

# Council

Date: **Monday 27 April 2009**

Time: **10.00am**

Venue: **Council Chamber, County Hall, Norwich**

**Persons attending the meeting are requested to turn off mobile phones.**

## Prayers

## To Call the Roll

## AGENDA

### 1. Minutes

**To confirm the minutes of the meeting of the Council held on 23 March 2009** (Page )

### 2. To receive any announcements from the Chairman

### 3. Members to Declare any Interests

Please indicate whether the interest is a personal one only or one which is prejudicial. A declaration of a personal interest should indicate the nature of the interest and the agenda item to which it relates. In the case of a personal interest, the Member may speak and vote on the matter. Please note that if you are exempt from declaring a personal interest because it arises solely from your position on a body to which you were nominated by the County Council or a body exercising functions of a public nature (e.g another local authority), you need only declare your interest if and when you intend to speak on a matter.

If a prejudicial interest is declared, the member should withdraw from the room whilst the matter is discussed unless members of the public are allowed to make representations, give evidence or answer questions about the matter, in which case you may attend the meeting for that purpose. You must immediately leave the room when you have finished or the meeting decides you have finished, if earlier.

4. **County Council Elections 2009 – Terms of Office of Independent Members of the Standards Committee** Report by the Head of Law (Page )
- 5 **Scheme of Members' Allowances** Report of the Leader of the Council (Page )
6. **Cabinet Recommendations** Meeting held on 6 April 2009 (Page )
- 7 **Reports**
  - Cabinet** Meeting held on 6 April 2009 (Page )
  - Cabinet Scrutiny Committee** Meeting held on 24 March 2009 (Page )  
Meeting held on 21 April 2009 (Page )
  - Norfolk Health Overview and Scrutiny Committee** Meeting held on 16 April 2009 (Page )
  - Personnel Committee** Meeting held on 1 April 2009 (Page )
  - Planning (Regulatory) Committee** Meeting held on 20 March 2009 (Page )
  - Joint Committees**
    - Joint Museums Committee meeting held on 13 March 2009 (Page )
    - Norwich Highways Agency Committee held on 26 March 2009 (Page )
8. **Appointments to Committees etc (Standing Item)**
  - a) To note any appointments made by the Chief Executive under delegated powers:-
  - b) To consider any proposals from Group Leaders for changes to committee membership etc
9. **To answer Questions under Rule 8.2 of the Council Procedure Rules**

Chris Walton  
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Date Agenda Published: 16 April 2009

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**Norfolk County Council**

**Minutes of the Meeting Held on 23 March 2009**

**Present:** Mr W Northam in the Chair

Mr A Adams	Mr C Jordan
Mr C Armes	Mr C Joyce
Mr J Baskerville	Mr J Joyce
Mr S Bett	Mrs B Lashley
Mr R Blower	Mr C Lloyd Owen
Mrs H Bolt	Mrs S Matthews
Dr A Boswell	Mrs R Monbiot
Mrs J Brown	Mr I Monson
Mr A Byrne	Mr P Morse
Mr D Callaby	Mr C Mowle
Mr M Carttiss	Mr S Murphy
Mrs J Chamberlin	Mr G Nobbs
Mr B Collins	Mrs T Paines
Miss E Collishaw	Mrs H Panting
Mr J Collop	Mr J Perry-Warnes
Mr D Cox	Mr J Pitt-Pladdy
Mr S Dorrington	Mr A Pond
Mr S Dunn	Mr R Rockcliffe
Mr T East	Mr J Rogers
Mrs J Eells	Mr D Rye
Mrs I Floering-Blackman	Mr M Scutter
Mr R Goreham	Mr N Shaw
Mr J Gretton	Mr J Shrimplin
Mr A Gunson	Mr B Spratt
Mrs S Gurney	Mr M Taylor
Mrs B Hacker	Mr A Tomkinson
Mr P Hacon	Miss J Virgo
Mr B Hannah	Mr B Walker
Mr D Harrison	Mrs C Walker
Mr P Harwood	Mrs C Ward
Mr G Hemming	Ms S Whitaker
Mr C How	Mr A White
Mr C Hull	Mr A Williams
Mr H Humphrey	Mr A Wright
Mrs S Hutson	Mr M Wright
Mr B Iles	

**Total present: 72**

## **Apologies:**

Apologies for absence were received from Mr D Baxter, Mrs G Harris, Mr J Holmes, Ms I Macdonald, Mr I Mackie, Ms M McKay, Mr B Morrey, Mrs S Rice and Mr T Wainwright.

### **1. Minutes of the previous meeting**

The minutes of the meeting held on 16 February 2009 were confirmed as a correct record and signed by the Chairman, subject to the following amendment:

Item 1: Minutes of the previous meeting. The amendment was proposed by Mr Scutter and seconded by Mr J Joyce.

### **2. Chairman's Announcements**

#### **Miss Jean Kennedy and Mr Brian Smith**

The Chairman announced that two former Officers of the Council, Miss Jean Kennedy, the County Archivist, and Mr Brian Smith, the Chief Fire Officer, had both sadly passed away. Council stood for a minute's silence in honour of their memory.

#### **Chairman's Events**

The 'Great at 80' Reception, held on 20 February, had been very much enjoyed by all who attended and the Chairman thanked all those involved, including the EDP for the excellent coverage of the event.

On 5 March the Chairman hosted a reception for a delegation of visitors from Norway.

On 6 March the Chairman paid a return visit to Gorleston-on-sea Sea Cadet Corps for a Change of Command ceremony.

On 9 March the Chairman opened an Exhibition of Manuscripts at the Archive Centre. He offered his congratulations to Dr John Alban and his team on the wonderful exhibition and recommended that members visit the exhibition if they had not already done so.

On 16 March, staff and students from Sheringham High School held their School Council meeting in the Council Chamber followed by a visit to Norwich City Football Club.

On 17 March the Chairman hosted a reception for a delegation of teachers from Chongqin, Eastern China, and teaching staff and Governors of Framingham Earl, Litcham and Thorpe High Schools.

On 18 March the Chairman attended the launch of the Wholefood Planet Store in Old Hall Road, Norwich. Norfolk County Council and Norwich City College were the leading players in this project and were praised by Kevin Brennan, the Minister for the Third Sector, who opened the Store.

### **Audit Commission Rating**

The Audit Commission has published its star ratings for council performance and Norfolk County Council had been awarded the top score of four stars and was assessed to be improving well in its direction of travel. The Chairman paid tribute to Council staff for their hard work and dedication, which he said had undoubtedly contributed to this positive outcome.

### **Charter for Member Development**

An external inspection team recently visited County Hall to assess the Council's performance against the standards of the Charter for Member Development and the Council was subsequently awarded the Council Charter Status for a period of three years. The Chairman offered his congratulations to all involved.

### **Local Government Review briefing**

The Chairman reminded members that a Local Government Review briefing would take place in the Council Chamber following the Council meeting.

## **3. Declarations of Interest**

The following declarations of interest were noted:

Mrs Hacker declared a personal interest in Item 3 of the Cabinet Report for the 26 January 2009 meeting, Overview and Scrutiny Panel Issues, as a Governor of City College Norwich.

Mr Harwood declared a personal interest in Item 12 of the Cabinet Report for the 26 January 2009 meeting, 'Fair Funding: Outcome of Consultation', as a Governor of Sewell Park and because Mile Cross Primary School was in his Division.

Mrs Walker declared a personal interest in Item 4 of the Norfolk Health Overview and Scrutiny Committee Report for the 29 January 2009 meeting, 'Midwifery and Maternity Services', as a member of her family was a trainee midwife at the James Paget University Hospital.

## **4. Cabinet Recommendations – 2 March 2009**

Mr Cox moved the recommendations from the Cabinet.

**RESOLVED:** To approve the updated elements of the County Council Plan and to approve its extension to 2012.

**RESOLVED:** That Mr John Murfitt and Mr Jonathan Barclay be re-appointed to the Independent Remuneration Panel for terms of office ending on 31 March 2012.

## **5. Report of the Cabinet Meeting held on 26 January 2009**

In moving the report, Mr Cox, Leader of the Council, drew Members' attention to key items and invited questions.

### **Public Question, paragraph 1.1**

Dr Boswell asked for confirmation that the position was still the same and that local authorities in Norfolk were not stockpiling recyclate nor diverting it to landfill. He also asked if Members could receive a regular update.

In response, Mr Monson, the Cabinet Member for Waste Management and the Environment said that there had been no stockpiling of recyclates nor a redirecting of them to landfill and that there had been a slight improvement of the market for recycled goods. He agreed to liaise with officers to ascertain whether a regular report could be received by the Planning, Transportation, the Environment and Waste Overview & Scrutiny Panel (O&SP) or whether there would be a better way of reporting regularly to members.

### **Overview and Scrutiny Panel Issues, paragraph 3**

Ms Whitaker referred to the opening of Wholefood Planet and said this seemed to be the only Social Enterprise that Norfolk County Council was involved in. She asked why the possibility of Social Enterprises had not been pursued for other items agreed at Adult Social Services Overview & Scrutiny Panel.

In response, Mr Mowle, Cabinet Member for Adult Social Services, said that the Scrutiny Group felt it was inappropriate to set up a Social Enterprise for homecare but that other possible areas were being looked at closely for the future.

Mr Scutter asked whether the Administration had considered introducing a travel card.

In response, Mrs Monbiot, Cabinet Member for Children's Services said that Children's Services were working very hard with Planning & Transportation to ensure no young person was denied access to diploma courses. She said that Norfolk was at the forefront of looking at transport provision for young people in rural areas.

### **2008-2009 Finance Monitoring Report, paragraph 4**

Mr Morse asked for an update on the Council's Icelandic investments. He asked where the Council got its advice from, whether the Council would consider suing Butlers and what were the planning assumptions if the Council was unsuccessful in getting this money back from the Icelandic banks.

In response, Mr Humphrey, Cabinet Member for Human Resources, Finance, Property and Corporate Affairs, advised members that the Council hoped to be listed as a preferred creditor but there was no indication yet as to the size of the settlement. He confirmed that the Council had no intention of suing Butlers who had given information and advice to enable officers to make decisions. The Council's Treasury Management Panel would be looking in detail at the situation at their meeting later in the day.

### **State of the Economy, paragraph 5**

Ms Whitaker said that she was concerned that three separate groups of officers were involved in the work on looking at issues for Norfolk arising from the current economic situation and that there was a danger of impeding rather than helping the situation. She asked which Cabinet Member was in overall charge. Mr Cox said that he was aware that Cabinet Members had taken on parts of this role but he confirmed that he took an overview and ultimate responsibility lay with him.

Mr J Joyce asked about the length of time it took the authority to pay invoices, whether the invoice payment time had been reduced to twenty days and what the average payment time was. In response, Mr Humphrey confirmed that there were procedures in place and further information would be forwarded to all members

### **Delivering Joined-Up Health and Social Care Services, paragraph 6**

Mr Callaby asked whether housing could also be linked into social care.

In response, Mr Mowle said that health and housing were jointly considered and that strategic planners would be involved in pilots; planning was underway for homes for the elderly for the next twelve years and the authority would be looking to work with landlords to further social housing.

### **Norfolk Minerals and Waste Development Framework Core Strategy and Development Control Development Plan Document – Publication of proposed Submission Document, paragraph 8**

In response to a request from Mr East, Mr Gunson, Cabinet Member for Planning & Transportation, confirmed that any representations received could be shared with opposition spokespersons before submission of the development plan document to the Secretary of State.

### **Phase 3 Sure Start Children's Centres Services, paragraph 11**

In response to several questions regarding Phase 3 of Sure Start, Mrs Monbiot confirmed that where Children's Centres were placed at existing schools, the budgets were kept totally separate. Mrs Monbiot also confirmed that there would be a Children's Centre based in Harleston. She said that the Government had slipped the final date from 2010 to 2011 but sixteen new Children's Centres would shortly be going out to contract bringing the total to 52 - all centres must be in place by March 2011 and the new phase would be based on outreach.

Mrs Lashley said that it had been stated that the criteria for the outreach service was that it should reach 600 children in towns or 1200 in urban areas. In Sprowston the centre would reach 1229 children but housing development in the area would increase this number in the longer term and she was concerned about Sprowston being oversubscribed. She urged all Members to look at what was proposed for their areas. Mrs Lashley asked for an assurance that the figures would be looked at again. In response, Mrs Monbiot said that Mrs Lashley's issues would be looked at and that



there would also be careful consideration of where the new centres should be sited.

### **Fair Funding: Outcome of Consultation, paragraph 12**

Mr Harwood said that £1m - £1.5m had been taken from the budgets for schools in the most deprived areas and he asked how the impact of this would be monitored. Mrs Panting noted that cuts to school budgets in areas of high deprivation would be very difficult to manage.

In response, Mrs Monbiot said that Fair Funding had been through enormous consultation. Norfolk had suffered through a reduction in pupil numbers but the difficult decision to reduce budgets had been made due to the overall pot of funding being reduced. There were a large number of statements which was very expensive and that the new Special Needs Strategy identified that statements were not always the best approach.

## **6. Report of the Cabinet Meeting held on 16 February 2009**

Mr Scutter questioned why an item appeared as urgent business for the creation of a Sixth Form at Taverham High School had not been included with the Cabinet papers.

In response, Mr Cox said that procedures had been followed as currently laid out in the Constitution but members could take this forward as part of the review of the Council's Constitution.

## **7. Report of the Cabinet Meeting held on 2 March 2009**

### **Urgent Business – Statement by the Cabinet Member for Adult Social Services**

Ms Whitaker said that members whose divisions were affected by the issues surrounding Careforce should have been informed when the issues first arose. Mrs Hacker said that many members were concerned about the monitoring of sub-contracts. Mr Morse asked whether it was time to review how contract specifications are drawn up and managed across the Council; his concerns extended beyond Adult Social Services as he had recent experience of difficulties in North Walsham with the contract to install new street lights. Mr Taylor felt that the Great Yarmouth Area committee should have been advised of this issue.

Mr Cox confirmed that contracts are continually reviewed and monitored by project managers and procurement specialists.

Mr Mowle said that the authority had worked very actively with Careforce to urgently improve the situation and he was pleased to report that things had improved a great deal. Careforce had improved their management capacity, completed all outstanding risk assessments and were now fully staffed. The number of complaints had now dropped considerably and until a week ago the Chief Executive of Careforce had reported on a daily basis to the Director of Adult Social Services whilst also making daily phone calls to about 400 of the most vulnerable service users to check on the service

they have received. To provide an independent scrutiny, a survey of Careforce clients would now be undertaken by Age Concern Norfolk and Age Concern Norwich.

### **Public Questions, paragraph 1.2**

Dr Boswell expressed concern that £900,000 of lottery funding for the pedestrian and cycle links from the city centre and Thorpe Hamlet to Whitlingham Country Park could be lost and he hoped the authority could find some way to keep this lottery money in Norfolk.

Mr Adams, as Chairman of the Norwich Highways Agency Joint Committee, said that the overall cost of this scheme was £5m and there were grave concerns as to whether sufficient funds could be raised by the timescale.

Mr Monson said that the Council would continue to support the project through the Greater Norwich Development Project (GNDP) but the lead authority for this project was Norwich City Council who submitted the bid for funding. Norfolk County Council did not have a budget to fund this but would continue to try to find a solution through the GNDP.

Mr Cox agreed to write to Mr Morpew, Chairman of the GNDP, about this issue.

### **Motion to Council on 19 January 2009 – Consideration of Climate Change Issues in Decision Making, paragraph 5**

Several Members expressed disappointment that the motion had been rejected by Cabinet as they felt that this issue should be kept at the forefront.

In response, Mr Monson said that this authority was very serious about climate change and through its Climate Change Strategy had done a great deal to put in progress a five-year programme to achieve a reduction in its carbon footprint. The authority has also joined with the district councils to take the lead on climate change in this County.

### **Appointment of Domiciliary Care Contract, paragraph 8**

Ms Whitaker said that the only briefing that had taken place concerning the decision to terminate an eastern locality based contract was to four of the Great Yarmouth members but other members should have been informed as they had been contacted by relatives to ask what was happening.

Mr Mowle said that the termination of the Briar Care Contract in the East of the County was unrelated to the current retendering process. This was a much smaller contract which the Council had been concerned about for some months.

### **County Farms Policy, paragraph 12**

Mr Nobbs said that the amendments to the County Farms Working Group recommendations presented by Mr Baskerville had been accepted by Cabinet. However, Mr Baskerville was not a member of the Working Group and Mr Nobbs questioned the principle of who should be able to present reports to Cabinet. Mr Nobbs voiced concern that the recommendations as

put forward by the Working Group had been amended without their consent. Ms Whitaker suggested that, in future, only the Chair of the Working Group (where relevant) and the Chair of Cabinet Scrutiny Committee should present Cabinet Scrutiny Committee reports to Cabinet and this proposal was seconded by Mr Baskerville.

Mr Humphrey said that issues about Recommendation 33 had arisen which might have delayed its acceptance. The issues had been advised to Mr Spratt as Chairman of the Working Group and also Mr Baskerville. He had accepted the amendments as tabled by Mr Baskerville which dealt with those issues and would allow agreement of the report.

Mr Morse questioned why Cabinet had referred the report back to Scrutiny saying the conclusions were fundamentally flawed. Scrutiny did not make any significant changes to the report which was then accepted in its entirety by Cabinet, so all that had happened was everything was delayed by four months.

Ms Whitaker said that she believed that the wording of Recommendation 33, as set out in the report was an incorrect record of what Cabinet had agreed and she suggested that the wording be changed to read "...the tendering process should proceed, and among other items will need to consider the following".

In response, Mr Cox said that as the minutes of any meeting are confirmed at the next meeting of that committee, consideration could be given at the next Cabinet meeting to changing the wording of the minute.

**King's Lynn – Proposed Lease of Priory House – corporate Accommodation Strategy Efficiency Project, paragraph 13**

Mrs Brown was concerned about the cost of eighty extra parking spaces to be purchased and requested that this be reconsidered.

In response, Mr Humphrey said that the three buildings currently providing County Council accommodation in King's Lynn were unsatisfactory and were not DDA compliant. The new property would be much more energy efficient and DDA compliant - there was a need for car parking.

**RESOLVED:** with 40 votes in favour and 27 against, to note the report.

**8. Report of the Cabinet Scrutiny Committee Meeting held on 20 January 2009**

**RESOLVED:** to note the report.

**9. Report of the Cabinet Scrutiny Committee Meeting held on 10 February 2009**

**Norfolk County Strategic Partnership (NCSP) Member Reference Group, paragraph 1**

Mr Baskerville requested that the names of members representing the County Council on thematic partnerships, NCSP and District LSPs and the 'Team of Three' supporting each district LSP, be included in the year book.

**RESOLVED:** to note the report.

**10. Report of the Norfolk Health Overview and Scrutiny Committee Meeting held on 29 January 2009**

**RESOLVED:** to note the report.

**11. Report of the Norfolk Health Overview and Scrutiny Committee Meeting held on 5 March 2009**

**RESOLVED:** to note the report.

**12. Report of the Audit Committee Meeting held on 22 January 2009**

**RESOLVED:** to approve the recommended amendment to the Audit Committee Terms of Reference and to note the report.

**13. Report of the Planning (Regulatory) Committee Meeting held on 13 February 2009**

**RESOLVED:** to note the report.

**14. Report of the Joint Highways Agency Committee Meeting Held on 22 January 2009**

**Hobart Square – Request for Disabled Parking Bay, paragraph 1**

Mr Adams confirmed that the Council would liaise with Norwich City Council concerning disabled parking.

**RESOLVED:** to note the report.

**15. Report of the Joint Museums Committee Meeting Held on 16 January 2009**

**RESOLVED:** to note the report.

**16. Report of the Norfolk Records Committee Meeting Held on 16 January 2009**

**RESOLVED:** to note the report.

**17. Matters considered by Review Panels**

**RESOLVED:** to note report.

**18. Appointments to Committees etc (Standing Item)**

There were no appointments to Committee.

The meeting concluded at 12.45pm.

**CHAIRMAN**



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**County Council Elections 2009 – Terms of Office  
of Independent Members of the Standards Committee**

**1. Introduction**

- 1.1 The Standards Committee of the County Council has five Independent Members, including the Chairman of the Committee, each of whom has been selected through a competitive recruitment process and has had their appointment confirmed by Full Council (see Annex for list of Independent Members).
- 1.2 All the Independent Member appointments are due to expire on 30 June 2009. When the expiry dates were set it was assumed that the elections to the County Council would take place in early May 2009.

**2. Recent changes and the associated risks**

- 2.1 Two important changes have taken place since Full Council agreed to the original terms of office for Independent Members:
- (i) the election date has been moved to 4 June 2009; and
  - (ii) the regime for the determination of standards complaints has altered in that standards complaints are now coming straight to the authority for determination rather than going to the Standards Board for England.
- 2.2 The risks introduced by these changes are:
- (i) there could be a period of time between the elections and finalisation of a recruitment process for independent members when there will be no Independent Members on the Standards Committee;
  - (ii) the new local determination regime requires complaints to be considered within 20 days of their receipt. A June changeover of all members, elected and independent, will make it difficult to find members, elected or independent, who are trained and ready to determine any complaints that come in from June onwards.

**3. Recommendation**

It is recommended that Full Council authorises:

- (i) the extension of the terms of office of all existing independent members of the Standards Committee from 31 June 2009 to 31 December 2009;

- (ii) the Monitoring Officer, in preparing recruitment packs for new independent members, to invite applications for terms of office of 3 and 4 years respectively, expiring on 31 December of the relevant year, to ensure there is overlap between trained, experienced members of the Standards Committee at all times, including immediately after a County Council election.

Victoria McNeill  
Head of Law & Monitoring Officer  
Norfolk County Council

April 2009



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**List of Independent Members of Norfolk County Council's Standards Committee**

Mr Paul Bland  
Mr Michael Collis  
Mr Peter Gibbs  
Mrs Jacqueline Middleton (Chairman)  
Canon Edward Turner



## **Scheme of Members' Allowances**

### **Report of the Leader of the Council**

#### **1. Background**

- 1.1 The Council last reviewed its scheme of members' allowances in November 2007. It was agreed at that time that the scheme be subject to a further and full review by the Independent Remuneration Panel in Autumn 2009 and recommendations brought to the new Council for consideration and subsequent implementation in April 2010.
- 1.2 The current scheme provides for an automatic link to the local authority employee pay award until the next full review of the Scheme.

#### **2. The current position**

- 2.1 The 2008/9 pay award has only recently been finally settled following arbitration, at 2.75% and that pay award is in the process of being implemented for Members.
- 2.2 The 2009/10 pay negotiations have started and the current position is that the employers' side have made an offer of 0.5%. The scheme of allowances as currently agreed would mean that Members will receive any agreed increase for 2009/10 in due course.

#### **3. Proposal**

- 3.1 As the Local Government Association have stated, "The tough economic times, the low inflation rate, the pressure on public sector spending and the increased demands on council services mean that the employers have to make some tough decisions on pay and spending. Councils, like everyone else, have tightened their belts to weather the recession and the extra money awarded by the arbitrators in last year's pay settlement means that councils have had to tighten their belts even further. If the pay settlement is set too high then local authorities will have no choice but to lay off staff, which neither the unions nor the employers want to see. "
- 3.2 I believe it is important for elected Members to play their part in keeping down costs and following consultation with Group Leaders, I am proposing that the Council agrees that any local authority employee pay award for 2009/10 is not implemented in the scheme of members' allowances. Whilst it is always open to individual members

to renounce the increase, I believe it is important for the elected membership of the Council to speak with one voice on this issue and to fully play its part in addressing the cost pressures on the residents of Norfolk.

#### **4. Financial Implications**

- 4.1 Every 1 percent increase in the scheme of members' allowances adds £11,300 to the costs of the scheme.

#### **5. Recommendation**

- 5.1 That the Council agrees not to increase the scheme of members' allowances in line with the local authority employee pay award for 2009/2010



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**RECOMMENDATIONS FROM THE CABINET MEETING  
HELD ON 6 APRIL 2009**

**1. Local Transport Plan Settlement and Highways Programme  
2009/2010/2011**

**1.1** The Cabinet has received a report setting out a Transport Plan programme for 2009/10/11:

**1.2 RESOLVED TO RECOMMEND TO COUNCIL:-**

That it approves:

1. the suggested programme for 2009/10 and 2010/11 as detailed in the Overview and Scrutiny Panel report, attached to the Cabinet report.
2. Action by the Director of Environment, Transport and Development under Chief Officer powers to bring forward schemes from the 2010/11 programme into the 2009/10 programme if slippages occur

**Note by Head of Democratic Services**

All members have previously received a copy of this report at item 18 of the Cabinet agenda papers for the meeting on 6 April 2009. Please bring this report with you to the meeting. .

**2. Norfolk Youth Offending Team Service Plan 2009/12**

**2.1** The Cabinet has received a report setting out an account of the Norfolk Youth Offending Team's (NYOT) performance and achievements during 2008/09 and summarising the planning and proposals for 2009/12.

**2.2 RESOLVED TO RECOMMEND TO COUNCIL:-**

Approval of the Norfolk Youth Offending Team Service Plan 2009/2012.

**Note by Head of Democratic Services**

All members have previously received a copy of this report at item 23 of the Cabinet agenda papers for the meeting on 6 April 2009. Please bring this report with you to the meeting. .

**3. Trading Standards Service Plan 2009/2010**

**3.1** The Cabinet has received a report setting out the Trading Standards Service Plan 2009/10.

### **3.2 RESOLVED TO RECOMMEND TO COUNCIL:-**

The adoption of the Trading Standards Service Plan 2009/10.

#### **Note by Head of Democratic Services**

All members have previously received a copy of this report at item 24 of the Cabinet agenda papers for the meeting on 6 April 2009. Please bring this report with you to the meeting. .

**REPORT OF THE CABINET MEETING  
HELD ON 6 APRIL 2009**

**1. Member Questions**

- 1.1 Mr Morse asked about £50,000 funding to enhance the Council's investment in Work Experience and what placements the County Council would be offering to Year 10 and 11 students in the current academic year. The Cabinet Member for Human Resources, Finance, Property & Corporate Affairs replied to confirm that work was being undertaken in partnership with Connexions and the Exchange and a Placements Co-ordinator had been employed on a temporary basis. Mr Morse asked, as a supplementary question, what Norfolk County Council was doing as employer to assist with the introduction of 14-19 year old Diplomas and the Cabinet Member advised that he would send the member a full reply.
- 1.2 Mr Callaby asked about the abandoned tyre stacks at Tattersett Park and the potential risk to the public and to the environment. The Chairman confirmed that a fire-related risk assessment had been undertaken which took into account the risk that potential smoke and pollutants would pose to the local area. Mr Callaby asked, as a supplementary question, whether an evacuation plan had been drawn up for Fakenham and whether the Council would be willing to contact the Environment Agency (EA) to improve security surrounding the tyres site. In reply, the Chairman confirmed that he no problem with officers liaising with the EA and site owner to ensure site safety and security.
- 1.3 Mr John Joyce and Mr Collop asked about the process behind the selection of a single member as the representative of NORSE and for an explanation of how the member concerned exercised those responsibilities on behalf of the County Council. The Chairman confirmed that the process for the appointment was the same as used for the appointment of all other Cabinet Members – it was his decision, as Leader of the Council. The two Norfolk County Council Directors (the Cabinet Member for Commercial Services and the Director of Corporate Resources and Cultural Services) had a majority of the votes on the Board and therefore were in a position to exercise control on the activities of the Norse Group. The Chairman added that, as Leader of the County Council, he appointed a shareholder representative – currently Mr Derek Baxter, and his written approval was always obtained for any matters requiring consent in the articles of association for NORSE. In addition, NORSE presented twice yearly reports to Cabinet. Mr Collop asked, as a supplementary question, for an assurance that the Cabinet would increase the number of appointed

shareholder members. In reply, the Chairman re-iterated that the current arrangements provided the correct balance to allow this successful commercial business to operate. He did not agree there was any need for further analysis.

## **2. Overview and Scrutiny Panel Issues**

- Cabinet Member for Children's Services reported on a sod turning event, which would create a new environment for the first Norfolk Academy. The works would be completed by August 2010. She noted the completion of a series of school inspections which had identified just three primary schools remaining in special measures and one high school - radical reduction over the past 18 months. Finally, she advised of concerns regarding post 16 funding for young people in sixth forms and colleges. She confirmed that the Minister of State for Schools and Learners, Jim Knight MP, was looking into the issue and it was hoped that the DCSF would find the additional funding to allow for an increase in pupil numbers over that currently anticipated.
- Cabinet Member for Waste Management and the Environment reported that the Council's bid for £91m PFI credits had been approved and this figure would rise to more than £160m over the life of a contract.
- Cabinet Member for Cultural Services reported that an Art Alive in Norfolk Churches event would be launched on 19 May.

## **3. Annual Audit and Inspection Letter**

- 3.1 Ms Sue Jewkes and Mr Rob Murray, Norfolk's new District Auditor, from the Audit Commission have presented the Annual Report and Inspection Letter for the period 2007-2008.
- 3.2 The Cabinet has noted content of the Audit Commission Annual Audit and Inspection Letter and the action needed by the Council, set out in Section two.

## **4. 2008-09 Finance Monitoring Report**

- 4.1 The Cabinet has noted the latest 2008-09 monitoring information and approved the following:
  - The write-off of six debts totalling £62,192.04
  - The use of £0.316m from General Balances to fund the additional pay award above the budget provision of 2.525% and
  - A budget virement of £0.495m from Environment and Waste to Planning and Transportation budgets for 2008-09 and 2009-10.

## **5. Strategic Ambitions**

- 5.1 The Cabinet has noted progress on the activities to support the County Council's Strategic Ambitions for Norfolk. It also approved the prioritisation of activities and funding as set out in Appendix B to the Cabinet report, covering spending for 2009/10 and 2010/11 and identifying approval for the prioritisation of activities for 2009/10 and 2010/11.

## **6. State of the Economy - Update**

- 6.1 The Cabinet has noted progress with actions identified in Section 3 of the Cabinet report, covering such issues as debt and financial advice, welfare rights advice, redundancy advice, Credit Unions, loan sharks and other key issues affecting business in Norfolk, and has agreed to receive a further update in September 2009.

## **7. Payment Levels for Independent Sector in 2009/10**

- 7.1 The Cabinet has agreed fee increases, set out as four tables for 0-3 star homes in Appendix 1 to the Cabinet report, to the independent sector providers of care services for adults for 2009/10.

## **8. School Organisation Proposals**

- 8.1 The Cabinet has considered the following school organisation plans and:
1. Agreed proposals for Earsham and Gillingham VA First Schools to extend their age-ranges to become 5-11 primary schools.
  2. Noted the outcomes of the consultation process for the closure of Earlham High School and agreed that notices be published on 17 April 2009.
  3. Agreed that the Expression of Interest for an academy in King's Lynn be completed after further clarification of property issues and submitted to the Department for Children, Schools and Families.
  4. Noted the current consultations on Trust status for Parkside Special School and noted that "admitted body" status for the Local Government Pension Scheme be a matter for determination by the Pensions Committee.
  5. Noted the current consultation on foundation status for Hamonds High School and noted that "admitted body" status for the Local Government Pension Scheme be a matter for determination by the Pensions Committee.

**9. Review of the Primary Strategy for Change (Primary Capital Programme)**

- 9.1 The Cabinet has approved revisions to the Primary Strategy for Change and associated changes to Norfolk's Primary Capital Programme. The Cabinet was advised that projects for 2009-10 at Clackclose Primary, Downham Market, Peterhouse Primary, Gorleston and Aldborough Primary were well advanced in the planning stage and should be completed on schedule and achieve their intended outcomes. Members also noted the inclusion of Greenacre Primary School as a named priority for funding.

**10. Children and Young People's Trust Annual Review**

- 10.1 The Cabinet has approved the response to meeting new national guidance for Children's Trusts arrangements, noting that Children's Trusts were local partnerships which brought together the organisations responsible for services for children, young people and families in a shared commitment to improving children's lives.

**11. Admission Arrangements for September 2010**

- 11.1 The Cabinet has approved the co-ordination schemes for admission/transfer to all Norfolk maintained schools and Community and Voluntary Controlled schools for September 2010.

**12. Phase Two of Residual Waste Treatment Project – Bid Evaluation Methodology**

- 12.1 The Cabinet has agreed to:

1. Adopt the evaluation model outlined in section 5 of the Cabinet report so that it can be used to assess bids for the waste PFI contract.
2. Adopt a pre-qualification process that allows between four and six bidders, subject to at least four meeting the minimum requirements, to be taken forward and asked to submit detailed solutions for the waste PFI contract.
3. Approve the placement of a contract notice for the waste PFI in the Official Journal of the European Union in April 2009.

**13. Norwich Area Transport Strategy Update including Norwich Northern Distributor Road (NDR)**

The Cabinet has noted progress made on NATS including the NDR and noted too that it would receive a further report in the summer of 2009.



14. **Delays Occurring on County and Trunk Roads as a Result of Roadworks and Incidents – Scrutiny Working Group Proposed Final Report**
- 14.1 The Cabinet has considered the Working Group's recommendations and agreed to:
1. Publicise ELGIN (Electronic Local Government Information Network) to the wider public by including an article on it on the next edition of Your Norfolk.
  2. Write to Parish Councils in Norfolk to make sure that they are aware of ELGIN, and the information that they can get from it.
  3. Develop a covering sheet to use when distributing information about Traffic Regulation Orders to Parish Councils to enable the implications to be more easily understood.
  4. Present a report, once the street-works permit scheme in London has been introduced and evaluated, to the Overview and Scrutiny Panel on progress towards a regional permit scheme, and, at that time, consider whether a permit scheme in Norfolk could be beneficial.
15. **Norfolk County Council Planning Obligations Standards – Update March 2009**
- 15.1 The Cabinet has agreed to adopt the updated Planning Obligations Standards and to send the Standards to Norfolk's District Councils.
16. **Norfolk County Council Arts and Sports Grants**
- 16.1 The Cabinet has approved the 2009/10 Arts and Sports grants.

Full details of the discussion on this or any other item can be found in the minutes for this meeting.

**CHAIRMAN  
DANIEL COX**

**Report of the Cabinet Scrutiny Committee meeting held on  
24 March 2009**

**1. Items of urgent business which the Chair decides should be considered as a matter of urgency**

- 1.1 The Chair reminded the committee that she had written to the Department for Transport (DfT) to report the outcome of the committee's scrutiny of National Express East Anglia. She had received a response in which the DfT noted the comments made by the committee and stated that it would continue to work with Network Rail and National Express East Anglia to deliver continuing improvements across the routes in areas that are both achievable and feasible.
- 1.2 Members received a copy of an email from the Cabinet Member for Fire and Community Protection, Mr R Rockcliffe, concerning the acceleration of the capital works programme and the £280,000 investment package which had been brought forward. The Chair advised that this would be discussed under item 4.

**2. Community Cohesion**

- 2.1 Members received the suggested approach by the Scrutiny Support Manager and a joint report from Sue Massey, Head of Youth Justice Services and Chair of the Community Cohesion Strategic Group and Claire Bailey, County Community Cohesion Officer, County Strategic Partnership.
- 2.2 Sue Massey, Claire Bailey and Harry Humphrey, the relevant Cabinet Member attended the meeting to provide information to the Committee. Claire Bailey gave a presentation on progress to date and next steps.
- 2.3 The committee noted:
  1. What had been achieved to date through Norfolk's Community Cohesion Strategy
  2. Priority actions for Year 2 of the Strategy.
  3. That elected Members have a community leadership role to play in driving strong and inclusive communities.

The committee also agreed that the Community Cohesion presentation should be repeated after the June elections, as part of the new member induction process, to ensure that new members are made aware of the issues in Norfolk and how they are being addressed.

**3. Councillor Call for Action**

- 3.1 The Committee received the suggested approach by the Scrutiny Support Manager.

- 3.2 The Scrutiny Support Manager advised that further regulations and guidance were still awaited, especially concerning crime and disorder issues. It was agreed that the Fire and Community Protection Overview & Scrutiny Panel should serve as the County Council's 'designated crime and disorder committee', which was a requirement of the Local Government and Public Involvement in Health Act 2007. Work was being undertaken with the District Councils to ensure that there would be an agreed approach to dealing with Councillor Call for Action.
- 3.3 The Committee agreed to request that an update report be brought to the October meeting of the Committee.

#### **4. Supporting people in difficult economic times**

- 4.1 Members received a briefing note on the progress of Cabinet Scrutiny Committee's recommendations, together with information from the Cabinet Member for Fire and Community Protection, Mr R Rockcliffe, concerning the acceleration of the capital works programme and the £280,000 investment package which had been brought forward to fund 21 schemes for improvements to residential homes, libraries, fire stations and schools.
- 4.2 Members agreed that the information provided gave a good indication that there had been an acceleration of the capital works programme and they offered their thanks to Mr Rockcliffe.
- 4.3 Following discussion, the Chair agreed to write, on behalf of the Committee, to the Leader to ask whether there was a further tranche of schemes that could be brought forward.

#### **5. Cabinet Scrutiny Working Groups: Update**

- 5.1 Members noted the update report and agreed that future Cabinet Scrutiny Committee reports which go forward to Cabinet should be presented by the Chair of Cabinet Scrutiny Committee and the Chair of the relevant Working Group (where there is Working Group involvement).

#### **6. Forward Work Programme**

- 6.1 The Committee received and noted the Forward Work Programme.

Details of the full discussion can be found in the minutes of the meeting.

**Ms Sue Whitaker**  
**Chair, Cabinet Scrutiny Committee**

**Report of the Cabinet Scrutiny Committee meeting held on  
21 April 2009**

**1. Final Report of the Child Poverty Working Group**

- 1.1 The Committee received the Final Report from the Child Poverty Working Group.
- 1.2 The Chair of the Working Group, Trevor Wainwright, together with Chris Hull and Harriet Panting, members of the Working Group and Rosalie Monbiot, Cabinet Member for Children's Services provided information to the Committee.
- 1.3 The Chair and members of the Working Group thanked the officers concerned for their hard work and help in producing the report.
- 1.4 The Committee recognised that there were areas of the report that could have been given more emphasis, such as the importance of housing and teenage pregnancy, but also recognised that work concerning Child Poverty would continue in the new County Council.
- 1.5 The Committee agreed that the report should go forward to the Cabinet for approval with, if time permits, an addendum to the report setting out the projected cost of free meals for those children already entitled to free school meals attending play schemes during the holidays. The Committee also agreed that the Working Group should continue its work following the Council elections.

**2. Final Report of the Monitoring Corporate Improvement Themes Working Group**

- 2.1 The Committee received the Final Report of the Monitoring Corporate Improvement Themes Working Group.
- 2.2 The Chair of the Working Group, John Baskerville provided information to the Committee.
- 2.3 The Committee agreed the recommendations contained within the Report:

**3. Supporting people in difficult economic times**

- 3.1 Members received a briefing note on the progress of Cabinet Scrutiny Committee's recommendations.
- 3.2 Following a request from the Committee for further information about projects making up the current Capital programme slippage, members had received an emailed explanation of those projects that made up the current £25m Capital programme slippage (as reported at the 5 April Cabinet meeting) the value of each of the projects and the reasons why they had slipped. Mike Britch, Managing Director of NPS Property Consultants Ltd attended the meeting to answer members' questions.

- 3.3 Members agreed that this item should be included on the agenda up to and including the 7 July meeting at which point the new Cabinet Scrutiny Committee could decide whether they wish to continue to receive regular updates concerning this item.

**4. Cabinet Scrutiny Working Groups: Update**

- 4.1 Members received and noted the update report.
- 4.2 Mr Morrey, Chair of the Norfolk County Strategic Partnership Member Reference Group, gave a verbal update on the work of the NCSP Member Reference Group.

**5. Forward Work Programme**

- 5.1 The Committee received and noted the Forward Work Programme.

Details of the full discussion can be found in the minutes of the meeting.

**Ms Sue Whitaker**  
**Chair, Cabinet Scrutiny Committee**

**Report of the Meeting of the  
Norfolk Health Overview and Scrutiny Committee  
Held on 16 April 2009**

**1 The Effects of Housing on Physical and Mental Health**

- 1.1 A response has been received from the Local Area Agreement (LAA) Improving Housing Outcome Champion and Indicator Lead to the recommendations contained in the Committee's report on the Impact of Housing on Physical and Mental Health. Of the Committee's recommendations, 32 have been accepted in part or in full and 12 have been either fully or partly rejected for various reasons. The Committee has supported the suggestion that a round table event should be held to consider the issues, and asked if this could possibly be held jointly with the Local Involvement Network (LiNK). An action plan has been drawn up that sets out 30 actions that are intended to address the accepted recommendations in the short, medium and long-term and this has been accepted by the Committee.

**2 Healthcare Associated Infections**

- 2.1 The Committee received an update by NHS Great Yarmouth and Waveney and NHS Norfolk on cases of healthcare associated infection since April 2008 and the developments to combat these infections. The Committee received detailed evidence to show how the actual figures for healthcare associated infection compare to the target maxims, and how, over the past 12 months, the Healthcare Commission (now replaced for inspection work by the new Care Quality Commission) has recorded a significant reduction of both MRSA and CDiff across both PCT areas.
- 2.2 The Committee noted that the ongoing implementation of control measures remains a priority for all Trusts. It is also recognised that all parts of the health and social system need to work together. Residents in nursing and residential homes may be more likely to acquire MRSA or CDiff because their age or prescribed drug regime increases the risk of infection. To reduce the risks a system-wide approach that includes the NHS, Adult Social Services and the independent sector has been introduced.
- 2.3 It was acknowledged by the witnesses that gave evidence to the Committee that at times of high bed occupancy and bed blocking there was an increased likelihood that hospital associated infection control measures could slip. To reduce this possibility, all three acute hospitals in Norfolk have introduced their own deep cleaning policies and have their own isolation facilities such as a large number of side rooms (at the Norfolk and Norwich University Hospital) and the use of a dedicated isolation ward (at the Queen Elizabeth Hospital and the James Paget Hospital). In addition, Infection Control Teams in both the NHS Norfolk and NHS Great Yarmouth and Waveney areas have established a programme of visits

to GPs (and in some cases dental practices) to help enforce infection control standards. The NNUH has also introduced a programme of emergency admission MRSA screening.

- 2.4 The Committee will re-visit the subject of healthcare associated infections in the future if high levels of infection outbreaks are brought to its attention.

### **3 Hospital Bed Shortages**

- 3.1 The Chairman has informed the Committee that she met the Chairman and Chief Executive of the NNUH in March 2009 to discuss press reports about serious bed shortages at the acute hospitals during winter 2008/09. The Intermediate Care Monitoring Group, Chaired by Dr Nigel Legg, will be looking at this issue at its next meeting in May 2009 and will report to the Committee in July 2009.

### **4 Primary Angioplasty Services**

- 4.1 Angioplasty is a specialised procedure that can save lives if it is carried out within 165 minutes of the onset of a heart attack. The Strategic Health Authority has proposed four specialist Heart Attack Centres to provide the primary angioplasty service. These are Norfolk and Norwich University Hospital, Basildon Hospital, Papworth Hospital and Harefield Hospital. The Specialised Commissioning Group estimated that everyone in the Eastern Region is within 90 minutes travel time of one of the four centres, by ambulance. Most of Norfolk falls within the Norfolk and Norwich University Hospital catchment area, with the possible exception of the southwest of the county, where it may be quicker to go to Papworth. The Chairman has asked the Specialised Commissioning Group for a map of the catchment areas. The Eastern Region Health Scrutiny Chairmen are currently considering whether or not they think the Specialised Commissioning Group should consult the Joint Health Scrutiny Committee for the Eastern Region with the proposal for primary angioplasty. The Chairman's view is that the proposal is acceptable for Norfolk and further scrutiny should not be required. She will let Members of the Committee know what the Eastern Region Chairs Forum decides.

### **5 Out-of-Hours Services**

- 5.1 NHS Norfolk and the East of England Ambulance Service NHS Trust reported to the Committee on progress with improvements to the district nursing out-of-hours services. The Committee noted that the provision of a third Out-of-Hours Team has been extended until March 2010 in order to ensure consistency of service between the current service and any new service that may be commissioned for thereafter. The Committee also noted that an agreement has been reached that means the 5.00pm to 7.00pm gap hours will be provided by Norfolk Community Healthcare (NCHC). There still remains a gap in provision between 7.00am and 8.00am. NHS Norfolk is in discussion with NCHC and the East of England Ambulance Service about resolving this issue and a solution is expected within the next three months. The review of the Rapid Response Service (incorporating out-of-hours district nursing and Adult Social Services out-of-hours service) is underway. The Project Group developing the new model and services includes representation by the Norfolk Local Involvement Network (LINK). The Committee has asked Norfolk LINK to bring the out-of-hours district nursing subject back to Members attention in due course. NHS Norfolk and East of England Ambulance

Service will then be asked to report on their plans resulting from the overall review of out-of-hours services (expected to be complete by the end of March 2010). The East of England Ambulance Service has also been asked to provide information for Members about whether there was up to a nine hour delay in the out of hours Ambulance Service over the Easter period.

## **6 Older People's Mental Health Services**

- 6.1 The Committee considered proposals from Norfolk and Waveney Mental Health NHS Foundation Trust for changes to the delivery of older people's mental health services and a reduction in mental health assessment beds at the Julian Hospital, Norwich. After undertaking a detailed review, NWMH NHS FT concluded the evidence does not support the entire closure of a second ward at the Julian Hospital (18 beds) at present. The Committee accepted partial closure of the second ward (9-12 beds) so that resources can be used to develop a new service for people with dementia over the next six months. Witnesses from the NHS informed the Committee that there is a potential to use the resources associated with "unused" beds to develop a service more closely focused to the specific needs of people with dementia. It has been noted that the NWMH NHS FT are planning a Strategic Workshop for late May/early June 2009, with all stakeholders to begin the design of the new model. Currently there are about 13,000 people with dementia in Norfolk and this figure is rising. Norfolk and Waveney Mental Health NHSFT has been asked to report back to the Committee in six months on the outcome of its dementia service development work, progress on development of the Dementia Intensive Care Unit and on its plans for day treatment services for people with mental health needs (including the Octagon Centre).

**Mrs Janice Eells**  
**CHAIRMAN**



**Report of the Personnel Committee Meeting  
held on 1 April 2009**

**1. Modern Reward Strategy Project**

- 1.1 The Committee considered and approved the contents of a report, containing exempt information, by the Head of Human Resources and Organisational Development. The report updated members on local and national issues relating to the Modern Reward Strategy project, the efforts being made to achieve a collective agreement and sought Personnel Committee's approval to appropriate actions being taken to achieve implementation of the proposal. The report also considered other organisational implications.
- 1.2 The Committee agreed the exempt recommendations as set out in the report.

**Daniel Cox**  
**Chairman**  
**Personnel Committee**

**REPORT OF THE PLANNING (REGULATORY) COMMITTEE MEETING  
HELD ON 20 MARCH 2009**

**1. C/5/2008/5012: Marsham: Wood Farm: Green and Kitchen/Food Waste Composting Operation up to 45,000 Tonnes Per Year: Crane & Sons (Farms) Ltd**

1.1 It was agreed that, subject to the views of the Secretary of State, the grant of planning permission be delegated to the Head of Strategy and Performance subject to:

- (i) A Section 106 Agreement concerning landscaping requirements including number and mix of species, protection of trees/hedges and long-term maintenance of landscaping, as referred to in the report, and
- (ii) conditions regarding time limit, in accordance with the agreed details, highways, lighting, Environment Agency requirements, hours of working, site levels, external materials/colours including vent pipes, removal of permitted development rights, materials storage height, submission of surface water drainage scheme and its adoption and maintenance and limiting the site/operations to include one loading shovel only.

**2. C/5/2008/5013 : Erection of Welfare Facilities Building and Re-use Shelter, Mayton Wood Waste Recycling Centre, Little Haubois**

2.1 It was agreed that the Director of Environment, Transport and Development be authorised to issue a decision notice granting Planning permission, subject to a conditions concerning a three year time limit within which the permission should be implemented and that the development is carried out in accordance with the approved plans.

**3. C/7/2008/7031 : Erection of Welfare Facilities Building and Re-use Shelter, Ketteringham Waste Recycling on Centre, Station Road**

3.1 It was agreed that the Director of Environment, Transport and Development be authorised to issue a decision notice granting Planning permission, subject to conditions concerning a three year time limit within which the development must be commenced and that the development is built in accordance with the approved plans.

**4. Enforcement of Planning Control, Bixley: Twins Farm, Old Stoke Road: A & G Skip Services Limited**

4.1 The report was noted.

**Derek Baxter  
Chairman  
Planning (Regulatory) Committee**

**Report of the Meeting of the  
Norfolk Joint Museums and Archaeology Committee  
held on 13 March 2009**

**1 Archaeology**

- 1.1 The Joint Committee placed on record their congratulations to Mr David Gurney on his appointment as Assistant Head of NMAS (County Archaeologist).
- 1.2 The Joint Committee agreed that Norfolk Landscape Archaeology should apply to become an Institute for Archaeologists (IfA) registered organisation. The IfA is the professional organisation for all archaeologists and others involved in protecting and understanding the historic environment. All registered organisations and individual Members agree to abide by the IfA code of conduct and have a duty to adhere to the highest professional and ethical standards.
- 1.3 The Joint Committee noted that the dissolution of the Scole Committee created a vacancy on the Norfolk Archaeological Services Advisory Committee for an organisation to represent the views of the voluntary sector. After considering alternatives, the Joint Committee agreed that this vacancy should be filled by the Norfolk and Norwich Archaeological Society. The Chairman placed on record the Joint Committee's appreciation of the work of the Scole Committee, which in the early 1970s had helped to form the County Archaeological Units in the region and for many years thereafter had organised the publication of East Anglian Archaeology.

**2 Great Yarmouth**

- 2.1 The NMAS has accepted the loan of a Mantis submersible for display at Time and Tide Museum, Great Yarmouth, pending the loan conditions being agreed between the Norfolk Museums and Archaeology Service (NMAS) and the owner of the artefact. The Mantis submersible was developed by the Great Yarmouth firm Ovel Mantis and one has appeared in the James Bond film, For Your Eyes Only.

**3 Thetford**

- 3.1 A series of events and activities will be held in Thetford during summer 2009 to commemorate the bi-centenary of the death of Thomas Paine. The NMAS will be taking a full part in these celebrations. Full details of the festival programme are available at <http://www.tompaine200.org.uk/index.html>

**4 Norwich**

- 4.1 Norwich Castle is taking part in a ground-breaking project to pilot using museums as part of school-based placements (teaching practice) for trainee teachers. The NMAS are working with the UEA and Long Stratton High School to form the Norwich Triad, one of five in the region. Two trainee teachers will spend ten days in the museum during their year's training. This will give museums a higher profile amongst the teaching profession.

## **5 Performance and Budget Monitoring Report**

- 5.1 The Joint Committee received a report that provided an update on the latest service planning and performance information and the present position with the revenue and capital budgets, and reserves and provisions for 2008/09. The NMAS is on target for delivering its Service Plan that contributes to the Corporate Improvement Plan (CIP) and the Council's overall performance framework. The NMAS revenue budget is forecast to break-even for 2008/09.

## **6 Development Strategy for Norfolk Museums and Archaeology Service**

- 6.1 The Joint Committee received a report that provided an update on the development strategy for NMAS museum sites and set out NMAS's current and future plans for the development of museum services and capital projects.
- 6.2 The natural history galleries at the Castle received only minor investment during the Castle Museum redevelopment of 2000/2001. The Mammals Gallery remains, however, one of the most popular attractions at the Castle Museum and there are plans to improve its interpretation and include new specimens. The plans include telling visitors more about the Victorian explorers and collectors who put the collections together, focusing on collections across the whole range of NMAS collections, including the collectors of the most popular mammals already on display.
- 6.3 Members are concerned to ensure that plans for a major capital building project for the Bridewell Museum include retaining the cobbled courtyard as an integral museum feature. The Head of Museums and Archaeology has said that when the Project Architect is appointed detailed options for the courtyard will be examined. In the meantime, the Chairman has asked for options for retaining the cobbled courtyard to be carefully considered by the Project Board, and the Joint Committee agreed on this course of action.
- 6.4 As the development strategy is rolled out across the county, NMAS is moving from an intensive capital development phase to one focused on improved services delivered from its redeveloped sites. All projects are dependent on successful funding bids and a programme has been created within the timescales required by the funding bodies as well as within the internal funding resources available to the NMAS.

## **7 NMAS Service Plan 2009-12**

- 7.1 The Joint Committee received a report that brings together all the key service developments that are planned by the NMAS for the next three years. The Joint Committee approved the Capital Service Plan for use with future grant-aid and accreditation applications. The plan contributes to the strategic objectives of the County and District councils.

**John Gretton**  
**Chairman**

**Report of the Norwich Highways Agency Committee  
Meeting Held on 26 March 2009**

**1. Petitions**

**1.2 Bowthorpe Road – Safety Measures**

1.3 A petition was received reporting that it was impossible to see down Bond Street when a vehicle was parked. The petition presented called on Norwich City Council to:

- provide a safe signalised crossing into the cemetery opposite Bond Street; and; until that was done, to implement measures to improve visibility for pedestrians and cyclists wishing to cross Bowthorpe Road at that point;
- implement the '20mph speed limits for residential roads' plan for the whole of Norwich; and until that was done, to implement 20mph speed limits for Bowthorpe Road.'

1.4 It was reported that the requirement for a crossing had previously been brought to the attention of the Committee and was currently 14<sup>th</sup> on the list of priorities. Bowthorpe Road had been identified as being in need of speed management and as a C class road could be subject to a bid for funding for 2010/11.

**1.5 Aylsham Road Safety Measures**

1.6 A petition was presented to Norwich City Council on 3 March 2009 and referred to this Committee asking the City Council to implement the following road safety measures:-

- On-street parking on the Aylsham Road between the King Edward public house and the entrance to the Royal British Legion be discontinued by the implementation of double yellow lines and twin pavement flashes and that the single yellow line on the opposite side be removed to allow on-street parking.

1.7 Officers had looked at the location and were of the view that this request was not justified as visibility was satisfactory.

**1.8 Proposal for Speed Control on Tollhouse Road**

- 1.9 The Committee received a petition on behalf of a resident, voicing concerns over the amount of traffic that passed through the road at reckless speeds and how traffic had increased by too many drivers driving to the top of Tollhouse Road at reckless speeds and failing to stop or even reduce speed at the T-junction. Some near misses had been witnessed and before long, an accident would occur, or a pedestrian/cyclist would be seriously injured. Consideration for a Give Way or possibly a Stop sign at the junction had been requested but declined by the City Council.
- 1.10 The Dereham Road service road backed onto the Bowthorpe School site and although a traffic speed test had not been conducted, there had been no cases of personal injury recorded and the expectation was that vehicle speeds were low. It was therefore not an appropriate location for traffic calming measures. The issues raised in the petition would be resolved by the roll-out of 20 mph speed limits in residential streets across the city.
- 1.11 The Head of Transportation and Landscape was asked to respond to each of the petition sponsors on behalf of the Committee.

## **2. Public Questions**

### **2.1 Elm Hill**

- 2.2 A letter had been received by the Chairman from the Norwich Society concerned about the increase in traffic on Elm Hill and requested that the Committee conducted a site visit there and meet with the Friends of Elm Hill and members of the Norwich Society.
- 2.3 Concern was expressed as increased traffic in Elm Hill was something that the Committee would want to discourage but the recent increases could be a result of closing off Princes Street. Members considered that a site visit would not be particularly useful.
- 2.4 It was agreed that the City Council would conduct a traffic survey to evaluate the volume and speed of vehicular traffic in Elm Hill.
- 2.5 It was agreed to ask the Head of Transportation and Landscape to report on the findings of the traffic volume and speed survey in Elm Hill and the effectiveness of the closure of Princes Street to the Committee in July 2009.

### **2.6 Cycle Parking at St Giles' and St Andrew's Car parks**

- 2.7 It was asked whether this Committee would support in principle the request to the City and County Council's to provide secure cycle parking in the St Giles' and St Andrew's car parks.

2.8 The Head of Transportation and Landscape said that the secure cycle parking had been designed for St Andrew's car park when Chapelfield was being developed but funding had run out. There was funding in the Local Transport Plan (LTP) which with members' support could be used for secure cycle parking provision in St Giles' and St Andrew's car parks.

2.9 The Committee supported the request for the provision of secure cycle parking in the St Giles' and St Andrew's car parks.

### **3. Results Of Consultation On Proposed Traffic Management Scheme In The Silver Road Area**

3.1 A local resident addressed the committee with his objections to the proposed scheme expressing concern about the proposals and the impact on Bull Close Road, which had a lot of traffic going to the School and opposing the proposal to close traffic entering Silver Street from Silver Road.

3.2 There had been no clear consensus in response to the consultation. Ward Members had been in agreement with the recommended solution and although traffic was not being removed the implementation of a one-way system would make traffic more manageable at peak times.

3.3 The following was agreed:

- to note that the results of the consultation on possible options for the Silver Road area were inconclusive;
- to agree that an alternative solution to the problems in the area is progressed, comprising of:-
  - (a) the experimental removal of the bus gate on Bull Close Road,
  - (b) the introduction on an experimental basis of one way system, with Silver Street operating one-way eastbound, Bull Close Road operating one way westbound and Steward Street operating one way southbound;
  - (c) traffic calming on Mousehold Street and St James Close;
- to ask the Head of Transportation and Landscape to consult with local residents on the proposed experimental scheme and report the results back to the July meeting with a recommendation on whether to proceed with the scheme;
- to ask the Head of Transportation and Landscape to implement a traffic calming scheme in Mousehold Street and St James Close.

### **4. Waiting Restriction Requests for Implementation in 2008/09**

4.1 A resident living in Catton Grove Road addressed the Committee and circulated photographs of Philadelphia Lane and expressed concern about pedestrian and vehicle safety. The problem was speeding vehicles. The local Safer Neighbourhood Action Panel was calling for



traffic calming in the neighbouring roads as there had been two fatalities. Another resident objected to the removal of parking, which would just move parked vehicles further along the road.

4.2 Another resident of Dereham Road said that the service road had not been adopted but since being surfaced was now a single track with no room for vehicles to pass. The removal of parking would inconvenience residents.

4.3 In response to the issues raised in relation to Dereham Road, it was stated that the parked cars obstructed the visibility when turning off the service road into Dereham Road. The recommendation to await legal advice on implementing restrictions on land where the Land Registry had been unable to establish ownerships was explained.

4.4 The following was agreed:

- to ask the Head of Legal and Democratic Services and the Director of Regeneration and Development to implement the restrictions as advertised in the report.
- to ask the Head of Legal and Democratic Services and the Director of Regeneration and Development to implement the restriction in Peel Mews as amended.
- to ask the Head of Legal and Democratic Services and the Director of Regeneration and Development to implement the restriction at Catton Grove, (Angel Road/Elm Grove Lane) as amended by limiting the extension of the yellow lines to no more than 10m from the corner of the junction.
- to ask the Head of Legal and Democratic Services and the Strategic Director of Regeneration and Development to implement the restriction on Dereham Road (Service Road) pending legal advice from the City Council Solicitor on the public ownership status of land affected by proposals.
- to ask the Head of Transportation and Landscape to carry out an assessment of Catton Grove Road to determine whether it should be included in the traffic calming priority list.

## **5. St Giles Street – Loading Bay**

5.1 A resident of St Giles Street attended the meeting to object to the scheme as amended and pointed out the difficulty for residents to find parking spaces, particularly in the day time, because of on-street parking provided for commercial businesses.

5.2 It was agreed:-

- to note that the proposals had been revised from those advertised following public consultation;
- that the proposed extension of 2.8m for 'Pay and Display' short stay parking bays be removed from the proposal;

- to ask the Head of Legal and Democratic Services and the Director of Regeneration and Development for the provision of a loading bay as shown in the report on the agenda.

## **6. Earlham Road Local Safety Scheme**

6.1 Ward councillors appreciated that the consultation had been conducted and that comments had been taken on board. It was said that the committee might need to revisit safety at the Earlham Road/Heigham Road junction at some point.

6.2 It was agreed to:

- note the results of the public consultation which indicated a preference to keep the existing zebra crossing on Heigham Road;
- approve the proposals as shown in the report on the agenda, except for the removal of the zebra crossing;
- note that improvements to the existing zebra crossing on Heigham Road would be carried out and interactive speed limit signs provided.

## **7. Magdalen Road/St Clements Hill Pedestrian Facilities Scheme**

7.1 It was agreed to:-

- approve the proposals as shown in the report on the agenda, except for the provision of the mini roundabout at the junction of Waterloo Road;
- ask the Head of Transportation and Landscape and Head of Legal and Democratic Services to progress the necessary statutory procedures associated with extending the 20mph speed limit from Constitution Hill along Magdalen Road to its junction with Waterloo Road, as shown in the report on the agenda.

## **8. Unthank Road/Colman Road Junction – Provision of Pedestrian Crossing Facilities and Signal Upgrade Scheme**

8.1 It was reported that the Ward Member comments had now been received and that while they welcomed the provision of pedestrian facilities at the junction they were disappointed that no facility was proposed on the Unthank Road (County side) arm of the junction.

8.2 It was noted that traffic modelling on the ring road showed that buses using Unthank Road would experience considerable delays.

8.3 It was agreed to approve Option 4, the provision of signal stage offset crossings on the Colman Road arm and the Unthank Road (city side) arms of the Colman Road / Unthank Road junction, as indicated on the plan in the report on the agenda.

## **9. Mile Cross Road Pedestrian Refuge**

- 9.1 It was agreed to approve the construction of a pedestrian refuge, with associated amendments to waiting restrictions as shown in the report on the agenda.

## **10. Changes to Policy on Enforcement Policy on Observation Times for Loading/Unloading on Single Double Yellow Lines**

- 10.1 It was agreed to approve the following changes to the City Council's De-criminalised Parking Enforcement Policy regarding observation periods, prior to issue of a penalty charge notice:-
- that the observation periods are 5 minutes for private vehicles and 10 minutes for commercial vehicles;
  - that on classified routes in and out of the city, the Civil Enforcement Officers are granted discretionary powers to issue instant penalty charge notices where parking restrictions exist;
  - that the policy to issue instant penalty charge notices is extended to areas outside schools where parking restrictions exist to assist with the work being undertaken to encourage reduced use of cars in these areas.

## **11. Annual Governance Statement 2008/09 and Value for Money**

- 11.1 It was agreed to:
- note and approve the requirements for an annual governance statement and support the annual review,
  - note and approve that the City Council's Code of Governance will be kept under review by the Monitoring Officer,
  - note and approve that Chief Officers recognises the 'corporate ownership' of governance requirements and
  - note and approve that the Annual Governance Statement will be included within the annual Statement of Accounts;
  - note the new requirements for the Value For Money Conclusion and that these requirements will be considered along with the Annual Governance Statement and reported to the Audit Committee and then on to this Committee.

## **12. Highway Performance Monitoring of the Highways Agency Agreement**

- 12.1 It was noted that the bad weather had affected the budgets for gritting and more potholes were being reported.
- 12.2 It was agreed to receive the available performance results and note that generally recent performance results for the 2008/2009 financial year compared reasonably well against targets.

**13. On Street Parking Enforcement Monitoring Report**

- 13.1 The increased income was due to customers paying penalty charge notices (PCNs) at the lower rate within 14 days from issues and there were less customers going to appeal.
- 13.2 It was agreed to receive the available performance results and note that income and issuing of penalty charge notices were above budget.

**14. Major Roadworks – Regular Monitoring**

- 14.1 The report was noted

**15. Meeting Schedule 2009/2010**

- 15.1 It was agreed to cancel the meeting scheduled for 28 May 2009 because of the Norfolk County Council Local Government elections on 4 June 2009. The following schedule of meetings for 2009/2010 was agreed as follows:

25 June 2009;  
23 July 2009;  
24 September 2009;  
26 November 2009;  
28 January 2010;  
25 March 2010;  
27 May 2010.

**Tony Adams**

**Chairman**

**Norwich Highways Agency Committee**