Growth, Infrastructure and Environment Policy Committee

Members of the Growth, Infrastructure and Environment Policy Committee:

Mr Adrian Dearnley (Chairman)
Mr James Knight (Vice Chairman)
Mr Chris Brown
Miss Fleur Curson
Mr Daniel Elmer
Mr Gerry Francis
Mr Kevin Hurn
Mr Terry Laidlaw
Mr Robert Savage

This meeting may be filmed, recorded or photographed by the public; however, anyone who wishes to do so should inform the chairman and ensure it is done in a non-disruptive and public manner. Please review the Council’s guidance on filming and recording meetings available in the meeting room.

Agenda

Date
Thursday 12 September 2019

Time
10.00 am

Place
Cavell Room
South Norfolk House
Cygnet Court
Long Stratton
Norwich
NR15 2XE

Contact
Claire White  tel (01508) 533669
South Norfolk District Council
Cygnet Court
Long Stratton
Norwich
NR15 2XE
Email: democracy@s-norfolk.gov.uk

If you have any special requirements in order to attend this meeting, please let us know in advance
Large print version can be made available
A G E N D A

1. To report apologies for absence and to identify substitute members;

2. Any items of business which the Chairman decides should be considered as a matter of urgency pursuant to Section 100B(4)(b) of the Local Government Act, 1972. Urgent business may only be taken if, "by reason of special circumstances" (which will be recorded in the minutes), the Chairman of the meeting is of the opinion that the item should be considered as a matter of urgency;

3. To Receive Declarations of Interest from Members;
   (Please see guidance form and flow chart attached – page 3)

4. To confirm the minutes of the meeting of the Growth, Infrastructure and Environment Policy Committee held on 9 March 2017; (attached – page 5)


6. Future Work Programme; (to be discussed)
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:
- affect yours, or your spouse / partner’s financial position?
- relate to the determining of any approval, consent, licence, permission or registration in relation to you or your spouse / partner?
- Relate to a contract you, or your spouse / partner have with the Council
- Affect land you or your spouse / partner own
- 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 you should not partake in general discussion or vote.

Is the interest not related to any of the above? If so, it is likely to be an other 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

What matters are being discussed at the meeting?

Do any relate to an interest I have?
A  Have I declared it as a pecuniary interest?
OR
B  Does it directly affect me, my partner or spouse’s financial position, in particular:
   • employment, employers or businesses;
   • companies in which they are a director or where they have a shareholding of
     more than £25,000 face value or more than 1% of nominal share holding
   • land or leases they own or hold
   • contracts, licenses, approvals or consents

   The interest is pecuniary – disclose the interest, withdraw
   from the meeting by leaving
   the room. Do not try to
   improperly influence the
   decision

If you have not already
   done so, notify the
   Monitoring Officer to
   update your declaration
   of interests

NO

The interest is related to a
   pecuniary interest. Disclose
   the interest at the meeting
   You may make
   representations as a member
   of the public, but you should
   not partake in general
   discussion or vote

YES

Does the matter indirectly affect or relate to a
   pecuniary interest I have declared, or a matter
   noted at B above?

NO

The Interest is not pecuniary
   nor affects your pecuniary
   interests. Disclose the
   interest at the meeting. You
   may participate in the
   meeting and vote

YES

Have I declared the interest as an
   other interest on my declaration of
   interest form?
   OR

Does it relate to a matter
   highlighted at B that impacts upon
   my family or a close associate?
   OR

Does it affect an organisation I am
   involved with or a member of?
   OR

Is it a matter I have been, or have
   lobbied on?

NO

You are unlikely to
   have an interest. You
   do not need to do
   anything further.
Growth Infrastructure and Environment Policy Committee

Minutes of a meeting of the Growth, Infrastructure and Environment Policy Committee held at South Norfolk House, Long Stratton on Thursday 9 March 2017 at 2:00pm

Committee Members Present: Councillors: B Stone (Chairman), P Broome, M Dewsbury, K Kiddie, T Lewis and K Worsley

Apologies: Councillor: J Larner

Cabinet Members in attendance: Councillors: Y Bendle and C Hudson

Other Members in attendance: Councillors: V Bell, B Bernard, F Ellis, M Gray, T Palmer, B Riches, R Savage and V Thomson

Officers in Attendance: The Head of Economic Development (J Munson) and the Senior Economic Growth Coordinator (D Disney)

7. MINUTES

The minutes of the Growth, Infrastructure and Environment Policy Committee meeting held on 4 October 2016 were agreed as a correct record, and signed by the Chairman.
8. VISITOR ECONOMY INITIATIVE

Members considered the report of the Senior Economic Growth Coordinator, which sought to update the Committee on the evolution and transformation of the Market Towns Initiative (MTI) into the proposed new Visitor Economy Initiative (VIE). Officers advised that, due to the national increase in consumers shopping online, more people were now visiting towns for tourism purposes rather than shopping locally for everyday retail purchases. Consequently, the footfall in market towns now consisted of more visitors than local residents.

The Committee was pleased to note that the Visitor Economy Initiative would continue with the Council’s commitment to encourage and up-skill local businesses to achieve a presence online, to match the changes in spending patterns of consumers. It was also noted that tourism and overnight stays had increased in the County but that the percentage of people employed in tourism in South Norfolk was lower than the average for the County. Members questioned why tourism was lower than average in the District and it was suggested that this could be due to the lack of a coastline, but also could be attributed to the lack of hotels and insufficient car parking in many of the towns and villages. It was noted that the development of hotels was driven by need and that evidence of such need would have to be identified before developers would have any financial incentive to consider developing business in the area. It was suggested by a member that Big Sky Developments might like to consider the provision of hotels in market towns. The Committee discussed car parking problems in various towns and villages and it was suggested that the Council might approach landowners such as farmers, churches and local businesses to ascertain whether they would consider allocating some of their land, on a commercial basis, for car parking. Officers agreed to consider these suggestions further.

The Senior Economic Growth Coordinator advised the Committee of the proposed action plan to implement the VIE which would begin with a complete audit of the existing provisions and services including accommodation, restaurants and tourism currently offered in the District. Once analysed and reviewed, this information would be used to prioritise a coordinated series of projects for the three-year programme. Members were re-assured that existing publications such as cycling, heritage and rambling maps would be included in the overall audit and assessment, and that the Council would work with existing tourism services such as Trip Adviser and Booking.com. Members were advised that future plans for towns included digital town tours and trails, which could be downloaded to visitors’ smartphones either prior to their visit or upon arrival. In response to a query regarding the future of Tourist Information Centres, officers advised that the VIE was concentrating on the digital aspect of tourism and the ability to raise awareness of tourism to visitors by working collaboratively with central organisations such as Visit Norfolk. It was hoped that people searching for somewhere to stay in Norfolk would be able to download trail maps and information regarding the attractions in South Norfolk.
In response to a query regarding the financing and funding of the project, officers advised that finances for the pilot project were included within the Council’s business plans. It was anticipated that, should the project prove successful, funding would be secured to widen out the programme to other areas in the District. Members noted that a mapping project was already underway in Alburgh and once that was completed, more evidence regarding the successes and future of the project would be available. It was also noted that one FTE staff member role had been approved, to manage and oversee the project.

Members questioned the method by which the success of the project would be measured and stressed the importance of having a quantifiable outcome. Officers advised that this would be achieved through an annual report by Visit Norfolk which would advise of the number of visitors to towns and villages, and could also be measured by the numbers of people downloading trail maps of the District.

Members were generally in favour of the plans and it was;

RESOLVED:

    to RECOMMEND TO CABINET the Visitor Economy Initiative, taking into account the above views of the Growth, Infrastructure and Environment Policy Committee regarding accommodation, car parking and the ability to measure the success of the project.

9. DATE OF NEXT MEETING

Members noted that the date of the next meeting would be confirmed by email.

(The meeting closed at 3.03 pm)

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Chairman
Environment Action Plan & Policy Statement

Report Author(s): Debra Baillie-Murden & Alison Old
Environmental Management Officers
01603 430597, 01508 533699
debra.baillie-murden@broadland.gov.uk
aold@s-norfolk.gov.uk

Portfolio: Regulatory and Environmental Excellence

Ward(s) 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
a) the proposed Policy Statement (Appendix 1)
b) the proposed Action Plan (Appendix 2)
c) that the Action Plan is reviewed at 6 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 statement.

2 CURRENT POSITION/FINDINGS

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 6-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 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 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**

   a) the proposed policy statement
   
   b) the proposed action plan
   
   c) that the Action Plan is reviewed at 6 monthly joint informal meetings

**Background Papers**

Corporate Environment Policy
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.


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  Cllr John Fuller  Cllr Shaun Vincent
Managing Director  Leader SNC  Leader BDC
### Action Plan


<table>
<thead>
<tr>
<th>Theme</th>
<th>Desired Outcome</th>
<th>Activities</th>
<th>Indicators of Success</th>
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| **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.  
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.  
Where appropriate and where we have community buy in, turn some short mown grass sites to wildflower meadows.  
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. | Number of green infrastructure projects implemented.  
Delivery of sustainable communities and high-quality developments.  
Number of properties taking up green energy solutions.  
Number of sites managed as Wildflower meadows.  
Working Environmental Matters into next round of local planning.  
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. |                                                                                                                                                                                                 |
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<tr>
<th><strong>Number of homes in fuel poverty.</strong></th>
<th><strong>Number of HMOs to legislative standards.</strong></th>
<th><strong>Improvements in EPC/DEC ratings in Council owned buildings.</strong></th>
<th><strong>Reduction in in-house energy consumption.</strong></th>
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<tbody>
<tr>
<td><strong>A reduction in the number of households in or at risk of fuel poverty.</strong></td>
<td><strong>Discretionary loans/grants.</strong></td>
<td><strong>Continue to seek investment on behalf of Norfolk (Warm Homes Fund).</strong></td>
<td><strong>Private Rented Sector Enforcement.</strong></td>
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<tr>
<td><strong>A reduction in carbon emissions.</strong></td>
<td><strong>Discretionary Loans/Grants.</strong></td>
<td><strong>Capitalise on external funding opportunities.</strong></td>
<td><strong>Investigate opportunities to reduce in house emissions. On-site renewables etc.</strong></td>
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<td><strong>Waste Minimisation</strong></td>
<td><strong>Value for money sustainable kerbside collection scheme.</strong></td>
<td><strong>Consider new waste collection models and arrangements to deliver efficiencies whilst maintaining customer service.</strong></td>
<td><strong>Minimise waste in house.</strong></td>
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<td><strong>Reduction in the amount of waste generated per household.</strong></td>
<td><strong>Community initiatives which influence residents’ positive waste habits including waste reduction and reuse.</strong></td>
<td><strong>Working with suppliers and producers in the district to minimise packaging.</strong></td>
<td><strong>Seek solutions to recycling contamination issues.</strong></td>
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<td><strong>Reducing single use plastic.</strong></td>
<td><strong>Work towards zero provision of single use plastics in all council buildings.</strong></td>
<td><strong>Raise awareness and support the extension of Refill scheme.</strong></td>
<td><strong>Encourage community lead low plastic zones in market towns.</strong></td>
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<td><strong>Minimising food in residual waste.</strong></td>
<td><strong>Encourage residents to minimise food in residual waste through education campaigns.</strong></td>
<td><strong>Explore options for extending food waste collection service.</strong></td>
<td><strong>Sign up to the Courtauld Commitment 2025.</strong></td>
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<tr>
<td><strong>Sustainable Transport</strong></td>
<td><strong>Improve health &amp; wellbeing and enhance the local environment.</strong></td>
<td><strong>Work with Norfolk County Council to support more sustainable and healthier transport systems, enabling and encouraging active travel.</strong></td>
<td><strong>Travel plan produced.</strong></td>
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<td><strong>Travel plan produced.</strong></td>
<td><strong>Impact of our own fleet of vehicles assessed and action plan produced.</strong></td>
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<tr>
<td>Sustainable Procurement</td>
<td>Support local businesses.</td>
<td>Encourage the use of local contractors through procurement methods.</td>
<td>Updated joint procurement strategy.</td>
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<td>Look at external service providers – lift share, Eco-stars etc.</td>
<td>Consider the use of electric pool cars and lease vehicles.</td>
<td>Investigate the use of technologies to enable agile working and minimise the environmental impact of meetings and events.</td>
<td>Investigating the potential around increasing the number of electric vehicle charging points across the districts.</td>
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<td>Number of public electric vehicle charging points available.</td>
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<tr>
<th>Value for money procurement on a “whole life basis”.</th>
<th>Seek to minimise the Council’s impact on the environment when procuring, by ensuring the optimum levels of sustainability are achieved.</th>
<th>Look to minimise the environmental impact of canteens. Locally sourced, animal welfare, low meat, seasonal, reduction in waste etc.</th>
<th>Rewrite joint procurement strategy which will incorporate environmental consideration.</th>
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<td>Rewrite joint procurement strategy which will incorporate environmental consideration.</td>
<td>Produce a sustainable/ethical procurement policy to ensure purchases are free from child labour, low animal welfare standards or harmful, environmentally damaging chemicals.</td>
<td>Conduct a review of existing product areas procured and the associated environmental impacts.</td>
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