

Council



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31 January 2022

A meeting of the **Council** of North Norfolk District Council will be held in the Council Chamber - Council Offices on **Wednesday, 9 February 2022 at 6.00 pm.**

At the discretion of the Chairman, a short break will be taken after the meeting has been running for approximately one and a half hours

Members of the public who wish to ask a question or speak on an agenda item must notify Democratic Services 24 hours in advance of the meeting. Further information on the procedure for public speaking can be obtained from Democratic Services, Tel: 01263 516010, Email: emma.denny@north-norfolk.gov.uk. Please note that this meeting will be live-streamed: <https://www.youtube.com/channel/UCsShJeAVZMS0kSWcz-yEzq>

Anyone attending this meeting may take photographs, film or audio-record the proceedings and report on the meeting. Anyone wishing to do so should inform the Chairman. If you are a member of the public and you wish to speak on an item on the agenda, please be aware that you may be filmed or photographed.

Emma Denny
Democratic Services Manager

To: Mr T Adams, Ms P Bevan Jones, Mr D Birch, Mr H Blathwayt, Mr A Brown, Dr P Bütikofer, Mrs S Bütikofer, Mr C Cushing, Mr N Dixon, Mr P Fisher, Mrs A Fitch-Tillett, Mr T FitzPatrick, Mr V FitzPatrick, Mrs W Fredericks, Ms V Gay, Mrs P Grove-Jones, Mr G Hayman, Mr C Heinink, Mr P Heinrich, Dr V Holliday, Mr N Housden, Mr R Kershaw, Mr N Lloyd, Mr G Mancini-Boyle, Mr N Pearce, Mr S Penfold, Mrs G Perry-Warnes, Mr J Punchard, Mr J Rest, Mr E Seward, Miss L Shires, Mrs E Spagnola, Mrs J Stenton, Dr C Stockton, Mr M Taylor, Mr J Toye, Mr E Vardy, Mr A Varley, Ms L Withington and Mr A Yiasimi

All other Members of the Council for information.
Members of the Management Team, appropriate Officers, Press and Public



If you have any special requirements in order to attend this meeting, please let us know in advance
If you would like any document in large print, audio, Braille, alternative format or in a different language please contact us

Chief Executive: Steve Blatch
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A G E N D A

1. APOLOGIES FOR ABSENCE

To receive apologies for absence, if any.

2. MINUTES

1 - 18

To confirm the minutes of the meeting of the Council held on 17 November 2021.

3. ITEMS OF URGENT BUSINESS

To determine any other 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.

4. TO RECEIVE DECLARATIONS OF INTERESTS FROM MEMBERS

19 - 20

Members are asked at this stage to declare any interests that they may have in any of the following items on the agenda. The Code of Conduct for Members requires that declarations include the nature of the interest and whether it is a disclosable pecuniary interest (see attached guidance and flowchart)

5. PUBLIC QUESTIONS AND STATEMENTS

To consider any questions or statements received from members of the public.

6. SIGNING OF THE ARMED FORCES COVENANT

The Leader, Cllr S Butikofer, will sign the pledge on behalf of the Council to honour the Armed Forces Covenant and support the Armed Forces Community.

7. CHAIRMAN'S COMMUNICATIONS

To receive the Chairman's communications, if any.

8. LEADER'S ANNOUNCEMENTS

To receive announcements from Cllr S Butikofer, Leader of the Council.

9. RESIGNATION OF THE LEADER OF THE COUNCIL AND ELECTION OF A NEW LEADER

21 - 22

Summary: The Leader of the Council indicated her intention to step down from the office of Leader on 5 January 2022. This report is to note the resignation of the Leader and to consider the election of a new Leader of the Council.

Options considered: Councils in England may have one of three

executive models. North Norfolk District Council has a Strong Leader and Executive model. On the resignation of the Leader, a new Leader will need to be elected for the remainder of the term.

Conclusions: Following the resignation of the Leader, a new Leader of the Council will need to be elected.

Recommendations: (i) That the Council notes and accepts the resignation of the Leader.
(ii) That the Council then proceeds to elect a new Leader
(iii) That the Council notes any appointment by the new Leader of their Deputy and Cabinet, at the meeting, or to be received at such future time when those appointments are made.

Reasons for Recommendations: To enable a new Leader to be elected upon the resignation of the current Leader.

Cabinet Member(s)	Ward(s) affected - All
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Contact Officer, telephone number and email: Cara Jordan, Monitoring Officer & Assistant Director Finance, Assets, Legal Tel - 01263 516373; email - cara.jordan@north-norfolk.gov.uk

10. REVIEW OF POLITICAL BALANCE AND ALLOCATION OF SEATS TO COMMITTEES, SUB-COMMITTEES, WORKING PARTIES AND PANELS

23 - 28

Summary: Following a change to the membership of the political groups at North Norfolk District Council, the Council is required to review the allocation of seats on committees, sub committees and working parties to reflect the political balance of the Council, in accordance with Section 15 of the Local Government and Housing Act 1989 and regulations made thereunder.

Conclusions: Following a change in the political balance it is necessary to review the allocation of seats on committees, sub-committees, working parties and panels.

Recommendations: 1. That Council approves the revised political balance calculation as per

section 2.6 of this report

2. That Council approves the allocation of seats to political groups as shown at Appendix A (to follow), taking into consideration any arrangements agreed by the Group Leaders
3. That delegation is given to the Group Leaders to make any appointments to committees, sub-committees, working parties & panels.

Contact Officer(s), telephone number and email:
Emma Denny, Democratic Services Manager, 01263 516010,
emma.denny@north-norfolk.gov.uk;

11. APPOINTMENTS TO COMMITTEES, SUB-COMMITTEES, WORKING PARTIES & PANELS

To approve any changes to appointments to committees, sub-committees, working parties and outside bodies as advised by the Group Leaders.

12. CREATION OF TWO SEPARATE LICENSING COMMITTEES

29 - 32

Summary: The Council presently has one licensing committee which deals with Licensing Act 2003 matters and non-Licensing Act matters. It is proposed that this Council creates two separate committees to ensure the lawfulness

Options considered: of decisions made

- (1) The creation of two committees
- (2) Retain the status quo

Conclusions: That two separate committees :
- A Licensing Committee (Premises and Gambling); and
- A Licensing Regulatory Committee (dealing with all other licensing matters)
be set up for the next municipal year, to deal with the Council's licensing functions. Further that both committees comprise the same membership.

Recommendations: **That there be two distinct committees relating to licensing matters: a statutory Licensing Committee ["The Licensing Committee (Premises and Gambling)"] and**

a regulatory licensing committee which deals with all other licensing functions [“The Licensing Regulatory Committee”]:

- (i) That the current single licensing committee ceases and that two licensing committees be formed for the next Annual Meeting of Council
- (ii) The first of these committees will deal with Licensing Act 2003 and Gambling Act 2005 matters and will be known as the Licensing Committee (Premises and Gambling).
- (iii) The second committee will deal with all the other licensing matters not detailed in (ii) above and will be known as the Licensing Regulatory Committee
- (iv) Both committees will contain the same members but will be distinct committees and may set up their own Sub-Committees
- (v) That the Monitoring Officer be authorised to update the Constitution to reflect this change.

Reasons for Recommendations: To protect the Council from risk of challenge of its decisions made by a licensing committee of this Council

Cabinet Member(s)	Ward(s) affected - All
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Contact Officer, telephone number and email: Cara Jordan, Assistant Director Finance, Assets, Legal Tel - 01263 516373; email - cara.jordan@north-norfolk.gov.uk

13. PORTFOLIO REPORTS

33 - 78

To receive reports from Cabinet Members on their portfolios.

Members are reminded that they may ask questions of the Cabinet Member on their reports and portfolio areas but should note that it is not a debate.

No member may ask more than one question plus a supplementary question, unless the time taken by members' questions does not exceed 30 minutes in total, in which case, second questions will be taken in the order that they are received (Constitution, Chapter 2, part 2, section 12.2)

Cabinet members (listed alphabetically)

Cllr A Fitch-Tillett – Coast
Cllr W Fredericks – Housing & Benefits
Cllr V Gay – Leisure, Culture & Wellbeing
Cllr R Kershaw – Sustainable Growth
Cllr N Lloyd – Environment
Cllr E Seward – Finance, Assets & Legal
Cllr L Shires – Organisational Resources
Cllr J Toye – Planning & Enforcement

14. RECOMMENDATIONS FROM CABINET 29 NOVEMBER 2021 79 - 116

The following recommendations to Council were agreed by Cabinet at the meeting held on 29th November 2021:

1. Public Convenience Investment Programme

Recommend to Full Council that further capital provision of £500,000 is allocated from capital receipts (to include any potential grant funding) to undertake improvements to facilities in Sheringham and North Walsham, to include provision of Changing Places facilities. These facilities will be delivered by the end of the 2022 calendar year

2. Treasury Management Half-Year Update 2021-2022

Recommends that Full Council approves the Treasury Management Half-Yearly Update 2021-2022

Overview & Scrutiny Committee supported the above recommendations at the meeting held on 8th December 2021.

15. RECOMMENDATIONS FROM THE OVERVIEW & SCRUTINY COMMITTEE 12 JANUARY 2022

To consider any recommendations from the Overview & Scrutiny Committee meeting held on 12th January.

Recommendations from the meeting held on 9th February will be considered by Full Council on 23rd February.

16. RECOMMENDATIONS FROM GOVERNANCE, RISK & AUDIT COMMITTEE 07 DECEMBER 2021 117 - 130

The following recommendation to Full Council was made at the meeting of the Governance, Risk & Audit Committee meeting held on 7th December 2021:

Agenda item 11: External Audit Procurement Exercise

RESOLVED to recommend to Council that NNDC opt-in to the PSAA joint procurement exercise, while also providing feedback to them on how the process could be improved.

17. DRAFT PROGRAMME OF MEETINGS 2022-2023

131 - 134

Summary: A draft Programme of Meetings for 2022-23 has been prepared and circulated for consultation and is attached at **Appendix A**.

Conclusions: Following review, the proposed draft Programme of Meetings 2022-23 follows the established cycle of meetings as closely as possible.

Recommendations: **That Members adopt the Programme of Meetings for 2022-23.**

Contact Officer, telephone number and email:

Alison Argent, Tel: 01263 516058, Email: alison.argent@north-norfolk.gov.uk

18. COMMUNITY GOVERNANCE REVIEWS

135 -
162

Summary: Following consultation with relevant stakeholders, final recommendations are now being made on the series of Community Governance Reviews to reflect changes to the boundaries of several parishes within the district; as well as the proposed grouping of the Hempton and Pudding Norton parishes which had previously been requested by the two Parish Councils. We have also run a recent consultation on whether or not a warding arrangement should be implemented within the parish of Raynham, should the boundary change with Helhoughton be implemented.

Conclusions: The report contained herewith details final recommendations relating to the series of Community Governance reviews to be considered by Full Council for implementation.

Recommendations: **That Full Council considers the community governance reviews and approves implementation.**

Reasons for Recommendations: These final recommendations are being made in order to address some historical administrative anomalies, reflect better, clearer boundaries which reflect the identities of those living within the areas concerned and establish sustainable community governance structures.

LIST OF BACKGROUND PAPERS AS REQUIRED BY LAW

(Papers relied on to write the report, which do not contain exempt information and which are not published elsewhere)

Appendix 1: Maps and summaries of proposals

Appendix 2: Sculthorpe/Fakenham proposals and implications

Appendix 3: Cromer/Roughton/Northrepps revised final recommendations and implications

Appendix 4: Raynham and Helhoughton proposed mapping and implications

Contact Officer, telephone number and email:

Rob Henry. X6327, robert.henry@north-norfolk.gov.uk

19. OPPOSITION BUSINESS

None Received.

20. QUESTIONS RECEIVED FROM MEMBERS

None Received.

21. NOTICE(S) OF MOTION

163 - 166

Please note that there is a **total time limit of 30 minutes** for this item – as set out in the Constitution, Chapter 2, paragraph 14.11

The following notices of motion have been received:

1. Health & Well-being of Coastal Communities

Proposed by Cllr V Gay, seconded by Cllr A Fitch-Tillett:

'In July 2021 the Chief Medical Officer for England published his Annual Report. It was entitled *Health in Coastal Communities*. In his report Professor Chris Whitty wrote that

Whilst the focus nationally over the summer may be directed towards visitors, with many opting to stay in one of the UK's many beautiful coastal towns, it is important to remember that the coast is also home to millions of people and that the health and wellbeing of these populations has been long neglected and overlooked.

The report draws attention to conditions which are familiar to us: an aging population; a difficulty in attracting health professionals; an infrequent and fragmented system of public transportation combined with a long journey to an acute hospital; an economy founded in low wages and seasonal work. The Chief Medical Officer's report encompasses all of these things and more.

The first recommendation of the report is for a cross-government national strategy to improve the health and well-being of coastal communities.

We propose therefore that North Norfolk District Council call upon the Rt Hon Sajid Javid MP as Secretary of State for Health and Social Care and the Rt Hon Michael Gove MP as Secretary of State for the

Department of Levelling Up, Housing and Community to work together to enact the recommendations arising from Professor Whitty's Annual Report.'

2. Motion for the Ocean

Proposed by Cllr A Fitch-Tillett, seconded by Cllr N Lloyd.

This Council declares an urgent need for Ocean Recovery.

We recognise that we need ocean recovery to meet our net zero carbon targets, and we need net zero carbon to recover our ocean.

This Council pledges to:

1. Report to Full Council within 12 months on the actions and projects that will begin an ocean recovery in North Norfolk
2. Consider ocean recovery in all strategic decisions, plans, budgets and approaches to decisions by the Council (particularly in planning, regeneration, skills and economic policy), aligning with climate change mitigation and adaptation requirements, and considering ocean-based solutions in our journey towards a carbon neutral and climate resilient future.
3. Promote closer working between North Norfolk District Council and the Marine Management Organisation and embed strong links between the Local Plan and the East Marine Plan to support ocean recovery.
4. Ensure that the Local Nature Recovery Strategy strives to support ocean recovery.
5. Work with partners locally and nationally to deliver increased sustainability in marine industries and develop a sustainable and equitable blue economy that delivers ocean recovery and local prosperity.
6. Grow ocean literacy and marine citizenship in North Norfolk including ensuring all pupils are given the opportunity to experience the ocean first-hand before leaving primary school - striving to include home-schooled children - and promote equitable access to the ocean through physical and digital experiences for all residents.
7. Create a link on the Council website to partners' updates on ocean recovery progress, signpost to ocean literacy development opportunities, and marine citizenship pledges.
8. Write to the Government asking them to put the ocean into net recovery by 2030

The full supporting document to this motion is attached separately.

22. EXCLUSION OF PRESS AND PUBLIC

To pass the following resolution – if necessary:

“That under Section 100A(4) of the Local Government Act 1972 the press and public be excluded from the meeting for the following item(s) of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph(s) _ of Part 1 of Schedule 12A (as amended) to the Act.”

23. PRIVATE BUSINESS