

# Cabinet



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Friday, 23 September 2022

A meeting of the **Cabinet** of North Norfolk District Council will be held in the Council Chamber - Council Offices on **Monday, 3 October 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](mailto: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  
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## A G E N D A

### 1. TO RECEIVE APOLOGIES FOR ABSENCE

### 2. MINUTES

1 - 12

To approve, as a correct record, the minutes of the meeting of the Cabinet held on 6<sup>th</sup> September 2022.

### 3. PUBLIC QUESTIONS AND STATEMENTS

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

### 4. 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

### 5. DECLARATIONS OF INTEREST

13 - 18

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 OVERVIEW & SCRUTINY COMMITTEE

Cabinet agreed to defer consideration of the following recommendations made at the meeting of Overview & Scrutiny Committee on 20<sup>th</sup> July until members had received a briefing on the impact of restrictions placed on second homes (scheduled for Monday 26<sup>th</sup> September):

#### RESOLVED

1. To recommend to Cabinet that NNDC supports the draft provisions of the Regeneration and Levelling Up Bill which would enable the doubling of Council Tax on second homes, alongside the Council making representations to Government seeking further legislative changes to enable the retention of increased tax revenue collected by 2nd tier authorities (District Councils).
2. To recommend to Cabinet that NNDC supports the extension of planning controls proposed in the draft provisions of the Regeneration and Levelling Up Bill, alongside the Council making representations to Government seeking further changes to request that all second and holiday homes require planning permission.
3. To recommend to Cabinet that NNDC responds positively to a call for evidence on the registration of tourist accommodation.

4. If Cabinet are not satisfied that the data provided in the report provides the necessary information required to support mitigation measures, it is recommended that consideration is given to what further investigation is required, and the resources necessary to undertake such investigations.
5. To recommend to Cabinet that consideration is given to consulting Parish and Town Councils on the impact of second homes and holiday lets, and take account of any proposed mitigation.

## 8. TACKLING EMPTY HOMES

19 - 30

- Summary:** This report sets out the scale of empty homes in the district, the Council's current approach to empty homes, assesses what other councils do in relation to empty homes and recommends options to address the issue of empty homes in North Norfolk.
- Options considered:** Details of options considered are set out in Section 6. of this report and in summary are:
- Do nothing more - continue with NNDC's current approach.
  - An additional resource to identify and monitor empty homes
  - A dedicated empty homes officer to tackle long term empty homes
  - Provide Grants or loans to owners to bring homes back into use
  - NNDC to purchase or lease empty homes.
- Conclusions:** Taking into account the costs and benefits of the options to tackle empty homes; using additional resources to better identify and monitor empty homes would be a cost-effective approach to tackling large numbers of empty homes. This approach would ensure the Council holds accurate information on empty homes, charges owners correctly and could increase revenue income for the Council.
- Recommendations:** That Cabinet agree to:
- A temporary (12-month fixed term) resource to identify, investigate and monitor empty homes (and Second / Holiday homes and de-listed properties) more proactively. The post to be funded from reserves.
- Pilot the use of Homeless Prevention Grant to pay for repairs to bring a small number of empty homes into use to provide temporary accommodation for homeless households. Funded from existing budget.
- Arrange training for existing officers on the powers

available to tackle Empty Homes. Funded from existing budget.

Reasons for Recommendations: To support use of funding from reserves to be used for an additional temporary post

## 9. ECO4-FLEX

31 - 38

Summary: ECO4-flex provides an opportunity for North Norfolk District Council to help low income households in the district access energy efficiency improvements paid for by Energy Companies. To maximise the potential benefits for residents, the Council must approve a Statement of Intent and approve eligible applicants.

Options considered:

The alternative is to not adopt a Statement of Intent. This will mean that part of the money (up to 50%) available from Energy Company Obligations cannot be spent in North Norfolk District

Conclusions: ECO4-flex will provide additional grant funding to help low-income households living in homes with poor energy efficiency to benefit from energy efficiency improvement measures.

Recommendations: Cabinet Resolves to:

1. Adopt a North Norfolk District Council Statement of Intent. (Appendix 2)
2. Delegate authority to approve applicants to the Council's Energy Officer.
3. Promote the Statement of Intent (Availability of Grant Funded Energy Improvement Works) to local households, energy suppliers and the installers working for the energy suppliers.

Reasons for Recommendations: Recommendations 1 and 2 will enable eligible applicants in the district to access additional grant funding for energy efficiency improvement works.

Recommendation 3 will help raise awareness of grant funding amongst eligible applicants.

### **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)*

There are no relevant Council reports. Ofgem has issued final guidance for Local Authorities <a href="#">Final ECO4 Guidance: Local Authority</a>
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Cabinet Member(s) Cllr. Wendy Fredericks	Ward(s) affected All
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Graham Connolly – Housing Strategy Manager,  
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## 10. COUNCIL TAX DISCOUNTS 2023 - 2024

39 - 60

Summary: This report sets out the proposed level of council tax discounts which shall apply to classes of dwelling for the financial year 2023-24.

Options considered: The determinations are made by the Council under sections 11A and 11B, and of the Local Government Finance Act 1992, subsequent enabling powers and Regulations made under the Act.

The recommendations take advantage of the options from the reforms included in the Local Government Finance Act 2012 as amended to incentive homes back into use and generate council tax income.

Conclusions: The legislation provides local authorities with the power to make changes to the level of council tax discount in relation to classes of property. The Council has to approve its determinations for each financial year. The calculation of the tax base for 2023/24 will be made on the assumption that the determinations recommended below will apply.

Recommendations: Recommend to Full Council that under Section 11A of the Local Government Finance Act 1992 and in accordance with the provisions of the Local Government Finance Act 2012 and other enabling powers that:

- 1) The discounts for the year 2023-24 and beyond are set at the levels indicated in the table at paragraph 2.1
- 2) The existing 100% council tax hardship discount and associated policy (see Appendix B) remains in place for 2023-24
- 3) That an exception to the levy charges

may be made by the Revenues Manager in the circumstances laid out in section 2.2 of this report

- 4) The premiums for the year 2023-24 and beyond are set at the levels indicated in the table at paragraph 2.3
- 5) A new second homes premium of 100% as detailed in paragraph 2.4 is applied from April 2024, subject to the necessary legislation.
- 6) To continue to award a local discount of 100% for eligible cases of care leavers under Section 13A of the Local Government Finance Act 1992 (as amended)
- 7) Those dwellings that are specifically identified under regulation 6 of the Council Tax (Prescribed Classes of Dwellings) (England) Regulations 2003 will retain the 50% discount as set out in paragraph 1.2 of this report.
- 8) Those dwellings described or geographically defined at Appendix A which in the reasonable opinion of the Revenues Manager are judged not to be structurally capable of occupation all year round and were built before the restrictions of seasonal usage were introduced by the Town and Country Planning Act 1947, will be entitled to a 35% discount

Reasons for Recommendations: To set appropriate council tax discounts and premiums which will apply in 2023-24 and to raise council tax revenue.

In accordance with the relevant legislation these determinations shall be published in at least one newspaper circulating in North Norfolk before the end of the period of 21 days beginning with the date of the determinations.

## 11. TRANSFER OF PUBLIC OPEN SPACE AT STALHAM

61 - 66

Summary: This report outlines a proposal to transfer public open space to Stalham Town Council to enable them to manage the site for the benefit of its community.

Options considered: The alternative option is for the Council to retain the land once adopted.

Conclusions: Officers are seeking to transfer public open

space to Stalham Town Council, along with the commuted sum paid by the developer which is to be used for the on-going maintenance of the site.

The Town Council are deemed best placed to manage this public open space for the benefit of its community.

Recommendations: It is recommended to Cabinet to approve the transfer of:

- A. public open space North of Yarmouth Road Stalham as identified on the plan in the appendix to Stalham Town Council
- B. The remaining commuted sum of approximately £170,000

Reasons for Recommendations: To approve the transfer of land and funds as a key decision.

Cabinet Member(s) Cllr E Seward	Ward(s) affected Stalham
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Contact Officer, telephone number and email:  
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## 12. FUTURE LETTING OF THE CEDARS, NORTH WALSHAM

67 - 94

Summary: The Cedars on New Road, North Walsham is currently under-going a major refurbishment as part of the HAZ scheme in partnership with Historic England (HE).

This paper outlines the letting options for both the ground and first floors of the currently vacant premises.

Options considered: Any future proposals for the adjacent outbuildings known as 'The Barns' or 'The Stables' will be the subject of a separate paper in due course.

The Cedars has been widely marketed and several lease proposals have been received and assessed.

Conclusions: The marketing has not provided an option for one single occupier to take the whole of the premises which would have been the Councils' preference.

Given the proposals we have received there are options for the ground and first floors

which are detailed in this report.  
However, given that the Council would prefer to see the building let as whole to one occupier the option remains to consider this further and to create a 'Civic Hub' based on the interest that has been received to date.

Recommendations: It is recommended to Cabinet to make a resolution:

- 1) To note the proposals received, and;
- 2) Instruct officers to investigate an alternative delivery model that meets the Councils' asset management aspirations and provides the continued community services, and;
- 3) Continue discussions with parties forming the combined option in Proposals 1, 3 and 4, and;
- 4) Note that this would form the basis of a future report.

### **13. 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."

### **14. PRIVATE BUSINESS**