

Norfolk County Council

Date: **Monday 23 July 2018**

Time: **10.00 a.m**

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

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Prayers

To Call the Roll

AGENDA

1. Minutes

To confirm the minutes of the meeting of the Council meetings held on

8 May and
1 June 2018

(Page 5)
(Page 28)

2. To receive any announcements from the Chairman

3. Members to declare any interests

If you have a Disclosable Pecuniary Interest in a matter to be considered at the meeting and that interest is on your Register of Interests you must not speak or vote on the matter. It is recommended that you declare that interest but it is not a legal requirement. If you have a Disclosable Pecuniary Interest in a matter to be considered at the meeting and that interest is not on your Register of Interests you must declare that interest at the meeting and not speak or vote on the matter.

In either case you may remain in the room where the meeting is taking place. If you consider that it would be

inappropriate in the circumstances to remain in the room, you may leave the room while the matter is dealt with.

If you do not have a Disclosable Pecuniary Interest you may nevertheless have an Other Interest in a matter to be discussed if it affects:

- your well being or financial position
- that of your family or close friends
- that of a club or society in which you have a management role
- that of another public body of which you are a member to a greater extent than others in your ward.

If that is the case then you must declare such an interest but can speak and vote on the matter.

4. Questions to Leader of the Council.

Procedure note (Page 31)

5. Notice of Motions (Page 33)

6. Recommendations from Committees

Service Committees

- Policy & Resources – 4 June & 16 July 2018 (To follow)
- Children's Services – 10 July 2018 (To follow)

7. Reports from Committees

Procedure Note (Page 37)

- Policy & Resources – 4 June & 16 July 2018 (To follow)
- Adult Social Care – 14 May & 2 July 2018 (Page 39)
- Business & Property – 15 May & 3 July 2018. (Page 45)
- Children's Services – 22 May & 10 July 2018 (To follow)
- Communities – 21 May & 4 July 2018 (Page 56)
- Digital Innovation & Efficiency – 11 May & 11 July 2018 (To follow)
- Environment, Development & Transport – 18 May & 6 July 2018 (Page 61)

Other Committees

- Health Overview and Scrutiny Committee – 24 May & 12 July 2018 (Page 71)
- Personnel Committee – 19 June 2018 (Page 82)
- Health & Wellbeing Board – 2 May 2018 (Page 83)
- Records committee – 29 June 2018 (Page 85)
- Planning (Regulatory) Committee – 13 July 2018 (Page 86)
- Norwich Highways Agency Joint Committee – 7 June 2018 (Page 88)

8. **Land at Willows Business Park, Saddlebow, King's Lynn** (Page 95)
Report by the Executive Director of Finance & Commercial Services.
9. **Appointments to Committees, Sub-Committees and Joint Committees (Standards Item).**
- (i) To note any appointments made under delegated powers;
 - (ii) To consider any proposals from Group Leaders for changes to Committees places.
- 10 **To answer Questions under Rule 8.3 of the Council Procedure Rules (only if any received).**

Chris Walton
Head of Democratic Services
County Hall
Martineau Lane
Norwich
NR1 2DH

Date Agenda Published: 13 July 2018

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Norfolk County Council

Minutes of the Meeting Held at 10am on 8 May 2018

Present:		
	Mr Tim Adams	Miss A Kemp
	Mr S Aquarone	Mr K Kiddie
	Mr S Askew	Mr M Kiddle-Morris
	Ms J Barnard	Mr B Long
	Mr D Bills	Dr E Maxfield
	Mr B Borrett	Mr G Middleton
	Ms C Bowes	Mr J Mooney
	Mr R Brame	Mr S Morphew
	Mrs J Brociek-Coulton	Mr G Nobbs
	Mrs P Carpenter	Ms J Oliver
	Mr M Castle	Mr R Oliver
	Mr S Clancy	Mr G Peck
	Miss K Clipsham	Mr R Price
	Mr D Collis	Mr A Proctor
	Ms E Corlett	Mr D Roper
	Mr S Dark	Mr D Rowntree
	Mrs M Dewsbury	Ms C Rumsby
	Mr M Dixon	Mr M Sands
	Mr D Douglas	Mr E Seward
	Mr P Duigan	Mr C Smith
	Mr F Eagle	Mr T Smith
	Mr T East	Mr M Smith-Clare
	Mr S Eyre	Mr B Spratt
	Mr J Fisher	Ms S Squire
	Mr T FitzPatrick	Mr B Stone
	Mr C Foulger	Mrs M Stone
	Mr T Garrod	Mr M Storey
	Mr A Grant	Dr M Strong
	Mrs S Gurney	Mr H Thirtle
	Mr R Hanton	Mrs A Thomas
	M Chenery of Horsbrugh	Mr V Thomson
	Mr H Humphrey	Mr J Timewell
	Mr B Iles	Mrs K Vincent
	Mr A Jamieson	Mrs C Walker
	Mr T Jermy	Mr J Ward
	Mrs B Jones	Mr B Watkins
	Dr C Jones	Mr M Wilby
	Mr C Jordan	

Present: 75

Apologies for absence were received from Mr A Adams; Mr I Mackie; Mr G Plant; Mr W Richmond and Mrs S Young.

1 Election of Chairman

1.1 Mr C Jordan moved, seconded by Mr B Iles, that Mrs M Stone be elected Chairman of the County Council for the ensuing year.

1.2 There being no other nominations, it was **RESOLVED**

That Mrs M Stone be elected Chairman of the County Council for the ensuing year.

1.3 Mrs Stone, having made the statutory declaration of acceptance of office, thanked the Council for the honour and privilege conferred upon her and formally took the Chair.

1.4 (Mrs M Stone, Chairman, in the Chair)

2 Minutes of the Previous Meeting

2.1 The minutes of the County Council meeting held on 16 April 2018 were confirmed as a correct record and signed by the Chairman, subject to the following:

- Paragraph 4.9.2. Mr Aquarone had not yet received the information requested. The Leader agreed to provide a written response.
- Paragraph 4.6.1 to be amended to read
“Mr Nobbs referred to the recent Radio Norfolk interview and said the Leader had named the three District Council Leaders, all of”
- Paragraph 6.3.3. Dr Strong advised that 9 members of the library staff had been made redundant.
- Paragraph 7.6.7 to be amended to read “Mr Roper referred to the Council meeting in December 2016, where”
- Paragraph 7.7.1. Mr Nobbs advised that he had not yet received a response to his question.

3 Election of Vice-Chairman

3.1 Mrs S Gurney moved, seconded by Mr B Long, that Mr H Humphrey be elected Vice-Chairman of the Council for the ensuing year.

3.4 There being no other nominations, it was **RESOLVED**

That Mr H Humphrey be elected Vice-Chairman of the Council for the ensuing year.

4 Vote of Thanks to the Outgoing Chairman

4.1 Mr C Jordan, as Leader of the Council, proposed a vote of thanks to the outgoing Chairman thanking him for his exemplary representation of Norfolk County Council throughout his term of office.

4.2 Mr S Morpew, Leader of the Labour Group, seconded the motion, thanking Mr Ward for his hard work and dedication whilst he was Chairman. Mr D Roper, Leader of the Liberal Democrat Group, and Mr M Castle, Leader of the Independent Group, also paid tribute to the hard work of Mr Ward.

4.3 Following the motion being carried, it was

RESOLVED

That the Council place on record its grateful thanks to Mr J Ward, stating that he had been an exemplary ambassador for the County.

4.4 Mr Ward addressed the Council saying that it had been an honour and a privilege to serve as Chairman of Norfolk County Council, thanking Councillors for appointing him. Mr Ward highlighted, in particular, his Chairman's Challenge reception on 27 April 2018 which approximately 150 people, representing many uniformed youth organisations, had attended. Mr Ward thanked his PA for her excellent organisation of many events throughout the year and also thanked his wife, Rita, for her patience and support during his term of office.

5 Chairman's Announcements

5.1 The Chairman advised that a training session for all Councillors would be taking place on the rise of Council and urged all Members to attend.

6 Declarations of Interest

6.1 There were no declarations of interest.

7 Election of Leader of the Council

7.1 Mr B Borrett moved, seconded by Mr T FitzPatrick, that Mr C Jordan be elected Leader of the Council for the ensuing year.

7.2 There being no other nominations, it was **RESOLVED** that

Mr C Jordan be elected Leader of the Council for the ensuing year.

8 **Election of Deputy Leader of the Council**

8.1 Mr C Jordan moved, seconded by Mr K Kiddie, that Mrs A Thomas be elected Deputy Leader of the Council for the ensuing year.

8.2 There being no other nominations it was **RESOLVED** that:

8.3 Mrs A Thomas be elected Deputy Leader of the Council for the ensuing year.

9 **Appointments of Committees and Joint Committees 2018/19.**

9.1 The report by the Head of Democratic Services was received, setting out the current membership of the Council's Committees and Joint Committees. Council was asked to approve any changes to membership proposed by Group Leaders; appoint one of the two representatives on the ESPO Management Committee to also be on ESPO's Finance and Audit Committee; and to appoint one of the two representatives on the Norwich Highways Agency Joint Committee to be the Committee's Chairman.

9.2 Mr C Jordan moved an amendment to the list of Committees and Joint Committees as set out at Appendix A of these minutes.

9.3 Upon being put to a vote, Council **RESOLVED** to:

9.3.1 **Approve** the changes to membership as set out in Appendix A of these minutes.

9.3.2 **Appoint** Mr J Fisher to ESPO's Finance and Audit Committee.

9.3.3 **Appoint** Mr J Fisher to be Chairman of the Norwich Highways Agency Joint Committee.

9.3.4 **Agree** the Membership of Committees and Joint Committees as set out in Appendix B of these minutes.

10 **Appointment of the Chairmen and Vice-Chairmen of Service Committees**

10.1 The Leader, Mr C Jordan, seconded by Mrs A Thomas, proposed the following names for Chairs/Vice Chairs of Committees

Adult Social Care

Chair: Mr B Borrett

Vice-Chair: Mrs S Gurney

Business and Property Committee

Chair: Mr K Kiddie

Vice-Chair: Mr B Iles

Children's Services

Chair: Mrs P Carpenter

Vice-Chair: Mr S Dark

Communities

Chair: Mrs M Dewsbury

Vice-Chair: Mr M Kiddle-Morris

Digital Innovation & Efficiency

Chair: Mr T Garrod

Vice-Chair: Mr D Bills

Environment, Development and Transport

Chair: Mr M Wilby

Vice-Chair: Mr S Clancy

- 10.2 There being no other nominations Council **RESOLVED** accordingly.

11 Questions to Leader of the Council

11.1 Question from Ms E Corlett

Ms Corlett asked if the Leader agreed that Members should have sight of what was being done in their name in respect of the Sustainability and Transformation Plan, including any correspondence signed by the Managing Director on behalf of the Council, and if he would agree to release to all Members in particular, the letter to NHS Improvement and NHS England proposing the break-up of the Mental Health Trust and the merger of some community health services with the Community Trust. Ms Corlett also asked if the Leader agreed that any significant local decisions should await the forthcoming publication of the green paper on social care.

The Leader responded that he felt all Councillors should have all the information they were entitled to.

11.2 Question from Mr D Roper

Mr Roper referred to the Northern Distributor Road/Broadland Northway and said that a lot of the correspondence he received from his constituents was about this road. Mr Roper asked the Leader for an assurance that there would be robust traffic monitoring of the new road, particularly looking at the design of roundabouts and how they were performing and also about how the roads that fed onto the NDR were behaving in terms of traffic. Mr Roper added that he had particular concerns about the B1150 North Walsham Road, which often had a tailback of approximately one mile at peak times. Mr Roper also said there was a large amount of remedial work which remained outstanding and asked for an assurance that the work would be completed and that none of costs for replenishing verges and footways would fall to Parish Councils.

The Leader deferred the question to Mr M Wilby, Chairman of Environment Development and Transport Committee. Mr Wilby responded that the NDR/Broadland Northway was now fully open and that this was a major piece of infrastructure, not only for Norwich but for the whole of Norfolk and the East of England which was making a huge difference since it opened. Mr Wilby added that he had received many positive comments about the road. Mr Wilby

advised that monitoring of the NDR and how it performed was taking place and if there were any issues, they would be dealt with. He added that there was still some work to be done, which would be completed as soon as possible and reassured Council that any financial pressures would not fall onto Parish Councils.

11.3 Question from Mr M Castle

Mr Castle asked if the Leader would like to join him in wishing Cllr Sandra Squire (Deputy Leader of the Independent Group) good luck, fair winds and following seas, as this was her last full Council meeting before she was sailing 3,800 miles across the north Atlantic with Team Great Britain on the final leg of the Clipper round the World Yacht Race. He also asked if the Leader could confirm whether the Council would be flying the Union Jack at County Hall for the duration of the race to show its support.

The Leader congratulated Cllr Squire for taking part in the race and wished her a fair wind and his very best wishes. He added that he would like to see the flag flown and after checking the relevant protocols advised that this would be done.

11.4 Question from Mr S Clancy

Mr Clancy asked the Leader for an update on the current situation with regard to the Norwich Western Link.

The Leader deferred the question to the Chairman of Environment, Development and Transport Committee who responded that the Norwich Western Link to connect the NDR to the A47 remained a priority for the Council. He added that a public consultation had commenced on 8 May and several roadshows in and around the villages and towns west of the city were planned. He asked everyone to support, or get involved with the consultation to ensure a strong case was made to complete the road as soon as possible.

11.5 Question from Mr M Smith-Clare

Mr Smith-Clare asked if the leader could provide an update to the question he raised at the last full Council meeting regarding the Private Eye article and missing Children's Services files.

The Leader apologised that Mr Smith-Clare had not received the response to his question. The Chairman of Children's Services Committee added that a report had been prepared and would be sent to Mr Smith-Clare as soon as possible.

11.6 Question from Mr D Rowntree

Mr Rowntree asked if the Leader intended to support the use of fire stations as host points for wifi and mobile phone masts and if so, what the impact would be if those fire stations transferred from County Council ownership to the Police & Crime Commissioner (PCC).

The Leader replied that he supported the development of both wifi and mobile phone signals on all council buildings as well as the fire service. He added that he did not know what the effects would be if the Fire Service transferred to the

PCC as no decision had yet been made. He added that he could not see why it would make any difference as it was just a hub to allow people to access wifi or mobile phone signals, so he felt it would be perfectly okay.

11.7 Question from Ms A Kemp

Ms Kemp said her question was about the future governance of the Norfolk Fire & Rescue Service and asked if the Leader thought that, in view of the doubling of knife crime in Norfolk since 2013 when the Office of the Police & Crime Commissioner first began, if it was in the national interest, and Norfolk's, interest, for the PCC to concentrate on reducing violent crime and gang culture in Norfolk and to abandon his plans to take over Norfolk Fire & Rescue Service which was a highly efficient service run by Norfolk County Council.

The Leader replied that he supported the decision made by Communities Committee on behalf of Norfolk County Council that they wished to retain the Norfolk Fire & Rescue Service, which was an efficient fire service, within the Council. The Leader added that he could not comment on what the PCC was doing but felt he should be looking after public interest.

11.8 Question from Mr S Morpew

Mr Morpew asked if the Leader believed that some of those in his own group who had been lukewarm when opposing the takeover of the NFRS by the PCC might be motivated by secret plans to replace Norfolk County Council by two unitary authorities. Mr Morpew also asked if the Leader agreed that NFRS did not need the threat of destruction and democracy would not be served by the loss of many Councillors, the cost of change, and the distraction a further unitary battle would bring to secure resources to provide the services Norfolk needed.

The Leader responded that the unitary debate was not going to go away until it had been resolved one way or another on a permanent basis. He added that the Fire Service was a separate issue, but the Government was looking at all options to try to save money and make councils more efficient and that unitary authorities would form part of those discussions.

11.9 Question from Mr B Watkins

Mr Watkins asked the Leader, following the Norfolk County Council roadshow in Diss recently, what the main issues of concern raised by the public had been, what the Leader had personally learned from the experience and what he was proposing to do differently as a result.

The Leader replied that there was no set forum to roadshows but it had been an extremely interesting evening. He added that a number of issues had been raised specifically to Diss and that area. With regard to doing anything differently, the Leader said that he thought roadshows should be kept as open as possible as the feedback from the public had been really good, with people appreciating the services provided and that they also understood the pressures faced in providing services. The Leader said that keeping roadshows open and allowing the public to set the agenda was the best way and that he did not think he would change anything.

11.10 **Question from Mrs C Walker**

Mrs Walker asked if the Leader agreed that NFRS provided critically important services to support businesses and protect the public from incidents at business premises. Mrs Walker added that if the Leader did not have an answer would he provide her with a written answer, including some examples of the services provided by NFRS.

The Leader replied that he, and his Group, supported the decision made by Communities Committee to support the Fire and Rescue Service staying within the County Council. He added that there were a myriad of reasons why the Committee had made that decision, including costs as the service was cost efficient and that there was nothing for him to explain as we all supported the Fire & Rescue Service.

11.11 **Question from Mr S Aquarone**

Mr Aquarone asked if the Leader could confirm whether Councillors would be able to claim, on their Members expenses, the cost of safely disposing of the large amounts of correspondence and photographs received about increased fly tipping since the DIY waste charges had been introduced.

The Leader deferred the question to the Chairman of Environment, Development and Transport Committee who replied that, following the budget decision made by Council, from 1 April charges had been introduced for disposing of DIY waste at recycling centres. He added that it was working quite well but he knew some people had suggested there would be more fly tipping in certain areas. Mr Wilby added that regular monitoring was taking place and if a problem was identified it would be dealt with.

12 Reports from Committees

12.1 **Report of the Audit Committee meeting held on 19 April 2018.**

The Chairman, moved the report. Council **RESOLVED** to note the report

12.2 **Report of the Health Overview and Scrutiny Committee meeting held on 5 April 2018.**

M Chenery of Horsbrugh, Chairman, moved the report. Council **RESOLVED** to note the report.

12.2.1 **Question from Mr E Seward**

Mr Seward referred to the Forward Work Programme and said that the area he received most complaints from his constituents about was the length of time they had to wait to see a GP. He added that he understood there were challenges in finding enough GPs as well as nurses to provide the services we all wanted and he asked if this particular issue could feature on the future work programme of the Health Overview & Scrutiny Committee.

The Chairman replied that he would discuss the matter with the Scrutiny

Support officer and suggested Mr Seward attend the next Norfolk Health Overview and Scrutiny Committee meeting where he could raise the question for debate by the Committee.

12.2.2 Question from Ms A Kemp

Ms Kemp referred to the discussion about funding for relatives visiting patients in out of county placements, for example when she had been a member of HOSC, a request had been made to fund people travelling to Norwich to visit relatives when they were admitted to the Julian Hospital, which was a tier 3 mental health hospital. Ms Kemp asked if this funding was now in place as there had been an argument between the Mental Health Trust and the CCG about who was going to fund the initiative.

The Chairman agreed to provide a written update.

12.2.3 Question from Mr M Sands

Mr Sands asked if the Chairman would consider writing to the Prime Minister and the Home Secretary concerning the turning down of 100 visas for overseas doctors which could alleviate waiting times in general practice and also in Accident and Emergency.

The Chairman replied that he would need to find out.

12.3 Report of the Norwich Highways Agency Committee meeting held on 22 March 2018.

Mr J Fisher, Chairman, moved the report. Council **RESOLVED** to note the report

12.4 Report of the Norfolk Joint Museums Committee meeting held on 6 April 2018.

Mr J Ward, Chairman, moved the report. Council **RESOLVED** to note the report

12.5 Report of the Norfolk Records Committee meeting held on 6 April 2018.

Mr P Duigan, Vice-Chairman, moved the report. Council **RESOLVED** to note the report

13 To answer questions under Rule 8.3 of the Council Procedure Rules

13.1 There were none.

The meeting concluded at 11am

Chairman



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AGENDA ITEM 9 APPOINTMENTS OF COMMITTEES AND JOINT COMMITTEES

The following changes have been notified by Group Leaders to the published list in the Council agenda:

Conservative

Adult Social Care Committee – Thomas Smith replaces Martin Storey

Communities Committee – John Ward replaces Margaret Stone

Standards Committee - John Ward replaces Margaret Stone

Pensions Committee - Tom FitzPatrick replaces Cliff Jordan

Eastern Inshore Fisheries Conservation Authority – Tom FitzPatrick replaces Richard Price

Labour

Policy and Resources Committee – Emma Corlett replaces Colleen Walker

Adult Social Care Committee – Brenda Jones replaces Mike Sands as Spokes

Business and Property Committee – Terry Jermy replaces Danny Douglas

Children's Services Committee – Mike Smith-Clare replaces Emma Corlett as Spokes

Communities – Chris Jones replaces Julie Brociek-Coulton. Chrissie Rumsby becomes Spokes

EDT Committee – Colleen Walker replaces Chris Jones

Planning Regulatory Committee – Chris Jones replaces Danny Douglas

Panel of Substitutes for Planning Reg. – Danny Douglas fills the vacancy

Employment Appeals Panel – Brenda Jones fills the vacancy

Norfolk Parking Partnership – Colleen Walker replaces Danny Douglas as substitute

Liberal Democrat:

Adult Social Care Committee – David Harrison replaces Tim Adams

Business and Property Committee – Tim Adams replaces Steffan Aquarone

Note: The composition of the Police and Crime Panel is based upon the overall political balance of County/District/City/Borough Council seats in Norfolk. The 7 District Councils each appoint 1 representative and the County Council makes its 3 appointments to ensure that the overall political balance is achieved. If, following appointments by District Councils at their AGMs there are any changes to the current political balance amongst County Council members (currently 2

Conservative, 1 Liberal Democrat), these will be made in consultation with the relevant Group Leaders.

APPOINTMENT OF COMMITTEES AND JOINT COMMITTEES 2018/19

CURRENT MEMBERSHIP

Policy and Resources Committee - 13 Members

Conservative (9)

Cliff Jordan (Ch)
Alison Thomas (V-Ch)
Bill Borrett
Penny Carpenter
Margaret Dewsbury
Martin Wilby
Keith Kiddie
Tom Garrod
Rhodri Oliver

Labour (2)

Steve Morpew (Spk)
Emma Corlett

Liberal Democrat (2)

Dan Roper (Spk)
Eric Seward

Adult Social Care Committee - 13

Conservative (8)

Bill Borrett (Chairman)
Shelagh Gurney (Vice-Chairman)
Greg Peck
Haydn Thirtle
Joe Mooney
Will Richmond
Thomas Smith
Sheila Young

Labour (3)

Mike Sands
Brenda Jones (spk)
Kim Clipsham

Liberal Democrat (2)

Brian Watkins (Spk)
David Harrison

Business and Property Committee - 13

Conservative (9)

Keith Kiddie (Chairman)
Brian Iles (Vice-Chairman)
Claire Bowes
Andrew Jamieson
Mark Kiddle-Morris
Carl Smith
Karen Vincent
Roy Brame
Fabian Eagle

Labour (2)

Colleen Walker (Spk)
Terry Jermy

Liberal Democrat (2)

John Timewell (Spk)
Tim Adams

Children's Services Committee - 13 plus 2 Church representatives (voting)

Conservative (8)

Penny Carpenter (Chairman)
Stuart Dark (Vice-Chairman)
Barry Stone
John Fisher
Richard Price
Vic Thomson
Graham Middleton
Ron Hanton

Labour (3)

Emma Corlett
Mike Smith-Clare (spk)
David Collis

Liberal Democrat (1)

Ed Maxfield (Spk)

Independent (1)

Sandra Squire

Communities Committee - 13

Conservative (8)

Margaret Dewsbury (Chairman)
Mark Kiddle-Morris (Vice-Chairman)
Nigel Dixon
John Ward
Ron Hanton
David Bills
Ian Mackie
Harry Humphrey

Labour (3)

Chris Jones
Chrissie Rumsby (spk)
Jess Barnard

Liberal Democrat (1)

Sarah Butikofer (Spk)

Independent (1)

Sandra Squire

Environment, Development & Transport Committee - 13

Conservative (9)

Martin Wilby (Chairman)
Stuart Clancy (Vice Chairman)
Simon Eyre
Colin Foulger
Tony White
Phillip Duigan
Andy Grant
Judy Oliver
Thomas Smith

Labour (2)

Terry Jermy (Spk)
Colleen Walker

Liberal Democrat (1)

Tim East (Spk)

Independent (1)

Mick Castle

Digital Innovation and Efficiency Committee – 9

Conservative (6)

Tom Garrod (Ch)
David Bills (V/Ch)
Ed Colman
Simon Eyre
Tom FitzPatrick
Thomas Smith

Labour (2)

Chris Jones
Dave Rowntree (Spk)

Liberal Democrat (1)

Marie Strong (Spk)

OTHER COMMITTEES

Planning (Regulatory) Committee - 13

Conservative (8)

Will Richmond
Brian Long
Steve Askew
Anthony White
Carl Smith
Martin Storey
Roy Brame
Colin Foulger (Ch)

Labour (3)

Mike Sands
David Collis
Chris Jones

Liberal Democrat (2)

David Harrison
Eric Seward

Panel of Substitutes for Regulatory Committees - 13**Conservative (8)**

Vacancies x 8

Labour (3)

Julie Brociek-Coulton, Brenda Jones, Danny Douglas

Liberal Democrat (2)

Vacancy x 2

Norfolk Health Overview and Scrutiny Committee 8**Conservative (5)**

Michael Chenery (Chair)
Richard Price
Fabian Eagle
Sheila Young
Graham Middleton

Claire Bowes (named substitute)
Simon Eyre (named substitute)
3 Vacancies for named substitutes

Labour (2)

Emma Corlett
Brenda Jones

Mike Smith-Clare (named substitute)
Kim Clipsham (named substitute)

Liberal Democrat (1)

David Harrison
Tim Adams (named substitute)

Audit Committee 7

Conservative (5)

Ian Mackie (Chair)
Andrew Jamieson
Karen Vincent
Haydn Thirtle
Colin Foulger

Labour (1)

Steve Morphew

Liberal Democrat (1)

Steffan Aquarone

Standards Committee - 7

Conservative (5)

Tony White
Mark Kiddle-Morris (Ch)
Claire Bowes
Greg Peck
John Ward

Labour (1)

George Nobbs (V/Ch)

Liberal Democrat (1)

Dan Roper

General Purposes (Regulatory) Committee – 5

Conservative (3)

Cliff Jordan
Alison Thomas
Bill Borrett

Labour (1)

Colleen Walker

Liberal Democrat (1)

Tim Adams

Pensions Committee 5**Conservative (3)**

Tom FitzPatrick
Judy Oliver
Martin Storey

Labour (1)

Danny Douglas

Liberal Democrat (1)

Brian Watkins

Personnel Committee - 5 (Must include the Leader of the Council)**Conservative (3)**

Cliff Jordan (Chair)
Alison Thomas
Andrew Proctor

Labour (1)

George Nobbs

Liberal Democrat (1)

Marie Strong

SECTION 2

Employment Appeals Panel – 11

When the Panel meets, it has a membership of 3 appointed by the Head of Human Resources and drawn from the wider Panel of 11

Conservative (7)

Cliff Jordan
Andrew Proctor
Bill Borrett
Tony White
Alison Thomas
Colin Foulger
Graham Middleton

Labour (3)

Steve Morpew
Emma Corlett
Brenda Jones

Liberal Democrat (1)

Marie Strong

Health and Wellbeing Board (3)

- * Chairman of the Children's Services Committee
- * Chairman of the Adult Social Care Committee
- One other Member of Council - David Bills

*Statutory member of the Board

SECTION 3

JOINT COMMITTEES

Norfolk Joint Museums Committee – 9

Conservative (6)

Harry Humphrey
John Ward (Chair)
Mark Kiddle-Morris
Martin Storey
Phillip Duigan
Thomas Smith

Roy Brame (named substitute)

Labour (2)

George Nobbs
Chrissie Rumsby

Mike Smith-Clare (named substitute)

Liberal Democrat (1)

David Harrison

Tim Adams (named substitute)

Norfolk Records Committee – 3

Conservative (2)

Phillip Duigan
Ron Hanton

Brian Iles (named substitute)

Labour (1)

David Rowntree

Mike Sands (named substitute)

Eastern Inshore Fisheries Conservation Authority – 3

Conservative (2)

Michael Chenery
Tom FitzPatrick

Labour (1)

David Collis

Norfolk Police & Crime Panel – 3

Conservative (2)

Will Richmond
Michael Chenery (named substitute)

Martin Storey
Philip Duigan (named substitute)

Liberal Democrat (1)

Sarah Butikofer
Tim Adams (named substitute)

Norwich Highways Agency Joint Committee – 2

Conservative (2)

John Fisher (Chairman)
Karen Vincent

Council also needs to formally appoint the Joint Committee Chairman from its 2 appointees. Position currently held by John Fisher)

Non-Voting Advisors (3)

Conservative (2) - Vic Thompson
 David Bills

Labour (1) - Chris Jones

Eastern Shires Purchasing Organisation Joint Committee - 2

Conservative (1)
Labour (1)

John Fisher
Brenda Jones

Council also needs to appoint 1 of its representatives to be on ESPO's Finance and Audit Committee Board (position currently held by John Fisher)

Norfolk Parking Partnership Joint Committee (1 Member of the Council plus one named substitute)

Tony White
Colleen Walker (named substitute)

Planning and Traffic Regulation Outside London Joint Committee (1 Member of the Council plus one named substitute)

Tony White
Danny Douglas (named substitute)

National Bus Lane Adjudication Committee (1 Member of the Council plus one named substitute)

Tony White
Danny Douglas (named substitute)

Norfolk County Council**Minutes of the Extraordinary Meeting Held at 1pm on Friday 1 June 2018****Present:**

Mr A Adams	Mr K Kiddie
Mr S Aquarone	Mr M Kiddle-Morris
Mr D Bills	Mr B Long
Mr B Borrett	Mr I Mackie
Ms C Bowes	Mr G Middleton
Mr R Brame	Mr J Mooney
Mrs J Brociek-Coulton	Mr S Morphew
Mrs P Carpenter	Mrs J Oliver
Mr M Castle	Mr R Oliver
Mr S Clancy	Mr G Plant
Ms K Clipsham	Mr R Price
Mr D Collis	Mr A Proctor
Mr E Colman	Mr W Richmond
Mr S Dark	Mr D Rowntree
Mrs M Dewsbury	Ms C Rumsby
Mr N Dixon	Mr M Sands
Mr D Douglas	Mr C Smith
Mr P Duigan	Mr T Smith
Mr F Eagle	Mr M Smith-Clare
Mr S Eyre	Mr B Spratt
Mr J Fisher	Ms S Squire
Mr T FitzPatrick	Mr B Stone
Mr T Garrod	Mrs M Stone
Mr A Grant	Mr M Storey
Mrs S Gurney	Mr H Thirtle
Mr R Hanton	Mrs A Thomas
M Chenery of Horsbrugh	Mr V Thomson
Mr H Humphrey	Mrs K Vincent
Mr A Jamieson	Mr J Ward
Mr T Jermy	Mr B Watkins
Mrs B Jones	Mr A White
Dr C Jones	Mr M Wilby
Ms A Kemp	Mrs S Young

Present: 66

Apologies for Absence:

Apologies for absence were received from Mr C Foulger and Mr D Roper;

1 Chairman's Announcements

- 1.1 The Chairman announced that her theme for the year would be "Inspirational Women" in partnership with organisations across Norfolk.

The Chairman was sad to hear of the news of former Council Leader, Mr C Jordan's diagnosis and of his decision to step down from Leader of the Council. She thanked him for his loyal service and dedication as Council Leader and County Councillor over the past years on behalf of Norfolk County Council.

The Chairman acknowledged the hard work carried out by the Deputy Leader in her role as acting leader in the time since Mr Jordan's resignation.

The Deputy Leader paid tribute to Mr Jordan on behalf of herself, the Conservative Group and Council. She noted his contribution and dedication to Norfolk over the past years and while unwell. She passed on thanks from Mr Jordan to staff for their personal contributions to Norfolk.

Cllr S Morphey paid tribute to Mr Jordan on behalf of the Labour Group and hoped to see him back on the Council in the future.

Cllr S Aquarone paid tribute to Mr Jordan on behalf of the Liberal Democrat group, noting his welcoming nature.

Cllr M Castle paid tribute to Mr Jordan on behalf of the Independent group.

2 Declarations of Interest

- 2.1 There were no Declarations of Interest.

3 Election of Leader of the Council

- 3.1 Cllr M Wilby proposed, seconded by Cllr B Stone that Cllr A Proctor be elected Leader of the Council for the ensuing year.

There being no other nominations, with 49 votes for, 13 against and 4 abstentions, it was **RESOLVED** that

- Cllr Andrew Proctor be elected Leader of the Council for the ensuing year.

The Leader of the Council paid tribute to Mr Jordan and his passion for Norfolk, and hoped to continue Mr Jordan's work and manifesto across the County. He echoed the tributes paid to Cllr Thomas for her work as Deputy Leader of Council.

4 To make any required changes to Appointments following the Election of the Leader of the Council.

The Leader of the Council proposed a motion to remove Cllr A Thomas as Deputy Leader, seconded by Cllr I Mackie.

With 45 votes for, 15 votes against, and 5 abstentions the motion was **CARRIED**

The Leader of the Council proposed, seconded by Cllr B Long that Cllr G Plant be elected Deputy Leader of the Council for the ensuing year.

There being no other nominations, with 48 votes for, 15 votes against and 2 abstentions it was **RESOLVED** that

- Cllr G Plant be elected Deputy Leader of the Council for the ensuing year.

The Deputy Leader paid tribute to and wished good luck to Mr Jordan and thanked Cllr A Thomas for her work over the past years as Deputy Leader and on the Council. The Deputy Leader thanked all members who had passed on their wishes to Mr Jordan.

The meeting ended at 13.26 pm.

Chairman



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Procedure for Leader's Question Time

In order to give as many people as possible the opportunity to put a question to the Leader, questions should be asked succinctly and in a business-like manner. They should not be preceded by lengthy preambles. Similarly, answers should be given succinctly, to make sure there is sufficient time for a reasonable number of questions to be dealt with. The Chairman will be prepared to intervene if he considers this principle is not being adhered to.

Agenda Item 4 – Questions to the Leader of the Council

Questions to the Leader will be a 15 minute session for questions relating only to the role of Leader.

1. Questions to the Leader must be relevant to matters for which the Council has powers or duties. Members do not need to give prior notice of what they plan to ask and the Chairman's ruling as to relevance of questions will be final. If the Leader cannot give an immediate answer or feels that a written answer would be more helpful or appropriate, then the questioner will receive a written reply and this will be published to all members and to the public via the minutes.
2. The Chairman will begin Leader's Question Time by inviting the Leader of the Labour Group to ask the first question. All Group Leaders may delegate the asking of their question to another member of their Group. There is no right to ask a supplementary question.
3. After the first question has been answered, the Chairman will invite the Leader of the Liberal Democrat Group to ask a question.
4. When the second question has been answered, the Chairman will invite and select a member of the Independent Group to ask a question.
5. When the third question has been answered, the Chairman will invite and select a member of the Conservative Group to ask a question.
6. If the 15 minutes has not expired, the Chairman will then invite all members of the Council to indicate if they wish to ask a question, by raising their hands. The Chairman will select a member to ask their

question and all other members should put down their hands until the Chairman next invites questions.

7. The Chairman will follow the same principle of selecting questioners alternatively from Groups as in paragraphs 2-5 above.
8. The session will be timed by the existing lights system for timing speeches. The amber light will be lit after 14 minutes and the red light lit after a further minute. If a question is being asked at the point at which the red light is lit, the Chairman will allow the question to be completed and the answer to be given.

Notice of Motions

Notice of the following motions have been given in accordance with the Council Procedure Rules:

1. Proposed by Alexandra Kemp, seconded by Tim East

This Council, mindful of its public sector equality duty to eliminate discrimination and advance equality of opportunity for people with protected characteristics, including disabled people and families with young children, asks the Policy and Resources Committee to arrange that the Strategic Equality Group, mothballed since the election of May 2017, should meet on a regular footing with immediate effect; as this Council wishes to challenge itself, in the interests of promoting public health and wellbeing and reducing the future social care budget, to enhance its power to help disabled residents who cannot walk, or who do not drive, or who are visually or sensorily impaired, or have learning difficulties, or mental health issues, and other disabilities, to access the community independently and participate on an equal footing; and therefore wishes to raise the bar for informed policy and decision making in the interests of disabled people, and to complement this Council's important, innovative work in Assistive Technology, with the restoration of the Strategic Equality Group as the forum for Equality Impact Assessments to be debated in detail by members collectively, to better inform this Council, and prove an active force for good in Norfolk.

2. Proposed by Terry Jermy, seconded by Steve Morphew

Council agrees to suspend charges for the disposal of DIY waste pending the outcome of the review of the policy by EDT committee.

3. Proposed by Tim East, seconded by Steff Aquarone

Since the introduction on 1 April 2018 by the Council of charges for household DIY waste there has been: -

- A challenge from Norman Lamb MP on the legality of these charges
- Questions raised by Norman Lamb MP in Parliament on these charges

- An Eastern Daily Press investigation showing an increase in fly tipping since these charges were introduced
- Evidence that public use of recycling centres has dropped since the charges were introduced
- Anger and confusion by residents at these charges and how they are being implemented
- Residents given different answers as to whether they would be charged depending on which recycling centre they went to

Councillor Martin Wilby, as Chairman of the Environment, Development and Transport Committee, told full council on 16 April 2018, that if there was an increase in fly tipping as a result of the policy, the County Council would 'sort it out'.

Given the above, the council will not meet its projected savings target and in doing so will put more clearing up costs on the District Councils. In any good organisation this would be seen as a poor decision and be quickly changed. The Council would then be in line with other authorities such as West Sussex County Council and Derbyshire County Council in reversing the charges.

The Council notes the public anger and frustration that the introduction of these charges has caused as evidenced by the petition calling for the charges to be reversed that has been signed by more than 6600 people.

Council resolves to immediately stop the charges for DIY household waste at its household waste recycling centres.

4. Proposed by John Timewell, seconded by Brian Watkins

A number of major employers have announced recently that they will be leaving Norfolk including Colman's from Norwich. Irwin and Mitchell estimates that for the number of new jobs created next year Norwich will be 27th out of all UK cities compared to Oxford 9th and Cambridge 10th.

The Council's own economic analysis shows that Norfolk is a difficult place to set up a business with Norfolk currently 2.5% behind the national average for business start-ups.

Essex County Council to improve its economic performance and to send out a clear message to everyone that they really are open for business set up an Independent Economic Commission. The Commission has set the ambitious target of Essex becoming the fastest growing economy in the country with the aim of doubling its jobs and wealth by 2025.

The Council resolves that it follows the example set by Essex County Council and

(A) sets up an independent Economic Commission for Norfolk,

(B) establishes the remit of the commission to gather evidence and provide recommendations as to how this county/region might realise its full economic potential, providing a stronger engine of growth for the UK economy,

(C) requests the Commission to bring together expertise from economists, business, finance and universities to provide a stronger analytical base for policy-makers and to make proposals for action,

(D) ensures that the membership of the commission is truly independent to be made up of academic, business and economic representatives with no political control, and

(E) asks the commission to report its findings within 1 year from now

5. Proposed by Dan Roper, seconded by David Harrison

Council notes that the airport north roundabout and Wroxham Road roundabout on the Broadland NDR have seen a higher number of crashes than would usually be expected for a road designed to national standards and which passed a safety audit carried out by independent experts.

It is not appropriate though for the council to deny any responsibility for this and to seek to blame it all on poor driving.

The Council should undertake an urgent reassessment of the road, to allay public concerns that should include:

- the layout of lanes at roundabouts and the tailbacks they are causing
- repairs to signage where they have been damaged
- sufficient slow down road markers and rumble strips before roundabouts as are provided at other major roads in the county.

Council resolves to (A) undertake an urgent safety audit of the Broadland NDR,

(B) give delegated responsibility to the Executive Director of Community and Environmental Services to take the remedial work that is needed as part of that audit, and

(C) request the Executive Director of Community and Environmental Services to report to the meeting of the Environmental, Development and Transport Committee on 7 September 2018 on the work that has been undertaken.

6. Proposed by Mike Smith-Clare, seconded by Emma Corlett

Council acknowledges the importance of members operating within a framework of accountability and transparency, and notes that requirement of disclosure of membership of the Freemasons by other Local Authorities represents best practice.

Council further acknowledges that for the public to have confidence in its elected representatives there must be total openness and scrutiny to safeguard against any perceived potential conflicts of interests in our decision making.

Council therefore resolves that all NCC members be required to declare membership of the Freemasons on their register of interests

Procedure for Questions to Service Committee Chairs

Questions to the Chairs of:-

- Policy and Resources Committee
- Adult Social Care Committee
- Business and Property Committee
- Children's Services Committee
- Communities Committee
- Digital Innovation and Efficiency Committee
- EDT Committee

The time allowed for questions will 10 minutes for each Chair.

1. The Chairman will begin Questions to Chairs by inviting members to indicate, by raising their hands, if they wish to ask a question of the Chairman of the Adult Social Care Committee.
2. The Chairman will select a member to ask their question and all other members should put down their hands until the Chairman next invites questions.
3. The Chairman will follow the principle of selecting the first questioner from the Labour Group, followed by the Liberal Democrat Group, the Independent Group and the Conservative Group. The Chairman will then revert to the Labour Group etc.
4. The session will be timed by the existing lights system for timing speeches. The amber light will be lit after 9 minutes and the red light after a further minute. If a question is being asked at the point at which the red light is lit, the Chairman will allow the question to be completed and the answer to be given.
5. Questions should be asked succinctly and in a business-like manner. They should not be preceded by lengthy preambles. Similarly, answers should be given succinctly, so that there is sufficient time for a reasonable number of questions to be dealt with. The Chairman of the Council will be prepared to intervene if he considers this principle is not being adhered to.
6. After questions to the Chair of the Adult Social Care Committee have ended, the Chairman will then invite questions to the Chair of the Business and Property Committee, following the procedure in 1-5 above, etc

Report of the Adult Social Care Committee Meeting held on 14 May and 2 July 2018.

A – Items from the meeting of 14 May 2018

1. Update from the Executive Director

- 1.1 The Executive Director of Adult Social Care updated Members on:
- Recruitment to senior roles in the Senior Management Team
 - The Carers' task and finish group which had met the previous week to discuss employment for carers: a meeting would be held about support for young carers.
 - Press coverage about Allied Healthcare: the Local Government Association had issued a statement to say that Allied Healthcare had applied for a Company Voluntary Arrangement to restructure their debts
 - Media coverage about Brundall care home, who were rated inadequate by the Care Quality Commission (CQC): Placements into the home had been suspended and the Council were supporting them to improve.

2. Chairman's Update

- 2.1 The Chairman gave an update to Members from his role as Chairman of the Health and Wellbeing Board.

3. Update from Members of the Committee regarding any internal and external bodies that they sit on

- 3.1 Updates were received from the following Members:
- The Vice-Chair was due to meet with the Making it Real Group regarding them trialling assistive technology.
 - Mr Thirtle had attended a governors' meeting at the James Paget hospital and been approached by the chief executive of Centre 81 in Great Yarmouth about their vision for the future.
 - Mrs Jones had attended trustee meetings of the Norfolk and Norwich Association for the Blind, Making it Real meetings, and visited the proposed site for the Anchor House assistive technology flat.
 - Mrs Young had attended:
 - A seminar at the Theatre Royal on combatting loneliness
 - Board meetings of the Queen Elizabeth Hospital Trust and West Norfolk Clinical Commissioning Group (CCG)
 - A visit of the Fermoy centre at the Queen Elizabeth hospital
 - A meeting of the Norfolk Older People's Strategic Partnership
 - A dementia pathways meeting in West Norfolk; the West Norfolk Carers Group had received funding to allow them to support carers in rural communities
 - A meeting of the Norfolk and Suffolk Foundation Trust

4. Internal and External Appointments

- 4.1 The Committee considered the report asking them to review and make appointments to external and internal bodies and Champions positions.

The Committee **AGREED** appointments to outside bodies and boards and Champions positions; see Appendix A.

5. Norfolk's Better Care fund and Integration Plan 2017-19: Progress Report for 2017-18

- 5.1 The Committee reviewed the report outlining progress with Norfolk's Better Care Fund (BCF) and Integration Plan and initiatives funded through BCF, and heard a presentation by the Executive Director of Adult Social Services; see Appendix B
- 5.2 The Committee **REVIEWED** and **AGREED** the report, noting progress had been made with integration

6. Adult Social Care Finance Outturn Report Year End 2017-18

- 6.1 The Committee received the report giving a review of the budget position for the last financial year, 2017-18, based on information to the end of March 2018.
- 6.2 With 9 votes for and 3 against, the Committee **RESOLVED** to **AGREE**:
- a) The outturn position for 2017-18 Revenue Budget of an underspend of £3.696m
 - b) The outturn position for the 2017-18 Capital Programme

7. Performance Management Report

- 7.1 The Committee considered the report giving the latest available performance position for Adult Social Services using data from the new Liquid Logic system.
- 7.2 The Committee unanimously:
- a) **AGREED** the overall performance position for adult social care as described in section 2 of the report
 - b) **CONSIDERED** the findings of the Local Government Social Care Ombudsman's report included in full in Appendix 2 of the report.

8. Risk Register

- 8.1 The Committee received the report presenting the full departmental risk register, for information on the department's risks for 2018/19.
- 8.2 With 8 for and 4 abstentions, the Committee:
- a) **CONSIDERED** the main changes since the first Risk Management report of 2017/18 and the last Risk Management report presented in January 2018
 - b) **DISCUSSED** and **AGREED** the risk register as set out in Appendix B of the report
 - c) **AGREED** to the removal of risk RM14290 as set out at paragraph 1.3 of the report

9. Norfolk Against Scams Partnership

- 9.1 The Committee received the report from Norfolk Trading Standards Scams Team who

were looking to form a partnership with Norfolk County Council to prevent people becoming victims of financial abuse through mass marketing scams.

- 9.2 The Committee unanimously **RESOLVED** to:
- SUPPORT** the development of a Norfolk Against Scams Partnership (NASP) with the National Trading Standards (NTS) Scams Team and communities in our County
 - SUPPORT** Norfolk County Council becoming one of the flagship Friends Against Scams local authorities.
 - members **RESOLVED** to **BECOME** a Norfolk “Scambassador” as part of the Friends Against Scams network

10. Integrated Community Equipment Service (ICES) provision into Waveney Health and Social Care

The Committee considered the report discussing expanding the provision of community equipment to Waveney, to align with the Sustainable Transformation Partnership’s Norfolk and Waveney footprint

The Committee unanimously **APPROVED** that:

- Norfolk County Council **ACCEPT** the delegation of powers from Suffolk County Council for the purchase of community equipment for social care in relation to the Waveney area
- Norfolk County Council **ACCEPT** the inclusion of Waveney health into the contract and for Norfolk County Council to extend its purchase of community equipment for health in relation to the Waveney area
- The delegation in 1 and agreement in 2 would be **SUBJECT** to the execution of the relevant agreements which would include the contributions that Suffolk County Council and Great Yarmouth & Waveney CCG would make towards the contractual and management costs of the wider ICES arrangements. The completion of this agreement would be **DELEGATED** to the Head of Integrated Commissioning (Norwich)

A – Items from the meeting of 2 July 2018

1. Executive Director’s Update

- 1.1 The Executive Director of Adult Social Care updated members on:
- The recent inadequate CQC judgement received by the Norfolk and Norwich University Hospital which was now in special measures
 - The Government’s Social Care green paper, which had now been deferred to autumn 2018
 - Norfolk Community Health and Care who had recently received an excellent CQC rating;
 - The Executive Director of Adult Social Care had taken on the role of STP Primary and Community Care Lead for Norfolk
 - the LGA (Local Government Association) peer review of Adult Social Care which was due to be carried out between the 18 and 21 September 2018
 - A Multi Agency Discharge Event (MADE) on July 17 and 18, organised to bring together those in health and social care involved in the discharge system to consider patient flow and its impact on delayed transfers of care in Norfolk
 - The success of Carers’ week

2. Update from Members of the Committee regarding any internal and external bodies that they sit on

2.1 The following updates were received from Members:

- Michael Chenery of Horsburgh reminded Members about the Friends Against Scams Training for all Members due to take place on 5 July
- The Vice-Chair had attended a Making It Real Group meeting on 17 May; funding for 6 amazon dots had been secured which members of the Group would trial. She was also arranging a visit to centre 81 in Great Yarmouth.
- Mrs B Jones provided an update as Member Champion of Physical Disability and Sensory Impairment
- Mr M Sands updated Members on Bowthorpe Community Trust Workshops which provided opportunities for people with learning disabilities
- Mr D Harrison was attending an LGA conference in Birmingham
- Mrs S young had attended a meeting of age UK and a meeting of the Older Persons Strategic Partnership Board
- As a board observer Mr G Middleton praised the outstanding CQC judgement of Norwich and Norfolk Community Health and Care, and discussed the Carers Charter Group meeting at Magdalen gates School
- Mr T Smith shared information from the Community Rail Norfolk Group who were due to assess rail stations on the Wherry Line to look at their dementia friendliness

3. Adult Social Care Finance Monitoring Report Period 2 (May) 2018-19

3.1 The Committee received the financial monitoring report based on information to the end of May 2018 and setting out variations from budget, progress against planned savings and details of the use of the improved Better Care Fund (ibcf)

3.2 Mr Harrison raised a motion asking for a valuation of the effect of the cuts being made quickly to Adult Social Care, seconded by Mr Sands. The Chairman said that progress on the savings targets is automatically updated to committee. With 4 votes for and 8 against the motion was lost.

With 8 votes for and 4 abstentions, the Committee **AGREED**:

- a) The forecast outturn position at Period 2 for the 2018-19 Revenue Budget of a £1.990m overspend
- b) The planned use of reserves of a net £0.405m above the level agreed when setting the budget

4. Norfolk Learning Disability Strategy 2018 – 2022; My Life, My Ambition, My Future

4.1 The Committee received the report giving information on Norfolk's Learning Disability Strategy, "My Life, My Ambition, My Future.

4.2 The Committee unanimously **APPROVED the adoption and implementation of Norfolk Learning Disability Strategy 2018 – 2022; My Life, My Ambition, My Future**

5. Adult Social Care Annual Quality Report 2017/18

5.1 The Committee considered the report updating Members on implementation on the new quality framework adopted in January 2015, and the third annual quality report.

- 5.2 Mr Harrison raised a motion seconded by Mrs Jones to add “with regular monitoring reporting back to committee/cabinet scrutiny”. The Chairman said this would happen automatically with the performance reporting the Committee already receives. With 4 votes for and 8 votes against, the motion was lost.

The Committee unanimously:

- a) **CONSIDERED** the findings presented and agree to publish the Annual Quality Report
- b) **AGREED** to resetting the (RIG) target from 80% rated as good or better to 85% rated as good or better and extending the programme to 31 March 2020 from 31 March 2019

6. NorseCare Contract Review

- 6.1 The Committee considered the report detailing renegotiation of the NorseCare contract and factors for a successful refresh of arrangements between NorseCare and the Council.
- 6.2 With 8 votes for and 4 against, the Committee:
- a) **AGREED** the Contracting Principles between NorseCare and Norfolk County Council Outlined in Section 3 of this report
 - b) **DELEGATED** to the Executive Director the contract variation based on those principles

Bill Borrett
Chair, Adult Social Care Committee

Adult Social Care Committee Boards, Panels, and Steering Groups 2018/19

1. Independence Matters Enterprise Development Board (2)

Chairman of the Adult Social Care Committee and Shelagh Gurney

This body was created to oversee the development of the Social Enterprise.

Adult Social Care Committee Outside Bodies

1. Norfolk Council on Ageing (1)

Sheila Young

The organisation's vision is that older people live well in Norfolk and its mission statement is to support older people in the County to enjoy the opportunities and meet the challenges of later life. The Council provides a wide variety of services to older people and their carers across the County.

2. Norfolk Safeguarding Adults Board (NSAB)

Greg Peck

Adult Social Care Committee Champions

Carers – Julie Brociek-Coulton

Older People – Sheila Young

Learning Difficulties – Sandra Squire

Physical Disability and Sensory Impairment – (also serves as Council representative on Norfolk and Norwich Association for the Blind) – Brenda Jones

Dementia – Colin Foulger

Report of the Business and Property Committee Meetings held on 15 May 2018 and 03 July 2018.

A– Items from the meeting of 15 May 2018

1. **Verbal update/feedback from Members of the Committee regarding Member Working Groups or bodies that they sit on.**
 - 1.1 The following updates were received from Members:
 - The Chairman had attended a Board meeting at Hethel; been busy with Repton Board; been part of the appointment board for the County Farms tenancies; been to the Royal Norfolk agricultural Annual General Meeting and as the Armed Forces Champion met Lord Dannant for a briefing at Norwich Research Park
 - The vice-Chairman reported that he had attended the Repton Board
 - Mr Eagle had attended three meetings of the Agri-Tech Board.
 - Mrs Walker had been attending the meetings of the Yarmouth Town Centre Management Board where ideas to improve the town were going ahead
 - An update on Apprenticeships was received from Cllr Stuart Clancy in his role of Apprenticeships Champion
2. **Forward Plan and Delegated Decisions**
 - 2.1 The Committee received the annexed report which set out the Forward Plan for the Committee and updated them on relevant decision taken under delegated powers by the relevant Executive Director or their team.
 - 2.2 The Committee;
 - **AGREED** to receive a presentation from Karen Knight at the July meeting
 - **NOTED** the delegated decisions.
3. **Annual Review of Business and Property Committee activities**
 - 3.1 The Committee received the annexed report which set out the Committee's three year forward plan which set out its areas of responsibility which would be shaped by the ambition of the County Council's new strategy.
 - 3.2 The Committee;
 - **AGREED** Business and Property Plan as set out in Appendix 1 of the report
 - **NOTED** the Committee's contribution to, and responsibilities, for Norfolk Futures, NCC's transformation plan
 - **AGREED** the performance measures against which the committee will report to Policy and Resources Committee for monitoring purposes, as set out in para 1.1.8 of the report
4. **Regeneration of Yarmouth Riverside and Town Centre**
 - 4.1 The Committee received the annexed report which provided members with an overview of the development of Great Yarmouth Town Centre and Waterfront, and the

County Council's role.

- 4.2. The Committee **NOTED** the contents of the report

5. Economic Development – strategic context for Norfolk

- 5.1 The Committee received the annexed report which set out the shorter term, five year, performance targets, to inform delivery plans and the mechanisms for monitoring delivery of the targets. The report also set out Norfolk's contribution to delivery of the Norfolk and Suffolk Energy Coast, including proposals for spending Economic Development's 2018-19 funding.
- 5.2 The Committee;
- **NOTED** the proposals outlined in the report and gave feedback where appropriate.
 - **AGREED** to receive a small business grant presentation from Nigel Best at the September meeting.

6. Finance Monitoring

- 6.1 The Committee received the annexed report which provided the Committee with information on the budget position for services reporting to Business and Property Committee for 2017-18. It provided information on the revenue budget outturn for 2017-18 and the revenue budget values for 2018-19. It also provided an update on the use of reserves and details on the capital programme.
- 6.2 The Committee **NOTED**;
- The 2017-18 revenue outturn position for this Committee, and the 2018-19 revenue budget values
 - The capital programme for this Committee
 - The actual use of reserves in 2017-18 and the balance of reserves carried forward to 2018-19.

7. Appointments to Internal and External Bodies

- 7.1 The Committee received the annexed report which set out the internal and outside appointments relevant to the Committee together with the current representative.
- 7.2 The Committee reviewed the memberships and **AGREED** to duly appoint members as set out in Appendix 1 of this report

8. Disposal, acquisition and exploitation of Properties

- 8.1 The Committee received the annexed report which outlined proposals for exploiting properties surplus to operational requirements, pro-actively releasing property assets with latent value where the operational needs could be met from elsewhere and strategically acquiring property to drive economic growth and wellbeing in the County.
- 8.2 The Committee;
- **ENDORSED** the key principles forming the policy on the treatment of retained land and sites following the conversion of schools to academies.

- **Formally DECLARED** the land at Stibbard Road, Fulmondeston surplus to County Council requirements and instruct the Head of Property to dispose of the property. In the event of a disposal receipt exceeding delegated limits, the Head of Property in consultation with the Executive Director of Finance and Commercial Services and Chair of B&P Committee is authorised to accept the most advantageous offer and report the fact at a subsequent B&P Committee meeting.
- **AGREED** to the acquisition of a licence for 3 years for 16 dedicated and 14 hot desks at South Norfolk House, Cygnet Court, Long Stratton for a fee of £31,500 per annum (pa).
- **AGREED** to the leasing of the Queens Road Land, Norwich to Sentinel House Buildings Ltd for a 30-year term at £2000 pa.
- **Formally DECLARED** the land adjacent Ashleigh Infant School, Wymondham surplus to requirements and instruct the Head of Property to dispose of the property. In the event of a disposal receipt exceeding delegated limits, the Head of Property in consultation with the Executive Director of Finance and Commercial Services and Chair of B&P Committee is authorised to accept the most advantageous offer and report the fact at a subsequent B&P Committee meeting.

9. Exclusion of the Public

- 9.1 The Committee **AGREED** to exclude the public from the meeting under section 100A of the Local Government Act 1972 on the basis of the conclusions of the public interest tests.

10. County Farms Estate Management Update

- 10.1 The Committee received the annexed report which provided an update on the County Farms estate since its last meeting.
- 10.2 The Committee **AGREED** the recommendations as set out in the report.

11. Acquisition of Farm Lane

- 11.1. The Committee received the annexed report which presented the proposal for the purchase of land at Avenue Farm, Halvergate.
- 11.5 The Committee **AGREED**;
- To the purchase of 168.91 acres (68.36 ha) of farm Land at Avenue Farm, Halvergate.

B – Items from the meeting of 03 July 2018

1. Urgent Business

- 1.1 The Chairman had agreed to take the item, Dedication of a site in Brisley for the Centenary Fields programme, under urgent business due to the timescales involved. The Committee received the supplementary report.
- 1.2 Mr Kiddle-Morris spoke in support of the item as local Member for the area.

- 1.3 The Committee **AGREED** to part of field 21 on the Brisley County Farms estate being dedicated as a Centenary Field.
- 2. Verbal update/feedback from Members of the Committee regarding Member Working Groups or bodies that they sit on.**
- 2.1 The following updates were received from Members:
- The Chairman had attended:
 - An Interreg Programme international meeting in Caen in France as part of the Interreg Cross Channel Programme
 - A Symposium in Portsmouth as part of the Interreg Programme
 - The Armed forces convention held by NCC in Norwich Football Club which he helped host as Member Armed Forces Champion
 - A Hethel engineering board at Scottow
 - Mr T Smith reported, as Deputy Leader at Great Yarmouth Council, the first cruise ship had been welcomed into Yarmouth
 - Mr R Brame reported that the Greater Thetford Development Board were working on terms of reference and functions and more information would be brought to Committee when available
 - Mrs C Walker reported that the Great Yarmouth Town Centre Development Board meeting was due to take place the following Tuesday
- 3. Appointments to outside bodies**
- 3.1 Committee considered the appointments to Norwich Airport Board and Norfolk Chamber of Commerce and Industry.
- 3.2 Committee agreed the proposed appointments
- 4. Opportunities for the Digital Economy**
- 4.1 The Committee received the report introducing Tech East Ltd, owned by Suffolk Chamber of Commerce, whose start up was funded by Norfolk and Suffolk local authorities alongside the Local Enterprise Partnership; Members heard a presentation from Tim Robinson, Chief Operating Officer) of Tech East Ltd.
- 4.2 The Committee:
i) **NOTED** the report and associated presentation
- 5. Forward plan and delegated decisions**
- 5.1 The Committee received and reviewed the report setting out the Forward Plan and delegated decisions taken by Officers.
- 5.2 The Committee
1. **REVIEWED** the Forward Plan at Appendix A and requested a review of Scottow to be added to the September Meeting with information on capital expenditure to date
 2. **NOTED** the delegated decisions.
- 6. Finance monitoring**
- 6.1 The Committee considered the report giving information on the revenue budget

position for services reporting to Business and Property Committee for 2018-19, use of reserves and details of the capital programme.

6.2 The Committee **NOTED**:

- a) The 2018 - 19 revenue position for this Committee
- b) The 2018 - 19 to 2020 - 21 capital programme for this Committee
- c) The 2018 - 19 reserves position for this Committee

7. Performance Management

The Committee received the report based on the revised Performance Management System implemented as of 1 April 2016 providing data against the new 2018.19 vital signs list.

7.1 The Committee:

- **REVIEWED** and **COMMENTED** on the performance data, information and analysis presented in the body of the report and determined that the recommended actions identified are appropriate

8. Risk Management

8.1 The Committee considered the risk management report providing the latest departmental level property risks as at July 2018 following the latest review conducted in June 2018.

8.2 The Committee considered and **NOTED**:

- a) the reconciliation report in Appendix A of the report, which is designed to detail any significant changes to the Committee's corporate and department level risks
- b) Risk RM14200 - Failure to meet NCC Carbon Reduction Target presented for information purposes to provide Members with sight of the changes to score and progress (Appendix B of the report)
- c) the summary of current corporate and departmental level risks for this Committee in Appendix C of the report
- d) The list of possible actions, suggested prompts and challenges presented for information in Appendix D of the report
- e) The background information to put the risk scoring into context, shown in Appendix E of the report

9. Disposal and acquisition of properties

9.1 The Committee reviewed the report outlining disposals and acquisitions of properties aimed at supporting Norfolk County Council (NCC) priorities by exploiting properties surplus to operational requirements, pro-actively releasing property assets with latent value where the operational needs can be met from elsewhere and strategically acquiring property to drive economic growth and wellbeing in the County.

9.2 The Committee:

- (i) Formally **DECLARED** the land north of Norwich Road Acle surplus to County Council requirements and **INSTRUCTED** the Head of Property to dispose of the land to Repton Property Developments Ltd, and, authorise the Head of Property in consultation with the Executive Director of Finance & Commercial Services and Chair of B&P Committee to agree the value of the land at which it is to be sold and report the sale at a subsequent B&P Committee meeting.

- (ii) Formally **DECLARED** the former Chapel Road School site, Attleborough surplus to County Council requirements and **INSTRUCTED** the Head of Property to dispose of the property. In the event of a disposal receipt exceeding delegated limits the Head of Property in consultation with the Executive Director of Finance & Commercial Services and Chair of B&P Committee is authorised to accept the most advantageous offer and report the fact at a subsequent B&P Committee meeting.
- (iii) Formally **DECLARED** the Land South of New Road, Attleborough surplus to County Council requirements and **INSTRUCTED** the Head of Property to dispose of the property. In the event of a disposal receipt exceeding delegated limits the Head of Property in consultation with the Executive Director of Finance & Commercial Services and Chair of B&P Committee is authorised to accept the most advantageous offer and report the fact at a subsequent B&P Committee meeting.
- (iv) Formally **DECLARED** the Old Westgate Farm Barn beet pad, Binham surplus to County Council requirements and **INSTRUCTED** the Head of Property to dispose of the property to either:
 - The adjoining owner on the best terms possible.
 - Or
 - In the event of non-agreement with the adjoining owner dispose on the open market.
 In the event of a disposal receipt exceeding delegated limits the Head of Property in consultation with the Executive Director of Finance & Commercial Services and Chair of B&P Committee is authorised to accept the most advantageous offer and report the fact at a subsequent B&P Committee meeting.
- (v) Formally **DECLARED** the Market Garden Land, Hopton on Sea surplus to County Council requirements and **INSTRUCTED** the Head of Property to dispose of the property. In the event of a disposal receipt exceeding delegated limits the Head of Property in consultation with the Executive Director of Finance & Commercial Services and Chair of B&P Committee is authorised to accept the most advantageous offer and report the fact at a subsequent B&P Committee meeting.
- (vi) **AGREED** to the leasing of the land to the Rear of 101 – 106 Norfolk Street, King's Lynn to the Borough Council of King's Lynn and West Norfolk for £3,500 per annum for 10 years.
- (vii) Formally **DECLARED** the land at Wootton Drift, King's Lynn surplus to County Council requirements and **INSTRUCTED** the Head of Property to dispose of the property. In the event of a disposal receipt exceeding delegated limits the Head of Property in consultation with the Executive Director of Finance & Commercial Services and Chair of B&P Committee is authorised to accept the most advantageous offer and report the fact at a subsequent B&P Committee meeting.
- (viii) Formally **DECLARED** the land at Whittington Hill, Northwold surplus to County Council requirements and **INSTRUCTED** the Head of Property to dispose of the property to either:
 - The adjoining owner on the best terms possible.

Or

In the event of non-agreement with the adjoining owner dispose on the open market.

In the event of a disposal receipt exceeding delegated limits the Head of Property in consultation with the Executive Director of Finance & Commercial Services and Chair of B&P Committee is authorised to accept the most advantageous offer and report the fact at a subsequent B&P Committee meeting.

- (ix) With 10 votes for and 2 against, **AGREED** to the leasing of Vauxhall Centre carpark, Norwich to RCP Parking (Vauxhall) Ltd for £65,000 per annum (first 6 months rent free) for 10 years on terms laid out in the tender documents.
- (x) Formally **DECLARED** the land at Parkside Drive, Old Catton surplus to County Council requirements and **INSTRUCTED** the Head of Property to dispose of the property to either:
 - The adjoining owner on the best terms possible.
 - Or
 - In the event of non-agreement with the adjoining owner dispose on the open market.

In the event of a disposal receipt exceeding delegated limits the Head of Property in consultation with the Executive Director of Finance & Commercial Services and Chair of B&P Committee is authorised to accept the most advantageous offer and report the fact at a subsequent B&P Committee meeting.
- (xi) Formally **DECLARED** the Land at School Road (Burlingham Estate), South Walsham surplus to County Council requirements and **INSTRUCTED** the Head of Property to dispose of the property considering in addition to price the economic growth and community benefits. In the event of a disposal receipt exceeding delegated limits the Head of Property in consultation with the Executive Director of Finance & Commercial Services and Chair of B&P Committee is authorised to accept the most advantageous offer and report the fact at a subsequent B&P Committee meeting.
- (xii) Formally **DECLARED** the land off Wards Chase, Stow Bardolph surplus to County Council requirements and **INSTRUCTED** the Head of Property to dispose of the property. In the event of a disposal receipt exceeding delegated limits the Head of Property in consultation with the Executive Director of Finance & Commercial Services and Chair of B&P Committee is authorised to accept the most advantageous offer and report the fact at a subsequent B&P Committee meeting.
- (xiii) With 9 votes for and 3 votes against, **AGREED** to the leasing of Trimingham camp site to Swallowtails Leisure Ltd for £10,000 per annum plus 5% of turnover (less the base rent), first 6 months rent free, for 15 years on terms laid out in the tender documents.

10. Exclusion of the public

- 10.1 The Committee **AGREED** to exclude the public from the meeting under section 100A of the Local Government Act 1972 on the basis of the conclusions of the public interest tests.

11. Norwich Airport Industrial Estate

11.1 The Committee **AGREED** the recommendations in the report

12. Joint Venture Housing Development with Breckland Bridge Ltd

12.1 With 4 votes in favour and 8 against the Committee **RESOLVED NOT** to **AGREE** the recommendations.

12.2 With 10 votes in favour and 2 against, the Committee **AGREED** to defer the decision, and for Officers to come back with a wider review of options.

13. Repton Property Developments Ltd – update.

13.1 The Committee **AGREED** the recommendations in the report

14. County Farms Estate Management Update

14.1 The Committee **AGREED** the recommendations in the report

**Keith Kiddie,
Chairman, Business and Property Committee**

Business and Property Committee - Outside Bodies Appointments

2018/19 Appointments shown

1. Agri-Tech (Eastern) Programme Board (1)

Fabian Eagle

This body makes decisions on the eastern Agri-Tech Growth Initiative Programme Board about which projects to fund from this specific Regional Growth Funded scheme.

2. BID (Norwich Business Improvement District) (1)

Steve Morpew

The Norwich BID is run for local businesses by local businesses. It aims to make a clear positive impact on the vitality of the City centre and the business within it.

3. Norwich Airport Consultative Committee (1)

Shelagh Gurney, (Sub David Collis)

These meetings are a DfT requirement to enable aerodrome operators and communities in the vicinity of the airport to discuss operational and business matters affecting their interests.

4. Norwich Airport Board (Non-Executive Director) (1)

Cliff Jordan (Sub Alison Thomas)

5. Norfolk Rail Group (4)

Tony White
Brian Long
Tim East
Michael Chenery

To consider strategic rail policy issues and respond to such issues as they arise, and lobby and pursue rail policy objectives on a continuing basis between Norfolk Rail Policy Group meetings.

6. Norfolk Chamber of Commerce and Industry (1)

Alison Thomas

Norfolk Chamber of Commerce is an independent, not-for-profit Company that aims to support its membership be more successful and to improve the Norfolk economy.

7. Thetford Development Board (1)

Roy Brame

8. New Anglia Skills Board for Norfolk and Suffolk (1 plus 1 Substitute)

Stuart Clancy (Sub Colleen Walker)

A sub group of the LEP Board which is tasked with steering the implementation of the Greater Norwich/ Greater Ipswich City Deals and the Strategic Economic Plan. Membership consists of representatives of the Further Education sector and training providers with employers. Both Norfolk and Suffolk County councils are represented and can nominate a substitute.

9. Town Centre Company (Great Yarmouth) Ltd (1)

Mick Castle

The Partnership meets and discusses all relevant issues concerning the Town Centre.

10. Hethel Innovation Ltd (2)

Keith Kiddie
Colin Foulger

Runs Hethel Engineering Centre and provides innovation-led business support to businesses in Norfolk/East of England.

11. Great Yarmouth Port/Leisure Users Liaison Meeting (1)

Ron Hanton

12. Great Yarmouth Development Company - Area Board (1)

Colleen Walker

The Norfolk Development Company was established to promote economic development on behalf of the local authorities of Norfolk, with an initial emphasis on physical regeneration and development. The company provides a structure for joint ventures which enables new projects to be agreed and implemented more quickly. Individual companies can be established – the first to do so was the Great Yarmouth Development Company, a 50-50 partnership between the County Council and Great Yarmouth Borough Council. The agreement states the representative should be the lead member for Economic Development. Clarification is being sought as to the continuing need for representation on this body

13. Royal Norfolk Agricultural Association (1)

Keith Kiddie

The objectives of the Association are to promote, through the Royal Norfolk Show and other events, the image, understanding and prosperity of agriculture and the countryside.

14. Rural Strategy Steering Group (1)

Tom Garrod

Member Champions

Apprenticeships – Stuart Clancy

Rail – Michael Chenery

Report of the Communities Committee Meetings held on 21 May and 4 July 2018

A: Meeting held on Monday 21 May 2018.

1 Urgent business

- 1.1 There were no items of urgent business.

2 Norfolk Fire & Rescue Service – Presentation

- 2.1 The Committee received and **noted** a presentation from the Chief Fire Officer on the wide range of activities carried out by the Norfolk Fire & Rescue Service.

3 Resilience and Emergency Planning

- 3.1 The Committee considered the report by the Director of Public Health updating it on the work of the Resilience Team which would inform the review of resilience and emergency planning which was highlighted as a priority in the review of the Public Health Strategy approved by Members in November 2017.
- 3.2 The Committee received and **noted** a presentation from the Head of Resilience and received a copy of the Norfolk Community Resilience strategy.
- 3.3 The Committee **RESOLVED** to:
1. **Note** the range of emergency planning and preparedness work lead by NCC Resilience Team.
 2. **Agree** to and **support** the review of the NRF Community Resilience Strategy to seek a greater involvement of elected members at parish, district and county levels and greater engagement with local communities and volunteers in emergency preparedness, response and recovery.

4 Appointments to Internal and External Bodies

- 4.1 The Committee considered the report by the Managing Director setting out the outside and internal appointments relevant to Communities Committee, together with the current membership.
- 4.2 The Committee **RESOLVED** to:
- Make appointments to those external bodies, internal bodies and Champions positions as set out in Appendix C of the minutes.

5 Finance Monitoring

- 5.1 The Committee considered the report by the Executive Director of Community and Environmental Services providing it with information on the budget position for services reporting to Communities Committee for 2017-18. The report also provided information on the revenue budget outturn for 2017-18 and the net revenue budget for 2018-19, as well as an update on the use of reserves and details of the capital programme.
- 5.2 The Committee **RESOLVED** to **note**:
- a) The 2017-18 revenue outturn position for Communities Committee, and the 2018-19 revenue budget values.
 - b) The Capital programme for the Committee.
 - c) The actual use of reserves in 2017-18 and the balance of reserves carried forward to 2018-19.

6 Forward Plan and Decisions taken under delegated authority

- 6.1 The Committee considered and **noted** the report by the Executive Director of Community & Environmental Services setting out the Forward Plan for Communities Committee.

B: Meeting held on Wednesday 4 July 2018

1 Urgent Business

- 1.1 The Committee congratulated the Director of Public Health, Public Health team and Partners who had won the Public Health Improvement Category at the recent Municipal Journal Awards for its Norfolk Domestic Abuse Change Programme.
- 1.2 The Committee received an update from the Chief Fire Officer about the work Norfolk Fire and Rescue Service was undertaking to respond to incidents and to ensure the service is prepared for the potential risk of further fires in the current dry weather conditions.

2 Norfolk Armed Forces Covenant Terms of Reference and the Appointment of a New Commissioner.

- 2.1 The Committee considered the report by the Executive Director of Community and Environmental Services asking the Committee to approve the recruitment and appointment of a new Armed Forces Commissioner as the incumbent Commissioner completes his term of office in March 2019. The Committee was also asked to endorse the amended terms of reference for Norfolk's Armed Forces Covenant board, which had already been approved by the Board.
- 2.2 The Committee **RESOLVED** to:

1. Approve the establishment of a Panel consisting of Norfolk County Council's Armed Forces Member Champion and two other members of the Covenant Board to oversee the recruitment process and make an appointment to the Armed Forces Commissioner role to commence 1 April 2019.
2. Endorse the amendments to the Norfolk Armed Forces Covenant Board Terms of Reference, as set out in Appendix 1 of the report.

3 Norfolk Fire and Rescue Service – key performance challenges.

- 3.1 The Committee considered the report by the Executive Director of Community & Environmental Services setting out detailed end of year performance information for the Fire and Rescue Service.
- 3.2 The Committee **RESOLVED** to:
 1. **Note** the performance of the Norfolk Fire and Rescue Service, including how this relates to and reflects national trends. Where improvement is needed, task and finish roles to address specific issues and risks are put in place.

4 Norfolk Day Presentation

- 4.1 The Committee received and **noted** a presentation from the Assistant Director, Culture and Heritage about events which would be happening on Norfolk Day on Friday 27 July 2018.

5 Norfolk Against Scams Partnership (NASP) Steering Group – Terms of Reference.

- 5.1 The Committee considered the report by the Executive Director of Community & Environmental Services setting out (in Appendix 1 of the report) the proposed terms of reference for the Norfolk Against Scams Partnership (NASP) and the proposed membership of the NASP steering group.
- 5.2 The Committee **RESOLVED** to
 - agree** the terms of reference for the Norfolk Against Scams Partnership (NASP) and the Member representation on the Steering Group

6 Mobile Library Service

- 6.1 The Committee considered the report by the Executive Director of Community & Environmental Services outlining proposed principles for rural service delivery, proposed criteria for mobile route planning, as well as presenting some viable alternatives to rural service delivery to be piloted.
- 6.2 The Committee **RESOLVED** to:
 1. **Agree** the proposed priorities for rural service delivery.

2. **Agree** the proposed criteria for the route planning and pilot schemes to be reviewed by the Committee and adjusted if necessary based on predicted impact.

7 Work and health in Norfolk

- 7.1 The Committee considered the report by the Executive Director of Community & Environmental Services.
- 7.2 The Committee **RESOLVED** to:
 1. note the Public Health approach to promoting health in the workplace, and the model of the Thriving Workplaces service.
 2. Support the strategy to promote the health of NCC employees.
 3. Agree that healthy eating, mental health and stopping smoking are the Public Health priorities to support NCC to become a healthy workplace.

8 Finance Monitoring

- 8.1 The Committee considered the report by the Executive Director of Community and Environmental Services providing it with financial monitoring information for the services reporting to Communities Committee for 2018-19.
- 8.2 The Committee **RESOLVED** to **note**:
 - a) The 2018-19 revenue budget and forecast out-turn position for this Committee.
 - b) The Capital programme for the Committee.
 - c) The balance of reserves brought forward to 2018-19 and the planned use of reserves

9 Risk Management

- 9.1 The Committee considered the report by the Executive Director of Community & Environmental Services providing it with the Communities Committee departmental risks, reported as at July 2018, following the latest review conducted during June 2018. The reporting of risk is aligned with, and complements, the performance and financial reporting to the Committee.
- 9.2 The Committee **RESOLVED** to **note**:
 - a) The reconciliation report in Appendix A of the report, which detailed two significant changes to the Communities department level risks;
 - b) The summary of current departmental level risks for this Committee in Appendix B of the report;
 - c) The list of possible actions, suggested prompts and challenges presented for information in Appendix C of the report;
 - d) The background information to put the risk scoring into context, shown in Appendix D of the report.

10 Performance Management

10.1 The Committee considered the report by the Executive Director of Community & Environmental Services providing data against the new 2018/19 vital signs list derived from measures contained with the “plans on a page” previously presented to, and agreed by, Communities Committee.

10.2 The Committee **RESOLVED** to:

Note the performance data, information and analysis presented in the body of the report.

11 Forward Plan and Decisions taken under delegated authority

11.1 The Committee considered the report by the Executive Director of Community & Environmental Services setting out the Forward Plan for Communities Committee, together with the relevant decisions taken under delegated powers by the Executive Director (or his team) within the Terms of Reference of Communities Committee.

11.2 The Committee **RESOLVED** to **note**:

1. The Forward Plan at Appendix A of the report.
2. The delegated decisions detailed in Section 2 of the report.

Margaret Dewsbury
Chairman, Communities Committee

Report of the Environment Development and Transport Committee Meeting held on 18 May and 6 July 2018.

A – Items from the meeting of 18 May 2018

1. Urgent Business

- 1.1 The Chairman and Committee passed on their congratulations to the Norwich Area Drainage Team for winning the East Anglian Area CIHT project of the year award 2018. The winning £10m project included securing funding through the Department of Transport challenge fund to complete 10 miles of drainage over 3 years to reduce flooding.

2. Verbal update/feedback from Members of the Committee regarding Member Working Groups or bodies that they sit on.

- 2.1 Mr Foulger gave an update on the Broadland Northway (previously Norwich Distributor Road, NDR) Member Working Group and the Third River Crossing Member Working Group.
- 2.2 Mr Clancy updated members on the Norwich Western Link Member Working Group.

3. Appointments to internal and external bodies

- 3.1 The Committee reviewed the appointments to internal and external bodies and Champions positions set out in the Appendix to the report.
- 3.2 The Committee **AGREED** appointments to internal and external bodies and Champions positions as set out in Appendix 1 of this report.

4. A140 Long Stratton: Hempnall Crossroads Junction Improvement

- 4.1 The Committee received the report outlining proposals for a roundabout to replace the existing crossroads, locally known as 'Hempnall Crossroads' at the junction of the A140 / B1527 Hempnall Road / C497 Bungay Road.
- 4.2 The Committee **CONSIDERED** the consultation responses and **APPROVED** the submission of a planning application for the Hempnall Crossroads Junction Improvement scheme.

5. New Anglia integrated transport strategy

- 5.1 The Committee received the report with detail on the Integrated Transport Strategy for Norfolk and Suffolk which was programmed to be adopted by the New Anglia LEP Board in May 2018.
- 5.2 Members raised a number of points for feedback to New Anglia Local Enterprise Partnership (LEP) about the strategy document:
- It was felt that public transport initiatives should be emphasised
 - The Vice Chairman thought it was "unbelievable" that the Broadland Northway

(previously Norwich Distributor Road, NDR) was missing from the strategic document and should be included. The Executive Director of Community and Environmental Services pointed out that the LEP had contributed £10m to the Broadland Northway project.

- The amount of jargon and acronyms in the document was noted as making the document difficult for the public to understand

5.3 The Committee **NOTED** the Integrated Transport Strategy for Norfolk and Suffolk, while **HIGHLIGHTING** the omission of the Broadland Northway (previously Norwich Distributor Road, NDR) project in the strategic document and the points raised during discussion.

6. Rail Update

6.1 The Committee received the report discussing direct rail services between Norwich and Liverpool, links to the Midlands and north west and connections to onward services.

6.2 The Committee **AGREED** the text of the letter, set out in Appendix A, to be sent on behalf of the committee to Chris Grayling MP, Secretary of State for Transport.

7. Minerals and Waste Local Plan Consultation

7.1 The Committee considered the report giving information on the proposed Initial Consultation stage in the preparation of the Minerals and Waste Local Plan Review, including the proposed planning policies for minerals and waste management development and the proposed mineral extraction sites.

7.2 The Committee **RESOLVED** to:

1. **AGREE** that the revised Minerals and Waste Development Scheme shall have effect from 1 June 2018.
2. **AGREE** to the publication of the Initial Consultation document, the Initial Sustainability Appraisal Report and the draft Habitats Regulations 69 Assessment for a six-week consultation period;
3. **DELEGATE** to the Executive Director of CES the power to make minor corrections and non-material changes that are identified prior to the issue of the consultation documents.

8. The Environment Agency's Rationalising the Main River Network (RMRN) Pilot Project

8.1 The Committee received the report outlining the Environment Agency's proposals to transfer management of flood risk for several stretches of Main River within Norfolk.

8.2 The Vice Chairman was concerned that the costs of the Environment Agency were being passed on to other authorities, District Councils and the County Council. He **suggested** the Committee should write to the Environment Agency about better meeting their obligations for flood management of water courses in Norfolk, and **PROPOSED** recommendation option 3. Mr White seconded the Vice Chairman's proposal.

8.3 Members discussed their concerns about the document and the recommendations

8.4 With 11 votes for and 1 against, the Committee **RESOLVED** to choose option 3:

- The Committee **DO NOT AGREE** with the de-maining proposals, irrespective of the outcome of the formal consultation or the confirmation by the relevant District Councils.

9. Norwich depot hub – next steps

- 9.1 The Committee received the report giving an update on progress towards delivering the Norwich depot hub scheme.
- 9.2 The Committee **RESOLVED** to:
1. **AGREE** that the depot hub scheme is not taken forward at this time but that work continues on securing a suitable replacement site for a recycling centre
 2. **AGREE** that the member task and finish group established to oversee the depot hub project will now focus on overseeing the process to secure a suitable site for the delivery of the replacement recycling centre.

10. Finance Monitoring

- 10.1 The Committee considered the report providing information on the outturn position for services reporting to the Committee for 2017-18.
- 10.2 The Committee **RESOLVED** to **AGREE**:
- a) The out-turn position for the Environment, Development and Transport Committee revenue budget
 - b) The Capital programme for this Committee.
 - c) The actual use of the reserves and the balance of carried forward at the end of March 2018.

12. Forward Plan and decisions taken under delegated authority

- 12.1 The Committee **REVIEWED** the forward plan and requested additional reports for addition, and **NOTED** the delegated decisions taken by Officers.

B – Items from the meeting of 6 July 2018

1. Urgent Business - Hardings Way South, King's Lynn Traffic Regulation Order

- 1.1.1 The Chairman chose to take item 9, Hardings Way South, King's Lynn Traffic Regulation Order under Urgent Business. The Executive Director of Community and Environmental Services explained that this decision had been made under consideration of section 100B of the Local Government Act 1972, subsection 4b. The Chairman believed that special circumstances existed in the case of this report as the matter had been in the public domain for a considerable amount of time and had raised a large volume of local feeling; if the Committee reached a decision at the meeting certainty could be provided to all local interests in the matter.
- 1.1.2 Local Member Cllr A Kemp had requested the matter was considered under a public enquiry; the Executive Director of Community and Environmental Services had considered the request and taken advice from the Council's Legal Officer. Having done so he did not consider there to be unusual or exceptional circumstances present in the proposal to consider the Traffic Regulation Order which would be better informed by a public inquiry. The request was declined.
- 1.2.1 Cllr Kemp spoke against the Traffic Regulation Order, discussing her concerns about risks for disabled people, concerns raised by residents and increase in HGVs on the road.
- 1.2.2 Mr Ray spoke against the Traffic Regulation Order, discussing new dangers created by the order, impact on public health and implementation of NICE guidelines, contradictions

with the cycling and walking and casualty reduction strategies, concerns over site visit times, and existing access to the area from other roads.

- 1.3 With 9 votes in favour, 3 against and 1 abstention, the Committee:
- 1) **CONSIDERED** the findings of the equality impact assessment, attached at Appendix B to this report, and in doing so, note the Council's duty under the Equality Act 2010 to have due regard to the need to:
 - Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act;
 - Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
 - Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.
 - 2) **CONSIDERED** and **AGREED** the mitigating action proposed in the equality impact assessment;
 - 3) **CONSIDERED** the objections raised and the supporting information contained within this report and **DECIDE** to approve the Norfolk County Council (King's Lynn, Various Roads) (Bus and Cycle Lane) Amendment

2. Verbal update/feedback from Members of the Committee regarding Member Working Groups or bodies that they sit on

- 2.1 An update was circulated from the Norwich Western Link Member Working Group
- 2.2 A Rail update was circulated

3. Market town transport network improvement strategy

- 3.1 The Committee received the report updating Members on the current year's programme of market town transport strategies and proposes towns for the second year's programme, 2018/19.
- 3.2 The Committee:
1. **NOTED** the progress that has been made for the current market town Network Improvement Strategies in Dereham, Swaffham, North Walsham, Thetford and Diss.
 2. **AGREED** a programme of market town Network Improvement Strategies looking at the transport impacts of growth in market towns and large villages in Norfolk in 2018/19

4. Highway Asset Performance

- 4.1 The Committee discussed the report detailing performance of the highway asset against current service level priorities, based on previous Member decisions, covering planned capital structural maintenance of the assets only
- 4.2 The Committee:
- a) **NOTED** the progress against the Asset Management Strategy Performance framework and the continuation of the current strategy and targets
 - b) **NOTED** the progress against the implementation of Well-Managed Highway Infrastructure a Code of Practice item
 - c) **NOTED** the performance against Key Performance Indicator's in Highway Contracts (Tarmac, WSP & Dynniq)

5. Hornsea Project Three offshore Wind Farm and onshore supporting infrastructure – submitted application.

- 5.1 The Committee considered the report detailing the DCO application for an offshore windfarm and onshore ancillary grid connection infrastructure in Norfolk, which will be determined by the Secretary of State for Business, Energy and Industrial Strategy. The application is defined as a Nationally Significant Infrastructure Project (NSIP) under the Planning Act 2008.
- 5.2 The Committee **AGREED** to inform the Planning Inspectorate and the Secretary of state that the County Council:
- (1) Supports the principle of this offshore renewable energy proposal, which is consistent with national policy, subject to the detailed comments set out in this report being resolved satisfactorily through the DCO process;
 - (2) Has a series of holding highway objections to the proposed onshore infrastructure (see Appendix 1);
 - (3) Seeks a number of / “Requirements” (conditions) relating to highway; flood risk; and archaeological matters being agreed and attached to any final DCO decision (see Appendix 1).
 - (4) Considers that the applicant should ensure that the proposal brings real socio-economic benefits to both (a) the individual communities directly affected by the planned infrastructure works and (b) the County as a whole.

6. Tri-LEP area Local Energy Strategy

- 6.1 The Committee considered the report outlining information on the Tri-LEP area Local Energy Strategy, a regional strategy providing the platform to support future growth opportunities to deliver local energy solutions within the County.
- 6.2 The Committee **ENDORSED** the Strategy on behalf of NCC

7. Finance Monitoring

- 7.1 The Committee received the report providing Members with financial monitoring information for the services reporting to this Committee for 2018-19.
- 7.2 The Committee **NOTED**:
- a) The note 2018-19 revenue budget the Environment, Development and Transport Committee and the current forecast outturn position
 - b) The Capital programme for this Committee.
 - c) The balance of reserves brought forward to 2018-19.

8. Risk management

- 8.1 The Committee received the report containing information from the latest risk register as at July 2018 following the latest review conducted in June 2018.
- 8.2 The Committee **CONSIDERED**:
- a) The changes to EDT departmental risks since the last Risk Management report was reported to this Committee in March 2018, in Appendix A;
 - b) The risks reported by exception in Appendix B;
 - c) The summary of EDT departmental risks in Appendix C;
 - d) The list of possible actions, suggested prompts and challenges presented for information in Appendix D;

9. Performance management

- 9.1 The Committee considered the report based on the revised Performance Management System implemented as of 1 April 2016, and containing data against the new 2018-19 vital signs list.
- 9.2 The Committee **REVIEWED** and **COMMENTED** on the performance data, information and analysis presented in the body of the report.

10. Forward plan

- 10.1 The Committee received the report setting out the forward plan and detailing delegated decisions taken by Officers
- 10.2
 - 1. **REVIEWED** the Forward Plan at Appendix A of the report
 - 2. **NOTED** the delegated decisions set out in section 2 of the report.

Martin Wilby
Chairman, Environment, Development and Transport Committee

Environment, Development and Transport Committee Boards/Panels and Outside Bodies

2018/19 appointments shown

1. Norfolk Local Access Forum – 2

The Norfolk Local Access Forum (LAF) represents a variety of countryside interests with regards to improving public access across the county. It provides independent strategic advice to a range of organisations who have a duty to consult the Local Access Forum where there are implications or proposals around public access.

1 Labour - Julie Brociek-Coulton
1 Conservative – Fabian Eagle

Cycling and Walking Champion is an Ex-Officio Member (see appointment of Member Champions later in this report).

2. Norfolk Waste Partnership Strategic Management Board (2)

Chairman and Vice Chairman of the Committee

3. Norwich Western Link Member Group

Tim East (LD)
Bill Borrett (Con)
Stuart Clancy (Chair) (Con)
Shelagh Gurney (Con)
Margaret Dewsbury (Con)
Greg Peck (Con)
Chris Jones (Lab)

Part B

Environment, Development and Transport Committee Outside Bodies

1. Wash and North Norfolk Coast European Marine Site Management Scheme (2)

David Collis
Brian Long
Sub – Tony White

The scheme coordinates management by the relevant authorities of the Wash and North Norfolk Coast European Marine Site. The Management Group, which

includes representatives from several 'relevant authorities' including the County Council, produces and manages a Management Plan, a statutory requirement.

2. Norfolk Coast Partnership (2 plus 2 substitutes)

Marie Strong
Andrew Jamieson (Simon Eyre sub)

The role of the Partnership Forum is to bring together the perspectives of many organisations through a representative system, to develop policy for the Partnership and to develop, review and implement the AONB Management Plan, the production of which is a statutory requirement.

3. King's Lynn Conservancy Board (1)

David Collis – **3 year period of office to 16th February 2020.**

The Statutory port, harbour and pilotage authority for Kings Lynn.

4. Marriott's Warehouse Trust (Green Quay) (1)

David Collis

The Green Quay is an Independent Registered Charity and its partners are Natural England, RSPB, Wash Estuary Strategy Group, Norfolk County Council and Borough Council of King's Lynn and West Norfolk. The key objectives of the Green Quay are to inform and educate both schools and general public about the Wash, Fens.

5. Environment Agency

(a) Anglian (Eastern) Regional Flood and Coastal Committee (2)

Mick Castle (sub Terry Jermy)
Judy Oliver (sub Brian Iles)

The RFCC is a committee established by the Environment Agency under the Flood and Water Management Act 2010 that brings together members appointed by Lead Local Flood Authorities (LLFAs) and independent members with relevant experience.

(b) Anglian (Central) Regional Flood & Coastal Committee (1)

Brian Long (sub Tony White)

6. Broads Authority (2)

Haydn Thirtle
John Timewell

7. Norfolk Windmills Trust (3)

Philip Duigan
Martin Wilby
Tony White

8. Caistor Roman Town Joint Advisory Board (1)

Vic Thompson

Management and Development of Caistor Roman Town.

9. A47 Alliance (5)

Chairman of EDT Committee
Mick Castle
Tim East
William Richmond
Mark Kiddle Morris

The A47 Alliance brings together local authorities, MPs, Local Enterprise Partnerships, businesses and other stakeholders to secure improvements to the A47. The Alliance is led by Norfolk County Council but covers the A47 from Great Yarmouth to the A1 just west of Peterborough.

10. Norfolk Flood and Water Strategic Forum (1)

Tony White

11. Norfolk Strategic Planning Member Forum (1)

Stuart Clancy

12. Ouse Washes Strategy Group (1)

Brian Long

The role of the group is to ensure that all partners who operate on or depend on the Ouse Washes work collaboratively to meet the current and future challenges facing the Ouse Washes and surrounding communities.

13. Greater Norwich Development Partnership Board (3)

Martin Wilby
Stuart Clancy
Tim East

14. Great Yarmouth Transport and Infrastructure Steering Group (3)

Graham Plant

Mick Castle
Brian Iles

15. Greater Norwich Growth Board

Cliff Jordan

16. Local Transport Body (Chair)

Chair of EDT Committee

17. Local Transport Board (2)

Martin Wilby and Stuart Clancy

18. East West Rail Board (1)

Tony White

19. Community Rail Norfolk Board (1)

Thomas Smith

Member Champions

Cycling and Walking – Andrew Jamieson
Historic Environment – Brian Watkins

Report of the Norfolk Health Overview and Scrutiny Committee meeting held on 24 May 2018 and 12 July 2018

Items from 24 May 2018

1 Access to NHS Dentistry in West Norfolk

- 1.1 The Committee received evidence from Healthwatch Norfolk, NHS England Midlands and East (East), RAF Marham and Norfolk Local Dental Committee. The Committee also heard from Alexandra Kemp, County Councillor for Clenchwarton and King's Lynn South.
- 1.2 The Committee noted that Healthwatch Norfolk had surveyed access to NHS dental services in West Norfolk for families with children (including families of service personnel). The recommendations from Healthwatch on this matter were contained in a presentation to the Committee from Alex Stewart, Chief Executive, Healthwatch Norfolk which can be found on the Committee pages website.
- 1.3 The following key points were noted:
 - The Chairman said that the subject of access to NHS dentistry in West Norfolk was originally raised with the Committee by the County Council because of an issue with access for families of service personnel at RAF Marham who were not permitted to make use of the MoD provided service.
 - The remote location of the airbase, the transient nature of military personnel, the limited public transport to nearby towns and the unwillingness of dental practices to take on new patients, particularly when they might only be living in the area for a short period of time, made it difficult for families of service personnel from the airbase to find dentists who were willing to take on NHS dental work.
 - The speaker from RAF Marham said that even if families of service personnel were permitted to make use of the MoD provided service, there was insufficient capacity at the airbase to meet the demand. As the provision of NHS dental services for civilians was a government responsibility charitable sources did not provide assistance to the families of service personnel in this respect.
 - Members said that it was important that in using the Armed Forces Covenant to meet the dental needs of the families of service personnel that this did not place additional pressures on those living in the wider community who were struggling to obtain appointments at local dental practices.
 - There was evidence to show that poor access to NHS dental services was not limited to the RAF community or to those living in West Norfolk.
 - The barriers to public access to NHS dental services were said by Members to include the availability and cancellation of appointments, long waits, the need to update and keep the pages on the NHS Choices and dental practices websites updated (because they were the public-facing resource for finding NHS services in the local area) and, specifically for those living in remote communities, the need for improved transport links to enable people living in remote communities to visit dental practices.

- In reply, to public questions from Ms Alexandra Kemp, the Head of Commissioning at NHS England Midlands & East (East) said that East was not aware of any major problems with the quality of NHS dental care in West Norfolk. There were many parts of West Norfolk where the Committee could be assured that the feedback from patients showed that NHS core primary dental services were of a very high quality, however, there was still work to be done to raise public understanding of the importance of regular dental check-ups, particularly among vulnerable groups.
- The data provided to the Committee by NHS England Midlands & East (East) showed that the overall performance of dental practices in West Norfolk was not static; waiting times for routine appointments varied significantly between individual dental practices and, while there was only one practice currently taking on NHS patients (as at 4 May 2018), certain parts of West Norfolk were better served than others.
- Rates of access to NHS dentistry in West Norfolk were however low and compared unfavourably with those for the country as a whole.
- The speaker from the local dental committee said that it was becoming increasingly difficult to find dentists who were willing to take on NHS dental work, particularly in rural areas and areas of deprivation.
- Dental practices were independent businesses working in accordance with an NHS dental contract that was determined at the national level. The current NHS dental contract (introduced in 2006) had made it more difficult for patients to access a dental practice.
- Without a right to registration as a NHS patient, patients had no right of treatment at a dental practice unless they were undergoing a course of NHS treatment. In the event of an emergency a patient could call 111 and that service might be able to find a dental practice for the patient but this was far from satisfactory and patients might have to rely on phoning round several practices and then having to travel many miles to find a practice that had spare capacity.
- Members spoke in support of a suggestion by the speaker from the local dental committee that there should be protected in-hours slots with local dentists to accommodate urgent referrals from NHS 111 and avoid the need for these patients to access out-of-hours services.
- Members also spoke in favour of the re-introduction of a registration scheme for NHS patients as soon as practicably possible.
- In reply, the speakers from NHS England Midlands & East (East) said that trials had been held elsewhere in the country to identify an appropriate registration scheme for NHS dental patients. The results were awaited.
- Members spoke about the difficulties that patients from vulnerable groups, such as those with Special Educational Needs, were having in obtaining access to NHS dental services. In response the speakers agreed to take steps to improve the proactive care that was provided to vulnerable groups of people and build this into their work programmes.
- The speakers said that if patients were experiencing problems accessing dental services then NHS England Midlands & East (East) could signpost them to a local dental practice or to the Community Dental Services that were available in Norfolk.
- It was pointed out that Community Dental Services provided a 'referral' dental service providing specialist care and expertise to vulnerable groups of patients who required specialist treatment or who had found difficulty in accessing high street dentists. Patients could self-refer or be referred by dentists or others.

- The Committee asked to be informed of the locations of Community Dental Services in Norfolk and details about the current waiting lists for their services.
- Access to specialist services was said by the speakers from NHS England Midlands & East (East) to be a challenge across their area as a whole and there was a need to develop appropriate networks in order to allow such services to flourish.
- The Committee was informed that the struggle to recruit dentists had been compounded in the past two years because EU/EEA graduates coming to the UK for the first time were waiting many months to obtain an NHS performer number. Without a performer number a dentist could only work on a private basis.
- The speaker from the local dental committee said that since Capita had begun to manage the NHS performers list in April 2016, application waiting times had increased significantly from around 2-3 months to up to 12 months. This meant that while a dentist might be waiting to start work and the NHS funding was available NHS patients were being turned away. The Committee was informed of at least 5 dental practices in Norfolk currently in this position. This was having a financial impact on dental practices which was not helpful to the provision of NHS dentistry in rural and / or deprived areas.
- The Chairman was asked to write to the Public Accounts Committee, which was holding an inquiry into Capita's delivery of primary care support services, submitting information about the financial effects that delays in providing NHS performer numbers to graduate dentists coming into the UK was having on the provision of dental services to patients in Norfolk and to provide details about the significant increase in undelivered NHS units of dental activity.

1.4 The Committee asked that NHS England Midlands & East (East) should provide details of the locations of all the Community Dental Services in Norfolk and details regarding their waiting lists.

1.5 The Committee supported the recommendations that Healthwatch Norfolk had made to the NHS commissioners:-

- NHS England to consider patient registration to enable patient records (both military and civilian population) to follow the patient if they were to be moved or be stationed in a new area.
- NHS England to consider looking at the current service provision in Norfolk and an updated Oral Health Needs Assessment should be carried out.

1.6 The Committee also supported the other proposed actions contained in the presentation from Healthwatch and in particular the discussions that were underway with West Norfolk Community Transport regarding possible transport routes for military families, as location/transport was a big issue for many of these people.

1.7 The Committee agreed :-

- That the Chairman should write to NHS England expressing:-
 - The Committee's support for the Norfolk Local Dental Committee's suggestion that NHS England could commission some protected

in-hours slots with local dentists to accommodate urgent referrals from NHS 111 and avoid those patients accessing out-of-hours services.

- **The Committee's support for the re-introduction of registration of patients with dental practices as soon as practicably possible.**

1.8 The Committee also agreed :-

- **The Chairman should write to the Public Accounts Committee, which was holding an inquiry into Capita's delivery of primary care support services, submitting information about the effect that delays in providing NHS performer numbers to graduate dentists coming into the UK was having on provision of dental services to patients in Norfolk.**
- **To receive updates about progress of NHS dental services in Norfolk, including progress with provision for service personnel's families at RAF Marham, via the NHOSC Briefing so that the Committee could consider whether to put the subject on a future meeting agenda.**

2 Ambulance response times and turnaround times in Norfolk

2.1 The Committee received a briefing report by Maureen Orr, Democratic Support and Scrutiny Team Manager, about an examination of trends in ambulance response and turnaround times in winter 2017-18 and action underway to improve performance. The Committee received evidence from East of England Ambulance Service NHS Trust (EEAST), Norfolk and Norwich University Hospitals NHS Foundation Trust (NNUH) and North Norfolk CCG (the commissioners of Norfolk and Norwich hospital and one of the 19 CCGs in the region who jointly commission the ambulance service). The Committee also heard from David Russell, Cromer Town Council.

2.2 The following key points were noted:

- The speaker from EEAST highlighted the range of measures that EEAST was working on to improve ambulance response times and turnaround times in Norfolk following the publication of the Independent Service Review (ISR) commissioned by NHS England and NHS Improvement to determine the level of resources needed by the ambulance service.
- In response to the review EEAST aimed to recruit and train in excess of 1300 new staff over three years to ensure that it could sustain its current level of staffing as well as grow its capacity by 330 and be able to put in place 160 double staffed ambulances.
- The pressures on EEAST's resources were said to be all year round and no longer a seasonal issue confined to the winter months.
- Over the coming months, as hundreds more staff joined the frontline and EEAST continued to increase ambulance cover, EEAST could be expected to see its performance against national targets improve further.
- Members praised the work of the ambulance crews operating in Norfolk and spoke about how they had joined them for rides out where they had gained very worthwhile experiences. The speaker from EEAST offered Members

another opportunity to do so.

- The NNUH was the county's largest hospital and consequently the one with the most ambulance arrivals. In reply to questions from the Chairman, the speakers acknowledged that there were also delays in turnaround times at the other two acute hospitals in Norfolk, where ambulance arrivals were far fewer but the difficulties were no less.
- Members said that the need for new pathways for the conveyance of mental health patients to hospital and other facilities remained a key issue to be resolved. In reply the speaker from EEAST said that the independent review had identified that the conveyance of mental health patients was a performance issue rated at "amber"; EEAST would continue to work with Norfolk County Council, Norfolk Constabulary and NSFT to review and identify gaps in the transport pathway.
- In response to questions the speaker from EEAST said the ambulance service was looking at ways to pilot liaison with the mental health service within Commissioning for Quality and Innovation (CQUIN) funding.
- The speaker from the NNUH highlighted the most recent actions that the hospital had taken to assist with ambulance hand-over, including its new Older People's Assessment Service (OPAS) and Older Peoples Ambulatory Care (OPAC) that were being used to speed up and increase access to specialist geriatric intervention.
- The Committee was reminded that the Older Peoples Emergency Department (OPED) was established to assess and treat patients 80 years of age and older but it was hoped that in the future the unit could be resourced to take patients on a needs-related basis rather than specifically age-related. Members of the Committee had visited the Older People's Emergency Department (OPED) and a follow-up visit was to be arranged.
- OPED was said by the speakers to have had a positive impact on bed occupancy and patient experience in 80+ year olds but was not a significant factor in ambulance delays.
- It was noted that subject to the necessary funds being made available there were plans to extend the operating hours of OPED to 12 hrs a day (between the hours of 8 am and 8 pm) and for OPED to be made available to patients aged 70 and older.
- In reply to questions about the importance of extending this facility to those 70+ the speakers said that the most significant demand pressure on the NNUH in the 2017 Christmas and New Year period was from the 70-79 age group.
- Members were informed about plans for further construction work at the NNUH in 2018/19 that would help improve hand over times. This work included a new Clinical Decision Unit, an additional eight Rapid Assessment Treatment Service (RATS) Cubicles and a Dedicated Children's entrance.
- The Committee was informed that the development of additional RATS cubicles at the NNUH was expected to provide a much improved environment to manage the volume of ambulances that were expected at the hospital.
- Members asked for further information to be sought from the NHS Emergency Care Intensive Support Team about RATS and other recommended best practices in emergency care and to be informed of any plans to extend these measures so that they were implemented at all three acute Norfolk hospitals.

2.3 The Committee agreed:

- **The East of England Ambulance Service NHS Trust (EEAST), Norfolk and**

Norwich Hospital NHS Foundation Trust (NNUH) and North Norfolk CCG (NNCCG) should provide written answers to the questions raised by the Cromer Town Council representative during the meeting.

- EEAST, NNUH and NNCCG should return to the Committee in 9 months (i.e. 28 February 2019) with an update on ambulance response and turnaround times in Norfolk.
- Information should be sought from the NHS Emergency Care Intensive Support Team about Rapid Assessment Treatment Service (RATS) and other recommended best practice in emergency care and to what extent these measures were being implemented at all three acute hospitals in Norfolk.

3 Norfolk Health Overview and Scrutiny Committee appointments

- 3.1 The Committee agreed on appointments to joint committees and other roles that could be taken on by Members.

4 Forward Work Programme

- 4.1 The Committee agreed its forward work programme subject to the following:-

It was pointed out that information about the proposed new model of care for Norwich was included in the latest edition of the NHOSC Briefing. It was noted that Norwich CCG intended to launch a 12 week consultation in July 2018 and agreed that the Committee should receive the consultation on 6 September 2018.

Regarding South Norfolk CCG's response to NHOSC's recommendation on 5 April 2018 that 'The local NHS should reimburse travel costs for families of service users who were placed in out-of-area beds due to unavailability of local beds (i.e. placed out-of-area for non-clinical reasons)', The Committee agreed the following action:-

- A letter be drafted to the CCGs and NSFT:-
 - Asking for an explanation of why it was regarded as fair for NHS policy to treat secondary care mental health patients as equivalent to tertiary care patients, particularly as mental health patients tended to have long stays in secondary care facilities.
 - Pointing out that it was a false economy for the NHS to deny financial support to enable visits by the families / friends / carers of mental health patients placed in out-of-area secondary care as it was likely to lead to slower recovery and less effective discharge planning for some.
 - Acknowledging that a policy for financial support would need to set parameters, e.g. regarding the distance travelled / cost / number of visits proportionate to the patient's length of stay out-of-area.
 - Asking for positive confirmation of whether or not the local CCGs and / or NSFT could use local discretion to digress from the national NHS policy in this respect.
 - Asking the CCGs and NSFT to reconsider their response to the recommendation, if any local discretion was available, or to provide the relevant contact for NHOSC to approach at national level.
- The draft letter to be circulated to NHOSC members for comment.

- The letter to be dispatched by the Chairman before the next meeting if members were in agreement, or the draft to be brought for discussion at the next meeting if not.

It was noted that Cllr Richard Price would be sending information packs on Myalgic Encephalomyelitis (ME) / Chronic Fatigue Syndrome (CFS) for distribution to NHOSC Members and that the subject was on Great Yarmouth and Waveney Joint Health Scrutiny Committee's agenda for October 2018. Health scrutiny's approach to the subject could be further considered after that meeting.

It was pointed out that Cllr Tim East had raised a question at Full Council on 16 April 2018 about housing growth and healthcare provision. NHOSC had already made recommendations on this subject and it was considered doubtful that more could be meaningfully achieved by the Committee re-examining this issue at this time.

Items from 12 July 2018

5 Norfolk Community Health and Care NHS Trust

- 5.1 Members of the Committee were made aware that Norfolk Community Health and Care NHS Trust had been rated 'Outstanding' by the Care Quality Commission and was the first stand-alone NHS community services trust in England to receive the 'outstanding' rating. This was an excellent achievement and Members asked that their congratulations be sent to the Trust and to its former Chief Executive, Roisin Fallon-Williams.

6 Maternity Services

- 6.1 The Committee carried out an examination of local progress towards national ambitions for improvement of maternity services by 2020. The Committee received evidence from Great Yarmouth and Waveney CCG, Norfolk and Norwich University Hospitals NHS Foundation Trust and Queen Elizabeth Hospital NHS Foundation Trust. Maternity services in Norfolk and Waveney were commissioned by the 5 Clinical Commissioning Groups (CCGs), with Great Yarmouth and Waveney CCG as the local NHS lead commissioner for children's, young people's and maternity services.
- 6.2 The Committee was informed that each of the three acute hospitals in Norfolk and Waveney had a Maternity Voices Partnership (MVP). These were volunteer-led groups that acted as a bridge between the local maternity system and the women who used services and their families. They were well supported by their respective Heads of Midwifery (HoMs), and although they were managed and operated in different ways, the MVPs offered a network of contacts, including via social media.
- 6.3 The Committee heard that the Norfolk and Waveney Local Maternity System (LMS) recognised the critical importance of engaging with staff, and with women and their families, in the local planning and delivery of the aspirations set out in 'Better Births'.
- 6.4 Some of the key challenges facing the Local Maternity System that were identified during the meeting were:-

- The geographical factors which restricted women's access to the maternity service such as travel times between locations and poor road networks.
- The NNUH was frequently working at full capacity and historically had struggled to accept in-utero transfers from across the region.
- The Queen Elizabeth Hospital (QEH) and the James Paget Hospital (JPUH) had experienced problems recruiting suitable doctors.
- The Homebirth Service at QEH was newly established.
- Numerous workforce challenges ahead for the recruitment of nurses and midwives as well as doctors.
- Engaging all three hospitals in the development and implementation of the NHS Improvement Maternity and Neonatal Quality Improvement programme.
- Issues linked to reducing smoking in pregnancy and weight reduction.
- Ensuring that the mental health needs of new parents were not overlooked by health and social care professionals and that these problems were appropriately supported and treated. The Committee heard that this was being done by developing joint multi professional training, shared guidelines and practises as well as developing an entirely new model of supporting women with pre-existing or new perinatal mental health needs.
- Appropriate handling of the feed-back from patients on a range of issues linked to the Friends and Family Test. The Committee heard that the scores for all three hospitals were currently rated good. The feed-back had shown mainly good experiences of care in the delivery suite and Maternity Led Birthing Units.
- Other challenges for maternity services were linked to: the achievement of national targets for still births by 2025, the level of support required during antenatal care, the level of support required for home births and providing all pregnant women with a personalised care plan, based on an LMS wide standard plan, that was localised to each hospital and then personalised to each woman and her partner.

6.5 The STP delivery plan was broken down into eight workstreams which were set out in the report, each led by one of the heads of midwifery with representation from all three hospitals at the workstream meetings. The Committee heard that specific progress against the delivery plan and towards maternity services transformation was monitored by the LMS board. The Heads of Midwifery and the project manager met on a fortnightly basis to review progress and resolve and discuss any issues arising within the workstreams.

6.6 The James Paget University Hospital NHS Foundation Trust maternity service provided care for approximately 2,200 women living across the boundaries between Norfolk and Suffolk extending south towards Southwold and to the bordering Broads villages north of Great Yarmouth. The LMS included all aspects of the geographical area within Waveney. In 2017/2018, 2143 babies were delivered to 2118 women. The maternity service delivered antenatal, intrapartum and postnatal care for both consultant led and midwife led cases. Every woman had a named community midwife which was geographically allocated via the named midwife to each GP surgery system. All women had the option to deliver at home, in the Dolphin Suite (co-located midwifery led birthing unit) and in the central delivery suite which was the consultant led unit.

6.7 The Norfolk and Norwich University Hospitals NHS Foundation Trust (NNUH) maternity services provided care for approximately 6,000 births per year. It was one of three tertiary (highly specialist care) units within the East of England and so took

referrals from other units within region for high risk pregnancies. It had a Level 3 neonatal intensive care unit for complex care, taking babies needing respiratory support (ventilation) weighing less than 1000g and less than 28 weeks gestation. Babies who required surgery might also be referred here.

- 6.8 The Queen Elizabeth provided services for women in West Norfolk, Cambridgeshire and South Lincolnshire. The hospital delivered approximately 2,400 babies a year with a large cohort of women having antenatal and postnatal care by the midwives but not delivering their baby at the unit. The service provided inpatient services at the QEH site as well as outpatient services at QEH, North Cambridgeshire Hospital at Wisbech and community midwifery services across the community area offering care from GP surgeries, community hospitals and children centres. The QEH offered all choices for delivery, homebirth, and alongside the midwifery led unit (Waterlily) and the obstetric run delivery suite.
- 6.9 The Committee heard that a consultant midwife had been taken on to work across all three trusts and that a new Bereavement Midwife role had been created at the NNUH to support families who experienced baby loss. Earlier in the year, the hospital signed up to the National Bereavement Care Pathway (NBCP) for pregnancy and baby loss backed by Sands (Stillbirth and neonatal death charity). This pioneering project aimed to improve the overall quality of bereavement care for parents and families whose baby had died before, during or shortly after birth. The new role had been taken up by a member of staff whom worked across gynaecology, midwifery services and also linked with the Neonatal Intensive Care Unit to support women and families who had experienced baby loss. The bereavement pathway also included miscarriage, termination for fetal abnormalities and baby loss up to first year of life.
- 6.10 The Committee was informed that the Local Maternity System (LMS) would publish the Sustainability Transformation Partnership (STP) Delivery Plan for LMS for Norfolk and Waveney (now referred to as the Operational Plan) on the In Good Health (STP) section of Healthwatch Norfolk's website see:
<https://www.healthwatchnorfolk.co.uk/ingoodhealth/stp-reports-and-papers/>
- 6.11 **The Committee noted:**
- **Members would be provided with details of the feedback given to the LMS by service users when this became available from the speakers.**
 - **Maternity services were not included in the latest CQC inspection at the NNUH but a follow-up to the 2017 inspection was expected in due course. Details of the outcome of the follow-up inspection would be provided to Members by the Democratic Support and Scrutiny Team Manager via the NHOSC Briefing when available.**

7 Children's Speech and Language Therapy

- 7.1 The Committee received an update report from commissioners on access to and waiting times for children's speech and language therapy (SLT) in Norfolk. The Committee received evidence from Great Yarmouth and Waveney CCG, East Coast Community Healthcare and Norfolk County Council, Children's Services. The Committee also heard from Family Voice Norfolk (who briefly presented a paper). In addition the Committee heard from SENSational Families who gave an overview of the responses that they had received to a survey of parents that they had conducted

about SLT generally since Sept (including stakeholder group meetings) and their experience of the independent review process.

7.2 The Committee was informed that Speech and Language Therapy (SLT) services in Norfolk were commissioned under two separate contracts. The first contract was to provide an integrated speech and language therapy service commissioned jointly by 4 of the 5 CCGs in Norfolk (all except for Great Yarmouth and Waveney Clinical Commissioning Group (CCG)) and Norfolk County Council Children's Services. The commissioners had a Section 75 agreement pooled fund which covered the contract from 4 April 2016 to 31 May 2020. The service area for the Norfolk County Council educational element of the contract was Norfolk-wide, including Great Yarmouth, but the health element was for central and west Norfolk only. The second contract was for a speech and language therapy service commissioned by Great Yarmouth and Waveney CCG for its own area under a contract running from 2011 to 2019 and providing the health element of the service for Great Yarmouth and Waveney. The contract holder in both cases was East Coast Community Healthcare (ECCH).

7.3 The Commissioners of SLT services for Norfolk, including the central, west and Great Yarmouth areas, reported to the Committee on the following issues:-

- The outcome of the Better Communication CIC independent review of the central and west Norfolk SLT service.
- Progress on establishing a stakeholder group and a task & finish group to address issues of concern to parents and any changes to the service that had been made as a result.
- Current workload and the trend since the report to NHOSC in September 2017 including comparison between the commissioned capacity and actual numbers of referrals.
- Staffing – current number and types of vacancies.
- Waiting times – from referral to first intervention; and waiting times for those children who were referred back into the system for review after having been discharged.
- Key performance indicators (KPIs) - current performance against KPIs and trend in performance since last report to NHOSC.
- Complaints / user feedback – numbers of complaints; complaint themes; user satisfaction survey feedback since last report to NHOSC.
- Information about the take-up of drop in sessions at venues across the county and the numbers turned away from each session.

7.4 **The Committee noted:**

- **The comments that SENSational Families had collected from families would be provided to Committee Members via the NHOSC Briefing.**
- **The Commissioners of SLT services for Norfolk would provide an update on the outcome of the independent review of the integrated SLT service (central & west Norfolk) when it was finalised, along with details of the agreed actions / changes arising from it. Members would receive this information via the NHOSC Briefing.**
- **Children's Services would examine the situation regarding specific cases at the Wherry School, which were raised during the meeting by the Vice-Chairman, Cllr Legg.**

8 Forward Work Programme

8.1 The Committee agreed the Forward Work Programme with the following additions:-

For the agenda on 18 October 2018:-

- **Access to palliative and end of life care – examination of NICE and other guidance on what should be provided and comparison with the services available in Norfolk.**
- **Norfolk and Norwich University Hospitals NHS Foundation Trust – response to the Care Quality Commission report; including discussion on capacity of the hospital.**

For the NHOSC Briefing:-

- **Children’s autism services (central & west Norfolk) – assessment and diagnosis – update on progress since January 2018.**
- **Gender dysphoria – services for young people**
- **Children’s speech and language therapy – outcome of the independent review of the integrated service in central and west Norfolk.**

8.2 It was noted that Great Yarmouth and Waveney Joint Health Scrutiny Committee would be examining the myalgic encephalomyelitis / chronic fatigue syndrome (ME/CFS) service, which was commissioned jointly across Norfolk and Suffolk, on 26 October 2018. At the request of the NHOSC, the report would be circulated to Members for information.

**Michael Chenery of Horsbrugh
Chairman**

Report of the Personnel Committee Meeting held on 19 June 2018

1. Election of Chairman

- 1.1 Mr Andrew Proctor was elected Chairman for the ensuing year.

2. Election of Vice Chairman

- 2.1 Mr Graham Plant was elected Vice Chairman for the ensuing year.

3. Pay Structure Review

- 3.1 Following a national collective agreement some of the national pay points that the Council uses within its pay scales have been deleted, while new ones have been created. The Council's structure of pay scales therefore need to be reviewed and changes made.

- 3.2 The Committee has **RESOLVED** that:

- Work to review the Council's pay structure should continue
- A report be brought back to the Personnel Committee on 25 September, proposing costed changes to be consulted on.
- Following consultation with unions, representatives of Maintained schools and other stakeholders, final recommendations to be brought to the Committee in December 2018, with a view to achieving a collective agreement to implement changes from 1 April 2019.

4. Coroners' Pay Arrangements

- 4.1 The Committee received a confidential report outlining revised arrangements for determining pay for Coroners.

5. Senior Officer local pay negotiations

- 5.1 The Committee received a confidential report which updated members on national pay settlements and the relevance to our local pay negotiations for senior manager grades.

Andrew Proctor
Chairman

Report of the Health and Wellbeing Board Meeting held on 2 May 2018

1. Chairman's Opening Remarks

- 1.1 The Chairman was keen for draft extracts of the CCG Annual Reports were brought to the Board for discussion and sign off before submission in future. A draft resolution was circulated:
"The HWB resolves to consider and comment on the relevant extracts of the CCGs Annual Reports each year at its early spring meeting (usually February), in advance of their submission to NHSE"
- 1.2 The Health and Wellbeing Board **RESOLVED** to **ENDORSE** this resolution.

2. Health and Wellbeing Board (HWB); Governance and systems leadership

- 2.1 The Board received the report highlighting key areas of the HWB's governance arrangements in terms of membership and current ways of working, inviting Members to consider and make comments on proposals for change.
- 2.2 The Health and Wellbeing Board **RESOLVED** to:
1. **AGREE** that the Chair of the Norfolk and Waveney Sustainability & Transformation Partnership (STP) and the Norfolk and Waveney STP Executive Lead become full members of the HWB (para 2.3 of the report)
 2. **AGREE** that the cabinet member for Community Health and Safety at Waveney District Council becomes a full member of the HWB (para 2.5 of the report)
 3. **AGREE** that there should be provision for members of the public to ask questions in-line with procedural rules (as outlined in Appendix B of the report)
 4. **RECOMMEND** that Norfolk County Council be asked to consider amending its constitution accordingly to enable the changes above (para 4.1 of the report)

3. Norfolk & Waveney Sustainability and Transformation Partnership (STP): Update on integrating health and care services

- 3.1 The HWB received a report giving an update on integration of health and care services in Norfolk and Waveney, following on from the paper presented at the March 2018 meeting about the Expression of Interest for an Integrated Care System (ICS).
- 3.2 The Health and Wellbeing Board **NOTED** the update on the integration of health and care services in Norfolk and Waveney.

4. Norfolk & Waveney Sustainability and Transformation Partnership (STP): Update on the Acute Care Workstream

- 4.1 The HWB considered a report giving an update on the work of the STP Acute Care workstream, with a focus on the Acute Speciality Sustainability Review involving Cardiology, Radiology and Urology. Christine Allen, Chief Executive, James Paget University Hospitals NHS Foundation Trust (JPH) introduced the report and updated members that Ear Nose and Throat (ENT) services had also now been reviewed.
- 4.2 The HWB **AGREED** to:
1. **SUPPORT** the strategic direction of joint working focused around Cardiology, Radiology, and Urology
 2. **NOTE** that the service redesign seeks to ensure sustainable and resilient services across the Norfolk and Waveney system
 3. **INVITE** Christine Allen, in 6 months, to update the Health and Wellbeing Board meeting & hold a further discussion about the transformational plans

5. Integration – a vision for Norfolk Adult Social Services and review of the Better Care Fund 2017/18

- 5.1 The HWB considered a report discussing the commitment of Norfolk County Council and the health and care system to pursue integration, and progress through the Better Care Fund (BCF) and Integration Plan.
- 5.2 The Health and Wellbeing Board:
1. **CONSIDERED** system progress in relation to integration in Norfolk over the past year (2017-18)
 2. **ENDORSED** Adult Social Services' vision for integration and agree to commit to collaborate on developing and implementing the model

6. Any Other Business

- 6.1 Dr L Smith, the Director of Public Health, NCC, reported that, throughout May, a blood pressure check campaign was being run to encourage people to get their blood pressure checked

Mr Bill Borrett
Chairman, Health and Wellbeing Board

Report of the Norfolk Records Committee Meeting held on 29 June 2018.

A – Items from the meeting of 29 June 2018

1. Election of Chairman

- 1.1 The Committee duly appointed Cllr C Kemp as Chairman of Norfolk Records Committee for the ensuing council year.

2. Election of Vice Chairman

- 2.1 The Committee duly appointed Cllr P Duigan as Vice Chairman of Norfolk Records Committee for the ensuing council year.
- 2.2 Members spoke of the sad passing of Raymond Frostick, former representative of the Norfolk Record Society and Lord Mayor of Norwich who had donated a large map collection to the Norfolk Record Office. Members of the committee expressed their appreciation of his contribution as a past member of the Committee and passed on their condolences to his family.

3. Finance and Risk

- 3.1 The Committee received and considered the report forecasting financial out-turn for the Norfolk Record Office for 2018-19, the revenue budget for 2018-19, reserves and provisions and an update on the service risk register.
- 3.2 The Committee **NOTED**:
- Forecast position of the revenue budget, reserves and provisions for 2018/19
 - Management of risk for 2018/19
 - and **thanked** the County Archivist for his work.

4. Norfolk Archives and Heritage Development Foundation – Progress and Impact

- 4.1 The Committee considered the report giving an update on the work and development of the Norfolk Archives and Heritage Development Foundation (NORAH), supporter scheme and grants made by NORAH.
- 4.2 The Committee **NOTED** the report.

Christopher Kemp
Chairman, Norfolk Records Committee

Report of the Planning (Regulatory) Committee Meeting held on 13 July 2018

A: Meeting held on 13 July 2018.

1 Election of Chairman

Mr C Foulger was elected Chairman of the Planning (Regulatory) Committee for the ensuing year.

2 Election of Vice-Chairman

Mr B Long was elected Vice-Chairman of the Planning (Regulatory) Committee for the ensuing year.

3 Appointments to Planning (Regulatory) Urgent Business Sub-Committee

The following Members were appointed to the Planning (Regulatory) Urgent Business Sub-Committee:

Chairman – Mr C Foulger
Vice-Chairman – Mr B Long
Mr A White
Mr D Collis
Mr D Harrison

4 C/2/2018/2001: Land at West Field (MIN 76), Watlington Road, Tottenhill Row, Watlington, King's Lynn.

4.1 The Committee considered the report by the Executive Director of Community and Environmental Services seeking planning permission for physical extension of sand and gravel extraction onto a parcel of land west of the existing plant site, over a period of three years, with additional time for completion of restoration, to agriculture and nature conservation, until 31 December 2023.

4.2 Proposal: Extension to Quarry with continued use of ground conveyor (part), culvert and service track: Frimstone Ltd.

4.3 The Executive Director of Community and Environmental Services was authorised to:

- i. Grant planning permission subject to a legal agreement in respect of provision of bat boxes and retention of conveyor culvert as a bat hibernaculum and, the conditions outlined in section 12 of the report.

- ii. Discharge conditions where those detailed in the report require the submission and implementation of a scheme, or further details, either before development commences, or within a specified date of planning permission being granted.
- iii. Delegate powers to officers to deal with any non-material amendments to the application that may be submitted.

5 C/2/2018/2002: Watlington Quarry, Watlington Road, Tottenhill, Nr Watlington, King's Lynn, PE33 0RG.

- 5.1 The Committee considered the report by the Executive Director of Community & Environmental Services seeking planning permission to vary three no. conditions of planning permission C/2/2015/2007 in order to continue use of the plant site, including silt lagoons and operational area, for processing mineral from the proposed quarry extension at West Field, Tottenhill (MIN 76) (subject of application reference C/2/2018/2001) and extend the time period for restoration of Sixty Acre Field.
- 5.2 Proposal: Variation of conditions 1, 3 and 18 of planning permission C/2/2015/2007 to extend time period for restoration of Sixty Acre Field and allow continued use of plant site to service proposed quarry extension (MIN 76) until 31 December 2023: Frimstone Ltd.
- 5.3 The application was considered concurrently with application reference C/2/2018/2001) as the two were inherently linked.
- 5.4 The Executive Director of Community & Environmental Services was authorised to:
 - i) Grant planning permission subject to the conditions outlined in section 12 of the report.
 - ii) Discharge conditions where those detailed in the report require the submission and implementation of a scheme, or further details, either before development commences, or within a specified date of planning permission being granted.
 - iii) Delegate powers to officers to deal with any non-material amendments to the application that may be submitted.

Colin Foulger
Chairman, Planning (Regulatory) Committee

Norwich Highways Agency Committee Report of the meeting held on 7 June 2018

1 Transport for Norwich - A11 Newmarket Road – A140 Mile End Road Improvements to relieve congestion at the Daniels Road Roundabout

The Committee received the report updating members on the current position of the work to identify capacity improvements at the A11 Newmarket Road / A140 Mile End Road junction.

The Committee unanimously **RESOLVED** to:

- (1) note that a current bid to the Department for Transport (DfT) which includes a full appraisal of the entire transport corridor between Wymondham and the city centre along the Newmarket Road, would mean that any major interventions at this time are likely to be premature;
- (2) note that a trial of changes to traffic signal timings at junctions and crossings on both the A11 and A140 are to be carried out to determine whether this will improve capacity on the main road network;
- (3) ask that a report on the outcome of both the bid to the DfT and the trial of traffic signal timing changes is presented to a future meeting.

2 Norwich Area Transportation Strategy Implementation Plan – Rose Lane and Prince of Wales Road

The Committee received the report asking it to consider the results of the consultation on the Rose Lane and Prince of Wales Road traffic management scheme, approve the general principles of the overall scheme and approve for installation the King Street and Rose Lane elements.

The Committee unanimously **RESOLVED** to:

- (1) note the results of the consultation on the Rose lane / Prince of Wales Road project and that as a result of that consultation 3 elements have been added to the overall scheme, these being:
 - (a) an additional loading bay on Market Avenue;

- (b) no loading at any time along the entire length of Rose Lane and Market Avenue except in the specifically designated loading bays;
- (c) a length of bus lane on Market Avenue;
- (2) approve the general principles of the overall Rose Lane / Prince of Wales Road scheme, including:
 - a) re-aligning the road between the end of Mountergate and Prince of Wales Road, creating a new public space on Prince of Wales Road and a two-way link between Prince of Wales Road and Mountergate;
 - b) closing Eastbourne Place to motorised traffic;
 - c) narrowing Rose Lane to two traffic lanes along the majority of its length, providing wider pavements, an off-carriageway cycle route, landscaping and loading bays. The current bus lane is to be removed;
 - d) converting King Street between Prince of Wales Road and Rose Lane to a pedestrian / cycle zone and close it to through motorised traffic at its junction with Prince of Wales Road, significantly upgrading this section of National Cycle Route No. 1. The direction of traffic flow along King Street to be reversed from Rose Lane through to the Greyfriars Road junction;
 - e) moving the disabled space from King Street to Greyfriars Road;
 - f) providing a cycle track through Cattlemarket Street from Rose Lane, linking with the existing facility;
 - g) providing an enhanced pedestrian / cycle facility on Market Avenue;
 - h) creating a contra-flow cycle lane on Bank Street, moving the disabled parking to the south side of the road;
 - i) adjusting the layout of Agricultural Hall Plain to take account of the closure of King Street providing a new cycle link to Castle Meadow from Prince of Wales Road and wider pavements;
 - j) maintaining Prince of Wales Road as a one-way route for motorised traffic, installing an off-carriageway contra-flow cycle route to the south side by narrowing the carriageway (but maintaining two lanes of traffic);
 - k) closing St Faiths Lane to motorised traffic at its junction with Prince of Wales Road, maintaining two-way cycling and enhancing pedestrian provision;
 - l) Considering proposals to visually upgrade the area around the Foundry Bridge.

- m) Creating an additional loading bay on Market Avenue
 - n) Introducing a no loading at any time restriction along the entire length of Rose Lane and Market Avenue except in the specifically designated loading bays
 - o) Creating a length of bus lane on Market Avenue
- (3) agree to implement the first 2 phases of the scheme which are the closure of King Street and the works on Rose Lane, Cattlemarket Street and Market Avenue, including the two-way link from Mountergate to Prince of Wales Road.
- (4) ask the head of city development services to complete the statutory procedures associated with the following traffic regulation orders associated with phase 1 and 2 that have been advertised.
 - (a) Close King Street to through traffic just north of its junction with Greyfriars Road, creating a pedestrian and cycle zone with access only
 - (b) Rescind the current one-way order on this part of King Street, reversing the traffic flow for that section between Rose Lane and Greyfriars Road only
 - (c) Introduce a with flow cycle track on Rose Lane
 - (d) Introduce a 'loading only' restriction in the proposed pedestrian areas
 - (e) Introduce no waiting and no loading restrictions along both sides of Rose Lane
 - (f) Introduce dedicated loading bays on Rose Lane
 - (g) Relocate the disabled bay on King Street to Greyfriars Road.
- (5) ask the head of city development services to commence the statutory processes for the additional traffic regulation orders identified in the report that are consequent on detailed design changes and consultation responses to include:
 - (a) an additional loading bay on Market Avenue;
 - (b) no loading at any time along the entire length of Rose Lane and Market Avenue except in the specifically designated loading bays;
 - (c) a length of bus lane on Market Avenue.
- (6) delegates consideration of any objections to these traffic regulation orders to the head of city development services, in consultation with the chair and vice chair;

- (7) note that detailed design work continues on the future phases of the scheme and that further reports detailing these will be presented to future meetings;
- (8) note that the details of these proposals are shown on Plan contained in Appendix 5.

3 Thorpe Road Area Permit Parking Consultation

The Committee received the report advising members of the response to the recent consultation in the Thorpe Road area to extend existing permit parking areas and recommend the implementation of permit parking in all of the areas concerned.

The Committee unanimously **RESOLVED** to:

- (1) note the responses to the permit parking consultation;
- (2) agree to implement a 24 hour seven day a week permit parking scheme in Cintra Road, Ranson Road (remaining properties only), Stanley Avenue, Telegraph Lane East (part) Thorpe Road and Wellesley Avenue South, and the double yellow lines on Stanley Avenue as shown on the plans (nos. PL/TR/3584/437C) attached in Appendix 1;
- (3) delegate the consideration of any representations to minor amendments to the extent of the originally proposed short stay parking area in Wellesley Avenue South to the head of city development services, in consultation with the chair and vice chair;
- (4) note that double yellow lines will be implemented on the south side of Thorpe Road in the Broadland district council area to complement the recommended extension to the Controlled Parking Zone (CPZ);
- (5) ask the head of city development services to complete the statutory processes to implement these proposals.

4 Transport for Norwich – Earlham Road/Outer Ring Road to Heigham Road Safety Scheme.

The Committee received the report seeking approval to consult on proposals to make safety improvements at the Earlham Road / Outer Ring Road (ORR) roundabout, and along Earlham Road through to and including its junction with Heigham Road.

The Committee unanimously **RESOLVED** to:

- (1) approve for consultation the scheme which includes:
 - (a) Earlham Road / ORR roundabout (Appendix 1):

- (i) Upgrading existing signalled pedestrian crossing to a toucan crossing;
 - (ii) Building a new cycle zebra crossing on Earlham Road (eastern arm);
 - (iii) Connecting the toucan crossing and cycle zebra with a shared path facility;
 - (iv) Modifying the central island of the roundabout and splitter islands;
 - (v) Converting the pavement between Earlham Road and Gypsy Lane to a shared cycle/pedestrian path;
- (b) Earlham Road between A140 and Christchurch Road (Appendix 2):
 - (i) Implementing 1.5m wide light-segregated cycle lanes on both sides of the carriageway;
 - (ii) Creating a new raised table and cycle zebra crossing at the junction with Christchurch Road.
- (c) Earlham Road between Christchurch Road and Heigham Road (Appendix 3):
 - (i) Introducing a 20mph restriction and in the side streets;
 - (ii) Installing a new zebra crossing near to Wellington Road;
 - (iii) Building pedestrian priority crossings on side roads;
 - (iv) Making changes to waiting restrictions.
- (d) Heigham Road/ Mill Hill Road / Earlham Road junction (Appendix 4):
 - (i) Improving junction including narrowing of the carriageway;
 - (ii) Installing cycle zebra over Earlham Road;
 - (iii) The closure of West Pottergate at its junction with Heigham Road / Earlham Road to motor-vehicular through traffic.
 - (iv) Installing a speed table across the entire junction;
- (2) ask the head of city development services to carry out the necessary statutory procedures to advertise the road notices and traffic regulation orders for the safety scheme on the Earlham four-ways roundabout, and Earlham Road through to the Heigham Road / Mill Hill Road / West Pottergate junction, and to note that all responses will be considered at a future meeting of the committee.

5 Transport for Norwich – Earlham Five-Ways Roundabout Safety Scheme

The Committee received the report seeking approval to consult on proposals to make safety improvements at the Earlham Five Ways roundabout.

The Committee unanimously **RESOLVED** to:

- (1) approve for consultation the scheme which includes:
 - (a) Upgrading three existing signalled pedestrian crossings to Toucan crossings;
 - (b) Connecting all four Toucan crossing with an improved shared path facility;
 - (c) Building splitter islands on the four arms of the roundabout;
 - (d) Resizing the central island to reduce the width of circulatory lanes;
 - (e) Building a new raised table on Gypsy Lane near to the roundabout and implementing a 20mph speed limit on this connecting arm;
 - (f) Installing new street lighting on the central island.
- (2) ask the head of city development services to carry out the necessary statutory procedures to advertise the road notices and traffic regulation orders for the safety scheme on the Earlham Five Ways roundabout;
- (3) note that all responses will be considered at a future meeting of the committee.

6 Waggon and Horses Lane; proposed traffic management

The Committee received the report asking members to consider an Experimental Traffic Regulation Order for a road closure on Waggon and Horses Lane to protect the property at 21 Elm Hill.

The Committee **RESOLVED** unanimously to:

- (1) ask the head of city development to undertake the necessary statutory procedures and implement an Experimental Traffic Regulation Order (TRO) for the closure on Waggon and Horses Lane to through traffic.

- (2) agree to delegate to the head of city development services that within the first six months, three closure points may be trialled.
- (3) agree that within the first six months of the experiment, its effects will be monitored and appraised by officers and reported to a future meeting of Norwich Highways Agency committee for members to determine whether to further amend, end or make permanent the experiment.

7 Transport for Norwich – Cycling improvements, Edward Street / Heath Road / Magpie Road junction

The Committee received the report asking it to consider responses from consultation and approve installation of the Edward Street / Heath Road / Magpie Road cycling improvements scheme.

The Committee unanimously **RESOLVED** to:

- (1) approve installation of the scheme as shown on Plan No.PEA009-MP-008 including:-
 - (a) a cycle only direct crossing over Magpie Road between Edward Street and Heath Road with low level cycle signals and push button control.
 - (b) a new cycle track through city council land next to No.82 Magpie Road to give a more direct route to cyclists between Edward Street and the new crossing to Heath Road.
 - (c) retention of the existing two stage signal crossing for pedestrians to use.
- (2) ask the head of city development services to carry out the statutory legal procedures to:
 - (a) finalise the traffic regulation order (TRO) for necessary amendments of residents parking, limited waiting and double yellow lines in Heath Road and Esdelle Street
 - (b) finalise the prohibition of driving order for Heath Road.
 - (c) confirm the Edward Street and Heath Road cycle order.

John Fisher
Chair, Norwich Highways Agency Committee

County Council

23 July 2018
Item No 8

Report title:	Land at Willows Business Park, Saddlebow, King's Lynn
Date of meeting:	23 July 2018
Responsible Chief Officer:	Executive Director of Finance and Commercial services
Strategic impact Proposals in this report are aimed at supporting County Council priorities by exploiting and strategically acquiring property to drive economic growth and wellbeing in Norfolk.	

Executive summary

An enquiry has been received from EP UK Power Development Ltd in relation to land owned by the County Council known as 'the Willows' in King's Lynn. It requires additional land for the delivery of its planned Combined Cycle Gas Turbine Power Station and Carbon Capture Plant, which is a requirement of the existing consent for the development and without provision for this there can be no development.

A motion that was carried by Full Council in December 2014 stated that:

'Policy and Resources Committee to refrain from selling or disposing of this site in any way until such time it is established that it is surplus to any future waste strategy requirements and not to sell the site to any organisation or individual planning to build an incinerator.'

Heads of terms are being drafted and principles for a lease established that would preserve those requirements and would facilitate the development, generate income from a vacant County Council owned site and also require the developer to relocate the existing Recycling Centre on the Willows Business Park to another part of the same site and meet all the associated costs of doing so.

Recommendations:

- 1) Council to confirm the Willows site is surplus to the future waste strategy
- 2) Council is asked to note the motion 5.5 from Full Council in December 2014 is being met
- 3) Council approves delegating the leasing of the property to the Business and Property Committee subject to the controls discussed in Sections 1.6 of this report being in place
- 4) If a lease decision is required outside of the normal committee cycle, Council agrees to delegate the decision to the Executive Director of Finance and Commercial Services, in consultation with the Chair of the Business and Property Committee.

1. Proposal

Proposed Development

- 1.1 EP UK Power Development Ltd (EP UKPD), a subsidiary of EP (UK) Investments, is planning delivery of a consented Combined Cycle Gas Turbine Power Station and Carbon Capture Plant at Saddlebow near King's Lynn. EP purchased the main part of the land for the power station in 2017 from Centrica; the land they own freehold extends to 27.4 acres.
- 1.2 EP UKPD has submitted a planning application to the Secretary of State for Business Energy and Industrial Strategy (under Section 36(c) of the Electricity Act 1989) for a development on land adjacent and to the east of the existing King's Lynn 'A' power station. The proposal would generate permanent jobs and a substantial number of construction jobs, as well as advantages for the local supply chain. It would also generate substantial business rates.
- 1.3 All new combustion generating stations with a generate capacity at or above 300MW are required to be 'carbon capture ready' – which essentially means the proposal has the ability to retro fit required equipment to capture carbon dioxide for its storage in the future.
- 1.4 To ensure it has the ability to be 'carbon capture ready' EP UKPD requires use of land owned by the County Council, as without this ability to be 'carbon capture ready' there can be no development. Additional land owned by the County Council is also required by EP UKPD for the Combined Cycle Gas Turbine Power Station element of its proposed development.

The Proposal

- 1.5 There are a number of plots which form the land known as the Willows Business Park at Saddlebow near King's Lynn (see Appendix A). The proposal incorporates land to the east of the existing power station:
- a) Two plots of vacant land held by the County Council, that extend to 6.36 acres and 5.35 acres which comprise rough grass of level contour with palisade steel fencing surrounding them.
 - b) a strip of road held by the County Council which extends to 0.52 acres and is an access road to the existing power station.
 - c) Land leased by the County Council under a 25 year lease starting in 2008 from the Borough Council of King's Lynn and West Norfolk which extends to 2.69 acres and is the location of the King's Lynn Recycling Centre.

The Lease

- 1.6 Policy and Resources Committee was updated of this proposal in November 2017 and officers were asked to explore the opportunities with EP UKPD. Draft heads of terms have been exchanged and allow for:
- a) A lease of Norfolk County Council land and the land owned by the Borough Council of King's Lynn and West Norfolk.
 - b) A lease for 125 years with five yearly, upward only rent reviews.
 - c) There is a break option on the 25th year and then five yearly thereafter.
 - d) The contract is conditional on EP UKPD achieving planning permission for a Combined Cycle Gas Turbine Power Station on the site.
 - e) The relocation of the Recycling Centre at no cost to the Borough or County Councils.

- 1.7 The draft heads of terms restrict the activity on the site to those associated with a Combined Cycle Gas Turbine Power Station, and specifically exclude the combustion, incineration, or generation of energy from waste or waste products.
- 1.8 Any future planning applications need to be approved by the landowners which would be the Borough and County Councils.

Recycling Centre

- 1.9 It is proposed to relocate the Recycling Centre to a 2.5 acre plot to the east of the proposed development on land owned by the County Council on the Willows Business Park. The proposal is that:
- a) There is no loss in the continuity of Recycling Centre service.
 - b) The provision is 'like for like'.
 - c) The planning, permitting, construction and relocation is managed and paid for by EP UKPD with the County Council having oversight of the project.

Waste Strategy

- 1.10 The Willows land remains identified in the 'Norfolk County Council Site Specific Allocations Development Plan Document' adopted in October 2013. However, since that time the County Council has publicly stated its intentions to remove the site from any future plan. This statement has been made as the site is surplus to the future waste strategy of the County Council in its role as a Waste Disposal Authority. On that basis it is recommended that Council confirms the site is surplus to the future waste strategy of the County Council.

2014 Council Decision

- 1.11 In December 2014 the following motion was discussed (note that that the constitutional powers to enter into a lease are now with the Business and Property Committee where previously it was Policy and Resources Committee):

5.4 The following motion proposed by Ms A Kemp **FELL** as it was not seconded.
"This Council recognises that the Secretary of State could grant planning permission for a mass burn incinerator on the Willows, King's Lynn site at any time in the future and this Council realises that the site being immediately upwind of King's Lynn is not a suitable site for thermal waste treatment in the short, medium or long term.
Therefore it is RESOLVED that this Council will request Policy and Resources Committee to consider at its next meeting on 26 January 2015 selling the site to the Borough Council of King's Lynn and West Norfolk for the consideration to be established by the District Valuer as fair value, as this Council understands that an undertaking from any organisation or individual not to build a mass burn incinerator is not necessarily capable of legal enforcement once the site is sold on to a third party."

5.5 The following motion was proposed by Mr T Coke and seconded by Mr T East;
"This Council recognises that the Secretary of State could grant planning permission for a mass burn incinerator on the Willows, King's Lynn site at some time in the future and that this Council may need this site for its own waste treatment plant.
Therefore, it is RESOLVED that this Council asks Policy and Resources Committee to refrain from selling or disposing of this site in any way until such time it is established

that it is surplus to any future waste strategy requirements and not to sell the site to any organisation or individual planning to build an incinerator.”

- 5.5.1 After a recorded vote (attached at appendix A) with 66 in favour, 6 against and 6 abstentions, the motion was **CARRIED**.

2. Evidence

2.1 The proposal to develop the new Combined Cycle Gas Turbine Power Station at the Willows would provide economic growth in King’s Lynn and utilise a public asset that has otherwise been kept as vacant land. The use of the land is consistent with the objectives of the County Council and protections exist in:

- a) The conditionality of the contract (planning for a CCGT Power Station must be achieved prior to any lease).
- b) All future planning uses must be approved by the County Council.
- c) The covenants that restrict the use on site.
- d) The County Council’s stated ambition to remove the site from a future Waste Development Plan Document and declaration that the site is surplus to the future waste strategy.
- e) The level of investment made into the planning application and proposal by the applicants.

2.2 The terms of the original motion *‘to refrain from selling or disposing of this site in any way until such time it is **established that it is surplus to any future waste strategy requirements and not to sell the site to any organisation or individual planning to build an incinerator*** have been met in that:

- a) Statements have been made publicly that the County Council does not require the site for its waste strategy in its role as a Waste Disposal Authority. On that basis it is recommended that Council confirms the site is surplus to the future waste strategy of the County Council.
- b) The site is not being sold or leased to a company looking to use the site for a waste incinerator.

2.3 Over the next few months, the Borough and County Councils would like to formally enter into a legal agreement with EP UKPD.

Council is asked to approve to the leasing of the property in principle and agree that the formal decision to lease the land is delegated to Business and Property Committee.

Council is also asked to approve that if a decision is required outside the normal committee cycle it agrees to delegate the decision to the Director of Finance and Commercial Services, in consultation with the Chair of the Business and Property Committee.

Other options:

- 2.4 The County Council could choose to market the site for an alternative use or leave the site vacant. No other proposals have come forward at this stage.

3.0 Financial Implications

- 3.1 The decision in this report should result in a lease being established that will generate annual income which will support the Council's finances. Other financial implications include:
- Reduction in property expenditure and financial efficiency through reduction in the number of sites and buildings retained.
 - Generating revenue income/capital receipts from the exploitation of surplus property assets.
 - Generate local business rate benefits and support the creation of a significant number of short term construction jobs as well as long term employment for the locality

4.0 Issues, risks and innovation

- 4.1 The key issue and risk as for any disposal or acquisition is the parties agreeing terms. However, the protections detailed in paragraph 2.1 provide the baseline for negotiations with EP UKPD.

5. Background

- 5.1 It should be noted that the County Council has been formally consulted on the proposed Combined Cycle Gas Turbine Power Station (Section 36 Variation Application) as a statutory consultee. A formal County Council response, agreed by the Chair and Vice Chair of Environment, Development and Transport Committee, has been sent to the Government's department responsible for Business, Energy and Industrial Strategy in May 2018.

The County Council in its statutory roles as Highway Authority; Lead Local Flood Authority; Public Health has made a number of detailed comments on the amended application including the need for a planning condition in relation to surface water drainage matters; and additional information regarding transport/traffic data. Subject to these issues being resolved through the planning process the County Council is broadly happy with the proposal and recognises the wider potential economic benefits.

The County Council considers that the health implications of this proposal are being assessed by the appropriate statutory/regulatory bodies (i.e. Environment Agency and Borough Council of King's Lynn and West Norfolk) and providing that these bodies are satisfied that the necessary mitigation measures are adequate the County Council would not wish to raise any public health concerns at this time.

Officer Contact

If you have any questions about matters contained in this paper please get in touch with:

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If you need this report in large print, audio, Braille, alternative format or in a different language please contact 0344 800 8020 or 0344 800 8011 (textphone) and we will do our best to help.

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