

Cabinet



Please contact: Emma Denny

Please email: emma.denny@north-norfolk.gov.uk
Please Direct Dial on: 01263 516010

Monday, 29 August 2022

A meeting of the **Cabinet** of North Norfolk District Council will be held in the Council Chamber - Council Offices on **Tuesday, 6 September 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 so that the Chairman can re-order the agenda if necessary.

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 T Adams and Mr A Brown

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
Tel 01263 513811 **Fax** 01263 515042 **Minicom** 01263 516005
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 11th July 2022.

3. PUBLIC QUESTIONS AND STATEMENTS

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

4. ITEMS OF URGENT BUSINESS

7 - 10

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.

There is one item of urgent business:

Norfolk Business Rates Pool

Summary: This report reviews the opportunity to c Norfolk Business Rates Pool into 2023-2. same governance arrangements as the curre

Options considered: To remain in the Norfolk Business Rates Po 24 or not.

Conclusions: The continuation of the Norfolk Business offers the potential to retain business r income within Norfolk for re-investment b local area.

Recommendations: That Cabinet resolves to:

Continue in the Norfolk Business Rates Po 24 with the same governance arrangem current Pool

Reasons for Recommendations: To retain the NNDR income within No investment to support economic regeneratio

5. DECLARATIONS OF INTEREST

11 - 16

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)

6. MEMBERS' QUESTIONS

To receive oral questions from Members, if any

7. RECOMMENDATIONS FROM CABINET WORKING PARTIES 17 - 22

a) Planning Policy & Built Heritage Working Party – 15 August 2022

THE GLAVEN VALLEY CONSERVATION AREA APPRAISAL & MANAGEMENT PLAN 2022

Recommended to Cabinet:

1. That the draft appraisal, as set out within the body of the report, be recommended to Cabinet for approval for public consultation.
2. That following consultation, the amended appraisal be brought back to Working Party for consideration and subsequent adoption by Cabinet.

b) Cabinet Working Party for Projects – 18 May 2022

To receive the draft minutes (attached)

8. RECOMMENDATIONS FROM OVERVIEW & SCRUTINY COMMITTEE 23 - 26

At the meeting of the Overview & Scrutiny Committee held on 20th July, recommendations were made to Cabinet on the following two items:

1. Agenda Item 11: Councillor Call for Action – the impact of second homes and holiday lets data report
2. Agenda Item 12: Environment & Quality of Life Scrutiny Panel – Public Conveniences Review

(The recommendations are attached in full).

9. OUTTURN REPORT 2021/2022 27 - 74

Summary:

This report presents the provisional outturn position for the 2021/22 financial year which shows a General Fund underspend of £615,740. It also provides an update in relation to the Council's capital programme. Details are included within the report of the more significant year-end variances compared to the current budget for 2021/22. The report also makes recommendations for

contributions to reserves.

Options considered:
Conclusions:

The report provides a final budget monitoring position for the 2021/22 financial year. The report makes recommendations that provide funding for ongoing commitments and future projects.

The revenue outturn position as of 31 March 2022 shows an overall underspend of £615,740. The final position allows for £409,855 from budget and grant underspends to be rolled forward within Earmarked Reserves to fund ongoing and identified commitments for which no budget has been allocated in 2022/23. The position as reported will be used to inform the production of the statutory accounts which will then be subject to audit by the Council's external auditors.

Recommendations: Members are asked to consider the report and recommend the following to Full Council:

- a) The provisional outturn position for the General Fund revenue account for 2021/22;
- b) The transfers to and from reserves as detailed within the report (and appendix C) along with the corresponding updates to the 2022/23 budget;
- c) Allocate the surplus of £615,740 to the General Reserve;
- d) The financing of the 2021/22 capital programme as detailed within the report and at Appendix D;
- e) The balance on the General Reserve of £2.33 million;
- f) The updated capital programme for 2022/23 to 2025/26 and scheme financing as outlined within the report and detailed at Appendix E;
- g) The roll-forward requests as outline in Appendix G are approved.

Reasons for
Recommendations: To approve the outturn position on the revenue and capital accounts used to produce the statutory accounts for 2021/22.

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)

Budget Monitoring Reports, NNDR returns

Cabinet Member(s) Cllr Eric Seward	Ward(s) affected All
---------------------------------------	----------------------

10. BUDGET MONITORING 2022/2023 - PERIOD 4

75 - 102

Summary: This report summarises the budget monitoring position for the revenue account, capital programme and reserves statement to the end of July 2022

Options considered:

Not applicable

Conclusions:

The overall position at the end of July 2022 shows a £4,149,811 underspend for the current financial year on the revenue account, this is however currently expected to deliver a full year underspend of £472,234 (but these may be impacted by in year cost pressures as shown in paragraph 2.4).

Recommendations:

It is recommended that Cabinet:

- 1) Note the contents of the report and the current budget monitoring position.**
- 2) That £30,000 is released from the Asset Management reserve for health and safety works at Mundesley road car park, North Walsham.**
- 3) That it is recommended to Full Council that £130,000 is released from the Major Repairs reserve to increase the existing capital budget for Fakenham Connect.**

Reasons for
Recommendations:

To update Members on the current budget monitoring position for the Council.

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)

System Budget monitoring reports

Cabinet Member(s) Cllr Eric Seward	Ward(s) affected All
---------------------------------------	----------------------

Contact Officer, telephone number and email: Alison Chubbock 07967 325037 Alison.chubbock@north-norfolk.gov.uk

11. TREASURY MANAGEMENT ANNUAL REPORT 2021/2022

103 - 116

Summary: This report sets out the Treasury Management activities actually undertaken during 2021/22 compared with the Treasury Management Strategy for the year.

Options considered: This report must be prepared to ensure the Council complies with the CIPFA Treasury Management and Prudential Codes.

Conclusions: Treasury activities for the year have been carried out in accordance with the CIPFA Code and the Council's Treasury Strategy.

Recommendations: That Council be asked to resolve that the Treasury Management Annual Report for 2021/22 is approved.

Reasons for Recommendations: Approval by Council demonstrates compliance with the CIPFA Codes.

Cabinet Member(s) Cllr Eric Seward	Ward(s) affected: All
---------------------------------------	-----------------------

Contact Officer, telephone number and email:
Alison Chubbock, 07967 325037, alison.chubbock@north-norfolk.gov.uk

12. DEBT RECOVERY 2021/2022

117 - 148

Summary: This is an annual report detailing the council's collection performance and debt management arrangements for 2021/22
The report includes a:

- A summary of debts written off in each debt area showing the reasons for write-off and values.
- Collection performance for Council Tax and Non- Domestic Rates.

- Level of arrears outstanding
- Level of provision for bad and doubtful debts

Recommendation: To approve the annual report giving details of the Council's write-offs in accordance with the Council's Debt Write-Off Policy and performance in relation to revenues collection.

Cabinet member(s): Eric Seward
 Wards affected: All
 Contact Officer, Sean Knight 01263 516347
 telephone number, and Sean.Knight@north-norfolk.gov.uk
 e-mail:

13. MANAGING PERFORMANCE Q1

149 - 196

Summary: The revised Managing Performance Report attached, as Appendix A, enables 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 achievements and issues identified in the first quarter of 2022/23, 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: Good progress has been made over the first quarter of 2022/23 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 additional unanticipated demands being placed on the authority with respect to directing resources in the People's Services teams to support the Council's response to the Ukrainian crisis and the payment of the £150 Energy Rebate scheme administered by the Revenues and IT teams.

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:

That Cabinet asks for further information or action where they consider it necessary regarding performance as outlined in Appendix A.

To ensure the objectives of the Council are achieved.

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

Contact Officer, telephone number and email: Steve Blatch, Chief Executive

Email:- steve.blatch@north-norfolk.gov.uk

Tel:- 01263 516232

14. NORTH WALSHAM MARKET PLACE IMPROVEMENT SCHEME

197 - 202

Summary: This report sets out the scope of the impending town centre improvement works, the temporary impacts they are likely to have and to propose suitable mitigation.

Options considered: The scheme is part of a programme of measures that will make very significant improvements to North Walsham town centre, its accessibility and its historic assets. In order to assist with the scheme's success it is considered beneficial to mitigate the short-term impacts it might have. An element of short-stay free car parking is considered to be a helpful concession to encourage the retention of town centre custom (footfall). The quantum, duration and location of such concessionary car parking could be varied but the proposal in this report seeks to strike the right balance between mitigating the possible impacts, safeguarding car parking revenue and avoiding the creation of a precedent.

Conclusions: The jointly-funded (Government and Local Authority) place-making scheme will be enormously beneficial but during its implementation, there is likely to be significant disruption to the town centre, its businesses and customers. Car parking will be particularly under pressure as a result of the works and there will be a need to actively manage the parking arrangements. The Council will need to be proactive, in making the necessary arrangements in advance of the disruption, and reactive, in response to issues or representations made along the way.

Recommendations: **To note the scope, impacts and implications of the impending Market Street improvement works and to agree the temporary provision of free-for-two-hours parking at Mundesley Road Car Park (including the appropriate provision of suitable spaces for 'blue badge' holders) from 12th September 2022 until 31st March 2023. If it is not feasible to make such provision in a timely way at Mundesley Road Car Park then Vicarage Street should be the default car park for the concessionary car parking.**

Reasons for Recommendations: This recommendation is being made to mitigate the potential impact the impending works might have on town centre footfall.

Cabinet Member(s) Cllr Richard Kershaw Cllr Eric Seward	Ward(s) affected All North Walsham wards
---	---

Contact Officer, telephone number and email:
 Robert Young; 01263 516162; robert.young@north-norfolk.gov.uk

15. PURCHASE OF FURTHER TEMPORARY ACCOMMODATION UNIT 203 -208

Summary: This report reports on the purchase of a further property which the Council will use to temporarily accommodate homeless households.

Options considered: Do not use the allocated budget to purchase property and place households in expensive and inferior bed and breakfast style accommodation.

Conclusions: The Council has a duty to provide temporary accommodation for homeless households. The Council purchases much of this accommodation from the private sector with a significant net cost to the Council. The council has identified an annual capital budget of £250k per annum (2022/23-2025/26) to purchase further properties to provide better quality and better value for money options for homeless households needing temporary accommodation. Officers have used Matters of Urgency powers in the constitution to secure the purchase of a modern 2-bedroom house in Sheringham

Recommendations: That Cabinet notes the purchase

Reasons for Recommendations: To report on expenditure over £100,000.

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)

Purchase of two properties for use as Temporary Accommodation for homeless households – Cabinet, 2 March 2020 Purchase of further property for use as Temporary Accommodation for homeless households - Cabinet 18 May 2020 and Cabinet 7 July 2020 Purchase of four units of Temporary / Move-on accommodation for Rough Sleepers – Purchase recommendations - Cabinet 7 December 2020 Use of Underspends to fund further TA purchase - Cabinet 15 3 21

Cabinet Member(s) Cllr Wendy Fredericks	Ward(s) affected: Sheringham South
--	---------------------------------------

Contact Officer, telephone number and email:
 Nicky Debbage, Housing Strategy & Delivery Manager, 01263 516027,
 nicky.debbage@north-norfolk.gov.uk

16. PROPERTY TRANSACTION - COLLECTOR'S CABIN, CROMER 209 - 218

Summary: The 'Collectors Cabin' is a small thatched former commercial property fronting onto the sunken gardens in North Lodge Park. As previously agreed with Members the premises have been on the market to let since earlier this year and terms have now been agreed with an experienced business couple who will invest in the premises to create an ice cream parlour with outside tables and chairs.

Options considered:

The vacant property asset has been marketed and proposals have been received and these are detailed within the report. A previous option to demolish the premises has now been shelved.

Conclusions: Of the two firm offers received and detailed in the report Proposal 2 is deemed to be the best option given that the financial offer is higher than Proposal 1

Recommendations: 1) Approve Proposal 2
 2) That should there be any further negotiations to the lease proposals, to

delegate to the S151 Officer in consultation with the Portfolio Holder and Assistant Director of Finance, Assets & legal

Reasons for Recommendation: The recommendation is being made as it will provide the best use of the site and would meet the Council's obligation to secure best financial value.

Cabinet Member(s)	Ward(s) affected
Cllr Seward	Cromer Town Suffield Park

Contact Officer, telephone number and email: Neil Turvey 01263 516124 neil.turvey@north-norfolk.gov.uk

17. DEED FOR UNDERLETTING

219 - 224

Summary: The Council leases office accommodation to a tenant that is seeking to under let part of the building and grounds. The lease includes a provision that allows this subject to the Council providing consent.

Options considered: Not applicable

Conclusions: A tenant is seeking to underlet part of the office accommodation it occupies, which it is entitled to do under the term of the lease. The tenant requires the Councils written consent which cannot be unreasonably withheld or delayed.

Subject to satisfactory due diligence including an independent valuation to assess the rent terms, it is intended to appoint solicitors to give consent so that the underletting can complete 1st October 2022.

Recommendations: **To endorse the proposal as outlined in the Exempt Appendix.**

Reasons for Recommendations: To enable the building that has been refurbished and improved to be fully utilised by tenant occupiers.

Cabinet Member(s) Cllr E Seward	Ward(s) affected Holt
------------------------------------	--------------------------

Contact Officer, telephone number and email:

Neil Turvey Strategic Surveyor Tel: 01263 516124 Email:
neil.turvey@north-norfolk.gov.uk

Renata Garfoot Asset Strategy Manager Tel: 01263 516086
Renata.garfoot@north-norfolk.gov.uk

18. 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.”

19. PRIVATE BUSINESS