

# 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

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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

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Friday 10 January 2020

### Time

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2.00 pm

### Place

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Colman Room

South Norfolk House  
Cygnet Court  
Long Stratton  
Norwich  
NR15 2XE

### Contact

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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 Friday 15 November 2019, and the Concurrent Meeting of the Growth Infrastructure and Environment Policy Committee and the People and Communities Policy Committee, held Friday 15 November 2019**  
(attached – pages 5 and 7)
  
5. **Environmental Strategy** (report attached – page 9)

## 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?

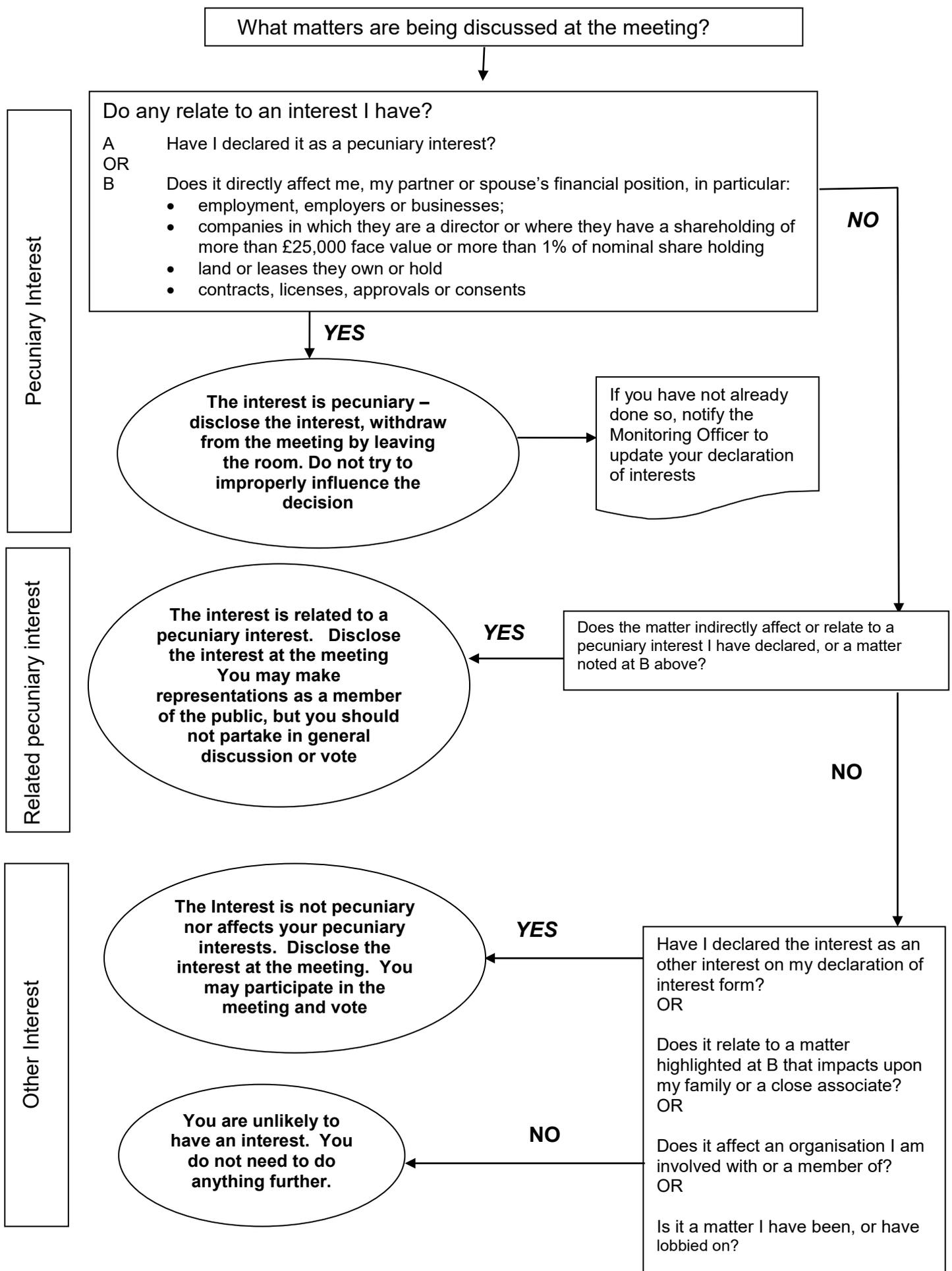
If yes, you need to inform the meeting. When it is discussed, you will have the right to make representations to the meeting as a member of the public, but you should not partake in general discussion or vote.

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





## Growth, Infrastructure and Environment Policy Committee

**Minutes of a meeting of the Growth, Infrastructure and Environment Policy Committee of South Norfolk Council held at South Norfolk House, Long Stratton on Friday 15 November 2019 at 2.00pm**

<b>Committee Members Present:</b>	Councillors: A Dearnley (Chairman), J Knight (Vice Chairman), C Brown, D Elmer, K Hurn T Laidlaw and R Savage
<b>Apologies:</b>	Councillors: F Curson and G Francis
<b>Non-Appointed:</b>	Councillors: J Easter, R Elliott and S Nuri
<b>Officers in Attendance:</b>	The Director of People and Communities (J Sutterby), the Operations Manager, Ketringham Depot (S Williams), and the Senior Environmental Contracts Officer (P Leggett).

### 14 MINUTES

The Minutes of the meeting of the Growth, Infrastructure and Environment Policy Committee held on 12 September 2019 were agreed as a correct record and signed by the Chairman.

#### *Minute No: 12 – Environmental Action Plan and Policy Statement*

The Chairman advised members that Cabinet had felt that the focus of the Policy Statement and detail of the Action Plan should be reconsidered by the Growth Infrastructure and Environment Policy Committee, with particular regard given to fly tipping, recycling and street cleaning. Officers were currently redrafting the documents to ensure they met these requirements and were more user friendly and less technical.

The documents should be brought back to the Growth Infrastructure and Environment Policy Committee for the 10 January 2020 meeting and then on to the 3 February 2020 Cabinet.

The Vice-Chairman emphasised that Cabinet did not entirely condemn the documents, but felt that they needed to be more digestible and to firm up on timescales and monitoring.

## **15 EXCLUSION OF THE PRESS AND PUBLIC**

### **RESOLVED:**

to exclude the press and public from the meeting for the remaining business because otherwise, information which was exempt information by virtue of Paragraph 3 of Part I of Schedule 12A of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006 would be disclosed to them.

## **16 WASTE SERVICES REVIEW**

The report set out proposed joint commissioning options for Waste Collection, Street Cleansing and Ground Maintenance Services.

The Director of People and Communities advised Members that there were two key drivers to the proposals: the identified benefits of a joint delivery model, which could result in significant savings without sacrificing service quality and Broadland's waste contract with Veolia ending in March 2022.

A Joint Working Group had been convened to explore a single operating model and Eunomia, and Environmental Consultancy had been used to guide the process. The consultancy had identified that savings of up to 10 percent annually could be achieved by a single delivery model.

It had also been identified that the refuse depots of each Council could not meet sector standards without significant investment, so it was logical look at investigating the provision of a shared depot, although it was emphasised that this would be the subject of a separate business case from the commissioning of a joint waste collection service.

If agreed, the full business case would be brought back to members in spring 2020.

In response to a query, the Committee was informed that the estimated savings set out in the report represented savings for a fully mature operation.

Following further discussion and a vote of 6 for, 0 against and 1 abstention it was:

### **RECOMMENDED THAT CABINET**

notes the report and endorses officers to develop a full Business Case to explore a joint commissioning model, including the potential provision of a shared depot, to deliver waste collection, grounds maintenance and street cleaning services on behalf of both Councils, to wholly replace both current operating models.

(The meeting concluded at 3.35 pm)

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Chairman



## **Concurrent Meeting of the Growth, Infrastructure and Environment Policy Committee and the People and Communities Policy Committee**

Minutes of a meeting of the Growth, Infrastructure and Environment Policy Committee and the People and Communities Policy Committee of South Norfolk Council held at South Norfolk House, Long Stratton on Friday 15 November 2019 at 3.30pm

<b>Committee Members Present:</b>	Councillors:	D Bills, C Brown, A Dearnley, R Elliott, F Ellis, D Elmer, T Holden, K Hurn, J Knight, T Laidlaw, R Savage
<b>Apologies:</b>	Councillors:	S Blundell, V Clifford-Jackson, F Curson, G Francis, J Hornby, N Legg, J Wilby and J Worley
<b>Substitute Members</b>	Councillors:	J Easter (for J Worley)
<b>Non-Appointed Cabinet Member in Attendance:</b>	Councillor	R Elliott
	Councillor:	K Mason Billig
<b>Officers in Attendance:</b>		The Director of People and Communities (J Sutterby), the Evaluation and Data Analyst (T Thomas)

### **1 APPOINTMENT OF CHAIRMAN**

After calling for nominations it was

#### **RESOLVED:**

To appoint Cllr Bills as Chairman for the meeting.

*Cllr Bills in the Chair*

### **2 JOINT INCLUSIVE GROWTH PROJECT PLAN**

The Chairman advised the meeting that the report set out a more detailed Action Plan to accompany the Inclusive Growth Strategy, as requested by Cabinet.

The Evaluation and Data Analyst advised the meeting that a joint member workshop had been held to discuss inclusive growth, and feedback from the session had been used to formulate the proposed framework. Many of the projects were at the scoping stage at present, but all remained on track. These included projects to improve public sector skills in areas where there were shortages, such as Environmental Health and Planning, as well as schemes to provide key worker housing and influence NHS recruitment.

The Chairman noted that the Council had representation on the Health and Wellbeing Board and, therefore, could influence health worker recruitment in Norfolk.

In response to a query, it was confirmed that South Norfolk and Broadland had established different policies in respect of Broadband provision and, therefore, this work stream would not be considered through the Inclusive Growth Framework.

Members stressed the importance of community transport, especially in rural areas and not just for health related trips, but for transport to college, work or training. They welcomed a review on this matter. A member noted, however, that a number of volunteer run community transport schemes were already operating in South Norfolk and they would also take passengers to work, if they had no other means of transport.

A member noted that Broadland operated a very good Youth Enterprise Scheme and suggested that South Norfolk should look into providing such a scheme.

Similarly, Broadland Choices, which was a scheme to help people who had been out of work for a significant period the chance to improve their employability, brush up on skills and boost their confidence, was also noted as an excellent scheme that should be replicated in South Norfolk.

Members also suggested that the Council should seek to assist schools to help young people acquire life skills, such as understanding home finance.

Members commended the report and it was

**RESOLVED:**

1. To endorse the Joint Inclusive Growth Project Plan; and
2. To recommend that the projects outlined within the Joint Inclusive Growth Project Plan are included within the forthcoming Corporate Plan

(The meeting concluded at 4.17 pm)

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Chairman

## **Environmental Strategy**

**Report Author(s):** Debra Baillie-Murden & Alison Old  
Environmental Management Officers  
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[aold@s-norfolk.gov.uk](mailto:aold@s-norfolk.gov.uk)

**Portfolio:** Regulatory & Environmental Excellence

**Ward(s) Affected:** All

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

Present back to members the revised content of the Environmental Plan as requested by Cabinet on 11<sup>th</sup> November 2019. Additionally, to take this opportunity to present some baselining data for information.

### **Recommendations:**

1. Growth, Infrastructure & Environment Policy Committee to agree the structure and content of the Clean & Safe Environment section (Appendix 1) of the Environmental Strategy, making recommendations/ suggested amendments where appropriate, to allow the remainder of the document to be developed once agreed by Board.
2. Growth, Infrastructure & Environment Policy Committee to agree timescales for the full document to be drafted for consideration by this policy committee prior to discussion at Cabinet or directly to Cabinet.

## **1 BACKGROUND**

- 1.1 The Environmental Policy Statement and Action Plan were previously discussed by this committee in September 2019. The documents were then taken to Cabinet on 11<sup>th</sup> November 2019, who requested additional work is carried out to develop a more comprehensive strategy.
- 1.2 Due to the timescales, amended level of detail of the document and the requirement to report back to this Committee we have focussed on the Clean & Safe Environment section of the Environmental Strategy (formerly Environmental Management section).
- 1.3 The Policy Statement identified six key themes which the Councils are able to influence to improve the local environment and contribute to improving the environment on a national level. These have been amended slightly as requested by Cabinet.
- 1.4 The current position and proposed activities have been separated into those which relate in house i.e. our own usage and emissions and those within the community. These community activities include the actions which we are looking for our residents and businesses to support.

## **2 CURRENT POSITION/FINDINGS**

- 2.1 Since the Environmental Policy Statement and Action plan were considered by Cabinet, a baselining exercise has commenced to understand the current position, allowing for progress to be monitored and targets to be set as desired – as agreed at Broadland Cabinet on 28<sup>th</sup> October 2019. This data has been separated into the relevant themes and can be found in appendix 2.
- 2.2 **The local environment:** This will be included in the foreword/introduction for the document to give an overarching view of the current position.

## **3 PROPOSED ACTION**

- 3.1 Review the attached draft of Clean & Safe Environment section of the Environmental Strategy and make recommendations for changes as desired.
- 3.2 This will be presented to Board and if agreed the remaining themes will be finalised.

## **4 ISSUES AND RISKS**

- 4.1 **Resource Implications** – The implementation of the strategy will be carried out within existing resource. Where opportunities arise to apply for additional external funding, the resource implications will be considered on a case by case basis.
- 4.2 **Legal Implications** – N/A based on current recommendations.

- 4.3 **Equality Implications** – N/A based on current recommendations.
- 4.4 **Environmental Impact** – The purpose of the document is to ensure that both authorities can have a greater positive impact on the environment.
- 4.5 **Crime and Disorder** – N/A based on current recommendations.
- 4.6 **Risks** – Failure to adopt an environmental plan is likely to expose the Councils to negative public perception as evidenced by recent freedom of information requests and press coverage along with reputational damage.

## 5 **RECOMMENDATIONS**

- 5.1 Growth, Infrastructure & Environment Policy Committee to agree the structure and content of the Clean & Safe Environment section of the Environmental Strategy, making recommendations/ suggested amendments where appropriate, to allow the remainder of the document to be developed once agreed by Board.
- 5.2 Growth, Infrastructure & Environment Policy Committee to agree timescales for the full document to be drafted for consideration by this policy committee prior to discussion at Cabinet or directly to Cabinet.

## Clean and Safe Environment

We all want to live in a neighbourhood in which we feel happy, healthy and safe.

Protecting and enhancing the environment for future generations is a key priority for us. This ambition must inculcate our work to promote growth of the local economy, attract visitors, create jobs and provide opportunities for businesses and communities to develop sustainably and to prosper.

### Key Considerations

#### 1) Environmental Protection and Crime Prevention

Environmental Crime has a negative impact on our communities as well as costing the tax payers (both residents and businesses) a lot of money each year to clean up. We have a wide remit and deal reactively and proactively to issues such as:

- Littering
- Fly tipping
- Graffiti
- Abandoned vehicles
- Dog fouling
- Fly posting

Environmental Protection is a wide-ranging discipline seeking to protect the health and wellbeing of our residents and businesses by protecting them from excessive noise, light, dust, odour, insects, dark smoke from commercial activities, pest complaints, private drainage issues, antisocial behaviour etc.

These issues can have a significant detrimental impact on residents, it lowers their quality of life and can adversely impact physical and mental health.

The Government's 25-year plan to improve the environment highlights tackling fly-tipping and waste crime as a priority. It is estimated that waste crime cost local authorities nearly £60m in 2016/17.

Strategic Approach	Outcomes
To protect the local environment and public health and wellbeing by implementing a balanced approach of engagement, education and enforcement.	<p>Health and wellbeing of communities protected.</p> <p>Legitimate business protected from unfair competition from businesses handling/dispersing of waste illegally.</p> <p>Businesses and residents supported in handling and dispersing of waste legally.</p> <p>Enhanced high quality local environment</p>

Legal compliance.	Statutory requirements are met.  Businesses and residents supported in handling and disposing of waste in a manner that meets the legal requirements placed upon them.
Zero tolerance approach to Environmental Crime.	Keep our streets clean and safe.  Keeping our districts an attractive place to line, visit and set-up businesses.

### **Community Engagement.**

We have taken part in several multi-agency action days to target waste and other Environmental Crime. We are taking part in a Norfolk wide campaign to address fly-tipping including raising awareness of illegal domestic waste collection activities and householder's duty of care.

Investing in education regarding Environmental Crime is essential to bring about lasting behaviour change. Individuals and businesses need to understand their responsibilities and the full impact of their negative behaviour in order to change.

It is important that the community and businesses are listened to and provided with clear information regarding their responsibilities, to enable them to comply with the law. We aim to achieve this element of enforcement by providing consistent advice and guidance about relevant duties and responsibilities, via face-to-face interaction, social media campaigns, press releases, specific campaigning and joint work alongside our partners and other stakeholders.

### **Awareness**

Awareness raising and education are fundamental for successful enforcement work; we intend to raise the profile of our work and the issues of Environmental Crime using Council publications, parish magazines and social media.

### **Schools Engagement**

We have worked with a local school to address concerns around dog fouling. We went into the school and discussed the issues with the children. There was a competition to design anti dog fouling signs which were subsequently erected around the area. This successful campaign was rolled out to several other schools via the community connectors.

### **IT reporting**

Moving to a single IT system for both authorities will enable easier reporting.

### **Media Coverage**

Environmental Crime is regularly in the media, fly-tipping especially; with regular newspaper reports on local court cases. Public awareness of this issue is crucial to ensure incidents are

reported to us for investigation. Additionally, this type of publicity can be used to raise individual's awareness of their own responsibilities in dealing with their waste.

Social media is a powerful tool and our Facebook and Twitter accounts attract thousands of followers we will look to utilise this more fully to communicate messages to residents and local businesses about the environment.

**How can you help us?** –We can all work together to keep South Norfolk and Broadland clean and tidy. Both businesses and households have a legal duty to dispose of their waste correctly.

- community litter picks
- reporting environmental crime to us. We will investigate all cases where someone has witnessed an incident or there is evidence to suggest where the waste has come from or who has dumped it.
- disposing of your waste correctly (and legally)
- Tell us if we get it wrong

Operational Approach	Baseline data		Performance Indicator – <b>TO BE FINALISED WITH TEAMS</b>
<b>Proposals within existing resources</b>	<b>Broadland Enforcement</b>	<b>South Norfolk Enforcement</b>	
<p><b>Increased enforcement and education for fly tipping, waste crimes, littering, graffiti and dog fouling.</b></p> <p><b>Review of fixed penalty notices charges to ensure people are encouraged to make the right choices.</b></p> <p><b>Any revenue from FPNs ring fenced to fund proactive environmental work</b></p> <p><b>Joint Environmental Crime Strategy promoting a zero-tolerance approach</b></p> <p><b>Increase joint working with other stakeholders to increase intelligence sharing and tackle Environmental Crime. Police, national Farmers Union, EA etc.</b></p> <p><b>Encourage community action</b></p> <p><b>Use all available powers to deal with community issues.</b></p>	<p><b>2018/19</b> Fixed Penalty Notices -1  Notice to destroy pests – 1  Nuisance noise – 5  Filthy and verminous premises – 2  Abandoned Vehicles Removed - 16</p> <p><b>2019/2020</b> (up to November)  Fixed Penalty Notices -2  Notice to destroy pests – 2  Nuisance drainage – 4  Nuisance smoke - 2  Nuisance noise – 1  Filthy and verminous premises – 1  Abandoned Vehicles Removed - 14</p>	<p><b>2018/19</b> Fixed Penalty notices – 3  Notice to destroy pests – 3  Nuisance Noise – 1  Abandoned vehicles removed - 13</p> <p><b>2019/2020</b> (up to November)  CPN Formal written warning – 2  Notice to destroy pests -1  Nuisance noise – 4  Waste Duty of Care – 2  Removal of waste – 1  Nuisance dust – 2  Nuisance smoke - 2  Nuisance insects – 2  FPN – 7  Abandoned vehicles removed - 12</p>	<p><b>Number of dog fouling clean up requests</b></p> <p><b>Number of street scene litter clean up requests</b></p> <p><b>Number of fly tipping clean up requests</b></p> <p><b>Numbers of graffiti and fly posting clean up requests</b></p> <p><b>Number of complaints to the enforcement team in relation to dog fouling, litter and fly tipping.</b></p> <p><b>Number of fixed penalty notices issued in relation to dog fouling, littering, fly tipping and other waste offences.</b></p> <p><b>Number of prosecutions issued in relation to dog fouling, littering, fly tipping and other waste offences.</b></p> <p><b>Number of abandoned vehicles reported and cleared.</b></p> <p><b>Number of nuisance / ASB type complains.</b></p> <p><b>Number of nuisance / ASB type complains resolved by formal action e.g. legal notice, CPN.</b></p>

			<p><b>Number of nuisance / ASB type complains resolved by informal action e.g. early intervention.</b></p> <p><b>Number of community events / actions.</b></p>
<p><b>Opportunities beyond existing resources</b></p> <p><b>Dedicated Environmental Crime Officer or patrols.</b></p>			

## 2) Air Quality

Clean air is a basic requirement of a healthy environment for us all to live in. District Councils have a statutory obligation to monitor Air Quality and work with partners where a breach of national standards is identified. Through working with our partners there are no areas that are above the national objectives. However, there are areas where air quality is poorer than is desirable and there is still plenty we can do to improve air quality and enable residents and businesses to make informed choices.

The Government's latest Clean Air Strategy sets out the actions required across all parts of government and society to improve air quality. Further legislation will follow giving new local powers to take action in areas with an air pollution problem.

Some industries have the potential to cause pollution. Some of these operations are required to have an Environmental Permit and we along with the Environment Agency regulate these processes through the Environmental Permitting (England & Wales) Regulations 2016 (as amended).

The permit will specify conditions that the operator must comply with in order to operate the process. We have a duty to inspect these processes at regular intervals to ensure that the operator complies with the conditions of their permit.

Joint working is key in delivering improvements as AQ is a transboundary issue. We work closely with other District Councils and the County Council. We have also set up a group for the Greater Norwich Growth Area this includes representatives from Norwich, Broadland and South Norfolk and additionally public health, and transport planning.

We are committed to assessing and identifying the council's own environmental impacts and how they could be mitigated.

Strategic Approach	Outcomes
Assessing and responding to planning applications to mitigate impact on Air Quality	Health and wellbeing of communities protected
Monitoring and reporting in accordance with national requirement.	statutory requirements are met.
Working collaboratively with partners	Enhanced high quality local environment

### **Community Engagement.**

We aim to respond to all community concerns about local air quality and regularly review our monitoring regime to consider such concerns.

### **Awareness**

Awareness raising and education using Council publications, parish magazines and social media.

### **Schools Engagement**

We are looking at developing packs for local schools which will be able to be delivered in house. This resource will look at the causes and concerns relating to poor air quality and promote safe sustainable travel. It will offer pupils practical advice and information about how they can make a positive impact on their local environment by improving air quality as well as making a positive impact on their health.

### **IT reporting.**

We produce an annual report outlining all our monitoring data and proactive air quality work which is submitted for approval to the Department for Environment, Food and Rural Affairs. These can be found on our respective websites.

### **Media Coverage**

Air quality is now a very high-profile issue, with Particulate Matter being strongly linked to premature deaths. Social media is a powerful tool and our Facebook and Twitter accounts attract thousands of followers we will look to utilise this more fully to communicate messages to residents and local businesses about what they can do to improve air quality and protect their health.

**How can you help us?** –To protect yourselves and other from the effects of air pollution here are a few tips:

- Don't leave your engine idling, switch it off when stationary
- Walk, cycle or take public transport, you will cut down the amount of pollution you make, reduce your exposure and get some exercise too
- Use energy efficient appliances, insulate your home and service your boiler.
- Avoid unnecessary burning and use '[ready to burn](#)' materials if you rely on wood for heating

Operational Approach	Baseline data		Performance Indicators <b>TO BE FINALISED WITH TEAMS</b>
	Broadland	South Norfolk	
Proactive work with our partners and other stakeholders aiming to achieve a positive change to air quality, this could include, working with universities, bus, coach and taxi companies, haulage companies, schools and car sharing clubs.			
Raise awareness of air quality amongst our local businesses and residents.			Increased number of people reached through environmental campaigns
	Passive diffusion tube monitoring at 25 locations for Nitrogen Dioxide (NO <sub>2</sub> ).  No Air quality management areas.	Passive diffusion tube monitoring at 29 location for Nitrogen Dioxide (NO <sub>2</sub> ).  No Air quality management areas.	Improvement in Air Quality in problem areas – delivered through annual reporting to DEFRA.  Air Quality complies with national objectives  Continued improvement in local air quality across the district, evidence through annual report
Pre planning application support in more applications			
Develop supplementary planning documents for air quality			
<p data-bbox="203 1166 701 1198"><b>Opportunities beyond existing resources</b></p> <p data-bbox="203 1238 701 1334">Invest in improved monitoring equipment to allow continuous monitoring for NO<sub>2</sub> and Particulate Matter</p>			

### 3) Land Quality

There is a legacy of industrial contamination across the country which the contaminated land regime was introduced in 2000 to identify and remediate. In line with the statutory regulations a joint strategy has been written which outlines how Broadland and South Norfolk intend to fulfil their duties in relation to the Contaminated Land Regulations.

The implications of contaminated land on a new development site are a material consideration of the planning process. Officers from Environmental Services will assist planning colleagues in considering the impact of past land use on future development to ensure the site cannot be determined as Contaminated Land following redevelopment.

Additionally, over the last few years there have been a number of serious domestic heating oil pollution incidents. Incidents of oil pollution can, by their nature, cause serious environmental damage, through the pollution of rivers and groundwater, threatening drinking water supplies, fish and other aquatic life, not to mention potentially harming health and property. The investigation and clean-up costs can also be very expensive

Strategic Approach	Outcomes
Work in accordance with our joint <a href="#">contaminated land strategy</a> .  Assess planning applications and mitigate any land quality issues.	Health and wellbeing of communities protected

#### How can you help us?

- Check your household insurance policy will cover the clean-up costs of an oil spill
- Identify and record the route of buried fuel pipes and use this information to avoid damaging the pipework when undertaking excavations, etc.
- Regularly check your oil tank, boiler and pipes for leaks or corrosion
- If you notice a sudden increase in the amount of oil you are using, check for leaks. Even a minor leak can add up to a large loss of fuel over time
- Carefully check your current fuel stock before re-ordering and if possible, supervise deliveries
- Ensure your boiler is regularly serviced by an Oil Firing Technical Association (OFTEC) registered engineer
- Site new fuel tanks away from property boundaries, building openings, drains, streams and ponds.
- Consider moving to a cheaper low carbon fuel or technology.

Operational Approach	Baseline data		Performance Indicators - <b>TO BE FINALISED WITH TEAMS</b>
	Broadland	South Norfolk	
Education for developers and consultants on what they need to submit with their planning applications.			
Pre planning application support in more applications			% of applications given pre application advice
Proactive project to target oil users in vulnerable locations to provide advice on fuel security and spill prevention			

#### 4) Water Quality and Management

**Drinking water** - Local authorities act as the regulators for private water supplies and have a number of statutory duties under the Private Water Supplies Regulations 2018 in order to determine compliance with drinking water standards and ensure private water supplies are wholesome.

Where issues with a private water supply is identified we will work with the relevant parties to ensure that a supply is fit for human consumption. We are under a legal obligation to enforce the Private Water Supply Regulations and will take appropriate action as required.

Local authorities are required to provide certain information, including monitoring data, relating to private water supplies to the Secretary of State annually.

**Drainage and flood risk** - is a material consideration in the planning process. It is a very important factor particularly in the light of current concerns about climate change and the need for sustainable development – **these aspects are covered in more detail in the Sustainable Communities section of this document.**

The Lead Local Flood Authority at Norfolk County Council is a statutory consultee for major planning applications. Environmental Services officers at South Norfolk and Broadland can provide advice on minor applications.

Developments in flood risk areas can only be considered where informed by a site-specific [Flood Risk Assessment](#) that identifies all sources of flooding and robustly demonstrates how these will be managed.

The Councils' Emergency planners work with other agencies through the Norfolk Resilience Forum to assess risk and produce plans using national planning assumptions and local knowledge

A changing climate is likely to produce more frequent severe weather events and with this in mind both councils' Emergency Response and Business Continuity Plans will be regularly reviewed to reflect this increased risk – **these aspects are covered in more detail in the Sustainable Communities section of this document.**

Strategic Approach	Outcomes
Assess planning to ensure that flood risk is properly managed to ensure the sustainability of the development, the safety of its occupants and that flood risk is not increased elsewhere.	Health, Safety and wellbeing of communities and businesses protected.

Protect the users of Private Water Supplies in accordance with statutory requirements.	Statutory requirements are met. Health and wellbeing of users protected.
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**Community Engagement**

Not applicable.

**Awareness**

Provide information and advice to the users and owners of Private Water Supplies

**Schools Engagement**

Not applicable.

**IT reporting**

We provide information, including monitoring data, relating to private water supplies to the Secretary of State annually which is used to assess our compliance with the legislation.

**Media Coverage**

Not applicable.

**How can you help us?**

- Avoid blockages, flooding and potential pollution of the environment from foul drain by following this [advice](#).
- Conserve and re-use water.
- Periodically inspect and maintain any ditches and culverts you are responsible for.

Operational Approach	Baseline data		Performance Indicators <b>TO BE FINALISED WITH TEAMS</b>
	Broadland	South Norfolk	
Education for developers and consultants on what they need to submit with their planning applications.			
Pre planning application support in more applications			
Establish a joint approach to private water sampling regime.			
Raise awareness of drought and water security with Private Water Supply users.			
Proactive work with our partners and other stakeholders aiming to achieve a positive change.			
Promotion of rainwater reuse and water conservation			
Develop supplementary planning documents			

## Baselining data

1 Since the Environmental Policy Statement and Action plan were considered by Cabinet, a baselining exercise has commenced to understand the current position, allowing for progress to be monitored and targets to be set as desired. This data has been separated into the relevant themes.

1.1 **The local environment:** This will be included in the foreword/introduction for the document to give an overarching view of the current position.

1.1.1 Emissions data from the National Atmospheric Emissions Inventory<sup>1</sup>, updated annually:

### *South Norfolk*

CO <sub>2</sub> emissions (kilotons)	2017	2012	Change over 5 years
Industry & Commercial	201.8	283.4	28.8% reduction
Domestic	207.4	289.4	28.3% reduction
Transport	441.8	387.2	14.1% increase
Total emissions	838.6	951.8	11.9% reduction

### *Broadland*

CO <sub>2</sub> emissions (kilotons)	2017	2012	Change over 5 years
Industry & Commercial	250.8	370.6	32.3% reduction
Domestic	202.7	278.7	27.3% reduction
Transport	251.8	227.3	10.8% increase
Total emissions	707.5	881.6	19.7% reduction

1.1.2 Friends of the Earth<sup>2</sup> produce reports to assess how effective councils are at supporting the local environment. When compared to other local authorities in Norfolk, SNC is ranked joint 5<sup>th</sup> and Broadland is ranked 2<sup>nd</sup> overall. Norwich City Council comes out on top due to a much higher percentage of green commuter journeys.

### *South Norfolk*

Percentage of homes considered as well insulated i.e. with an Energy Performance Rating A-C	42%
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<sup>1</sup> <https://www.gov.uk/government/collections/uk-local-authority-and-regional-carbon-dioxide-emissions-national-statistics>

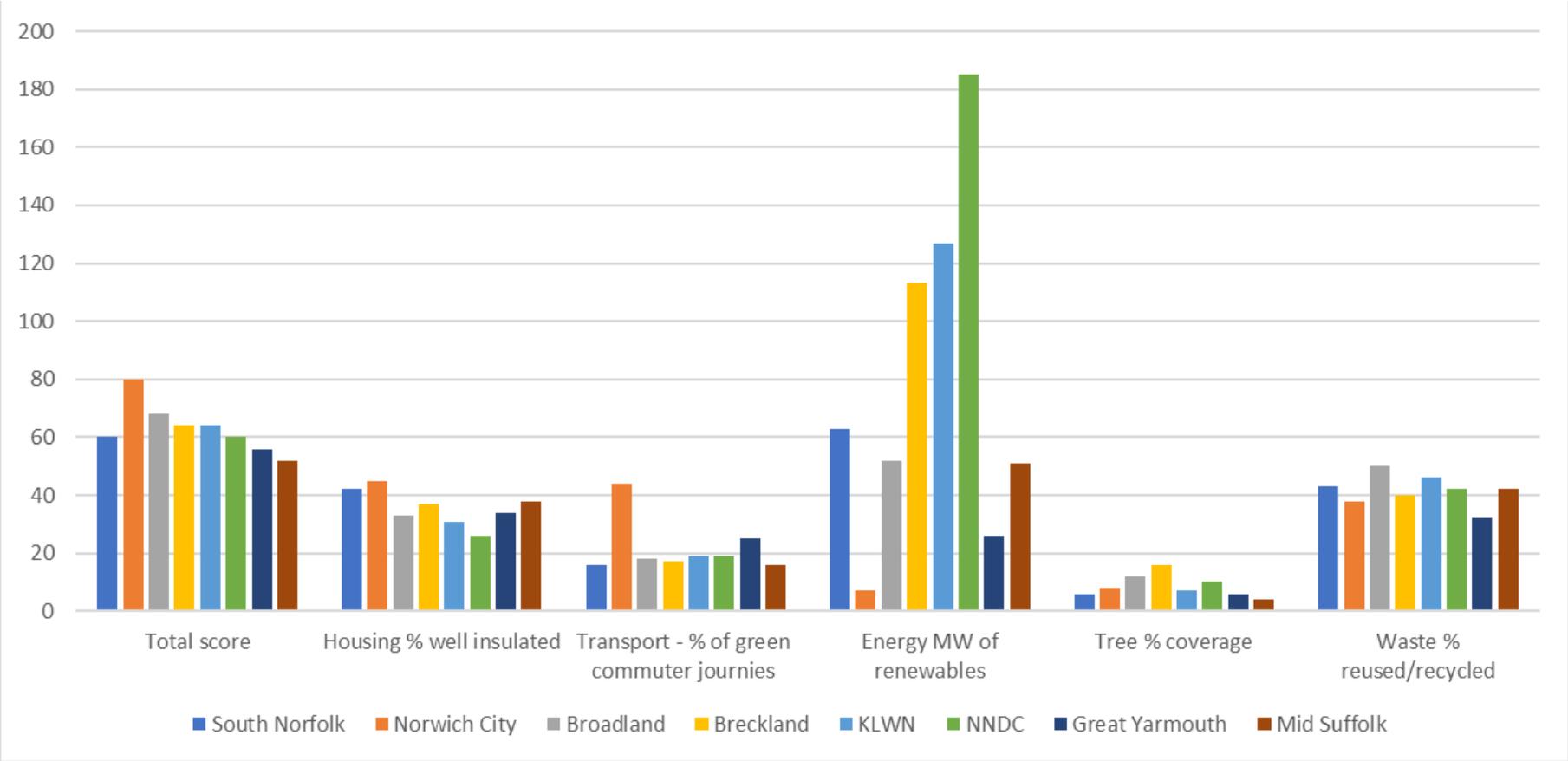
<sup>2</sup> [https://policy.friendsoftheearth.uk/sites/files/policy/documents/2019-09/League\\_table\\_England\\_Wales.pdf](https://policy.friendsoftheearth.uk/sites/files/policy/documents/2019-09/League_table_England_Wales.pdf)

Percentage of green commuter journeys i.e. using public transport, walking or cycling	16%
Renewable energy production	63 MW
Percentage of tree coverage in the district	6%
Percentage of waste reused/recycled	43%
<b>Total Score</b>	<b>60</b>

*Broadland*

Percentage of homes considered as well insulated i.e. with an Energy Performance Rating A-C	33%
Percentage of green commuter journeys i.e. using public transport, walking or cycling	18%
Renewable energy production	52 MW
Percentage of tree coverage in the district	12%
Percentage of waste reused/recycled	50%
<b>Total Score</b>	<b>68</b>

Comparison of Friends of the Earth data between local authorities



This report suggested the following actions for South Norfolk:

- Cease supporting new high carbon infrastructure
- Reduction of annual emissions by 14%
- Insulate 3166 houses per year
- Fit 2000 eco-heating systems per year
- Increase green transport % to 40% by 2030
- 40% staff lift sharing
- Install at least 82 EV charging points by 2030
- Zero investment in fossil fuel companies (pension)
- Increase tree cover to 20%

1.2 **Clean & Safe Environment:** This includes environmental crime, air quality, land quality and water quality & management.

1.2.1 Street Cleansing Schedule:

*South Norfolk:*

*Awaiting data*

*Broadland:*

- Urban streets & footway sweeping – 3 x per year
- Litter picks on feeder routes and hotspot areas (e.g. near big schools and shopping precincts) – fortnightly/monthly
- 800 litter and dog bins emptied weekly

1.2.2 Fly tipping figures:

*The figures are unchanged and as per the previously presented Clean and Safe Environment document.*

1.2.3 Air quality

*The figures are unchanged and as per the previously presented Clean and Safe Environment document.*

1.3 **Waste Minimisation:** These are the baseline figures for the full year of 2018/9 and the first quarter of 2019/20. Figures are reported through waste data flow on a quarterly basis.

*South Norfolk*

	Apr18 - Mar19	Apr19 - Jun19
Recycling rate %	41.3	45.8
Residual waste per household (kg)	490.19	121.37
Number of brown bins	25610	26369
Food waste (tonnes)	0	0

Number on food waste scheme	0	0
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### Broadland

	Apr18 - Mar19	Apr19 - Jun19
Recycling rate %	48.2	51.8
Residual waste per household (kg)	442.01	109.65
Number of brown bins	28499	29793
Food waste (tonnes)	2165.644	542.011
Number on food waste scheme	25780	28780

## 1.4 Energy Efficiency:

1.4.1 **In House baseline data:** In house energy use has been assessed using the appropriate Greenhouse Gas Reporting protocols<sup>3</sup>

### 1.4.2 South Norfolk

1.4.2.1 Display Energy Certificates:

<b>Wymondham LC</b>	64	C
<b>Long Stratton LC</b>	24	A
<b>Diss LC</b>	79	D

1.4.2.2 Emissions from gas usage:

	2018/19		1st half 2019/20	
	Usage	Emissions (kg of CO <sub>2</sub> e)	Usage	Emissions (kg of CO <sub>2</sub> e)
<b>Wymondham LC</b>	1946280	357823.58	1223244	224893.41
<b>Long Stratton LC</b>	398752	73310.56	118586	21802.04
<b>Diss LC</b>	2036633	374434.98	502939	92465.34
<b>Loddon BC</b>	18781	3452.89	13876	2551.10
<b>Park Road</b>	0	0.00	423	77.77
<b>Kestrel House</b>	67040	12325.30	20447	3759.18
<b>SNC Total</b>		<b>821347.30</b>		<b>345548.83</b>

1.4.2.3 Emissions from electricity usage:

	2018/19		1st half 2019/20	
	Usage (kWh)	Emissions (kg of CO <sub>2</sub> e)	Usage	Emissions (kg of CO <sub>2</sub> e)
<b>South Norfolk House</b>	422138	107898.47	219096	56000.94
<b>Wymondham LC</b>	308868	78946.66	174006	44475.93
<b>Long Stratton LC</b>	112848	28843.95	101801	26020.34

<sup>3</sup> <https://www.gov.uk/government/publications/greenhouse-gas-reporting-conversion-factors-2019>

<b>Diss LC</b>	247382	63230.84	119684	30591.23
<b>Diss BC</b>	13740	3511.94	7036	1798.40
<b>Loddon BC</b>	6630	1694.63	2495	637.72
<b>Diss TIC</b>	593	151.57	302	77.19
<b>SNH Store</b>	1958	500.46	515	131.63
<b>Hurst Road</b>	2739	700.09	306	78.21
<b>St Andrews</b>	6261	1600.31	3099	792.10
<b>Crafton House</b>	125623	32109.24	54059	13817.48
<b>Kestral House</b>	24488	6259.13	6501	1661.66
<b>The Lodge</b>	105003	26838.77	44354	11336.88
<b>The Manse</b>	37140	9492.98	12973	3315.90
<b>SNC Total</b>		<b>278919.92</b>		<b>157088.44</b>

1.4.2.4 Oil usage: Meter readings are taken on a monthly basis. Usage for 2018/19 and the first half of 2019/20 is as follows:

<b>2018/19</b>	44290 litres
<b>1<sup>st</sup> half of 2019/20</b>	13114 litres

#### 1.4.3 Broadland

1.4.3.1 Display Energy Certificates:

<b>Thorpe Lodge</b>	86	D
<b>Carrowbreck</b>	52	C

1.4.3.2 Emissions from gas usage:

	2018/19		1st half 2019/20	
	Usage	Emissions (kg of CO <sub>2</sub> e)	Usage	Emissions (kg of CO <sub>2</sub> e)
<b>Thorpe Lodge</b>	313044	57553.14	71403	13127.44
<b>John Mack</b>	8836	1624.50	1881	345.82
<b>BDC Total</b>		<b>57177.64</b>		<b>13473.26</b>

1.4.3.3 Emissions from electricity usage:

	2018/19		1st half 2019/20	
	Usage (kWh)	Emissions (kg of CO <sub>2</sub> e)	Usage	Emissions (kg of CO <sub>2</sub> e)
<b>Thorpe Lodge</b>	368446.86	94175.02	190617.7	48721.88
<b>Emergency centre</b>	12235.00	3127.27	5915.40	1511.98
<b>Carrowbreck</b>	32342.2	8266.67	14282.7	3650.66
<b>BDC Total</b>		<b>105568.95</b>		<b>53884.52</b>

1.4.4 Supporting residents to install energy efficiency improvements:

*South Norfolk*

Total number of homes which received energy efficiency improvements from 2015 - 2019

Project	2015/16	2016/17	2017/18	2018/19	2019/20
British Gas Energy Trust	1	13	5	-	-
Green Deal Communities	87	60	4	-	-
Warm Homes Fund	-	-	-	2	10
<b>Total</b>	<b>88</b>	<b>73</b>	<b>9</b>	<b>2</b>	<b>10</b>

Total spend of energy efficiency improvements from 2015 - 2019

Project	2015/16	2016/17	2017/18	2018/19	2019/20
British Gas Energy Trust	1500	28,328	11,113	-	-
Green Deal Communities	291,976	72,425	10,495	-	-
Warm Homes Fund	-	-	-	7519	39,097.00
<b>Total (£)</b>	<b>293,476</b>	<b>100,753</b>	<b>21,608</b>	<b>7519</b>	<b>39,097.00</b>

### *Broadland*

Total number of homes which received energy efficiency improvements from 2015 - 2019

Funding	2015/16	2016/17	2017/18	2018/19	2019/20
Discretionary	17	12	17	3	-
Green Deal Communities	104	59	12	-	-
British Gas Energy Trust	-	14	6	-	-
Warm Homes Fund	-	-	-	26	24
DCLG	-	-	-	35	51
<b>Total</b>	<b>121</b>	<b>85</b>	<b>35</b>	<b>64</b>	<b>75</b>

Total spend of energy efficiency improvements from 2015 - 2019

Funding	2015/16	2016/17	2017/18	2018/19	2019/20
Discretionary	63,430	60,655	106,547	26,579	-
Green Deal Communities	295,752	96,955	34,050	-	-
British Gas Energy Trust	-	26,338	8596	-	-
Warm Homes Fund	-	-	-	104,129	88,699
DCLG	-	-	-	100,449	158,857
<b>Total (£)</b>	<b>359,182</b>	<b>183,948</b>	<b>149,193</b>	<b>231,157</b>	<b>247,556</b>

1.5 **Sustainable Communities:** To follow once the information is available.

1.6 **Sustainable Transport:**

1.6.1 In house baseline data for the amount of mileage paid to staff and councillors with resulting carbon emissions.

1.6.2 *South Norfolk*<sup>4</sup>

	2 <sup>nd</sup> half of 2018/19		1 <sup>st</sup> half of 2019/20	
	Total mileage	Emissions (kg of CO <sub>2</sub> e)	Total mileage	Emissions (kg of CO <sub>2</sub> e)
Staff	216904	61821.98	195303	55665.26
Members	18929	5395.14	21069	6005.09
<b>SNC Total</b>		<b>67217.12</b>		<b>61670.35</b>

1.6.3 *Broadland*<sup>5</sup>

	2018/19		1 <sup>st</sup> half of 2019/20	
	Total mileage	Emissions (kg of CO <sub>2</sub> e)	Total mileage	Emissions (kg of CO <sub>2</sub> e)
Staff (Diesel)	67936	18954.82	38827	10833.12
Staff (Petrol)	78608	22877.29	38198	11116.76
Members	14801	4218.58	10265	2925.73
<b>BDC Total</b>		<b>46050.69</b>		<b>24875.61</b>

1.6.4 The vehicles owned by South Norfolk for the provision of a waste collection service have covered approximately 498,000 km (311166 miles) so far this year and it is estimated they will cover a total of 660,700 Km (412900 Miles) in the full financial year.

1.7 **Sustainable Procurement:** To follow once the information is available.

<sup>4</sup> SNC mileage not broken down by fuel type or engine size. The conversion factor for “unknown” fuel type has been used.

<sup>5</sup> Members mileage not broken down by fuel type, unknown conversion factor has been used. Average conversion factor has been used for staff mileage for appropriate fuel type.