

Cabinet



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Friday, 25 November 2022

A meeting of the **Cabinet** of North Norfolk District Council will be held in the Council Chamber - Council Offices on **Monday, 5 December 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-WyEzq>

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

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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 - 8

To approve, as a correct record, the minutes of the meeting of the Cabinet held on 7th November 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

9 - 14

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

To consider any recommendations referred to the Cabinet by the Overview & Scrutiny Committee for consideration by the Cabinet in accordance within the Overview and Scrutiny Procedure Rules

8. FEES AND CHARGES 2023 - 2024

15 - 52

Summary: This report recommends the fees and charges for the financial year 2023-24 that will come into effect from 1st April 2023.

Options considered: Alternatives for the individual service fees and charges now being proposed will have been considered as part of the process in arriving at the fees presented within the report.

Conclusions: The fees and charges as recommended have been used to inform the income budgets for the 2023/24 budget.

Recommendations: **That Cabinet agree and recommend to Full Council:**
a) The fees and charges from 1 April 2023

as included in Appendix A.
b) That Delegated Authority be given to the Section 151 Officer, in consultation with the Portfolio Holder for Finance and relevant Heads of Service, to agree those fees and charges not included within Appendix A as required as outlined within the report

Reasons for Recommendations: To approve the fees and charges as set out in the report that will have been used to support the 2023/24 budget process.

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)

Current fees and charges

Cabinet Member(s) Cllr E Seward	Ward(s) affected: All
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Contact Officer, telephone number and email:
 James Moore, 01263 516430, James.Moore@north-norfolk.gov.uk

9. TREASURY MANAGEMENT HALF YEAR REPORT

53 - 68

Summary: This report provides mid-year information to Members on treasury activity

Options considered: This report is for information purposes.

Conclusions: This report provides mid-year information to Members on treasury activity.

Recommendations: **To recommend that Full Council approves the Treasury Management Half Yearly Update**

Reasons for Recommendations: To comply with Local government requirements on reporting treasury activity regularly.

Cabinet Member(s) Cllr Eric Seward	Ward(s) affected N/A
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Contact Officer, telephone number and email:
 James Moore, 01263 516430, james.moore@north-norfolk.gov.uk

Summary:	<p>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 second quarter of 2022/23, and the actions being taken to address these issues and proposes any further action needed.</p>
Options considered:	<p>Options considering action regarding performance are presented separately, issue by issue, to the appropriate Council Committee where committee approval is required.</p>
Conclusions:	<p>Overall good progress has continued to have been made over the second 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 is particularly the case given that the quarter covers the months of July and August when the District accommodates many thousands of tourist visitors placing demands on many of the Council's public-facing discretionary services and many staff take annual leave.</p> <p>Two exceptions have been the introduction of new waste and recycling collection rounds which initially saw quite high numbers of missed collections and related pressures on the Customer Contact Centre and increased telephony response times.</p>
Recommendations:	<p>That Cabinet resolves to note this report and endorses the actions being taken by Corporate Leadership Team detailed in Appendix A – Managing Performance.</p> <p>That Cabinet asks for further information or action where they consider it necessary regarding performance as outlined in Appendix A.</p>
Reasons for Recommendations:	<p>To ensure the objectives of the Council are achieved.</p>

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)

None

Cabinet Member(s) Cllr Tim Adams	Ward(s) affected All
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Contact Officer, telephone number and email: Steve Blatch, Chief Executive

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

Tel:- 01263 516232

11. NORTH NORFOLK DISTRICT COUNCIL COST OF LIVING SUMMIT AND POSSIBLE FUTURE ACTIONS 119 - 130

Summary: North Norfolk District Council hosted a Cost of Living Summit on 3 November 2022. The event was well attended by statutory and voluntary and charitable organisations operating in the district and by local representatives. The event was positively received and feedback has been good. A cost of living survey targeted at residents, undertaken immediately preceding the event, received 966 responses over the course of a week. The report considers what further action can be taken by the Council and partners to support residents of the district to manage the impacts of the Cost of Living Crisis.

Options considered: The report identifies some further actions that could be taken by the Council and partners addressing issues raised at the summit.

Conclusions: The Cost of Living Summit identified further actions that could be taken by the Council and partners to support residents of the district to manage the impacts of the Cost of Living crisis.

Recommendations: **To consider the further actions identified and decide which of these the Council would like to develop further.**

Reasons for Recommendations: To act upon the findings of the Cost of Living Summit and support residents of the district to manage the impacts of the Cost of Living Crisis.

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)

*The Cost of Living Summit presentation pack.
The Cost of Living Summit was a hybrid event with the majority present in person and some attending remotely via Zoom. The event was recorded through Zoom.*

Cabinet Member(s)	Ward(s) affected – all
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Contact Officer, telephone number and email:
Karen Hill, Assistant Director of People Services, 01263 516183,
karen.hill@north-norfolk.gov.uk

12. COMMUNITY ENGAGEMENT STRATEGY

131 - 168

Summary:

Customer Focus is one of the Council’s six priorities in the Corporate Plan with stronger Community Engagement being identified in the Corporate Delivery Plan as being key to putting customers at the heart of all that the Council does and to improve access to services.

The Community Engagement Strategy sets out a high- level approach to meeting the statement above. It has been developed from what was considered best practice across a range of Community Engagement Strategies.

The intent of the Strategy is to provide an understanding of what is meant by engagement, a consistent, agreed corporate approach to how engagement is undertaken, and the outcomes used to inform policies, strategies, procedures, service delivery and working with partner organisations.

This report seeks Cabinet approval of the Community Engagement Strategy (appendix A).

Options considered:

1. To adopt the Strategy and action plan.
2. To not adopt the Strategy and continue undertaking community engagement on an as and when basis.

Recommendations: That Cabinet approve the Community Engagement Strategy.

That Cabinet agree the content of the Action Plan.

Reasons for Recommendations: To clearly support the Customer Focus element of the Corporate Plan and Corporate Delivery Plan and to set a high-level framework which ensures that engagement is undertaken in a consistent and effective manner; to ensure that people feel well informed about local issues, have opportunities to get involved, influence local decision making, shape their area and allow us to continue to improve services they receive.

The action plan identifies activities which support the transition of the Strategy into delivery of engagement.

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)

None

Cabinet Member (s) Lucy Shires, Virginia Gay	Ward(s) affected All
Contact Officer, telephone number and email: Steve Hems, Director for Communities 01263 516182 steve.hems@north-norfolk.gov.uk	
Karen Hill, Assistant Director People Services 01263 518183 karen.hill@north-norfolk.gov.uk	

13. NORTH WALSHAM MARKET PLACE IMPROVEMENT SCHEME

169 - 176

Summary: The North Walsham High Street Heritage Action Zone (NWHSHAZ) includes measures to enhance the public realm and improve accessibility within North Walsham town centre. This scheme was based on concepts developed in 2018/19 and budget estimates submitted for funding to two separate external funds in 2020. This report seeks additional finance to complete the implementation of the scheme to the standard anticipated.

The scheme is part of a programme of measures that will make very significant

improvements to the attractiveness and accessibility of North Walsham town centre and its historic assets, thereby improving town centre vitality and the viability of local businesses. Phase one, the creation of a new amenity garden at the gateway to St Nicholas's Church, is virtually complete and the Market Place/King's Arms St. improvement works are continuing apace, with the programme projecting completion in March 2023. In addition, a new bus interchange has been developed at New Road, which enabled through traffic in the Market Place to be reduced and for congestion and pollution caused by idling busses to be resolved.

Options considered:

The fixed budget for the project (with substantial external funding), in the face of inflationary pressures since the scheme was conceived in 2020, has meant that the scheme has had to be tailored to fit. Further funding is therefore required in order to complete the improvements to the satisfaction of the Council and local stakeholders – in effect achieving more than the current budget allows.

Alternative options would be:

- to complete a reduced scheme within the existing budget – this would not capitalise fully on the opportunity that exists to transform the town centre;
- to implement the project within the existing budget and to bid for further external funds (at a later date) to implement additional works - as above but also, the likely delay and uncertainty would inevitably incur additional costs of remobilising and further inflation.

Conclusions:

The jointly funded (Government and Local Authority) place-making scheme will be enormously beneficial and the opportunity exists to capitalise on the effort but that will require additional budget. Due to cost increases, the scope of the scheme has been amended but with additional budget, greater outcomes can be achieved. It is therefore proposed that additional financial resources are made available from the Business Rates Retention Reserve (which currently holds circa £600,000 within the overall balance. This

was the share of the distributed surplus from the pooling arrangement in 2019/20 and which was agreed should be set aside for regeneration projects such as this) in order to complete the proposed Market Place scheme and to undertake improvements to ancillary areas.

Recommendations: **To recommend to Full Council that £400,000 be allocated from the Business Rates Retention Reserve for the completion of the NWSHAZ place-making scheme.**

Reasons for Recommendations: This recommendation is made in order to deliver the additional town centre improvements as part of the HSHAZ place-making scheme.

Cabinet Member(s) Cllr Richard Kershaw Cllr Eric Seward	Ward(s) affected All North Walsham wards
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Contact Officer, telephone number and email:
Robert Young; 01263 516162; robert.young@north-norfolk.gov.uk

14. GO-GO DISCOVER MAMMOTH SCULPTURE (LUMI) LOCATION

177 - 180

Summary: Following the successful conclusion of the Go-Go Discover Sculpture Trail, as lead sponsor for the countywide trail, NNDC retains ownership of two sculptures: 'Margaret's Mammoth' at West Runton Deep History (DHC) discovery point; and 'Lumi', which was temporarily placed at the DHC discovery point at Cart Gap. Margaret's Mammoth will be retained permanently at West Runton. This paper provides options and a recommendation for the final location of the climate change-themed Mammoth sculpture, Lumi.

Options considered:

A number of options have been considered, from donating the sculpture back to Break for auction, leaving the sculpture in its trail location at Cart Gap and relocating to a new site which meets the practical and logistical requirements of the sculpture and takes account of financial considerations.

Conclusions: After considering practical, financial and logistical matters (size, weight, maintenance and health and safety etc.) – including the benefit it will bring to North Norfolk – the

preferred option is donation to Sheringham Museum.

- Recommendations: **That:**
- 1. Lumi be donated to Sheringham Museum to display as part of its climate change and Deep History Coast collection;**
 - 2. Delegation to finalise the arrangements is given to the Assistant Director for Sustainable Growth in consultation with the portfolio holder for Leisure, Wellbeing and Culture.**

Reasons for Recommendations: The sculpture would be a welcome and relevant addition to the Museum's collection, strengthening local links to the Deep History Coast. The museum is also able to offer a safe and secure location to display the sculpture and ensure its long-term maintenance.

Cabinet Member(s) Cllr Virginia Gay	Ward(s) affected Sheringham North
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Contact Officer, telephone number and email:
Robert Young - 01263 516162, Robert.Young@north-norfolk.gov.uk

15. SUPPORT FOR UK100 AND ADEPT ENVIRONMENTAL INITIATIVES 181 - 184

Summary: The NZSAP board recommends that the council joins the UK100 network to share knowledge and collaborate on environmental issues. This requires a change to the wording of the environmental charter to reinforce our commitment to the wider district to assist decarbonisation.

: In addition, the board recommends supporting the ADEPT Blueprint to accelerate climate action and green recovery at the local level by the portfolio holder for Environmental Services, Climate Change and Environment signing an online petition.

The change in wording to the environmental charter requires Cabinet approval and a formal record of support for these initiatives by Cabinet is sought.

- Recommendations: **To support:**
- **Making the suggested changes to the Environmental Charter**
 - **Joining the UK100 network**
 - **The portfolio holder for Environmental Services, Climate Change and Environment in signing the online form showing support for ADEPT a Blueprint for accelerating climate action and a green recovery at the local level.**

Reasons for Recommendations: To access assistance from and show support for initiatives to help the Council meet its Net Zero targets.

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)

None

Cabinet Member(s) Cllr Nigel Lloyd	Ward(s) affected All
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Contact Officer: Kate Rawlings kate.rawlings@north-norfolk.gov.uk

16. EXCLUSION OF PRESS AND PUBLIC

To pass the following resolution:

- a. 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 3 of Part I of Schedule 12A (as amended) to the Act.”
- b. That the public interest in maintaining the exemption outweighs the public interest in disclosure for the following reasons:

Agenda Item Number	Paragraph of Part 1 Schedule 12A
18	3

Information relating to the financial or business affairs of any particular person (including the authority holding that information). The appended report contains commercially confidential information.

17. PRIVATE BUSINESS

18. FORMER SHANNOCKS HOTEL SITE, SHERINGHAM

185 - 220

Summary: This report informs Cabinet that following demolition of the former Shannoeks Hotel in Spring 2021, works on the site have stalled and not progressed further as proposed within the agreement made between the Council and the site owner, Huddies Limited.

Options considered: Given the prominence of the site on Sheringham Seafront and public interest in the site's re-development it is recommended that the District Council now seeks to implement the Compulsory Purchase Order as previously agreed in respect of the development site so as to bring about its future redevelopment.

1. Pursue the CPO process by serving a General Vesting Document to take ownership of the site as the owner has failed to commence works to provide a new building on the site before 23 November 2022.

2. Demur from enforcing the terms of the CPO on commencement trigger (23 November 2022), deferring action until a subsequently agreed deadline, leaving the owner to continue with its own development plans to complete on agreed deadline. The risk being that without pressure from the Council, these works will not be progressed at all. This may result in the site remaining empty and blighting the Sheringham Conservation Area.

3. Demur from enforcing the terms of the CPO in its totality, leaving the owner to continue with its own development plans at its own pace, with the risk that without pressure from the Council, these will not be progressed at all. This may result in the site remaining empty and blighting the Sheringham Conservation Area and reputational harm to the Council in not following through with any action.

Conclusions: The owner has completed phase 1 of the agreed works by demolishing the former Shannoeks Hotel building by June 2021. Beyond this, notwithstanding consistent

pressure on the owner by the Council for a number of months, redevelopment of the Shannoeks site remains stalled. The owners have stated that they are making their best efforts to start re-development of the site. However, progress has historically been either at a slow pace or non-existent. The owner has repeatedly asked to extend the agreed project start dates, whilst providing no practical evidence of being ready to commence redevelopment.

The Compulsory Purchase Order obtained by the Council is in place and supported by a completed agreement with the owners, which sets out a timetable for their re-development of the site to proceed. Having completed demolition of the long-term vacant building by June 2021 the next key date by which redevelopment works should have commenced was the 23rd November 2022, with the agreement stating that the project should be completed by June 2023.

The November 2022 date has now passed with no works to commence re-development of the site being started. Officers remain concerned that the owner will not develop the Shannoeks site in accordance with the timetable outlined in the agreement, and are mindful of public concern over the continual delays in the progression of this high profile scheme at the centre of Sheringham seafront.

The actions of the Council in seeking a Compulsory Purchase Order for the Shannoeks Hotel were agreed by Cabinet as a means of committing the owner to projected deadlines. A line was drawn by the Cabinet decision in 2019 when supporting the CPO. The Council engaged in this formal process to ensure development of the site would be completed to a known deadline. Although the former hotel building has been demolished, no further works to redevelop the site has commenced over the past 18 months such that it is felt that the Council now needs to implement the CPO process to acquire the site to secure its redevelopment.

Cabinet is recommended:-

Recommendations:

1. To confirm support for the serving of the General Vesting Document to take ownership of the site as soon as possible

2. Recommend to Full Council that it approves the addition of a capital budget of the valuation cost as set out at section 6 of the confidential appended report, and an additional £10,000 to cover the costs associated with the purchase of the property to be financed by the use of capital receipts, use of reserves and borrowing if required.

Reasons for
Recommendations:

To secure timely redevelopment of the site, in accordance with the previously agreed Compulsory Purchase Order process, and the decision of the public inquiry to confirm the Order.

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)

<i>Valuation report October 2022</i>

Cabinet Member(s)	Ward(s) affected Sheringham North
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Contact Officer, telephone number and email:
Phillip Rowson, 01263 516135