

# Environmental Excellence Panel

## Agenda

### Date

Thursday 12 September 2019

### Members of the Environmental Excellence Panel

Mrs J Leggett (Chairman)      Mr K S Kelly (Vice Chairman)

Mr D J Britcher      Mr G K Nurden  
Mrs B Cook      Mrs S M Prutton  
Mr J F Fisher      Mr S C Walker  
Dr K E Lawrence      Mr J M Ward

### Conservative substitutes

Mr P E Bulman  
Mr D King  
Miss S Lawn  
Mr K G Leggett MBE  
Mr I J Mackie  
Mr N C Shaw  
Miss J L Thomas

### Liberal Democrat substitutes

Mr D M Thomas  
Vacancy

### Labour substitute

Ms N J Harpley

### Time

6.00pm

### Place

Council Chamber  
Thorpe Lodge  
1 Yarmouth Road  
Thorpe St Andrew  
Norwich

### Contact

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**If any member wishes to clarify details relating to any matter on the agenda they are requested to contact the relevant Head of Service.**



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### The Openness of Local Government Bodies Regulations 2014

Under the above Regulations, any person may take photographs, film and audio-record the proceedings and report on all public meetings. If you do not wish to be filmed / recorded, please notify an officer prior to the start of the meeting. The Council has a protocol, a copy of which will be displayed outside of each meeting room and is available on request.

# A G E N D A

Page No

- 1 To receive declarations of interest under Procedural Rule no 8
- 2 Apologies for absence
- 3 [Minutes of meeting held on 27 June 2019](#) 5 – 6
- 4 Matters arising
- 5 **Waste Working Group Update**  
To receive a verbal update from the Environmental Protection Manager (Special Projects).
- 6 [Environmental Action Plan and Policy Statement](#) 8 – 14  
To receive a report setting out a joint approach on the environment.
- 7 **Work Programme**  
To consider establishing a Work Programme for the Panel.

Trevor Holden  
Managing Director

## DECLARATIONS OF INTEREST AT MEETINGS

When declaring an interest at a meeting Members are asked to indicate whether their interest in the matter is pecuniary, or if the matter relates to, or affects a pecuniary interest they have, or if it is another type of interest. Members are required to identify the nature of the interest and the agenda item to which it relates. In the case of other interests, the member may speak and vote. If it is a pecuniary interest, the member must withdraw from the meeting when it is discussed. If it affects or relates to a pecuniary interest the member has, they have the right to make representations to the meeting as a member of the public but must then withdraw from the meeting. Members are also requested when appropriate to make any declarations under the Code of Practice on Planning and Judicial matters.

Have you declared the interest in the register of interests as a pecuniary interest? If Yes, you will need to withdraw from the room when it is discussed.

Does the interest directly:

1. Affect yours, or your spouse / partner's financial position?
2. Relate to the determining of any approval, consent, licence, permission or registration in relation to you or your spouse / partner?
3. Relate to a contract you, or your spouse / partner have with the Council
4. Affect land you or your spouse / partner own
5. Affect a company that you or your partner own, or have a shareholding in

If the answer is "yes" to any of the above, it is likely to be pecuniary.

Please refer to the guidance given on declaring pecuniary interests in the register of interest forms. If you have a pecuniary interest, you will need to inform the meeting and then withdraw from the room when it is discussed. If it has not been previously declared, you will also need to notify the Monitoring Officer within 28 days.

Does the interest indirectly affect or relate any pecuniary interest you have already declared, or an interest you have identified at 1-5 above?

If yes, you need to inform the meeting. When it is discussed, you will have the right to make representations to the meeting as a member of the public, but must then withdraw from the meeting.

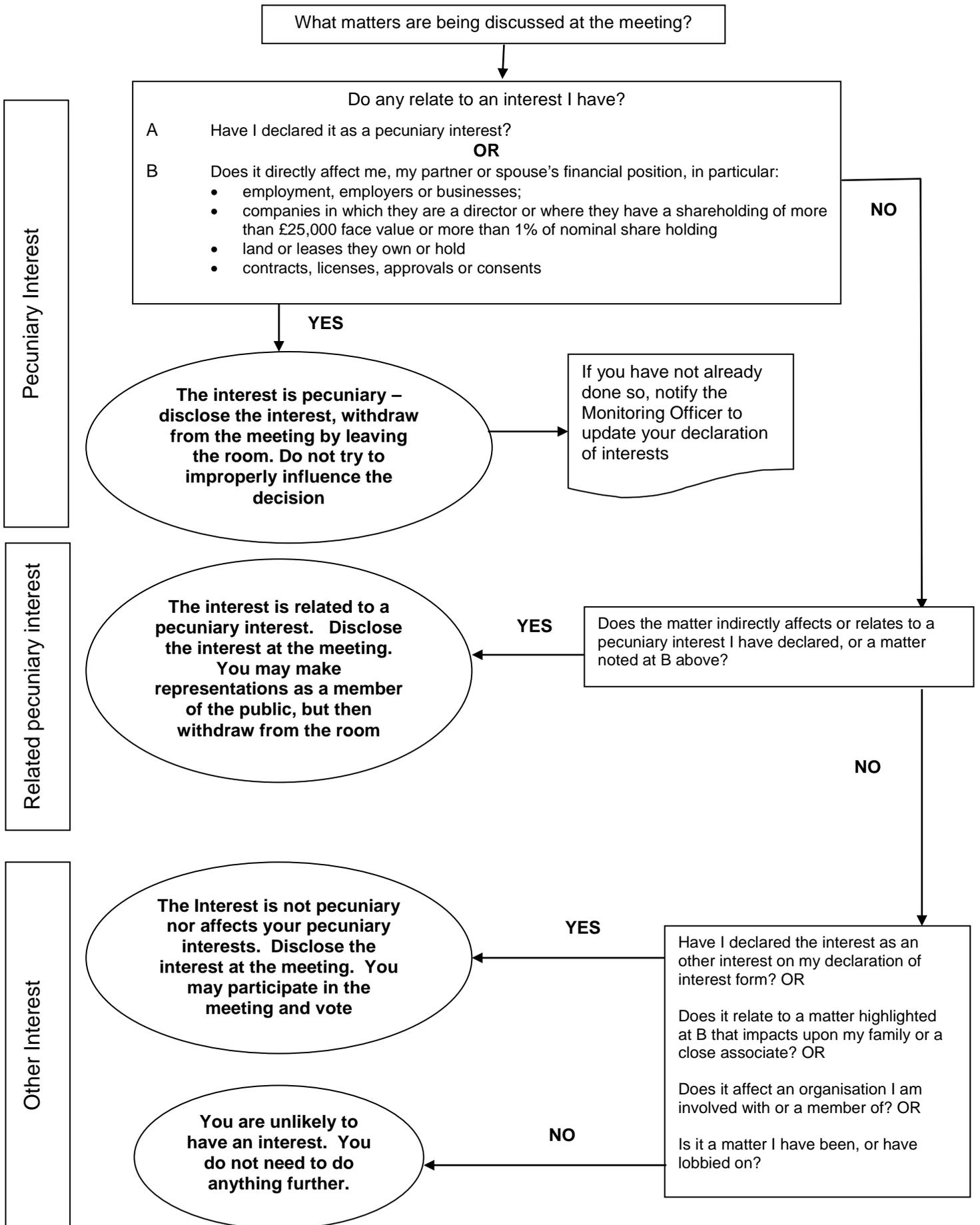
Is the interest not related to any of the above? If so, it is likely to be another interest. You will need to declare the interest, but may participate in discussion and voting on the item.

Have you made any statements or undertaken any actions that would indicate that you have a closed mind on a matter under discussion? If so, you may be predetermined on the issue; you will need to inform the meeting, and when it is discussed, you will have the right to make representations to the meeting as a member of the public, but must then withdraw from the meeting.

**FOR GUIDANCE REFER TO THE FLOWCHART OVERLEAF**

**PLEASE REFER ANY QUERIES TO THE MONITORING OFFICER IN THE FIRST INSTANCE**

# DECLARING INTERESTS FLOWCHART – QUESTIONS TO ASK YOURSELF



Minutes of a meeting of the **Environmental Excellence Panel** held at Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich on **Thursday 27 June 2019** at **6pm** when there were present:

Mrs J Leggett – Chairman

Mr D J Britcher  
Mr D King  
Dr K E Lawrence

Mr G K Nurden  
Mrs S M Prutton  
Mr S C Walker

Mr J M Ward

Mr D M Thomas also attended the meeting for its duration.

Also in attendance were the Director People and Communities, Environmental Protection Manager (Special Projects), Private Sector Housing Manager and the Committee Officer (JO).

### **1 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Mr Fisher and Mr Kelly.

### **2 MINUTES**

The Minutes of the meeting held on 24 January 2019 were confirmed as a correct record and signed by the Chairman.

### **3 GYPSY AND TRAVELLER NORFOLK PROTOCOL UPDATE**

The Private Sector Housing Manager advised the Panel that the Council dealt with unauthorised Gypsy and Traveller encampments through the Norfolk Gypsy and Traveller Protocol, which provided guidelines for partner agencies in terms of both welfare and enforcement issues arising from unauthorised encampments.

The Protocol was last revised in 2009 and over the last two years ongoing work on its revision had been progressing. The appointment of a new Gypsy and Traveller Liaison Officer at Norfolk County Council had resulted in further revisions and a greater focus on its completion. The Corporate Management Leadership Team had seen a draft of the revised Protocol and had suggested that further Police input was required. In due course the finalised Protocol would be brought to the Environmental Excellence Panel for consideration and a recommendation to Cabinet.

### **4 PROPOSAL TO CHARGE FOR THE PROVISION OF WHEELED BINS FOR HOUSEHOLD WASTE COLLECTION RESOLVED**

The draft Cabinet report proposed options for the introduction of a charging policy for household waste bins for new developments, in accordance with legislation, and to enable the Council to cover significant ongoing and rising costs of supplying them, which currently stood at £31,000 per year for new developments.

Breckland District, Great Yarmouth Borough, King's Lynn and West Norfolk Borough, Norwich City and South Norfolk Councils already had in place charges for the provision of bins to both new and existing households.

A charge of £50.30 for two 240 litre bins would cover the £31,000 cost to the Council, but the report proposed that the charge be brought in line with South Norfolk Council's current charge of £70.85. This would generate an additional £13,000, approximately.

A Member suggested that it was morally wrong to charge for the bins, as the bins would continue to be the property of the Council and it was likely that developers would pass on the cost to house buyers. Another Member observed that the increase in Council Tax from new housing would bring in additional income for the Council as well. In response, the Director People and Communities emphasised that the cost of providing free bins was currently being borne by all Council Tax payers and additional Council Tax income from more housing would not offset the cost, as the Council received only a small amount of revenue from this source.

### **RECOMMENDED TO CABINET**

To accept the proposals for charging for the provision of waste bins to new properties, agree to the use of the enforcement powers available under the EPA 1990 to require householders to use the specified types of wheeled bin or be refused a waste collection.

The Panel briefly considered if measures should be taken to discourage the use of larger 360 litre waste bins, but were reassured that the Council monitored their use on an annual basis to verify if they were still required and they decided that no additional action should be taken.

### **5 DATE OF NEXT MEETING**

The Chairman advised the Panel that although the next scheduled meeting was on 12 September 2019, an additional meeting might need to be arranged to look at the Waste Service Review that was to commence shortly.

*The meeting closed at 6.35 pm*

## ENVIRONMENTAL EXCELLENCE PANEL

12 September 2019

### Final Papers

Item	Details	Page No
6	<u><a href="#">Environmental Action Plan and Policy Statement</a></u>  To receive a report setting out a joint approach on the environment.	8 – 14

#### DEMOCRATIC SERVICES

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## **ENVIRONMENTAL ACTION PLAN AND POLICY STATEMENT**

**Report Authors:** Debra Baillie-Murden & Alison Old  
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**Portfolio:** Environmental Excellence

**Wards Affected:** All

### **Purpose of the Report:**

To bring together the environmental aspirations for both Broadland and South Norfolk Councils into a single ambitious Action Plan and have a joint overarching Policy Statement setting out the Councils' commitment to the Environment.

### **Recommendations:**

#### **To recommend that Cabinet recommends to Council**

1. the proposed Policy Statement (Appendix 1)
2. the proposed Action Plan (Appendix 2)
3. that the Action Plan is reviewed at six monthly joint informal meetings

## **1 BACKGROUND**

- 1.1 Both Broadland and South Norfolk Council's as environmentally responsible organisations have an Environmental Policy/Strategy – it is proposed that these are replaced with a joint Policy Statement supported by a rolling Action Plan, reviewed on a six-monthly basis.
- 1.2 We recognise, in the eyes of the public, environmental issues are of high importance especially locally and therefore we need to be ambitious and realistic, but we also need to show leadership within our communities given the myriad of services we provide.
- 1.3 A joint informal workshop with Members was held in March 2019 where key priority areas were discussed and agreed.
- 1.4 The aim is for reporting to be light touch bringing together information which is already collated for various returns such as waste data flow and the air quality Annual Status Report.
- 1.5 We are seeking Members' input into the Action Plan and draft Policy Statement.

## **2 CURRENT POSITION**

- 2.1 Good progress has been made against existing Environment Action Plans, but further work is required, and it has been agreed previously that a joint approach is the best route forward.
- 2.2 A joint approach maximises opportunities for more ambitious and impactful shared initiatives and potential efficiencies.

## **3 PROPOSED ACTION**

- 3.1 See attached Policy Statement and Action Plan and make recommendations for changes as desired.
- 3.2 If this Plan is adopted, it is anticipated that the Actions will be incorporated into the business plans for the respective service areas, but progress will be fed back on a six-monthly basis to a joint informal panel.

## **4 OTHER OPTIONS**

- 4.1 The Council chooses not to adopt the Environmental Action Plan and Policy Statement, but Members are advised that the current Corporate Environment Policy and associated action plan is out of date which may expose the Council to criticism.

## **5 ISSUES AND RISKS**

- 5.1 **Resource Implications** – Implementation of Action Plan and Policy Statement will be carried out within existing resources.
- 5.2 **Legal Implications** – N/A based on current recommendations.
- 5.3 **Equality Implications** – N/A based on current recommendations.
- 5.4 **Environmental Impact** – The purpose of the Action Plan and Policy Statement is to ensure that both authorities can have a greater positive effect on the Environment.
- 5.5 **Crime and Disorder** – N/A based on current recommendations.
- 5.6 **Risks** – The greatest risk is in not have an Environmental Action Plan due to the negative public perception as evidenced for example by recent protests at county hall.

## **6 RECOMMENDATIONS**

- 6.1 To recommend that Cabinet recommends to Council
  - 1. the proposed Policy Statement (Appendix 1)
  - 2. the proposed Action Plan (Appendix 2)
  - 3. that the Action Plan is reviewed at six monthly joint informal meetings

### **Background Papers**

Environmental Strategy

**Environmental Policy Statement**

The UK Government has made a commitment to be the first generation to leave the environment in a better state than when it inherited it.

Through the Environment (Principles & Governance) Bill, the Government has pledged to embed an 'environmental net gain' principle, and introduce higher environmental standards for new builds, to green our towns & cities creating green infrastructure and planting 1 million urban trees, to make sure resources are used more efficiently, minimise waste, tackle air pollution, and to provide international leadership, leading by example to tackle climate change.

Broadland and South Norfolk Councils are working together to support the delivery of the Government's 'A Green Future: Our 25 Year Plan to improve the Environment' with local targets and priorities for safeguarding our districts for future generations.

<https://www.gov.uk/government/publications/25-year-environment-plan>

Broadland and South Norfolk Councils will cut down unnecessary resource use and waste, reduce their impact on the Environment and shape a more efficient, sustainable and competitive local economy. The Council's will lead by example and demonstrate to the next generation our actions and responsibilities in tackling climate change.

By acting now, both Council's aim to achieve long term sustainable economic growth from low carbon and green industries across the Districts.

Through our community leadership role, we will demonstrate our commitment to this vision through our activities, the services we provide, and partnership working to showcase good practice and encourage residents, businesses and organisations to also act to reduce environmental impacts.

The Council's will focus on the following key areas:

- Delivering high quality sustainable communities which are prepared for the impact of climate change.
- Protecting and improving where possible the air, water and land quality across the districts.
- Reducing carbon emissions and the consumption of energy and water.
- Waste minimisation
- Sustainable transport
- Sustainable procurement

We are committed to:

1. Work with government to provide additional powers and resources to help deliver on National Targets limiting global warming to 1.5 degrees
2. Ensure that the environmental impacts of all future key decisions are considered in line with the Intergovernmental Panel on Climate Change's guidance
3. Regularly review our Environmental Action Plan with an aim of continuous improvement.

Signed:

Trevor Holder  
Managing Director

Cllr John Fuller  
Leader SNC

Cllr Shaun Vincent  
Leader BDC

## Action Plan

Working Document of the Environment Excellence Panel and Growth, Infrastructure and Environment policy committee.

Theme	Desired Outcome	Activities	Indicators of Success
Sustainable Communities	Growth used as a means of enhancing the quality of life of existing residents.	Enhance existing and establish new local green spaces.  Use the best environmental management practices for land use to protect and enhance biodiversity.	Number of green infrastructure projects implemented.  Delivery of sustainable communities and high-quality developments.
	Delivery of high quality, sustainable communities to assist in meeting national carbon targets.	Consider environmental impact as part of planning applications and include principles of green infrastructure where possible.  Improve energy efficiency and increase the uptake of green energy solutions.	Number of properties taking up green energy solutions.  Number of sites managed as Wildflower meadows.  Working Environmental Matters into next round of local planning.
	Increased biodiversity across the district.	Where appropriate and where we have community buy in, turn some short mown grass sites to wildflower meadows.	Production of guidance documentation.  Use of rainwater saving solutions increased.
	Climate change adaption plan implemented.	Local Plan adopted, including policies on heat management, SuDS and water efficiency in new buildings and developments.  Consider the use of supplementary planning guidance locally to consider environmental issues.  Rainwater conservation and reuse promoted through planning process.  SuDS to be installed on any new council led developments.  Look at options to Increase tree canopy cover across the district.	% of developments incorporating SuDs.  Tree planting encouraged.
Environmental Management	Health and wellbeing of communities protected whilst improving the environmental quality of the district ensuring that statutory requirements are met.	Raise awareness of drought and water security with PWS users.  Provide advice, guidance and raise environmental awareness via social media and our websites.  Increase joint working with other agencies to tackle Environmental Crime.	Education campaign to encourage pre-planning.  Number of environmental campaigns undertaken.  Regular link in with other agencies.  Continued improvement in local air quality across the district, evidence through annual report.
	Enhanced local environment through reduction in local pollution in terms of air, water and soil quality.	Monitoring local air quality in line with national focus and statutory responsibilities.	
Energy Efficiency	Impact of energy price rises minimised.	Promotion of Big Switch & Save.  Home Improvement Agency interventions.	Number of homes switching using BS&S.  Number of homes receiving benefits checks.

		Investigate implementation of accredited Environmental Management System.	Number of homes improved.
	A reduction in the number of households in or at risk of fuel poverty.	Discretionary loans/grants.  Continue to seek investment on behalf of Norfolk (Warm Homes Fund).	Number of homes in fuel poverty.  Number of HMOs to legislative standards.  Improvements in EPC/DEC ratings in Council owned buildings.
	A reduction in carbon emissions.	Private Rented Sector Enforcement.  Discretionary Loans/Grants.  Capitalise on external funding opportunities.  Investigate opportunities to reduce in house emissions. On-site renewables etc.	Reduction in in-house energy consumption.
<b>Waste Minimisation</b>	Value for money sustainable kerbside collection scheme.	Consider new waste collection models and arrangements to deliver efficiencies whilst maintaining customer service.  Minimise waste in house.	Waste audit carried out and improvements identified. Tonnage of waste arising and % recycled.  Single use plastic free in all buildings.
	Reduction in the amount of waste generated per household.	Community initiatives which influence residents' positive waste habits including waste reduction and reuse.  Working with suppliers and producers in the district to minimise packaging.  Seek solutions to recycling contamination issues.  Investigate possibility of extra reuse events.  Promote recycling for commercial waste customers.	All in-house events are single use plastic free.
	Reducing single use plastic.	Work towards zero provision of single use plastics in all council buildings.  Raise awareness and support the extension of Refill scheme.  Run our own and encourage plastic free events (SNOS etc).  Encourage community lead low plastic zones in market towns.	
	Minimising food in residual waste.	Encourage residents to minimise food in residual waste through education campaigns.  Explore options for extending food waste collection service.  Sign up to the Courtauld Commitment 2025.	

<p><b>Sustainable Transport</b></p>	<p>Improve health &amp; wellbeing and enhance the local environment.</p>	<p>Work with Norfolk County Council to support more sustainable and healthier transport systems, enabling and encouraging active travel.</p> <p>Investigate/implement a staff travel plan – encouraging remote working, car sharing etc.</p> <p>Look at external service providers – lift share, Eco-stars etc.</p> <p>Consider the use of electric pool cars and lease vehicles.</p> <p>Investigate the use of technologies to enable agile working and minimise the environmental impact of meetings and events.</p> <p>Investigating the potential around increasing the number of electric vehicle charging points across the districts.</p>	<p>Travel plan produced.</p> <p>Impact of our own fleet of vehicles assessed and action plan produced.</p> <p>Number of public electric vehicle charging points available.</p>
<p><b>Sustainable Procurement</b></p>	<p>Support local businesses.</p> <p>Value for money procurement on a “whole life basis”.</p>	<p>Encourage the use of local contractors through procurement methods.</p> <p>Seek to minimise the Council's impact on the environment when procuring, by ensuring the optimum levels of sustainability are achieved.</p> <p>Look to minimise the environmental impact of canteens. Locally sourced, animal welfare, low meat, seasonal, reduction in waste etc.</p> <p>Rewrite joint procurement strategy which will incorporate environmental consideration.</p> <p>Produce a sustainable/ethical procurement policy to ensure purchases are free from child labour, low animal welfare standards or harmful, environmentally damaging chemicals.</p> <p>Conduct a review of existing product areas procured and the associated environmental impacts.</p>	<p>Updated joint procurement strategy.</p>