



GREAT YARMOUTH
BOROUGH COUNCIL

Environment Committee

Date: Wednesday, 04 November 2020

Time: 16:00

Venue: Virtual

Address: [Venue Address]

AGENDA

Open to Public and Press

1 APOLOGIES FOR ABSENCE

To receive any apologies for absence.

2 DECLARATIONS OF INTEREST

You have a Disclosable Pecuniary Interest in a matter to be discussed if it relates to something on your Register of Interests form. You must declare the interest and leave the room while the matter is dealt with.

You have a Personal Interest in a matter to be discussed if it affects

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

You must declare a personal interest but can speak and vote on the matter.

Whenever you declare an interest you must say why the interest arises, so that it can be included in the minutes.

3 MINUTES 4 - 9

To confirm the minutes of the last meeting.

4 MATTERS ARISING

To consider any matters arising from the above minutes.

5 FORWARD PLAN 10 - 11

The Committee is asked to consider and note the Forward Plan.

6 STREET CLEANSING IMPROVEMENT PLAN 12 - 19

Report attached.

7 UPDATE ON ROMAN PLACE IMPROVEMENTS 20 - 28

Report attached.

8 UPDATE ON HEMSBY COASTAL MANAGEMENT PROJEC 29 - 34

Report attached.

9 ANY OTHER BUSINESS

To consider any other business as may be determined by the Chairman of the meeting as being of sufficient urgency to warrant consideration.

10 EXCLUSION OF PUBLIC

In the event of the Committee wishing to exclude the public from the meeting, the following resolution will be moved:-

"That under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting for the following item of business on the grounds that it involved the likely disclosure of exempt information as defined in paragraph 1 of Part I of Schedule 12(A) of the said Act."

11 GYB LIAISON BOARD MINUTES

Details

12 GYB COMPANY BOARD MINUTES

Details

Environment Committee

Minutes

Wednesday, 19 February 2020 at 18:30

PRESENT:

Councillor P Carpenter (Chair), Councillors Hacon, Annison, Cameron, D Hammond, Talbot, Bird, Waters-Bunn, Robinson-Payne, Borg, Bensly, Fairhead and B Wright.

Paula Boyce (Strategic Director), James Wilson (Head of Environmental Services), Miranda Lee (Head of Customer Services), Clare Dyble (Head of Marketing and Communications), Paul Shucksmith (Waste and Cleansing Manager), Richard Alexander (Multi Disciplined Enforcement Officer), Simon Mutton (Head of Policy and Strategy GYB Services) and Dave Newell (Operations Director, GYB Services), Sally Pearson (Executive Services Officer).

1 APOLOGIES FOR ABSENCE

There were no apologies for absence.

2 DECLARATIONS OF INTEREST

There were no declarations of interest.

3 MINUTES

The minutes of the meeting held on 15 January were agreed.

The Chair advised that a guidance note relating to Bonfires had been added to the Council website. Councillor Waters-Bunn requested that Committee

members are informed of any future guidance/policy which has been added to the website prior to the meeting and also requested information on the street cleaning in individual areas.

The Head of Environmental Services clarified that there is an air quality testing tube located outside of the nursery. It was not located in the Nursery at their request. The testing tube is positioned at 1.5m which is the lowest permitted height as any lower would have an impact on data. DT 12 will show on the report and the position.

4 FORWARD PLAN

The Committee received and noted the contents of the Forward Plan.

Councillor Robinson-Payne asked that an update and overview of what is planned for the Crematorium to be added to the Forward Plan.

The Chair advised the Committee of a recent presentation she attended by the Environment Agency to residents of Hemsby and requested that the presentation also be given to the Environment Committee and other Members of the Council be invited to attend.

Councillor Talbot asked if the Electricity Energy Bill could be added to the Forward Plan. The Strategic Director advised that this is not currently a live bill in Parliament at this time, it was a private members bill in the last Parliament. She suggested the item be discussed by Committee as part of the Environmental Strategy which is on the Forward Plan.

The Committee discussed the reduction of plastic pollution and an idea regarding engagement with those local retailers who sell the products. Retailers to be asked to encourage purchasers to remove and dispose of wrapping and plastic correctly. The Friends of the Horsey Seals have expressed an interest in supporting this and will be attending the next Committee meeting to explain the work they undertake.

The Strategic Director agreed to write to the Greater Yarmouth Tourism and Improvement Area BID to request that their members are made aware of the concerns over plastic pollution and encourage dissemination of information to their members.

The Strategic Director advised that the Council are working with Norfolk County Council which had been awarded European Project funding to pilot a Circular Economy project with the Tourism Sector locally to eradicate waste and help reduce waste. The Committee agreed to add EU Project FACET to the Forward Plan and a presentation to be given to Committee.

5 PROPOSED IMPROVEMENT SCHEME FOR ROMAN PLACE

The Committee received and considered the report by the Multi Disciplined Enforcement Officer. The Head of Customer Services and Multi Disciplined Enforcement Officer explained the report which outlined proposed improvements to Roman Place parking and service area and the proposal and next steps to commence wider consultation. The funding for the project has been allocated from the Norfolk County Council Pre CPE Surplus account by the Great Yarmouth Transport and Infrastructure Steering Group.

The Head of Customer Services added that the budget for the project is ringfenced for GYBC and GYBC are not contributing any funds other than officer time.

Councillor Robinson-Payne expressed her support for the proposed improvements but felt that the layout could be tweaked.

Ward members advised that they were not invited to the Great Yarmouth Transport and Infrastructure Working Group meeting on 22 January.

The Chair asked for clarification on timescales for the consultation and programming of works.

A number of Members asked with regard to the impact of the works being undertaken and requested that careful consideration be given on the dispersal of the vehicles parking in that area during the works. The Committee discussed possible ways to mitigate the impact for those residents.

The Multi Disciplined Enforcement Officer advised that a two phase implementation was being proposed and agreed that Norfolk County Council would be asked to provide a Memorandum of Understanding of the timescales and how long the works will take so that a meeting can be held to discuss. A full method of works will also be expected and will be agreed prior to work starting. It was clarified that the works are expected to take no more than four days.

Some concern was raised with regard to the works being undertaken during in the summer months. The Multi Disciplined Enforcement Officer advised the timing was proposed by Norfolk County Council due to the conditions needed for that surface to be laid. It was agreed that NCC would be asked if the timing could be extended to late summer/autumn.

Councillor Bird referred to the original estimated cost and the current cost and asked for confirmation that with the vehicle usage in that area for unloading etc that the surface will be suitable. It was confirmed that Norfolk County Council have confirmed that the surface can be used for that area.

Councillor Waters-Bunn asked for clarification with regard to the location of the disabled bays in that area.

Members discussed the proposed 90 minute unrestricted parking and 'Roman Place' car parking only permits and the Head of Customer Services advised that the proposals will allow for a period of time for the changes to take place and allow those in Roman Place to have free parking for this period of time. Following that period changes could be introduced. A review of parking zone A is to be undertaken and NCC are leading on a consultation with residents and Members.

Councillor Robinson-Payne asked for clarification with regard to the maintenance and parking enforcement in the Roman Place area moving forward.

Councillor Cameron asked in regard to the application timescale for the change of regulation for the parking.

The Committee agreed that ward councillors should be involved in the meeting following the consultation.

RESOLVED:

The Committee note the update and progress in relation to the Roman Place Improvement proposals.

The Committee endorse the proposals and next steps to commence wider consultation with Council Members and Ward Members and members of the public on the proposals.

6 STREET CLEANSING REVIEW REPORT 2020

The Chair thanked those Members who had taken part in the recent Street Cleansing Review.

The Head of Environmental Services gave an overview of the findings from the Street cleansing Member Working Group and gave a presentation on proposals to tackle the issues highlighted in the review and to ensure cleanliness can be sustained.

The Head of Communications explained the proposed communications strategy.

In discussing the report Members asked for clarification/consideration of the following:

Include the Business Community; Link with the reduction of plastic pollution; Engage with Parish councils to support; Mayoral visits to schools to include the importance of recycling and cost of waste disposal; Presentation by Environmental Health when school children visit the Town Hall; Street washing; Engagement with private landlords; Promote ISO1401, Environmental Management System for business; Consideration of legislation

to deal with fly posting; Consideration on ways to remove chewing gum on pavements; Encourage clearance and maintenance of highways gulleys; communications with residents regarding bins left outside of property boundaries, including working with Neighbourhoods that work team.

The Strategic Director advised that the Norfolk Waste Partnership have carried out work to incentivise children to recycle and will request that this could be considered for the Great Yarmouth area.

The Head of Policy and Strategy at GYB Services explained how the reactive and planned maintenance of equipment is managed and how a breakdown can have a disproportionate affect on street cleansing regimes as there are no back up machines. Cleansing schedules are a guide as they can be affected by these events however GYB Services move resources to best deal with the priorities the Council has set and deliver a programme of service. He added that GYB Services are more than happy to be involved in the review proposals. The Head of Environmental Services added that mechanical equipment is part of the review and will be brought back to the Committee.

The Chair referred to paragraph 1.4 of the report with regard to the poor condition and untidiness of areas of private land and it was agreed that Members would advise the Head of Environmental Services of areas within their wards which may require enforcement action to be taken.

Councillor Annison asked for clarification on how GYB Services will be held to account.

RESOLVED:

That the Committee note the findings of the member group which has now completed its review.

That the Committee approves the proposed Street Cleansing Improvement Plan.

That the Environment Committee received a quarterly update designed to monitor the actions contained in the Improvement Plan.

7 QUARTER THREE PERFORMANCE REPORT

The Committee noted the Quarter Three Performance report. The Head of Environmental Services highlighted indicator EN01 and advised that temporary staff are now in place so the number of inspections will increase. EN03 was also highlighted and the work from the Street Cleansing Review will help to improve this.

The Chair asked for clarification in regard to indicator EN05.

8 ANY OTHER BUSINESS

There was no other business to discuss.

9 EXCLUSION OF PUBLIC

10 GYB LIAISON BOARD MINUTES

The Committee noted the minutes of the GYBS Liaison Board held on 19 December 2019.

The meeting ended at: 20:40

Forward Plan for Environment Committee

	URN	Matter for Decision	Report by	Pre Agenda Meeting (PAM)
1		GYB Liaison Board Minutes	Strategic Director (PB)	
	20-125	Hemsby Coastal Management Update	Head of Property and Asset Management / Coastal Adaptations Manager	27/10/20
	20-159	Street Cleansing Review Update	Director of Operational Services & Head of Environmental Services	27/10/20
	20-135	Update on Roman Place Proposals	Head of Customer Services	27/10/20
	19-111	Lowering the Council's Carbon Footprint	Head of Environmental Services	TBC
	20-030	Coastal Adaptation Presentation (Presentation)	Head of Property and Asset Management	16/03/20
	20-055	Project FACET	Strategic Director (PB)	16/03/20
	20-050	Crematorium and Tea Rooms	Head of Customer Services	Jun-20
	20-057	Friends of Horsey Seals (Presentation)		TBC
	19-095	Environment Strategy	Head of Environmental Services	Sep-20

Key
Standing item on agenda

Environment	Policy & Resources	Council
04/11/20		
04/11/20		
04/11/20		
TBC		
25/03/20		
25/03/20		
Jun-20		
TBC		
Sep-20		

Subject: Street Cleansing Improvement Plan

Report to: Environment Committee - Wednesday 4th November 2020

**Report by: James Wilson Head of Environmental Services;
Chris Silverwood Director of Operational Services.**



SUBJECT MATTER/RECOMMENDATIONS

Overview:

This report provides an update on the Street Cleansing Improvement Plan actions from the Environment Committee on the 19th February 2020. Following on from the plan findings, this report sets out proposals to address the issues highlighted and to ensure Street Cleansing is effective and efficient.

Recommendations:

- 1. The Committee notes the findings and updates of the Street Cleansing Improvement Plan.**

1. INTRODUCTION / BACKGROUND

- 1.1 At the Environment Committee 19th February 2020, a Street Cleansing Improvement Plan was set out due to concerns raised over the cleanliness of the streets across Yarmouth town and the wider Borough. Its aim established what the key issues were asking how things could change to improve cleanliness of the towns.
- 1.2 In 2019 a member working group met and agreed the following street cleansing services would be included in the review:
 - Market place and surrounding area;
 - Litter bin emptying and litter picking; and
 - Mechanical sweeping.

- 1.3 As reported in February, the following activities were undertaken:
- Examination of the current approach to street cleansing including familiarisation with deployment of labour, equipment and approach undertaken;
 - Desktop research looking at other similar local authorities to identify best practice;
 - Data analysis to include financial benchmarking exercise and KPI comparison;
 - Gathering information and research from national bodies; and
 - Examining current innovative practices, including the use of new technology e.g. compacting litter bins, and vehicles etc.
- 1.5 An internal audit has been completed across the range of GYBS services which has led to a number of recommendations associated with reviewing and strengthening the evidence base for the Key Performance Indicators (KPIs). This work continues as part of the weekly operational meetings held with GYBS.

2. THE CURRENT POSITION

- 2.1 Street cleansing is undertaken on a zonal basis with the borough split into five zones; each with a different cleansing regime. The zones together with the significant differences in seasonal cleansing both influence the frequency, method and regularity of the current cleansing operation in a street by street, area by area approach.
- 2.2 An overview of the cleansing is as below:
- Market place and surrounding area – early morning mechanical sweep starting at 4am, followed by daily coverage via an operative with a hand barrow litter picking starting at 5am. Bin emptying using Bradshaw and a Refuse Collection Vehicle throughout the day. Main coverage for litter picking and manual sweeping is between 6am- 2pm however there is a presence until 5pm.
 - High footfall sites such as Gorleston High Street, Magdalen Shops - daily cleanse.
 - Yarmouth residential outside of Zone A - weekly litter pick and annual mechanical sweep.
 - Parishes and other residential parts of the Borough – High footfall sites weekly litter pick. Residential areas receive a monthly litter pick and annual mechanical sweep.
 - Main Roads – 12 weekly mechanical sweeping cycle.
- 2.3 Litter bin emptying schedules have been revised in the urban and rural towns due to high volume of waste generated after COVID-19 lockdown restrictions were relaxed, changes are:
- Rural Areas – from 1-3 times per week to daily with seasonal fluctuations.
 - Urban Yarmouth – from once Daily to and up to 5 times daily.
 - High footfall sites such as Market and Yarmouth seafront - Multiple times daily dependent on season, footfall and weather forecast.

- 2.4 In August with funding from Norfolk Strategic Fund (opening the high streets safely) for a COVID related clean-up of the High Street deployed a team of 4 operatives (Litter Hit squad) initially for 6 weeks to target problem hotspot and high profile areas, very visual in full length Orange PPE which has been noticed when they are out there working, in the first four weeks removing 25 tonnes of silt, detritus and weeds.
- 2.5 The four GYBS mechanical street sweepers are under review some of which are due to be replaced also the deployment of the sweepers, currently they operate early in the morning until lunchtime. Demonstrations by a number of different suppliers to then evaluate what equipment is appropriate for future replacement and deployment.
- 2.6 There are a number of local organisations who the council supports to undertake litter picks of prime public areas e.g. the beaches, which are of mutual benefit to the town and the organisation or commercial company undertaking the cleanse. At the committee meeting in February Officers said they would like to explore partnerships that would enable reparation services to help with clean-ups with the permission of the land owner this piece of work didn't progress and unfortunately due to COVID-19 restrictions community litter picks had to be postponed.
- 2.7 In summary, the majority of GYBS operatives are busy litter picking and sweeping the streets from early morning until mid to late afternoon. It is acknowledged that there less cover in the later part of the day. Having said that, the timings do flex across the year with additional staff working later in the summer tourism season. However, at times the lack of street cleaning cover in the later part of the day and during busy weekends has caused some issues.

3. Improvement Plan

Litter Bin – actions

3.1 LB1. Undertake review of litter bins and their locations across borough.

- The Council does not currently have a list of assets and bin locations and the this is still to be completed. This activity will be planned into future work around IT systems implementation planned for Spring 2021.
- There are no current plans to review bin locations until the above piece of work has been completed. In the meantime, should there be a specific issue within a community this would be reviewed as a one-off piece of work.

3.2 LB2. Cost new bin housing options for litter bins across the borough in high-profile locations.

- The summer season of 2020 has been very different has led to different pressure on the bin capacity and locations within the Borough. The increase in takeaway litter across both Yarmouth, Gorleston and other seafront locations has been unprecedented. We have identified some areas where we would look to have increased capacity available from summer 2021.

- We also have the FACET project taking place where the Council is partner in working with partners to look at the tourism sector and making it more of a circular economy, thus reducing waste at the earliest opportunity. There are several pilot projects being planned. A further FACET update report will be provided to the Environment committee once this project has been developed further. The pilots are planned to be in place for Summer 2021 season.
- As we have done over the past few summers seasons extra bins were deployed in all the high volume areas and some work is being progressed on looking at keeping this capacity as the normal with the ability to empty these wheeled bins easily with a new side lifting vehicle, giving more capacity, a more efficient emptying regime and eliminating manual handling. Costs for this are being worked on in terms of the new bin housing to facilitate this change.

3.3 LB3. Investigate use of smart technology on existing litter bins.

- As part of the FACET project, we are looking to undertake a pilot project of smart bin technology at Hemsby reducing the trips for bin emptying. Work has begun on understanding the frequency the current bins are collected and the volume of the litter within the bins. Further work is required on the composition of the litter before a scope is put to the bin companies to deliver a solution for this area.
- It is hoped that this work will mean that the emptying frequency will be reduced, and the bins will only need to be emptied when nearly full allowing better use of the GYBS resources.
- This pilot will be in place for 2021 season and will be reviewed and we will bring the findings back to this committee to look at the potential to roll this out further across the Borough, based on the findings.

3.4 LB4. Review of planning policy and section 106 agreement in relation to bin provision and design on new developments.

- Discussions have started with colleagues in the planning department to establish what we can put in the local plan and 106 agreements to ensure we have new bins costs covered which already takes place on most of the larger developments also having Waste Planning Guidance for all developers to follow.

4. Street Cleansing - actions

4.1 SC1. Review the cleaning schedule to ensure co-ordination with other functions (i.e. grass cutting, refuse collection).

- Review of litter bin schedules, provision and capacity due to existing issues and the unprecedented demand after COVID-19 lockdown restrictions were relaxed;
- Clearance of hotspot refuse communal bin collection points which were one of the

- root causes of litter;
- Weekend Cleansing shift patterns reviewed to ensure adequate cleansing provision in the afternoons;
- New St. Cleansing Team Leader (SEPT20) weekend working contractual hours supervising weekend workers ensuring cleansing schedules are complete to the right standard and litter bins area emptied at the right times to avoid overflowing bins;
- GYBS are working with Highways England (HE) and NCC Highways utilising road closures to litterpick the main arterial roads into the Towns. In August and September a Cleansing team worked from 17.30-23.30 on the A47 at Gorleston Breydon bridge;
- Work has started on a coordinated joined up approach with Cleansing, Grounds, HE & NCC Highways to eliminate grass cutting before litter picking;
- In August funding from Norfolk Strategic Fund (reopening the high street safely) for a COVID related clean-up of the High St. which is a team of 4 operatives (Litter Hit squad) initially for 6 weeks who have been targeting the problem hotspot and high-profile areas;
- due to the impact made by the Litter Hit squad funding has been extended to 16th January 2021.
- A WHATSAPP group was set up taking before after photos and videos, available for communications, social media etc.

4.2 **SC2. Ensure that staff and equipment are highly visible when working.**

- Cleansing team in full Orange PPE as per HE guidelines, Risk Assessment and Method Statement;
- Hit Squad, all in Orange PPE which was noted around the towns;
- Daytime cleansing not just early morning.
- Prior to C-19 GYBC had a network of volunteers around the Borough litter picking but due to C-19 restrictions were not allowed, some of these restrictions are now being lifted and groups (of 6 or less) are being provided with litter picking equipment which must be sanitised after use.
- Meetings have commenced with NCC Highways officer to discuss and plan maintaining the current cleansing standards, weed treatment etc.

4.3 **SC3. Review of cleansing equipment (including mechanical) and methodology.**

- Review of Mechanical Sweepers all of which are due for replacement, demonstrations by a number of different suppliers to then evaluate what equipment is appropriate for future replacement;
- Plastic Bodied Utility Vehicles (PBUV) increased payload with side bin lifter which lifts and empties 240L bins completely eliminating manual handling issues and increasing bin capacity which are due to be purchased for Litterbin collection replacing transit caged tippers;
- New technology is also been evaluated; i.e. Electric sweeping machines by 3 suppliers were trialed,
- Funding from Norfolk Strategic Fund (reopening the high street safely) enabled 2 Electric sweeping machines to be purchased and put into the Street Cleansing service.
- Bin housings for 240L bins with restricted apertures preventing misuse by traders.

- New 1100L bins with a newly designed lockable bins with apertures for use, again preventing misuse.

4.4 **SC4. Review best practice from other similar Councils (to include parking restrictions for cleansing, litterbins, methods of working, timings etc).**

- One effective strategy is a letter drop to all residents in targeted areas engaging with residents to assist if possible, used in problematic areas with parked cars preventing kerb lines being swept, usually over a 2 day period cleansing one side each day. This practice can be very effective in certain areas but problematic in others where vehicles are parked by visitors or workers.
- Being more proactive instead of reactive;
- Litter bin review, one size doesn't fit all;
- More benchmarking with other seaside towns and Local Authorities;
- Regular meetings and communication with HE, NCC Highways;
- We have recently taken part in a Keep Britain Tidy study into recycling bin contamination and have recently had the findings shared with us. This has highlighted some interesting learning and we will use when implementing any future work on recycling. A report will be brought to this committee on the findings of this work once we have had time to digest it.

4.5 **SC5. Review Ops Plans to ensure fit for purpose for 21/22 onwards.**

- Weekly GYBS managers meetings
- Weekly GYBS/GYBC operations meetings
- Updated and reviewed cleansing schedules
- Communication with supervisors and frontline staff
- Forward planning to prevent reoccurring issues:
 - Weed treatment commencing late spring 2021
 - Adding areas onto schedules
 - Vehicle / Plant renewal programme under constant review
- Operations Plan 21/22 being worked on to include outcomes of this review and recommendations of the internal audit;

5. **Communication Plan – actions**

5.1 **CP1. Hotspot campaign, using education, information and enforcement.**

- Some initial work on this was started pre the COVID outbreak, but has been put on hold over this period, we have recently started meeting again and have identified some hotspot locations to initiate this work. A Project Plan is currently being drawn up with a proposal to start on community engagement and monitoring in November 2020.

5.2 **CP2. Targeted media campaign based on specific issues in identified areas.**

- As above

5.3 CP3. Key borough wide messages disseminated as part of sustained campaign.

- As above, although we continue to send out messaging in line with Norfolk Waste partnership communications plan around responsible waste disposal and recycling.

6. FINANCIAL IMPLICATIONS

- 6.1 We have utilised external fund provided by the Norfolk Strategic fund to support our work around opening the high street and tourism sector safely and have. This has paid for increased cleansing staff for a 4 month period and also 2 new Electric sweeping machines as detailed in the report above.
- 6.2 The Council has become a full partner of the FACET project meaning that with an investment of £80 000 (drawn from COVID funding streams) that we can draw down in excess of £200 000 of funding for the implementation of the innovative projects around making the tourism sector into a more circular economy.

7. RISK IMPLICATIONS

- 7.1 Adverse publicity and risk of failure – members are fully aware of the anecdotal evidence and compounded perceptions that an unclean town can attract. There is always a risk of adverse publicity whether the council agrees to take a stand or not in terms of cleanliness.
- 7.2 In respect to littering and maintaining clean streets, Great Yarmouth shares similar social issues with many towns and cities in the UK. The key is to boldly demonstrate that unclean streets are not tolerated in the borough and work with local media and other stakeholders who want to improve the quality of the local environment.

8. RECOMMENDATIONS

- 1. The Committee notes the findings and updates of the Street Cleansing Improvement Plan.**

Areas of consideration: e.g. does this report raise any of the following issues and if so how have these been considered/mitigated against?

Area for consideration	Comment
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Monitoring Officer Consultation:	
Section 151 Officer Consultation:	
Existing Council Policies:	
Financial Implications (including VAT and tax):	
Legal Implications (including human rights):	
Risk Implications:	
Equality Issues/EQIA assessment:	
Crime & Disorder:	
Every Child Matters:	

URN: 20-135

Subject: Update on Roman Place Improvements

Report to: Environment Committee

Report by: Miranda Lee, Head of Customer Services

SUBJECT MATTER

This report provides an update on the proposed improvement scheme for Roman Place following the report to Environment Committee on the 19th February 2020

RECOMMENDATION

That Committee:

- 1) Endorse the identified budget and spend contained within section 5.1 of the report on the revised proposal of improvements as outlined in Section 3 of the report
- 2) Agree that a proposal be made to the Great Yarmouth Transport & Infrastructure Steering Group for Roman Place to be resurfaced as part of the Norfolk County Council forward capital programme

1. Background

- 1.1. In February 2020 members of the committee approved a range of improvements to the car park at Roman Place which is located between Regent Road and Albion Road in Great Yarmouth with vehicular access from Nelson Road and Albion Road.
- 1.2. Although this area falls under the responsibility of Norfolk County Council, Highways, this initiative has been led by GYBC officers in liaison with NCC.
- 1.3. The improvements focused on the resurfacing of the area, re-lining of spaces to demarcate the parking spaces and pedestrian routes.
- 1.4. The proposals included some changes to the Traffic Order to introduce 90-minute restrictions for some of the car park spaces between the hours of 0900 and 1800, 7 days per week, with the remainder of the car park being designated as permit holder only. This was with a view of providing some access to customers wanting to visit/shop at businesses within the area as well as provision for attendees to services at St Mary's Church.
- 1.5. It was further proposed that permits for residents of the area and business owners would be provided free of charge until 2023 and that this area would be considered as part of a planned review of the Resident zone A in due course.

2. Project Update

- 2.1. Following approval to proceed with the proposals based on using a micro-pour surface material which was under trial, wider testing of this surface dressing material commenced. NCC Highway Engineers appointed a sub-contractor to investigate the site further with the view of giving assurances of the suitability of this micro-pour product. The results expressed concern due to being prone to screwing/stripping due to turning movements in the car parking area, therefore, meaning this would not be a sustainable option to progress.
- 2.2. NCC had already investigated whether this area would be suitable for their annual surface dressing programme, however, the same issues and concerns were expressed. Therefore, in terms of the resurfacing this only leaves the traditional method of resurface with top layers of asphalt removed and new asphalt laid. The cost of this solution had already been considered and discounted as not economically viable as necessary funds were not available.

3. Revised Proposal

- 3.1 As a traditional resurface is not possible for the reasons mentioned above, improvements can still be made to address the potholes, re-lining of the existing spaces and replacement of signage as well as a general tidy up of the surrounding environment. The Police have already been assisting to patrol and report/assist in the removal of 'abandoned/obstructive vehicles' and will continue to monitor this area.
- 3.2 The current Traffic Order restrictions would remain as 24hrs parking with no return for 12hrs. This would mean there would be no cost or requirement for consultation on changes to restrictions within this area. This area can still be considered as part of the wider review of the Residents Zone A. A map of Roman Place is included at Appendix A.
- 3.3 The benefits of proceeding with this revised proposal still include the overall original objective of improving the environment at this location as well as;
 - Removal of the need for consultation with residents/businesses over Traffic Order changes
 - Less disruption for residents and business as works are completed
 - Overall visual improvement will still be achieved
 - The refreshed parking bays will make it clear to residents where they should and shouldn't park. Vehicles parked outside of the marked bays will be in violation of the existing Traffic Order and could therefore be liable for a Penalty Charge Notice.
 - The proposal will be delivered within the identified budget
 - Options remain to consider in the future in relation to the Resident Zone or other changes to restrictions

4. Implication & Timescales

- 4.1. If endorsed, it is anticipated these works can be completed over the winter months and be completed by the end of March 2021.

5. Financial Implications

- 5.1. The funding for these improvements will come from ringfenced reserves of the Pre- CPE Surplus Account for the specific use of funding for transport related initiatives within the Great Yarmouth Borough. The funds earmarked for these improvements is £16,000 with an additional £1,000 contribution that has been made available by NCC. As this proposal is expected to come in under the available budget, the surplus from this earmarked fund can be considered for other transport related initiatives in the future.
- 5.2. As this area is highways and not borough council land, there are no opportunities for income to be generated directly for GYBC either now or in the future should the area form part of the Resident Zone A.

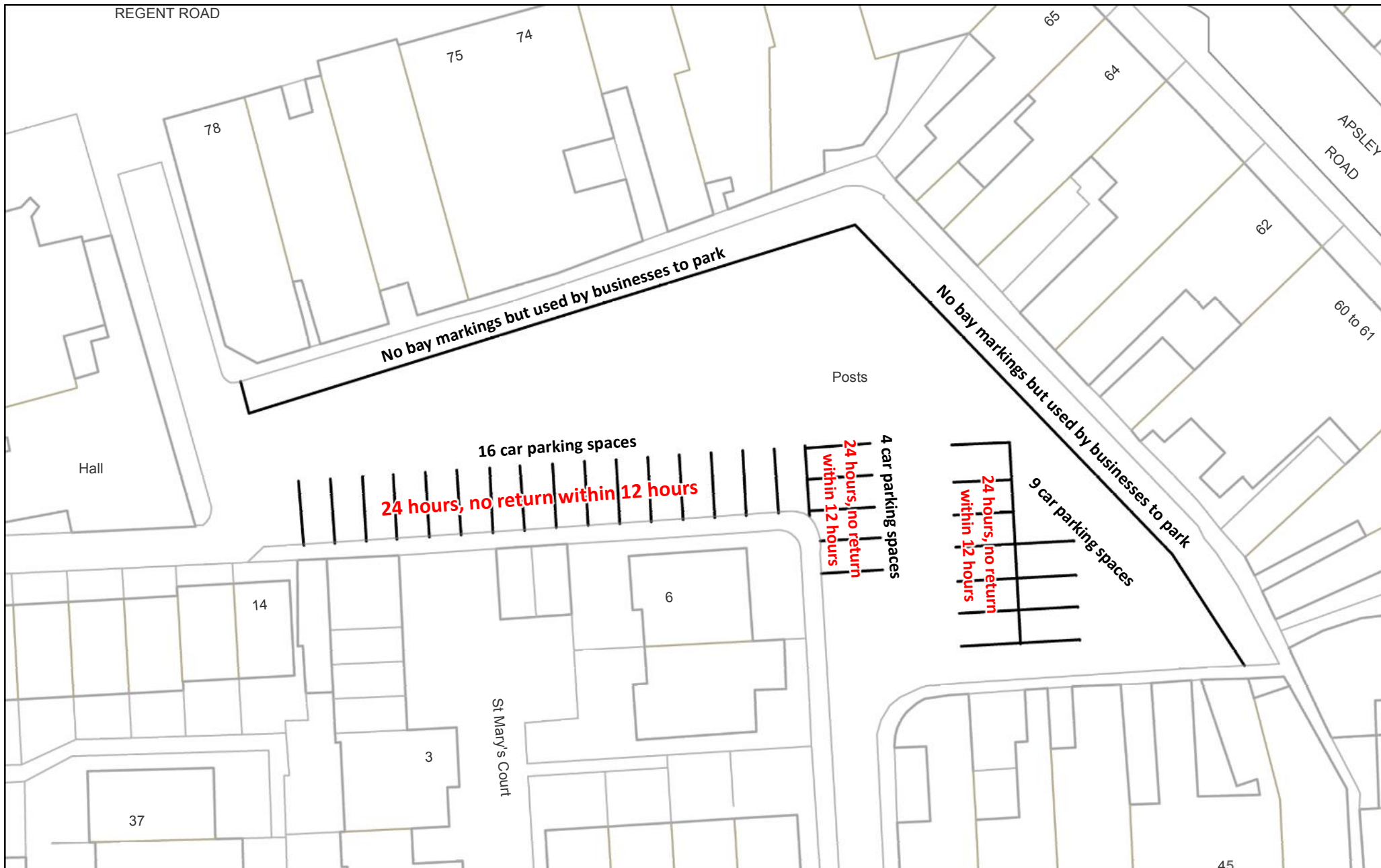
6. Recommendations

- 6.1. The Committee is asked to endorse the identified budget and spend contained within section 5.1 of the report on the revised proposal of improvements as outlined in Section 3 of the report.
- 6.2. The Committee is also asked to agree a proposal be made to the Great Yarmouth Transport & Infrastructure Steering Group that Roman Place is to be resurfaced as part of the Norfolk County Council forward capital programme.

7. Background Papers – Proposed Improvement Scheme for Roman Place Report to Environment Committee 19th February 2020 (attached)

Areas of consideration: e.g. does this report raise any of the following issues and if so how have these been considered/mitigated against?

Area for consideration	Comment
Monitoring Officer Consultation:	Yes
Section 151 Officer Consultation:	Yes
Existing Council Policies:	
Financial Implications (including VAT and tax):	Yes as outlined
Legal Implications (including human rights):	Yes Traffic Order
Risk Implications:	
Equality Issues/EQIA assessment:	
Crime & Disorder:	
Every Child Matters:	



Subject: Proposed Improvement Scheme for Roman Place

Report to: Environment Committee 19th February 2020

Report by: Richard Alexander, Multi Disciplined Enforcement Officer

SUBJECT MATTER/RECOMMENDATIONS

This report outlines proposed improvements to Roman Place parking and service area which is located between Regent Road and Albion Road with vehicular access from both carriageways and Roman Place also, leading from Nelson Road Central.

This report provides an update on proposed improvements and follows the report to the Council's Corporate Project Board on the 7th May 2019 where it was agreed that the area would benefit from some general improvements to the surface of the carriageway, car parking configuration/demarcation, lighting and rationalisation of the access points.

Recommendations

- 1) To receive and consider the update and progress in relation to the Roman Place Improvement Proposals
- 2) To endorse the proposals and next steps to commence wider consultation with council members and members of the public on the proposals

1. BACKGROUND

- 1.1 In January 2019 Officers revisited proposals to improve the car parking and service area at Roman Place, Great Yarmouth.
- 1.2 Although this area falls under the responsibility of Highways, Norfolk County Council, this initiative has been led by GYBC officers in liaison with NCC.
- 1.3 The area is located immediately south of Regent Road close to Marine Parade, with vehicle access from Regent Road, Nelson Road Central and Albion Road. There have been previous attempts to improve the area but these stalled due to opposition from the adjoining property owners. Particularly regarding parking spaces and existing vehicular access arrangements that are immediately adjacent to their respective properties.
- 1.3. The proposed improvements will focus upon resurfacing Roman Place and painting new lines to demarcate the parking spaces/pedestrian routes. A new Traffic

Regulation Order will be required.

2. PROJECT UPDATE

- 2.1 Early February 2019 a project fund of £16,000 was allocated from the Norfolk County Council Pre CPE Surplus Account by the Great Yarmouth Transport & Infrastructure Steering Group (£15,000 remaining, following underspend on previous schemes) with additional £1,000 value/cost for work to be undertaken by Norfolk County Council (Highways) that would otherwise have been spent on annual repair and maintenance at Roman Place.
- 2.2 During February options were discussed with an unconfirmed estimated cost for the work being iro £250K. The work proposed full re-surfacing, kerb stone realignment, revised car parking layout/demarcation and additional street lighting. As due diligence external surveyors Allman Woodcock were appointed to provide a detailed costing which returned a suggested project cost iro £440K.
- 2.3 In summer 2019 NCC used a micro-pour surface dressing material under trial. This material/method has been recommended by NCC as suitable for use at Roman Place (confirmed November 2019).
- 2.4 Given the constraint of the project budget available commencement of work has been delayed to ensure best value, and that the most economical construction method can be used.
- 2.5 Using only those funds that are available the current scheme will improve the car park and carriageway surface, including a revised car parking layout and new white lines to demarcate the layout. A revised Traffic Regulation Order will be required and any funds remaining will be used to improve signage and lighting in Roman Place.

3. PROPOSAL

- 3.1 Referring to the plan at Appendix 1 'Roman Place – Draft 4'. The car parking spaces immediately behind the properties/businesses fronting on to Regent Road and Apsley Road are 'Roman Place' car parking permit only, the spaces immediately north of St. Mary's Court will be 90 minutes unrestricted parking, 0900 to 1800 hrs, 7 days a week with 'Roman Place' car parking permit only 1800 to 0900 hrs (overnight).
- 3.2 All parking in Roman Place will be free until 2023. The arrangements may be reviewed in 2023 to ensure a consistent approach to car parking provision across the Borough when this area may become part of the Resent Zone A.

4. IMPLEMENTATION & TIMESCALES

- 4.1 It is anticipated that the scheme will be implemented during 2020 (the surface dressing can only be laid during the warmer months of the year) with property owners and businesses that adjoin Roman Place invited to comment upon the proposal in March 2020. It should be noted that GYBC will lead on the consultation.
- 4.2 The scheme may be amended taking account of the property and business owners views. However, it is recognised that the area requires a full resurfacing and renewal of the car parking demarcation irrespective of any amendments taken in to account as a result of the consultation.
- 4.3 The proposal will be presented to Great Yarmouth Transport and Infrastructure Working Group on 22 January 2020, seeking support from Borough and County Members of the group. The support of the surrounding ward councillors will be sought also.
- 4.4 The application for the new Traffic Regulation Order will take approximately 6 months to implement and will be progressed by Norfolk County Council.
- 4.5 Prior to commencement of the work all abandoned and unroadworthy vehicles must be removed from Roman Place. Norfolk County Council will lead, with support from GYBC Officers as required.
- 4.6 Depending upon NCC working programme during 2020, the work will be undertaken and completed during July – September 2020 (precise date tbc).
- 4.7 Following completion of the scheme the area will continue to be maintained under Norfolk County Councils annual repair and maintenance programme.

5. FINANCIAL IMPLICATIONS

- 5.1 The funding for these improvements will come from ringfenced reserves of the Pre-CPE Surplus Account where any funds can only be released for transport related initiatives within the Great Yarmouth borough. An additional £1000 contribution has been made available by Norfolk County Council
- 5.2 As this area is highways and not borough council land, there are no opportunities for income to be generated directly either now or in the future should the area form part of the Resident Zone A.

6. RECOMMENDATIONS

- 6.1 To receive and consider the update and progress in relation to the Roman Place Improvement Proposals
- 6.2 To endorse the proposals and next steps to commence wider consultation with council members and members of the public on the proposals.

Areas of consideration: e.g. does this report raise any of the following issues and if so how have these been considered/mitigated against?

Area for consideration	Comment
Monitoring Officer Consultation:	Yes
Section 151 Officer Consultation:	Yes
Existing Council Policies:	
Financial Implications (including VAT and tax):	Yes as outlined
Legal Implications (including human rights):	Ye - Traffic Order required
Risk Implications:	Yes
Equality Issues/EQIA assessment:	
Crime & Disorder:	
Every Child Matters:	

Conservation Section GYBC

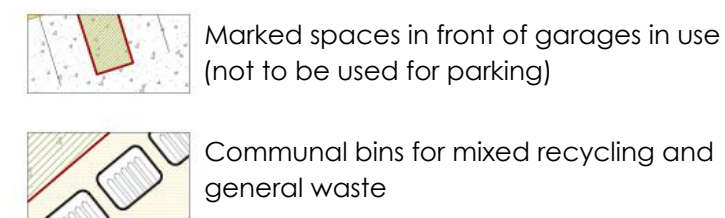
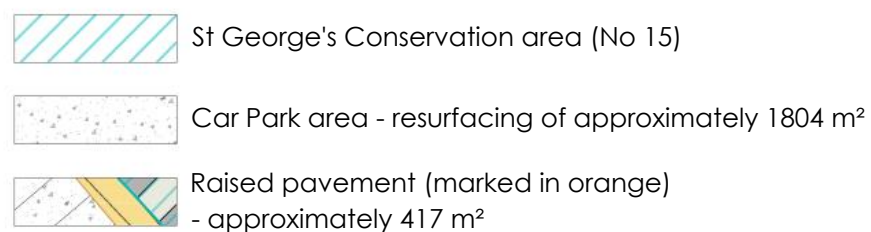
DRAFT 4
10.01.2020

Roman Place Car Park scheme

47 Car parking bays
(sized 5/2.5 metres)

Annotations on the drawing:

1. Five marked areas (1a,1b,1c,1d,1e) not to be used as parking bays because of functioning garages/delivery entrances/ fire exits. Further research is suggested.
2. Three areas (marked 2a,2b,2c on the drawing) for **communal bins** to be placed - this would enable easy access and better arrangement. **Green areas** included around.
3. **Resurfacing and establishing drainage channels** - main car-parking area and new pavement.
 - 3a - Car parking area
 - 3b - **widening pedestrian walkway behind the properties**
 Further research and communication with owners/ occupiers is advised.
4. Signs to the entrance.
 - 4a - from Albion Road to the Car Park
 - 4b - from Regent Road to the Car Park
- + Other Warning Signage



SCALE 1:500
(when printed on A3)

Subject: Update on Hemsby coastal management project

Report to: Executive Leadership Team 23rd September 2020
Environment Committee 4th November 2020

Report by: Anne Casey, Coastal Adaptation Officer, Coastal Partnership East
Rob Goodliffe, Coastal Manager, Coastal Partnership East

RECOMMENDATIONS

That the Environment Committee note the progress of this work.

1. INTRODUCTION/BACKGROUND

The coastline at Hemsby is eroding which has and will continue to have impacts on the lives of individuals and the communities at risk. Since the 2018 'Beast from the East' work has progressed in understanding the coastal process on the coast, consideration of short and long term coast protection options, initiating consideration with regard to rolling back or adapting assets at risk of erosion and continuing discussion with the community.

A report was presented to the November 2019 Environment Committee meeting outlining the coastal processes that have brought about the current situation, the projects objectives, how we will engage with the community and how we propose to move forward.

This report seeks to provide an overview of coastal adaptation and how this may apply to Hemsby in relation to developing adaptation options for the longer-term management of the coast. There will be a presentation to the committee by Kellie Fisher from the Environment Agency.

The report also provides an update to the development of the short-term coastal defence scheme at Hemsby. There will be a presentation to the committee by Jacobs UK Ltd and the Coastal Partnership East team on ideas and options for the rock berm design.

The next steps as outlined in the November 2019 report were:

- Develop and submit environmental screening and scoping for preferred short term rock berm coast protection option.
- Develop outline designs and refined costs to support screening and scoping,

Environmental Impact Assessment and funding development

- Procure and complete EIA, Habitat Regulations Assessment etc. for preferred short-term option
- Develop suite of short-term adaptation options for further consideration
- Investigate financing options for short term protection option and adaptation options
- Support the delivery of the Icarus project to assist with community understanding of coastal change and long-term adaption options.

This report relates to the first four items.

2. MAIN BODY

2.1 Coastal adaptation

Where the coast is changing and coastal protection options are not viable or can only slow erosion rates, other actions could be considered to reduce the impact to communities and individuals. This could be specific actions to enable infrastructure to continue to function or be relocated, or, specific actions to enable individuals to be more resilient to the change. Such approaches could be wide ranging and unlike traditional engineering approaches, there are no set options.

Examples of coastal adaptation initiatives were trialled with DEFRA funding in the 2009 Coastal Change Pathfinder programme and successful local examples were developed and deployed in North Norfolk at Happisburgh. One example within this project, the Local Authority (LA) purchased the most at risk properties from the owners without compulsion. The LA then negotiated with a local landowner a rollback site and applied for planning consent to replace the properties just outside of the village development envelope. The proceeds from the development site were then shared between the landowner and the LA to offset some of the cost of the initial purchases. This alongside other approaches and learning will be utilised in developing an approach at Hemsby. Please see for more information <https://www2.north-norfolk.gov.uk/pathfinder/>

On the 14 July 2020 national government published a policy statement on flood and coastal erosion risk management. The policy highlights that:

- Everyone must play their part, from government to individuals
- Local people, communities and businesses should be at the heart of decision making to ensure that local plans work effectively for all and have support. To achieve this, affected communities need to understand the level of risk and the potential impacts.
- Local areas may determine that a managed transition away from high risk areas is the most effective and practical response. The government is committed to enabling this transition by supporting local areas to help them to implement long-term plans

The Environment Agency has released its national Flood and Coastal Erosion Risk Management Risk Management Strategy. There is a clear mandate highlighted in the Strategy for transition and adaptation to coastal change. This is considered to be a shared responsibility between Government, Environment Agency, Risk Management Authorities (such as Great Yarmouth Borough Council), Communities and individuals.

The Coastal Partnership East team will continue to engage with government and the Environment Agency to understand how the policy statement and strategy will be implemented and resourced.

A presentation on the concepts around coastal adaptation will be given to the Committee by Kellie Fisher, Senior Advisor, from the Environment Agency. This will provide background so when adaptation options that may be suitable to Hemsby are brought to the committee there can be an informed discussion.

Next steps

A range of adaptation options are being developed for wider discussion and input. These will be brought to the Committee for discussion.

2.2 Coastal defences for Hemsby

2.2.1 Environmental screening and scoping opinion.

An Environmental Impact Assessment (EIA) Screening Opinion was requested from Great Yarmouth Borough Council (GYBC) in accordance with The Town and Country Planning (Environmental Impact Assessment) Regulations 2017 (the EIA Regulations) to determine if an Environmental Impact Assessment for the coastal defence option of a rock berm was required.

In addition, a Scoping Opinion, over the scope and content of the proposed EIA (if required), in accordance with Regulation 15 (1) of the EIA Regulations was requested.

The Screening Opinion response received on 4 February 2020 was that it had been determined that an EIA is required. The possible impacts of the scheme related to noise and vibration, water quality, historic environment, landscape and socio-economic factors.

The Scoping Opinion response received on 10 March 2020 outlined that certain matters relating to community health, traffic and transport, biodiversity, landscape, water and historic environment needed to be addressed within the Environmental Impact Assessment.

2.2.2 Outline design and Environmental Impact Assessment.

We tendered for consultants to undertake this work and appointed Jacob UK Ltd. Jacobs commenced work on 24 August and plan to finish the work by Christmas 2020.

There will be two consultation periods for input to the outline design of the rock berm. The first in early October to seek feedback on issues that need to be considered within the design. Further consultation will take place in late November when Jacobs will present their final proposal. Consultation will be with the landowner, Hemsby Lifeboat, Save Hemsby Coastline, the Hemsby Winterton Community Liaison Group and Council officers. There will also be an on-line briefing available to the wider Hemsby community.

Jacobs UK Ltd will present to the Committee their initial ideas and options for the rock berm design for discussion and feedback.

Next steps

- When the first period of consultation is complete Jacobs will develop the outline design options for the rock berm.
- Jacobs are also gathering information for the Environmental Impact Assessment report.
- The work is planned to be completed by Christmas 2020.
- In parallel with this work Coastal Partnership East will be preparing the planning and marine licence applications for the rock berm.
- The final rock berm proposal will be brought back to the Committee in late November.

3. FINANCIAL IMPLICATIONS

Funding of £75,000 was allocated from the Coastal Repairs and Maintenance Revenue budget to undertake the short term defence option development including the EIA process, applying for consents and outline design.

The construction of the short term rock berm scheme is not yet funded. Some funds may be available from Flood and Coastal Erosion Risk Management Partnership Funding, although significant funding will need to be identified and secured from a range of funding sources.

Any adaptation options will need to be costed and are not currently funded.

4. RISK IMPLICATIONS

Risks	Mitigating action
Weather event leads to loss of further assets/properties	<input type="checkbox"/> Open, honest and transparent communication which clearly sets out timeframes and objectives.

Raised expectations of what can be achieved.	<ul style="list-style-type: none"> □ Open, honest and transparent communication which clearly sets out what is in scope and what is out of scope for the project. • Project documentation approved by GYBC and shared with the Community Liaison Group. • Preparation of Communications Plan.
Stakeholders that are directly affected by the project are not sufficiently involved resulting in disagreement on the proposed actions.	Sufficient opportunities are offered to get involved with the project and stakeholders can see where their feedback has been considered;
Negative media and social media coverage	<ul style="list-style-type: none"> • Proactive engagement with the community and via social media where appropriate. • Media is informed of progress and communications are open, honest and transparent.
Timeframes may not meet community needs.	<ul style="list-style-type: none"> • Acknowledge risk levels & community feeling. • Open, honest and transparent communication about progress of the project
The rock berm and adaptation options are unaffordable	Ensure that communications manage expectations as far as possible
Stakeholders not engaging in elements of the project.	On-going assessment and adjustment of communication plan and activities

5. CONCLUSIONS

The information in this report and the two presentations will provide an update to the Committee on progress of this work. It provides an overview on the work to date and enable the Environment Committee to input in relation to the ongoing consultation.

6. RECOMMENDATIONS

That the Environment Committee note the progress of this work.

7. BACKGROUND PAPERS

None

Areas of consideration: e.g. does this report raise any of the following issues and if so how have these been considered/mitigated against?

Area for consideration	Comment
Monitoring Officer Consultation:	
Section 151 Officer Consultation:	
Existing Council Policies:	
Financial Implications:	Noted
Legal Implications (including human rights):	Noted
Risk Implications:	Noted
Equality Issues/EQIA assessment:	Noted
Crime & Disorder:	None
Every Child Matters:	