

Cabinet



Please contact: Emma Denny

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Friday, 27 May 2022

A meeting of the **Cabinet** of North Norfolk District Council will be held in the Council Chamber - Council Offices on **Monday, 6 June 2022 at 10.00 am.**

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 are requested to arrive at least 15 minutes before the start 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 is livestreamed:

<https://www.youtube.com/channel/UCsShJeAVZMS0kSWcz-WyEzg>

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: Mrs W Fredericks, Mrs A Fitch-Tillett, Ms V Gay, Mr R Kershaw, Mr N Lloyd, Mr E Seward, Miss L Shires, Mr J Toye and Mr T Adams

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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Email districtcouncil@north-norfolk.gov.uk **Web site** www.north-norfolk.gov.uk

A G E N D A

1. TO RECEIVE APOLOGIES FOR ABSENCE

2. MINUTES

1 - 6

To approve, as a correct record, the minutes of the meeting of the Cabinet held on 03 May 2022

3. PUBLIC QUESTIONS AND STATEMENTS

To receive questions and statements from the public, if any.

4. DECLARATIONS OF INTEREST

7 - 12

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. 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

6. MEMBERS' QUESTIONS

To receive oral questions from Members, if any

7. RECOMMENDATIONS FROM CABINET WORKING PARTIES

Planning Policy and Built Heritage Working Party:

At the meeting held on 23rd May 2022, the Working Party made the following recommendations to Cabinet:

1. That, subject to final amendments being delegated to the Conservation Design and Landscape Team Leader, in consultation with the Chairman of the Working Party, Cabinet adopts the six Glaven Valley Village Appraisals for statutory planning purposes and for the Appraisal documents to become material considerations in the planning process.

2. That, subject to the final amendments being delegated to the Conservation Design and Landscape Team Leader, in consultation with the Chairman of the Working Party, Cabinet agrees the proposed boundary changes as recommended in the draft Appraisal documents and that they be published in accordance with the Planning (Listed Buildings & Conservation Areas) Act 1990.

3. That Cabinet agrees the proposed Local Listings as identified within the draft Appraisal documents.

8. RECOMMENDATIONS FROM OVERVIEW & SCRUTINY COMMITTEE

At the Overview & Scrutiny Committee held on 13th May, the following resolutions were made regarding two items of pre-scrutiny:

PRE-SCRUTINY: SALE OF PARKLANDS MOBILE HOMES SITE -
PUDDING NORTON, FAKENHAM

RESOLVED

1. To note the robust process and extensive due diligence carried out regarding assessment of the bids received.
2. That Officers present a report to Cabinet recommending sale of the Parklands mobile home site to the highest bidder on the basis of best value in accordance with section 123 Local Government Act 1972.

PRE-SCRUTINY: ENGAGEMENT STRATEGY

RESOLVED

1. To support approval of the Engagement Strategy in principle, subject to fulfilment of the Committee's request for further discussions at a Member Workshop, and the inclusion of appropriate metrics within the action plan to measure Council engagement.

The Committee also made comments on the following item of urgent business:

ITEM OF URGENT BUSINESS: LEVELLING UP FUND – ROUND 2

COMMITTEE OBSERVATIONS/COMMENTS

1. The process by which proposals are promoted and prepared for short notice funding schemes needs to be transparent, objectively scored against agreed priorities and fairly distributed across the District.
2. Opportunities needed for Town & Parish Councils to submit possible project proposals well ahead of funding scheme announcements, so that they are defined in outline and added to an approved investment list to be matched to scheme criteria, strategic priorities and equitably distributed, to enable more detailed proposal submission work to be efficiently targeted.
3. Both proposals had obvious merits; Fakenham facility appeared to be strongly supported for the BCA with clear infrastructure and regeneration benefits. Cromer proposal had to be seen in context of a wider range of possibilities across the NNCA. Given that there were no other outline project proposals for comparison or judgement, and the short funding scheme deadline, there was pragmatic agreement to support both proposals.

9. NORTH NORFOLK SUSTAINABLE COMMUNITIES FUND ANNUAL REVIEW 13 - 18

Summary: In March 2020 Cabinet approved a recommendation to:

- Change the name of the Big Society Fund to the North Norfolk Sustainable Communities Fund (NNSCF).
- Refocus the NNSCF to encourage a wider and more diverse range of projects from communities across North Norfolk.
- Give additional weight to projects with positive environmental outcomes which demonstrates the Council's commitment to the Climate Emergency it declared in 2019.
- To support the delivery of identified Council priorities in respect of Quality of Life and Climate, Coast and Environment.

This report provides an overview of the North Norfolk Sustainable Communities Fund during its second year of operation.

Recommendations: Cabinet to receive the report and note the contribution that the NNSCF makes on Council priorities in respect of Quality of Life and Climate, Coast and Environment.

Reasons for Recommendations: To ensure the NNSCF continues to reflect Council priorities to build sustainable communities and respond to the Climate Emergency declared by the Council in 2019.

Cabinet Member(s) Cllr. Virginia Gaye	Ward(s) affected All
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Officer - Sonia Shuter – Early Help and Prevention Manager

10. COUNCIL TAX ENERGY REBATE (DISCRETIONARY) SCHEME 19 - 34

Summary: The Government has announced the Council Tax Energy Rebate Scheme to provide a £150 non repayable rebate for eligible households in

Options considered:

council tax bands A-D and includes discretionary funding for billing authorities to support households who are in need but not eligible for the Council Tax Energy Rebate under the mandatory scheme. The discretionary scheme and eligibility criteria are set out in this report for approval.

To not approve the Council Tax Energy Rebate (Discretionary) Scheme would miss the opportunity to provide financial support to those in need of support with rising energy costs and to provide top-up support to the most financially vulnerable households.

To not approve the scheme would be a contravention to the legislation laid down by the Department for Levelling Up, Housing and Communities on 3rd February 2022.

To have no written scheme in place would mean there is no visible guidance of eligibility criteria and outline of the approach taken by the Council in determining when a discretionary rebate is to be paid or not. This would not be recommended as it could cause some uncertainty for residents.

To not approve delegated authority to the Benefits Manager to make technical scheme amendments would cause delay in reflecting any revised government guidance into the scheme, such as changes in eligibility criteria, and would cause uncertainty.

To not delegate authority to the Section 151 Officer, or their deputy, in consultation with the Assistant Director for People Services or the Cabinet Member for Housing and Benefits to make amendments to the scheme, such as the eligibility criteria and amount of the discretionary award, would not provide the ability to quickly make amendments to manage spending within the limited funding allocation.

Conclusions:

The proposed scheme allows the council to provide support to those households who are not eligible to a payment under the mandatory scheme, primarily due to the technicalities in council tax legislation, and to support the most financially vulnerable households who are in receipt of council tax reduction. The criteria and application process set out in the scheme is designed to be clear and as easy to administer as possible to each eligible household. The

council will be in a position to make payments in a timely manner to provide the financial support needed. This scheme supports our corporate priority to support communities and provide excellent public service.

Recommendations: To agree the scheme for the Council Tax Energy Rebate (Discretionary) scheme as detailed in Appendix 1.

To delegate authority to the Section 151 Officer, or their deputy, in consultation with the Assistant Director for People Services or the Cabinet Member for Housing and Benefits, to make amendments to the scheme eligibility criteria and the amount of the discretionary award.

To delegate authority to the Benefits Manager to make scheme amendments which are required to give effect to any revised government guidance.

Reasons for Recommendations: The Government is providing all billing authorities with discretionary funding to support other energy bill payers who are not eligible under the mandatory scheme for the £150 council tax rebate, and to provide carefully targeted “top-up” payments to the most vulnerable households in bands A-D.

It is for each Local Authority to determine agreed guidelines setting out the eligibility criteria for their discretionary funding and have regard to government guidance. It is important to have a written scheme for North Norfolk District Council outlining these and the administration of support payments to provide clarity to individuals.

The delegated authorities would ensure any required technical scheme amendments could be updated promptly where there is revised government guidance providing assurance to the scheme and also clarity to households. Any changes in eligibility criteria or the amount of discretionary awards could be changed quickly to ensure spending of the funding allocation is managed to maximise support to households in need and that the fund is not overspent.

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)

<p>Scheme guidance can be found here - Council tax rebate: factsheet - GOV.UK (www.gov.uk)</p> <p>Council Tax (Demand Notices and Reduction Schemes) (England) (Amendment) Regulations 2022' which were laid before Parliament on 11 February 2022 and came into force on 12 February 2022. The Regulations can be found at: https://www.legislation.gov.uk/uksi/2022/127/contents/made</p>	
Cabinet Member(s)	Ward(s) affected
Cllr Wendy Fredericks	All wards
<p>Contact Officer, telephone number and email: Trudi Grant, Benefits Manager trudi.grant@north-norfolk.gov.uk 01263 516262</p>	

11. DISCRETIONARY HARDSHIP & SUPPORT GRANT

35 - 54

Summary: North Norfolk District Council, People Services, will deliver a provision for discretionary financial support to help people deal with emergencies, resettle, or remain living in the community, and to ease exceptional pressures on households.

People Services are in the front-line of responding to challenges households face and they are at the heart of our district, interacting with residents' lives on a daily basis. This provides them with an opportunity to identify households in hardship and provide them with support, and to manage the nature of that relationship in a way that supports them through a crisis or resettlement.

Unless local support is effective, there is a risk that situations will rapidly escalate which will compound the vulnerabilities of many at risk households and create further pressures on statutory services.

People Services are focusing on ways to improve targeting of their support to those in need the greatest, by creating the Discretionary Hardship & Support Grant. These payments could help to prevent higher-cost interventions being required from, for example, housing, health and social care services.

Options considered: The aim is for the scheme to become a tool for support and resettlement to sustain vulnerable

people's independence in the community.

There is no statutory requirement to provide hardship support in this format. People Services believes in the present economic climate this new scheme will diversify and complement the support we already provide whilst widening our reach to the community.

To not approve the Discretionary Hardship & Support Scheme would miss the opportunity to provide crisis and resettlement support to the most vulnerable households. Doing nothing would undermine the ability of the Council to deliver its strategies to tackle community inequality. Without an equivalent intervention, we anticipate it would also lead to an increase in residents falling into financial crisis, escalating debt, homelessness, and destitution.

To have no written scheme in place would mean there is no visible guidance of eligibility criteria and outline of the approach taken by the Council in determining when support under the scheme is applicable. This would not be recommended as it could cause some uncertainty for residents and undue hardship.

Conclusions:

To not approve delegated authority to the Assistant Director for People Services to make technical scheme amendments would cause delay in reflecting any revised changes in eligibility criteria, and would cause uncertainty. The proposed scheme allows the council to provide support to vulnerable households who are in a crisis situation or require support to resettle or remain in the community. The criteria and application process of the scheme is designed to be accessible, clear and easy to administer to ensure payments are timely and accurate. This scheme supports our corporate priority to support communities and provide excellent public service.

Recommendations: To agree the scheme for the Discretionary Hardship & Support Grant as detailed in Appendix 1.

As this is a new scheme, monitoring and evaluating the impact of the scheme will be particularly important. It is therefore requested that amendments to the scheme, where

required, should be delegated to the Assistant Director for People Services.

Reasons for
Recommendations:

More households are facing extreme crisis situations due to experiencing the highest cost of living increase in 30 years and expecting further rises, and this may now be even higher due to the war in Ukraine. The financial pressures on households have also magnified following the cessation of Covid-19 support, such as the Coronavirus Job Retention Scheme (CJRS), and the Universal Credit uplift.

In this precarious environment, the economic realities mean that many residents are more vulnerable than previously to acute financial shocks and are at risk of falling into crisis. It is more important than ever that we find new ways to support our residents.

As we respond to these challenges, the Discretionary Hardship & Support Grant will provide support to vulnerable households who are in a crisis situation or require support to resettle or remain in the community.

As part of the decision making process we will also be able to connect residents to support which can help them to find financial inclusion through budgeting and debt advice.

Any changes in eligibility criteria or the amount of discretionary award should be changed quickly to ensure spending of the funding allocation is managed to maximise support to households in need and that the fund is not overspent.

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)

<p>Outturn Report Reserve Statement 2021/22 (Public Pack)Agenda D Cabinet, 06/09/2021 10:00 (north-norfolk.gov.uk)</p>
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<p>Cabinet Member(s) Cllr Wendy Fredericks</p>	<p>Ward(s) affected All wards</p>
<p>Contact Officer, telephone number and email: Karen Hill – Assistant Director for People Services</p>	

karen.hill@north-norfolk.gov.uk

01263 516183

12. CAR PARK CONSOLIDATION ORDER 2022

55 - 62

Summary: The proposed car parking charges for 2022 were agreed at Full Council on 23 February 2022. A new car parking order, consolidating the existing orders as well as introducing new charges has been advertised. The closing date for objections was 20th May 2022. In all 12 objections/comments were received.

Conclusions: Members may consider that the objections do not constitute substantive reasons for not bringing the order into force. The consultation document contained an error concerning the use of season tickets whereby previously only short stay season tickets could be used on Albert St Holt and Staithe St, Wells. One positive comment pertains to this apparent lifting of the restriction. Members can decide if they wish to allow this restriction to be lifted as advertised or change the schedule to it being enforced.

Recommendations:

- 1. That the Council introduces the car parking consolidation order (as advertised) on Tuesday 5 July 2022. (Tariff changes will be downloaded to machines overnight of Monday 4 July 2022 after signage changes have taken place).**
- 2. That the Council considers it is appropriate to make the order without modification (as above) but with the exception of retaining the restricted use of long stay season tickets on Albert St, Holt and Staithe street, Wells car parks.**

Cabinet member(s):
Eric Seward

Ward(s) affected: All

Contact Officer, telephone number, and e-mail:

telephone

Duncan Ellis
01263 516330

Duncan.ellis@north-norfolk.gov.uk

13. MANAGING PERFORMANCE QUARTER 4 AND CUMULATIVELY FOR 2021/2022

63 - 158

Summary: The Managing Performance Report attached, as Appendix A, will enable the Council to assess delivery against objectives detailed in the Corporate Plan Delivery Plan 2019-2023 and

operational service performance. It gives an overview of progress towards achieving the objectives in the Corporate Plan, assesses the impact that Covid-19 has had on both these aspects of Council performance during 2021/22, and the actions being taken to address these issues and proposes any further action needed.

Options considered: Options considering action regarding performance are presented separately, issue by issue, to the appropriate Council Committee where committee approval is required.

Conclusions: Continued progress has been made over this quarter and across the 2021/22 year as a whole in areas of core service delivery and in respect of key Corporate Plan projects and objectives as detailed in the report. This has been achieved despite corporate focus again having to be directed to COVID response activity with rapidly rising rates of infection in the District in December 2021 and early 2022 associated with the spread of the Omicron variant.

Recommendations: That Cabinet resolves to note this report and endorses the actions being taken by Corporate Leadership Team detailed in Appendix A – Managing Performance.

Reasons for Recommendations: To ensure the objectives of the Council are achieved.

Cabinet Member(s) Ward(s) affected
Cllr Tim Adams All

Contact Officer, telephone number and email: Steve Blatch, Chief Executive
Email:- steve.blatch@north-norfolk.gov.uk
Tel:- 01263 516232

14. **CHANGING PLACES PUBLIC CONVENIENCE INVESTMENT PROGRAMME JUNE 2022** 159 - 170

Summary: This report follows the recent report considered by Cabinet on 29 November 2021 in respect of the Council's continued focus to improve the standard and quality of the District Council's public conveniences as a key element of the district's local infrastructure.

That report allocated a further £500,000 of investment in development and refurbishment

of sites at Sheringham and North Walsham to include the provision of Changing Places facilities.

This report now provides an update in respect of the Council's successful £300k grant application, which was submitted last September to help support delivery of Changing Places facilities across the district, and seeks approval for the recommended scheme investments.

Options considered: Do nothing.

Explore transfer of public convenience provision to town and parish councils.

Continue the investment programme to make improvements to the quality of the public convenience portfolio.

Conclusions: In conclusion, it is recommended that the Cabinet agree to the officer proposals for the further Changing Places investments at the locations identified and that the capital budgets are updated to reflect the additional funding.

Recommendations: It is recommended that Cabinet resolve to;

- **Agree to the officer proposals for the further Changing Places investments at the locations identified;**
- **Agree to the recommended changes to the capital budget identified within section 10 the report; and**
- **Delegate authority to the Director for Resources to develop and agree governance and reporting arrangements with the Broads Authority and funding providers.**

Reasons for Recommendations: To allocate the grant funding awarded to various schemes across the district to continue with the Council's investment in Changing Places facilities.

Cabinet Member(s) Cllr Eric Seward	Ward(s) affected
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Contact Officer, telephone number and email: Duncan Ellis (Director for Resources), 01263 516330 duncan.ellis@north-norfolk.gov.uk

15. CROMER PIER INFRASTRUCTURE WORKS

171 - 178

Summary: Cromer Pier is an iconic structure within North Norfolk and a significant attraction for many thousands of visitors every year. It is a Grade 2 listed structure which was constructed in 1901. It is set in an extremely harsh environment and these factors combine to require a significant and ongoing maintenance regime.

Part of the maintenance regime for the pier includes annual structural surveys to identify remedial works with a more detailed survey undertaken every five years.

This report summarises the results of the latest detailed survey, which has been undertaken by the Hemsley Orrell Partnership (HOP). This survey identified a number of works to be completed over the next c12months.

This information has been used to create a works package which has now been tendered and a preferred supplier (Supplier A as contained within the exempt appendix) identified.

Options considered: This report seeks authority for the award of contract to the preferred supplier and to establish a capital budget (as identified within the exempt appendix) to enable the works to be completed.

For the existing pier structure to be retained in a safe and managed condition a rolling programme of works needs to be maintained.

Alternatively, a managed programme of demolition would need to be initiated to safely remove all or part of the structure.

Recommendations: **That Cabinet;**

- **Approve the award of the contract to the preferred supplier (Supplier A as identified within the exempt appendix) and;**
- **Recommend to Full Council that a capital budget is approved (as**

identified within the exempt appendix) to enable the works to be completed, to be funded from capital receipts

Reasons for Recommendations: The establishment of the capital budget and completion of the recommended works will enable the Council to continue to maintain the pier structure.

In order to ensure the structural integrity of the pier for the future it is essential that appropriate maintenance is undertaken.

Cabinet Member(s) Lucy Shires	Ward(s) affected Cromer Town. Suffield
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Contact Officer, telephone number and email: Sean Kelly, 01263 516276, sean.kelly@north-norfolk.gov.uk

16. FREEHOLD SALE OF PARKLANDS MOBILE HOME SITE, PUDDING NORTON, FAKENHAM 179 - 312

Summary: This report seeks approval from Cabinet to proceed with the recommendation and follows a report in May 2022 to the Overview and Scrutiny Committee which provided details of the marketing exercise and due diligence appraisal undertaken in relation to the freehold sale of the Parklands mobile home site.

Options considered:

Officers have previously considered a range of options with regards to the sale of this property. The Council could decide not to accept any of the bids to acquire the site and either retain the site or reconsider the previous alternative options.

Conclusions: Following specialist marketing of the site, a number of offers have been received and officers have since undertaken detailed and robust due diligence appraisal of these offers.

As well as seeking to secure the financial best value for the Council, it is recognised that for the future well-being of residents the purchaser should demonstrate appropriate

experience, skills and conduct to manage the site appropriately.

The Council will continue to have a role with the site through the Licencing team, as the new owner will need to demonstrate they are a Fit and Proper Person and secure a Site Licence and this has been taken into account during the assessment process.

Bidder (C) would secure the highest capital receipt for the Council and represents Best Value for the Council and District Council tax payers.

Recommendations: It is recommended that Cabinet:

- 1. Approve the sale of the site to Bidder [C] as outlined in the Exempt Appendix A at best consideration and in accordance with s123 of the Local Government Act 1972.**

Reasons for Recommendations:

The provision and operation of this site does not directly support any of the key themes contained with the Corporate Plan and is not part of the Council's core business. Some of the asset therefore allows the capital receipt generated by the sale of the asset towards the Council's corporate priorities.

Cabinet Member(s) Cllr Eric Seward	Ward(s) affected Pudding Norton
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Officer; Neil Turvey, Tel: 01263 516124
Email: neil.turvey@north-norfolk.gov.uk

17. EXCLUSION OF PRESS AND PUBLIC

To pass the following resolution:

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

18. PRIVATE BUSINESS

19. APPROVAL OF INSURANCE CONTRACT

Summary: The Council's current insurance arrangements with Zurich Municipal Insurance Plc are due to expire on 30 June 2022 and it is therefore necessary to enter into new insurance arrangements to ensure that the Council continues to have adequate cover in place.

Options considered: Apart from seeking insurance cover from the external market, the only other option for consideration would be to self-insure but given the value of some of the Council's assets, such as Cromer pier, this would not be a viable proposition.

Recommendation: Approve the award of the contract to the preferred supplier based on a 5-year contract with a potential 2-year extension.

Reason for the decision: The Council's current insurance arrangements are due to expire on 30 June 2022 and it is therefore necessary to enter into a new contract to ensure that the Council continues to have adequate cover in place

Cabinet Member(s) Eric Seaward	Ward(s) affected All
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Contact Officer, telephone number and email: Lucy Hume, Lucy.Hume@north-norfolk.gov.uk, 01263 516246