

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



Environment and Community Panel

Agenda

Tuesday, 1st November, 2022
at 4.30 pm

in the

Council Chamber, Town Hall, King's Lynn
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 21 October 2022

Dear Member

Environment and Community Panel

You are invited to attend a meeting of the above-mentioned Panel which will be held on **Tuesday, 1st November, 2022 at 4.30 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 5 - 10)

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. Motion for the Ocean Presentation - 30 minutes (Verbal Report)

More information on what the presentation will cover is available at [Motion for the Ocean – LGA Coastal SIG](#)

A representative from the LGA Special Interest Group will present to the Panel.

8. Work Programme and Forward Decision List (Pages 11 - 18)

9. Date of the next meeting

To note that the next meeting of the Environment and Community Panel is scheduled to take place on Tuesday 3 January 2023 at 4.30pm in the Town Hall, King's Lynn.

10. 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”.

11. EXEMPT - Cabinet Report - Options for Kasset at Lynnsport - 30 minutes (Pages 19 - 25)

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

12. EXEMPT - Cabinet Report - Extension to MRF Contract - 30 minutes (Pages 26 - 37)

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

To:

Environment and Community Panel: C Bower (Vice-Chair), A Bubb, A Bullen, S Collop, M de Whalley, I Devereux, G Hipperson, J Kirk, C Sampson (Chair), S Squire and M Wilkinson

Portfolio Holders:

Councillor B Long – Portfolio Holder for Corporate Services

Councillor P Kunes – Portfolio Holder for the Environment and Climate Change

Councillor S Sandell – Portfolio Holder for People and Communities

Officers

Martin Chisholm – Assistant Director

Barry Brandford – Waste and Recycling Manager

Alexa Baker – Monitoring Officer

Honor Howell – Assistant to the Chief Executive

By Invitation

Representative from the LGA SIG for Motion for the Ocean item.

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, 6th September, 2022 at 4.30 pm in the Council Chamber, Town Hall, Saturday Market Place, King's Lynn PE30 5DQ

PRESENT: Councillors C Sampson (Chair), C Bower, A Bubb, A Bullen, M de Whalley, I Devereux, C Hudson (substitute for S Collop), J Kirk, J Moriarty (substitute for S Squire) and M Wilkinson

PRESENT UNDER STANDING ORDER 34: Councillors A Kemp, C Morley and E Nockolds.

OFFICERS:

Martin Chisholm – Assistant Director
Phillip Eke – Tourism Support Officers

EC17: APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Collop, Lowe and Squire.

EC18: MINUTES

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

EC19: DECLARATIONS OF INTEREST

There were no declarations of interest.

EC20: URGENT BUSINESS

There was none.

EC21: MEMBERS PRESENT PURSUANT TO STANDING ORDER 34

Councillors Kemp, Morley and Nockolds.

EC22: CHAIR'S CORRESPONDENCE

There was none.

EC23: TOURISM DEVELOPMENT PLAN

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

The Tourism Support Officer presented the Tourism Development Plan for 2022-2026. A copy of the presentation is attached.

The Chair thanked the Tourism Support Officer for his presentation and invited questions and comments from the Panel, as summarised below.

Councillor de Whalley asked questions relating to threats to wildlife, promoting responsible tourism and low paid tourism jobs. The Tourism Support Officer provided information on sensitive locations which needed to be protected and could not be promoted, but there would be a focus on promoting the natural environment including a 'Visit West Norfolk Naturally' campaign. With reference to jobs, it was explained that the Tourism Support Officer linked in with Employer Forums as appropriate.

Councillor Devereux made reference to the Wash and North Norfolk Marine Partnership and the 'Limits of Acceptable Change Study'. The Tourism Support Officer provided more information on this piece of work and explained that it highlighted areas where they wanted to attract visitors as well as protecting vulnerable natural environments.

Councillor Bullen asked about promotion of the Fens, Downham Market and if West Norfolk was promoted as a sailing destination. The Tourism Support Officer explained that the Fens were promoted in publications and through the Fens Biosphere Partnership. Downham Market was also promoted and the Tourism Support Officer informed Members that he had meetings scheduled with Downham Market Town Council to look at further promotion.

The Tourism Support Officer provided information on the Sail the Wash project and that West Norfolk was promoted as a sailing destination.

Councillor Moriarty made reference to protecting the rural environment and he made comments on the Tourism Plan relating to visitor development plans, which the Tourism Support Officer agreed to clarify within the plan and explained to the Panel that the Tourism Department provided statistics, information and data to Parish Councils as required.

Councillor Moriarty also made reference to the section of the plan relating to visiting West Norfolk out of season and commented that villages sometimes needed respite from the busy summer season, so marketing needed to be targeted to places that could deal with the tourism and had facilities available. The Tourism Support Officer explained that this aspect of the plan would be carefully approached and experiences that were right for the area would be looked at.

Councillor Moriarty asked how the Tourism Department minimised risks and the Tourism Support Officer explained that this could relate to if an area asked to stop being promoted then the Tourism Department

would stop and ask others to stop as well, but this would need to be balanced against the impact it could have on local businesses. The Tourism Support Officer explained that the Tourism Department had approached Parish Councils in recent times regarding promotions, and local residents had been surveyed in recent times by other organisations supported by the Tourism Department on how they saw tourism in their area.

Councillor Kemp addressed the Panel under Standing Order 34 and asked about tourism recovery following the pandemic and the new cost of living challenges ahead. She also asked if West Norfolk was promoted as a destination to retired people. The Tourism Support Officer explained that West Norfolk was slowly recovering from the Pandemic, but the visitor economy was still lower than pre-pandemic levels.

The Tourism Support Officer provided information on paid promotions which had been carried out to promote West Norfolk as a destination for coach groups and tour operators and example itineraries were also advertised.

The Vice Chair, Councillor Bower referred to Hunstanton and the problems some businesses had with recruitment. The Tourism Support Officer explained that joint working with the West Norfolk Tourism Forum and the College of West Anglia had been carried out and it was a strategic aim in the Tourism Plan to strengthen joint working opportunities.

Councillor Bubb commented that work needed to be carried out to encourage businesses to stay open longer in the day and longer during the season to encourage tourism. He also commented that West Norfolk should be promoted abroad. The Assistant Director clarified that car parking tickets were transferable across Council owned car parks, and this would be promoted on new signage in due course. The Operational Team were also looking at ways to make public toilets open longer, dependant on demand and specific events.

Councillor Bullen felt that there were missed opportunities with Seahenge, the Snettisham Treasure at the British Museum and links with Captain Vancouver. The Tourism Support Officer explained that Seahenge could not be promoted as it was a vulnerable area with regards to attracting significant footfall, but the Museums were promoted. Work was also ongoing to promote History Trails in Norfolk.

Councillor Moriarty made reference to the Guildhall and the opportunities this would bring to West Norfolk.

Councillor Morley addressed the Panel under Standing Order 34. He made reference to transport issues and felt that if these were addressed it would encourage a greater level of visitors and the Borough Council should actively lobby as appropriate.

Councillor Bubb commented that the Museum should be open longer and agreed with Councillor Bullen that more should be done to promote the links with Captain Vancouver.

Councillor Kirk commented that King's Lynn would attract more visiting craft if there were better facilities near the pontoons such as toilets, showers and servicing facilities for visiting craft such as tank emptying, refuelling and fresh water supplies to be provided. The Chair supported the comments made by Councillor Kirk.

RESOLVED: The Panel endorsed the Tourism Development Plan for 2022-2026 and the Tourism Support Officer would take into consideration the comments made by the Panel as appropriate.

EC24: **UPDATE REPORTS FROM COUNCILLORS ON OUTSIDE BODIES**

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Members who were representatives on Outside Bodies which fell under the remit of the Environment and Community Panel had been invited to present an update report to the Panel, which had been included in the agenda.

The Chair thanked the Members for their reports and invited questions and comments from the Panel, as summarised below.

King's Lynn and West Norfolk Area Museums Committee

Councillor de Whalley, who was a Member of the Area Museums Committee commented that the Kick the Dust project had been very successful, but needed to secure long term funding. The Chair agreed with this, and the Panel suggested that Cabinet's attention be drawn to the importance of this project and if any assistance was available.

Councillor de Whalley commented that Lynn Museum had great rotating displays.

Councillor Bubb commented that it was important to continue to work to promote the Museums and increase visitor numbers.

Councillor Nockolds commented that as part of the Service Level Agreement with Norfolk Museums Service free admission to the Museum was offered from October to March. She agreed that it was important to continue to work to increase visitor numbers and school trips to the Museum had increased.

Norfolk Countywide Community Safety Partnership Scrutiny Sub Panel

Councillor Kemp made reference to the Adult Safeguarding Board and work that was ongoing to relaunch the trigger process for antisocial behaviour issues.

West Norfolk Community Transport Project

Councillor Nockolds commented that attendances for dial-a-bus needed to increase, and that the Pandemic had impacted the service. She explained that the project provided a critical service in West Norfolk and should continue to be supported.

Councillor Moriarty asked if the increasing petrol costs would impact the service and Councillor Nockolds commented that finances would be carefully monitored, and action taken as appropriate.

In response to a question from Councillor Bubb, it was explained that West Norfolk Community Transport had received CIL funding for an electric bus which was in use. There were plans to introduce more electric vehicles in the future, but cost was an issue.

In response to a question from Councillor Bullen, Councillor Nockolds commented that the service was promoted, and West Norfolk Community Transport were now becoming more active on social media and appeared on tourism websites.

RESOLVED: The update reports were noted and the relevant Cabinet Members attention be drawn to the Panel comments relating to the Kick the Dust Project.

EC25: **PORTFOLIO HOLDER QUESTION AND ANSWER SESSION**

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There were no Portfolio Holders present at the meeting but Councillor Moriarty provided information on an issue that he would draw to the attention of the Portfolio Holder for Environment and Community relating to food waste and black bin waste being mixed kerbside and put into the same compartment of the refuse collection vehicle. The Assistant Director requested that Councillor Moriarty send him details of the incident so that it could be investigated.

EC26: **WORK PROGRAMME AND FORWARD DECISION LIST**

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The Chair invited Members to submit items for addition to the Work Programme to him as appropriate.

Councillor Bubb, Chair of the Climate Change Informal Working Group requested that a meeting of the Group be arranged in the near future. The Democratic Services Officer agreed to set up a meeting.

RESOLVED: The Panel's Work Programme was noted.

EC27: **DATE OF THE NEXT MEETING**

The next meeting of the Environment and Community Panel was scheduled to take place on Tuesday 1st November 2022 at 4.30pm in the Town Hall, King's Lynn.

The meeting closed at 6.00 pm

ENVIRONMENT AND COMMUNITY PANEL WORK PROGRAMME 2022/2023

DATE OF MEETING	TITLE	TYPE OF REPORT	LEAD OFFICER/ ATTENDEE	OBJECTIVES AND DESIRED OUTCOMES
7th June 2022	Appointment of Vice Chair for the Municipal Year	Operational		
	Appointments to Task Groups and Informal Working Groups	Operational	Democratic Services Officer	To appoint Members to the Task Groups and IWG's as appropriate
	Appointments to Outside Bodies	Operational	Democratic Services Officer	To ensure continued representation on the Outside Bodies
	Portfolio Holder Q&A Session			Questions to be submitted in advance of the meeting
	Cabinet Report Contaminated Land Strategy	Cabinet Report	Dave Robson	To consider the report and make any appropriate recommendations to Cabinet.
	Presentation from Water Management Alliance – Internal Drainage Boards for King's Lynn and Norfolk Rivers		Water Management Alliance	To receive an update on the work of the IDB
	Updated Terms of Reference of the Homelessness and Housing Delivery Task Group	Operational	Duncan Hall and Nikki Patton	Panel to consider amended Terms of Reference
	21/22 Review of the Councillor Community Grants Scheme	Monitoring	Debbie Ess	To provide feedback on the scheme.
19th July 2022 MEETING CANCELLED	Portfolio Holder Q&A Session			Questions to be submitted in advance of the meeting
	Presentation from Ely Drainage Boards on Internal Drainage Boards for East of Ouse, Polver and the Nar, Downham and Stow Bardolph, Littleport and		Representatives from Ely Drainage	To receive an update on the work of the IDBS

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	Downham, Southery and District, Stringsides and Stoke Ferry		Boards	
	Tourism Development Plan 2022-2026		Philip Eke	
	West Norfolk Investment Plan for Shared Prosperity Fund	Cabinet Report	Jemma Curtis	To consider the report and make any appropriate recommendations to Cabinet
	EXEMPT Cabinet Report – MRF Contract	Cabinet Report	Barry Brandford and Alexa Baker	To consider the report and make any appropriate recommendations to Cabinet.
6th September 2022	Portfolio Holder Q&A Session			Questions to be submitted in advance of the meeting
	Update Reports from Members on Outside Bodies nominated by the Environment and Community Panel	Annual Updates		To receive updates on the work of Outside Bodies
	Tourism Development Plan 2022-2026		Philip Eke	
1st November 2022	LGA Coastal SIG – Motion for the Ocean	As requested by Councillor Devereux	LGA Coastal SIG	To receive information.
	Cabinet Report – Kasset	Cabinet Report	H Howell and N Gromett	To consider the report and make any appropriate recommendations to Cabinet
	EXEMPT - Cabinet Report – NEWS Contract	Cabinet Report	B Brandford	To consider the report and make any appropriate recommendations to Cabinet.
3rd January 2023	Portfolio Holder Q&A Session			Questions to be submitted in advance of the meeting
	Update on Youth West Partnership			Last update was provided in Jan 21

	Alive West Norfolk Update	Annual Update		Last update provided in January 21
	Update on the work of King's Lynn Conservancy Board	As requested by the Panel	Representatives from the Conservancy Board	To receive an update on the work of the Conservancy Board.
21st February 2023	Portfolio Holder Q&A Session			Questions to be submitted in advance of the meeting
	Roadmap for the National Flood and Coastal Erosion Risk Management Strategy for England	Request from Councillor Devereux	Update from the Environment Agency	Representatives from the Environment Agency will be attending the meeting.
	Update on the Levelling Up Fund and Oasis		D Ousby	To receive an update and comment on proposals
	Presentation from Ely Drainage Boards on Internal Drainage Boards for East of Ouse, Polver and the Nar, Downham and Stow Bardolph, Littleport and Downham, Southery and District, Stringsides and Stoke Ferry		Representatives from Ely Drainage Boards	To receive an update on the work of the IDBS
4th April 2023	Portfolio Holder Q&A Session			Questions to be submitted in advance of the meeting

To be scheduled

- Gayton Road Cemetery
- Peat Bogs and CO2 emissions
- Together for Rivers Campaign
- Wild East Nature Recovery Programme
- Seals and Flying Rings

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
15 November 2022						
	Staff Pay Award	Key	Council	Leader Exec Dir – D Gates		Public
	Review of Governance of Council Companies	Non	Cabinet	Leader Chief Executive		Public
	Balloon and Lantern report	Non	Cabinet	Corporate Services and Environment Asst Director – M Chisholm		Public
	Corporate Business Plan Monitoring	Non	Cabinet	Leader Asst to C Ex		Public
14	Options for Kaset Skate Park at Lynnsport	Non	Council	Community Asst to C Ex		Private Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Waste Contract – Reinvesting Performance Deductions	Non	Cabinet	Environment and Climate Change Asst Director G Hall		Private Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)

	NEWS Partnership	Non	Cabinet	Environment and Climate Change Asst Director G Hall		Part Public & Part Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
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Date of meeting	Report title	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
17 January 2023						
15	West Winch Framework Masterplan	Key	Council	Development and Regeneration Asst Dir – S Ashworth		Public
	Council Tax Support Scheme 2023/24 (including NoM 11/22)	Key	Council	Finance Asst Dir – M Drewery		Public
	Southgates Regeneration Area Development Brief and Next Steps	Key	Council	Development and Regeneration Asst Dir – D Hall		Public
	Levelling up Government response and actions	Key	Council	Business Culture & Heritage Asst Director – D Hall		Public
	Southend Road Hunstanton	Key	Cabinet	Development and Regeneration Asst Dir – D Ousby		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Lynnsport One	Key	Council	Regeneration & Development Asst Dir Companies & Housing Delivery – D Ousby		Private - Contains exempt Information under

						para 3 – information relating to the business affairs of any person (including the authority)
	Asset Management – Land and Property	Key	Cabinet	Property Asst Dir Property and Projects		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Changes to Council Tax Charges for Long Term Empty Properties and Second Homes for 2024/2025	Key	Council	Finance Asst Dir – M Drewery		Public
5	Recommendations from the Urban Wildlife Informal Working Group	Non	Cabinet	Environment and Climate Change Asst Dir – S Ashworth	Informal Working Group Agendas and Minutes	Public
	Freedom of the Borough - amendments	Non	Council	Leader Chief Executive		Public
	Custom and Self Build Site – Stoke Ferry	Non	Cabinet	Regeneration and Development Assistant Director - D Hall		Public
	Shared Prosperity Fund Update	Non	Cabinet	Business, Culture and Heritage Assistant Director D Hall		Public
	Meeting Arrangements	Non	Cabinet	Chief Executive – L Gore Leader		Public
	Contract for credit card transaction services	Key	Cabinet	Finance Asst Dir – Resources		Private Contains exempt Information under para 3 – information relating to the

						business affairs of any person (including the authority)
	LUF – Oasis – Update and Site Approval	Non	Cabinet	Leader Asst Dir – D Ousby		Part Public and part 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
7 February 2023						
	Budget	Key	Council	Finance Asst Director – M Drewery		Public
	Capital Programme	Key	Council	Finance Asst Director – M Drewery		Public

Date of meeting	Report title	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
7 March 2023						

Date of	Report title	Key or	Decision Maker	Cabinet Member and Lead	List of	Public or Private
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meeting		Non Key Decision		Officer	Background Papers	Meeting
18 April 2023						

Items to be scheduled

	Notice of Motion 7-21 – Councillor Kemp – Equalities	Non	Council	Leader Asst Dir B Box		Public
	Procurement Strategy	Non	Cabinet	Finance Asst Dir – D Ousby		Public
	Review of Planning Scheme of Delegation (summer 23)	Non	Council	Development and Regeneration Asst Dir – S Ashworth		Public

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Agenda Item 11

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