its ordinary and natural meaning in the context of the particular circumstances. It will normally be quite clear that the business being operated at the premises is predominantly the sale and consumption of alcohol. Mixed businesses may be harder to pigeon hole and we would advise operators to consult with enforcement agencies where necessary about their respective interpretations of the activities taking place on the premises before any moves are taken which might lead to prosecution.
- 11.4 The Borough Council will support all measures that protect children from harm but will not seek to limit the access of children to any premises unless it is necessary for the prevention of physical, moral or psychological harm to them.
- 11.5 Conditions requiring the admission of children to any premises cannot be justified and will not be attached to licences or certificates. Where no licensing restriction is necessary, this will remain a matter for the discretion of the individual licensee or club or person who has given a temporary event notice. Venue operators seeking premises licences and club premises certificates may also volunteer such prohibitions and restrictions in their operating schedules because their own risk assessments have determined that the presence of children is undesirable or inappropriate. Where no relevant representations are made, these volunteered prohibitions and restrictions will become conditions attaching to the licence or certificate and will be enforceable as such. No other conditions concerning the presence of children on premises will be imposed by the Borough Council in these circumstances.
- 11.6 The Borough Council recognises the Norfolk Safeguarding Children’s Board as the lead responsible authority in relation to the protection of children from harm.

## **12.0 Children and Cinemas**

- 12.1 In the case of premises giving film exhibitions, the Borough Council will expect licensees or clubs to include in their operating schedules arrangements for restricting children from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification or if not classified by the BBFC in accordance with any recommendations made by the Borough Council of King's Lynn & West Norfolk.

## **13.0 Cultural Activities**

- 13.1 The Borough Council recognises the need to encourage and promote a broad range of entertainment for the wider cultural benefit of communities. A natural concern to prevent disturbance in neighbourhoods will always be carefully balanced with these wider cultural benefits. In determining what conditions should be attached to licence and certificates as a matter of necessity for the promotion of the licensing objectives, the Borough Council is aware of the need to avoid measures which deter regulated entertainment by imposing indirect costs of a disproportionate nature.

## 14.0 Planning & Building Control

- 14.1 Planning, Building Control and licensing are separated and consider different (albeit related) matters. For instance, licensing considers public nuisance whereas planning considers amenity. As such licensing applications will not be a re-run of the planning application and will not cut across decisions taken by the planning committee or following appeals against decisions taken by that committee. Licensing Committees are not bound by decisions made by a planning committee, and vice versa.
- 14.2 Applications for premises licences should normally be from businesses with planning consent for the property concerned. However, applications for licences may be made before any relevant planning permission is sought or granted by the planning authority.
- 14.3 The granting by the licensing committee of any variation of a licence which involves a material alteration to a building would not relieve the applicant of the need to apply for planning permission or building control where appropriate.
- 14.4 There may be circumstances when as a condition of planning permission a terminal hour has been set for the use of premises for commercial purposes. Where these hours are different to licensing hours, the applicant must observe the earlier closing time. Premises operating in breach of their planning permission could be liable to enforcement action under planning laws.

## 15.0 Promotion of Equality

- 15.1 The Borough Council recognise that the Equality Act 2010 places a legal obligation on public authorities to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation; to advance equality of opportunity; and to foster good relations, between persons with different protected characteristics. The protected characteristics are age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.
- 15.2 Information on the Borough Council's approach and compliance with the Equality Act 2010 can be found on the Borough Council's website, ~~on the following link:~~ <http://www.west-norfolk.gov.uk/default.aspx?page=26570>

## 16.0 Duplication

- 16.1 The Borough Council has a firm commitment to avoid duplication with other regulatory regimes so far as possible. For example, legislation governing health and safety at work and fire safety will place a range of general duties on the self-employed, employers and operators of venues both in respect of employees and of the general public when on the premises in question. Similarly, many aspects of fire safety will be covered by existing and future legislation. Conditions in respect of public safety will only be attached to premises licences and club premises certificates that are "necessary" for the promotion of that licensing objective and if already provided for in other legislation, they cannot be considered as necessary in the context of licensing law. Such regulations will not

however always cover the unique circumstances that arise in connection with licensable activities, particularly regulated entertainment, at specific premises and tailored conditions may be necessary.

## **17.0 Conditions**

17.1 The Borough Council will not impose conditions unless it has received a representation from a responsible authority, such as the police or an environmental health officer, or other persons, such as a local resident or local business, which is a relevant representation, or is offered in the applicant's Operating Schedule. Any conditions will be proportional and appropriate to achieve the licensing objectives.

## **18.0 Enforcement**

18.1 The Borough Council recognises that most licence, certificate and notice holders seek to comply with the law. Notwithstanding, any enforcement action will take a graduated approach and in the first instance will include education and guidance. Where holders of authorisations continue to flout the law or act irresponsibly then firm action, including prosecution will be taken.

18.2 The Borough Council has established an enforcement protocol which has been agreed with all seven Norfolk authorities, Norfolk Constabulary, Norfolk Fire Service, Customs & Excise and Trading Standards. This should provide for a more efficient deployment of staff and police officers who are commonly engaged in enforcing licensing law and the inspection of licensed premises".

18.3 In particular, these protocols should also provide for the targeting of agreed problem and high-risk premises, which require greater attention, while providing a lighter touch in respect of low risk premises, which are well run. The 2003 Act does not require inspections to take place save at the discretion of those charged with this role. The principal of risk assessment and targeting will prevail and inspections will not be taken routinely but if and when they are judged necessary. This should ensure that resources are more effectively concentrated on problem premises.

## **19.0 Temporary Event Notices**

19.1 The Act requires that a minimum of 10-working days notice must be given for a standard temporary event notice and a minimum of 5-working days notice for a late temporary event notice. Section 193 of the Act defines "working day" as any day other than a Saturday, a Sunday, Christmas Day, Good Friday, or a day which is a bank holiday under the Banking and Financial Dealings Act 1971 in England and Wales. "Working days" notice means working days exclusive of the day on which the event is to start, and exclusive of the day on which the notice is given.

19.2 There is no discretion to relax either the 10-working days notice or the five-working days notice so the Borough Council encourage notice givers to provide the earliest possible notice within 12 months of events likely to take place. The maximum notice of 12 months should enable the Norfolk Constabulary and the Borough Council's Community Safety team to make a sensible assessment as

notices made too far in advance could lead to objections that could be otherwise avoided.

## 20.0 Personal Licences

- 20.1 An application for a personal licence and 'disclosure of convictions & declaration' form should be dated by the applicant within one calendar month of the application being received by the Borough Council. This is to ensure that the information on the application is as current as the basic disclosure.

## 21.0 Premises Licence/Club Premises Certificate Applications

- 21.1 Applications for the grant or variation of a premises licence or club premises certificate should be accompanied by two sets of plans, one of which will be endorsed and issued with the premises licence/club premises certificate.

~~21.2 Applications for the grant or variation of a premises licence or club premises certificate should be accompanied by a 'certificate of display'. This acknowledges the applicants understanding for the displaying notices and should avoid any undue delay in the application process.~~

~~21.3 Applications for the grant or variation of a premises licence or club premises certificate should be accompanied by a 'certificate of service'. This acknowledges the applicants understanding for giving a copy of the application to the responsible authorities and should avoid any undue delay in the application process.~~

- 21.42 Where applications have to be advertised, licensing officers will routinely check that public notices are displayed at the premises and in a local newspaper as part of the application validation process.

21.53 The Borough Council is required under the Act to suspend premises licences and club premises certificates where the annual fee has not been paid. The Borough Council will invoice each licence holder/club when the annual fee is due setting out the fee that is due. Where the fee has not been paid or there has been no claim of administrative error, the Borough Council will serve a notice to suspend the licence.

## 22.0 Responsible Authorities and Other Persons

- 22.1 Responsible authorities are public bodies that are statutory consultees that must be notified of licensing applications. ~~A list of the responsible authorities in respect of applications and notices made to the Borough Council can be found on the following link:~~

~~<http://www.west-norfolk.gov.uk/pdf/Responsible%20Authorities%20SEP%202012.pdf>~~

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- 22.2 When dealing with licensing applications for premises licences and club premises certificates the Borough Council is obliged to consider representations from two categories of persons, referred to as 'responsible authorities' and 'other persons'. This allows for a broad range of comment to be received both for and against licensing applications.

22.3 The Borough Council has carefully considered its role as the Licensing Authority as a Responsible Authority under the Act. It will achieve a separation of responsibilities through procedures and approved delegations within the authority to ensure procedural fairness and eliminate conflicts of interest. A separation is achieved by allocating distinct functions (i.e. those of Licensing Authority and Responsible Authority) to different officers within the licensing team. The Borough Council does not expect to act as a Responsible Authority on behalf of third parties but accepts that there may be exceptional circumstances where this approach may be required.

### **23.0 Administration, Exercise & Delegation of Functions**

23.1 The Borough Council appreciates the need to provide a speedy, efficient and cost-effective service to all parties involved in the licensing process. The Borough Council will delegate certain decisions and functions and has appointed officers and established sub-committees to deal with them.

23.2 Where under the provisions of the Act, there are no relevant representations on an application for the grant of a premises licence or club premises certificate or police objection to an application for a personal licence or to an activity taking place under the authority of a temporary event notice, these matters will be dealt with by officers to speed matters through the system. The Borough Council accepts the Secretary of State's recommendation and delegation will be achieved as set out at Annex B.

23.3 Regulation 24 of the Licensing Act 2003 (Hearings) Regulations requires the Borough Council to give all parties at licensing hearings an equal maximum period of time to present their case. For the purpose of this regulation it is the Borough Council's policy that a maximum of 15 minutes will be allowed.

23.4 Copies of applications and letters of representation will be included within the Licensing Manager's report and distributed prior to hearings before a Licensing Sub-Committee. Applicants, responsible authorities and other persons wishing to present additional evidence in support of their application/representation should do so at least 3-working days before the hearing starts. Failure to do may result in the Licensing Sub-Committee disregarding this additional evidence.

### **24.0 Other Relevant Matters**

24.1 Adult entertainment. The Licensing Authority has adopted Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982 and premises offering regular entertainment of a sexual nature must be licensed as a sex establishment under those provisions. The Borough Council acknowledges that there is an exemption which allows sexual entertainment to be provided at premises licensed under the Licensing Act 2003, as long as it is provided on no more than 11 occasions within 12 months and with at least 1 month between each occasion. Premises using this exemption should ensure that procedures are in place to exclude children when entertainment of this nature is offered.

24.2 Gaming machines in licensed premises - Automatic entitlement. There is provision in the Gambling Act 2005 (GA2005) for premises licensed to sell alcohol for consumption on the premises to automatically have two gaming machines of category C and/or D.

24.3 Gaming Machine Permit – If a premises wishes to have more than 2 machines of categories C and/or D, then it needs to apply for a permit and the Borough Council will consider that application based upon the licensing objectives, any guidance issued by the Gambling Commission under section 25 of the Act, and such matters as licensing officers consider relevant.

24.4 Exempt Gaming. Premises licensed under the Licensing Act 2003 may offer gaming such as poker and bingo provided the stakes and prizes do not exceed permitted levels. Details of these limits are available from the Borough Council or the Gambling Commission.

24.5 Data Protection. The Licensing Authority also recognises its responsibilities under the Data Protection Act 2018, and the General Data Protection Regulations (GDPR) 2016 when it comes to handling and storing personal data, and has created published a data retention and sharing disposal policy which can be found on the Borough Council's website.

## 25.0 Further Advice

25.1 Information and advice on all aspects of licensing can be obtained by either:

- Visiting the website on [www.west-norfolk.gov.uk](http://www.west-norfolk.gov.uk), or
- Telephoning the Borough Council's Information Centre on (01553) 616200, or
- By email to [EhLicensing@west-norfolk.gov.uk](mailto:EhLicensing@west-norfolk.gov.uk) or
- By writing to:  
Environment & Planning and Health - Licensing  
King's Court  
Chapel Street  
King's Lynn  
PE30 1EX
- In person at King's Court

25.2 The Licensing Act 2003 and Guidance issued under Section 182 can be viewed on the Home Office website at <http://www.homeoffice.gov.uk/>

Annex A To  
The Borough Council of King's Lynn & West Norfolk  
Statement of Licensing Policy  
Dated 26<sup>th</sup> November 2015

### **The Portman Group Code of Practice**

The Portman Group operates, on behalf of the alcohol industry, a Code of Practice on the Naming, Packaging and Promotion of Alcoholic Drinks. The Code seeks to ensure that drinks are packaged and promoted in a socially responsible manner and only to those who are 18 years old or over. Complaints about products under the Code are considered by an Independent Complaints Panel and the Panel's decisions are published on the Portman Group's website ([www.portman-group.org.uk](http://www.portman-group.org.uk)), in the trade press and in an annual report. If a product's packaging or point-of-sale advertising is found to be in a breach of the Code, the Portman Group may issue a Retailer Alert Bulletin to notify retailers of the decision and ask them not to replenish stocks of any such product or to display such point-of-sale material, until the decision has been complied with. The Code is an important weapon in protecting children from harm because it addresses the naming, marketing and promotion of alcohol products sold in licensed premises in a manner, which may appeal to or attract minors. The Borough Council commends the Code.

**Table of Delegations of Licensing Functions**

<b>Matter to be Dealt With</b>	<b>Licensing Sub-Committee</b>	<b>Officers</b>
Application for personal licence	If a police objection	If no objection made
Application for personal licence, with unspent convictions	All cases	
Application for premises licence/club premises certificate	If a relevant representation made	If no relevant representation made
Application for provisional statement	If a relevant representation made	If no relevant representation made
Application to vary premises licence/club registration Certificate	If a relevant representation made	If no relevant representation made
Application to vary designated premises supervisor	If a police objection	All other cases
Request to be removed as designated premises supervisor		All cases
Application for transfer of premises licence	If a police objection	All other cases
Application for Interim Authorities	If a police objection	All other cases
Application to review premises licence/club premises Certificate	All cases	
Decision on whether a complaint is irrelevant, frivolous, vexatious, etc		All cases
Decision to object when local authority is a consultee and not the lead authority	All cases	
Determination of an objection to a temporary event notice	All cases	
Minor Variation to a Premises License / Club Premises Certificate		All cases
Determination of application to vary premises licence at community premises to include alternative licence condition	If police objection	All other cases



Borough Council of King's Lynn & West Norfolk –  
Licensing Act 2003 – Statement of Licensing Policy – 2015

<b>Matter to be Dealt With</b>	<b>Licensing Sub-Committee</b>	<b>Officers</b>
Decision whether to consult other responsible authorities on minor variation application.		All Cases
Determination of minor variation application		All cases



**POLICY REVIEW AND DEVELOPMENT PANEL REPORT**

REPORT TO:	Environment and Community Panel		
DATE:	20 <sup>th</sup> October 2020		
TITLE:	Climate Change Informal Working Group		
TYPE OF REPORT:	Operational		
PORTFOLIO(S):	Leader – Councillor Long		
REPORT AUTHOR:	Rebecca Parker – Democratic Services Officer		
OPEN/EXEMPT	Open	WILL BE SUBJECT TO A FUTURE CABINET REPORT:	No

**REPORT SUMMARY/COVER PAGE**

<b>PURPOSE OF REPORT/SUMMARY:</b>
At their meeting on 8 <sup>th</sup> September, the Environment and Community Panel agreed to establish an Informal Working Group for Climate Change. This report sets out the arrangements for the Informal Working Group.
<b>KEY ISSUES:</b>
The Panel considered and endorsed the Climate Change Policy at their meeting on 8 <sup>th</sup> September. Concerns were raised regarding Member input into the Climate Change Strategy and Action Plan and the Panel agreed to set up an Informal Working Group to ensure Member input into these documents.
<b>RECOMMENDATIONS:</b>
<ol style="list-style-type: none"> <li>1. That the Terms of Reference for the Informal Working Group will be: “To input and monitor the Climate Change Strategy and Action Plan and feedback to the Environment and Community Panel as appropriate.”</li> <li>2. The Informal Working Group comprise of five Members.</li> <li>3. Subject to any restrictions imposed by Covid-19, for instance redeployment of officers, or the need to concentrate on critical services, the Informal Working Group to hold their first meeting in January/February 2021, which is when work on the Strategy and Action Plan will commence.</li> </ol>
<b>REASONS FOR RECOMMENDATIONS:</b>
To comply with the request from the Panel to establish an Informal Working Group.

## ENVIRONMENT AND COMMUNITY PANEL WORK PROGRAMME 2020/2021

DATE OF MEETING	TITLE	TYPE OF REPORT	LEAD OFFICER/ ATTENDEE	OBJECTIVES AND DESIRED OUTCOMES
<b>2<sup>nd</sup> June 2020</b>	Officer update on the current situation and the impact this will have on the Panel Work Programme.	Update		
	Carried forward from April Meeting - Quarter 3 2019/2020 Corporate Performance Monitoring.	Performance Monitoring	Ged Greaves	
<b>14<sup>th</sup> July 2020</b>	Alive West Norfolk Update	Update	Chief Operating Officer – Alive West Norfolk	As requested by the Panel.
	Corporate Performance Monitoring – Full Year	Performance Monitoring	Ged Greaves	
<b>8<sup>th</sup> September 2020</b>	Climate Change Policy	Policy Development	Dave Robson, Henry Saunders and Ged Greaves	To consider the draft Policy
	Presentation from Water Resources East		Representatives from Water Resources East	As requested by the Panel at the meeting on 14 <sup>th</sup> July an update on the role of Water Resources East, in particular water storage and retention.
	Balloon and Lantern release ban and signing up to NCC balloon and lantern charter	Opposition Item – requested by Councillor Squire	Nathan Johnson	
	Scrutiny and the Executive Protocol	Policy Development		

	WITHDRAWN - EXEMPT – Amendments to Refuse and Recycling Contract – Food Waste	Cabinet Report	Barry Brandford	To consider the report and make recommendations to Cabinet.
	Air Quality Annual Monitoring	Monitoring	Dave Robson	To receive the annual update.
<b>20<sup>th</sup> October 2020</b>	Annual Update on the Homelessness and Rough Sleeper Action Plan and Work of the Task Group	Update	Duncan Hall and Nikki Patton	Last update presented to the Panel in October 2019
	EXEMPT – Homelessness Update.	Update	Duncan Hall and Nikki Patton	To include funding opportunities, future projects, threats and risks and winter preparedness.
	Statement of Licensing Policy	Policy Development	Marie Malt	3 Year Review.
	Climate Change Informal Working Group	Operational		To set up the Informal Working Group as agreed by the Panel at their meeting in September.
<b>8<sup>th</sup> December 2020</b>	Update on Flood Defences. Environment Agency	Update	Paul Burrows from the Environment Agency	Update as requested by the Panel at their meeting in July 20.
	Update on HMO's and Housing Standards		John Greenhalgh	Requested by the Panel at their meeting in July 20
<b>26<sup>th</sup> January 2021</b>				
<b>9<sup>th</sup> March 2021</b>				
<b>20<sup>th</sup> April 2021</b>				

## **To be scheduled**

- Shop mobility
- Prevent and County Lines – last update presented to the Panel in October 19, next update due October 2020. Also to include update on Modern Slavery.
- Youth West Project. Last went to Panel in July 2018.
- Update on the 'Keeping Seals Safe from Flying Rings' Campaign – as required.
- Nominations to Outside Bodies and Appointments to Task Groups and Informal Working Groups – to be added to the Work Programme after an Annual Council Meeting has been held.
- Sustainability Transformation Plan – Update from the CCG
- Contaminated Land Strategy Review
- Gayton Road Cemetery
- Urban Wildlife.
- Presentation on Biodiversity
- Presentation from the IDB on their role and function
- Peat Bogs and CO2 emissions
- Anti Littering Campaign
- Together for Rivers Campaign
- Wild East Nature Recovery Programme

**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>
Special Meeting 26 October 2020						
	Town Deal Plan	key	Cabinet	Business Development		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	High Street - Heritage Action Zone	key	Cabinet	Business Development		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)

<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>
17 November 2020						
	Update to the Major Project Board Terms of reference	Non	Cabinet	Leader Asst Dir Property & Projects – M Henry		Public

	Major Housing Project 2	Key	Council	Project Delivery Asst Dir Companies and Housing Delivery – 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	Council	Project Delivery Asst Dir Companies and Housing Delivery – D Gagen		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
40	Lynnsport one	Key	Council	Project Delivery Asst Dir Companies & Housing Delivery – 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 Companies and Housing Delivery – D Gagen		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Parkway	Key	Council	Project Delivery Asst Dir Companies and Housing Delivery – D Gagen		Private - Contains exempt Information under



						para 3 – information relating to the business affairs of any person (including the authority)
	Statement of Licensing Policy		Council	Commercial Services Assistant Director Environment and Planning		
	Strategic Property Acquisition	Key	Cabinet	Business Development Asst Dir Property & Projects – M Henry		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
41	Careline Alarms Contract	Key	Cabinet	Housing Asst Dir Community & Partnerships		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Covid 19 – Recovery Plan	Key	Council	Leader Asst to C Ex		Public
	Care and Repair Contractors Framework for aid and adaptations work	Key	Cabinet	Leader Central Services		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)

	Food Waste Collection	Key	Council	Leader Asst Dir Operations and Commercial		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
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<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>
5 January 2021						
	The Audit Committee Effectiveness report	Non	Cabinet	Leader Asst Dir Resources		Public

<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>
2 February 2021						
	Budget	Key	Council	Leader Asst Director Resources		Public