

# Council



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19 April 2022

A meeting of the **Council** of North Norfolk District Council will be held in the Council Chamber - Council Offices on **Wednesday, 27 April 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](mailto: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

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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## A G E N D A

### 1. APOLOGIES FOR ABSENCE

To receive apologies for absence, if any.

### 2. MINUTES

1 - 58

To confirm the minutes of the meetings of the Council held on 9<sup>th</sup> February and 23<sup>rd</sup> February 2022.

### 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

59 - 64

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. CHAIRMAN'S COMMUNICATIONS

To receive the Chairman's communications, if any.

### 6. LEADER'S ANNOUNCEMENTS

To receive any announcements from the Leader.

### 7. PUBLIC QUESTIONS AND STATEMENTS

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

### 8. PORTFOLIO REPORTS

65 - 104

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)***

The following question for the Portfolio Holder for Leisure, Cllr Gay, has been submitted in advance by Cllr J Rest:

*'Can we be advised on the predicted running costs that will be incurred at the REEF Leisure centre, due to excessive rising fuel costs - as reported on Sky news 10/04/22 by Jane Nickerson of Swim England's governing body, Jane Nickerson.*

*In addition, please can the following information be provided:*

- Details of any terms stated in the contract to cover this.*
- Details of any subsidy that NNDC will be required pay to cover this increase in costs.*
- Details of any provisions that 'Everyone Active' has in place for such an eventuality.*

Cabinet members (listed alphabetically)

Cllr T Adams (Leader / Executive Support)  
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

**9. QUESTIONS RECEIVED FROM MEMBERS**

A question has been submitted by Cllr J Rest. As this relates to a Cabinet / Executive function, it will be dealt with under 'Portfolio Reports'

**10. OPPOSITION BUSINESS**

**Please note that the total time allotted for this item is 30 minutes – as set out in the Constitution, Chapter 2, paragraph 3.7(d)**

The following item of Opposition Business has been received, proposed by Cllr G Mancini Boyle, seconded by Cllr T FitzPatrick:

**Opposition Business Motion – Norwich Western Link**

'North Norfolk District Council pledges its full support for the construction of the Norwich Western Link dual carriageway which will deliver the following benefits for North Norfolk:

- Reduce ambulance response times for the whole of North Norfolk.
- Boost North Norfolk's economy and support its businesses.
- Enable speedier access from North Norfolk to the A11 by reducing through traffic around Norwich.
- Lead to a reduction in CO2 and other greenhouse gas emissions from vehicles.
- Improve road safety and take traffic off unsuitable roads.

This Council therefore resolves to request the Leader of North Norfolk District Council to write to the Leader of Norfolk County Council reaffirming its fullest support for the Norwich Western Link.'

**11. NOTICE(S) OF MOTION**

None Received.

**12. 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.”

**13. PRIVATE BUSINESS**

## COUNCIL

**Minutes of the meeting of the Council held on Wednesday, 9 February 2022 in the Council Chamber - Council Offices at 6.00 pm**

<b>Members Present:</b>	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	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
	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
	Mr A Yiasimi	

**Also in attendance:**

The Chief Executive, the Director for Resources, the Director for Communities, the Assistant Director for Resources, the Democratic Services Manager, The Democratic Services & Governance Officer

### **118 APOLOGIES FOR ABSENCE**

Apologies had been received from Cllr P Bevan Jones, Cllr W Fredericks, Cllr S Penfold and Cllr E Withington

### **119 MINUTES**

The minutes of the meeting held on 17 November 2021 were agreed as a correct record and signed by the Chairman.

### **120 ITEMS OF URGENT BUSINESS**

None received.

### **121 TO RECEIVE DECLARATIONS OF INTERESTS FROM MEMBERS**

Cllr T Adams declared a non-pecuniary interest in Agenda Item 21 – Notices of Motion – ‘Motion for the Ocean’. He said that he was a member of Eastern Inshore Fisheries & Conservation Authority (IFCA)

Cllr T FitzPatrick declared a non-pecuniary interest in the same item, as Chairman of Eastern IFCA.

## **122 PUBLIC QUESTIONS AND STATEMENTS**

There were two public speakers for Agenda item 18: Community Governance Reviews.

The Chairman advised members that item 18 would be taken after agenda item 11, to accommodate the public speakers. He invited them to address members.

Mr B Watkin, Chairman of Sculthorpe Parish Council, said that he wanted to speak about the proposed boundary change for Sculthorpe. He acknowledged that the proposals would make 'mapping' of the village tidier but said he did not believe that this should over-ride the concerns of the parishioners. He said that himself and the Vice-Chairman of the parish council had visited 72 of the affected properties and received feedback from 37 that were occupied at the time that they did not wish the changes to proceed. He said that the overall feeling from the wider village was that if the people affected did not want the boundary to change then it should not go ahead. He said that Sculthorpe Parish Council would therefore request that the changes were not progressed.

Mr T Walters, Vice-Chairman of the Parish Council, said that he wanted to add the issue of financial concerns to the reasons for the proposed changes not progressing. He said that the rise in the cost of living meant that many people were having to choose between heating and eating. If the boundary changed, the properties affected would fall within the Fakenham boundary and their council tax would increase. In addition, there would be fewer properties in Sculthorpe, reducing the income from the precept for the village. He added that this was a repeat of the scenario several years ago when the same matter was considered. It was rejected then and should be rejected now.

## **123 SIGNING OF THE ARMED FORCES COVENANT**

Cllr J Toye, Member Champion for the Armed Forces, introduced this item. He explained that the Council had signed the Armed Forces Covenant in 2012. The covenant addressed the disadvantages that the armed forces may experience compared to other citizens and to recognise the sacrifices made. As a former member of the military, Cllr Toye said that when he returned to civilian life, there had been no support in place regarding housing provision and employment. The covenant was aimed at addressing these issues and recognised the needs of ex-military personnel and their families. He concluded by saying that the signing of the new pledge committed the Council to achieving three stages – bronze, silver and gold to support the new Armed Forces Duty of Due Regard legislation and indicated the Council's renewed commitment to the armed forces.

The Chairman then invited the Leader, Cllr S Butikofer to sign the pledge on behalf of the Council. Cllr Butikofer said that she was pleased to be continuing the commitment to the covenant and it was particularly pertinent at the current time. Both her father and first husband had worked for NATO and everyone owed a huge debt to the armed forces.

## **124 CHAIRMAN'S COMMUNICATIONS**

The Chairman welcomed the new member for Stalham, Cllr M Taylor to the Council.

He then provided members with an update on civic events that he had attended:

1<sup>st</sup> October 2021 – Mayor of Kings Lynn charity ball at Sandringham  
6<sup>th</sup> October 2021 – Chairman's civic reception, Fakenham Racecourse, £1200 raised for the Chairman's nominated charities.  
21<sup>st</sup> October 2021 – Trafalgar Day supper, Kings Lynn Town Hall  
24<sup>th</sup> November 2021 – Thursford Christmas Spectacular

## **125 LEADER'S ANNOUNCEMENTS**

The Leader, Cllr S Butikofer, began by referring to the Government's 'Levelling Up' White Paper. She said that it focussed on county deals and as it currently stood would create division between urban areas and rural areas. Whilst many of the key ambitions set out in the white paper were laudable, there was little detail regarding how the objectives would be achieved, particularly how they would be resourced. There was also scant information regarding the impact at community level. She said that more must be done regarding better education and transport links in rural areas. She said that she hoped to see more detail in the rural proofing document that was due in the Spring.

Cllr Butikofer went on to say that the County Council was leading negotiations on these deals. Because of shared concerns around this approach, Norfolk's District leaders had worked closely together to ensure that there was a District representative at Westminster. It was important that there was engagement, understanding and collaboration.

Cllr Butikofer then spoke about her resignation as Leader. She said that it had not been an easy decision to take. The last 3.5 years had not been planned for, yet despite the significant challenges posed by the pandemic, the Administration had worked hard and managed to achieve a lot. She outlined some of the key achievements including the provision of new temporary accommodation, new business units at North Walsham, the completion of the Reef Leisure centre in Sheringham, the freezing of council tax in 2020 and the declaration of a climate emergency in 2019. She said that working collaboratively was key to delivering at district level – regardless of political party and she hoped to see a change in the tone and style of debate in the Chamber in the future.

Cllr Butikofer concluded by saying that she had always done what she believed to be in the best interests of the District. She thanked the Chief Executive, the Director of Communities and the Corporate PA team for their support. She then thanked Cabinet and Cllr Seward, Deputy Leader, who had been particularly supportive and she thanked him for his steadiness throughout her tenure as Leader.

## **126 RESIGNATION OF THE LEADER OF THE COUNCIL AND ELECTION OF A NEW LEADER**

The Chairman introduced this item. He said that following the announcement by the Leader of her intention to resign, members now needed to accept her resignation and to elect a new Leader of the Council.

It was proposed by Cllr L Shires, seconded by Cllr J Toye and

### **RESOLVED**

To note and accept the resignation of the Leader

The Chairman then invited nominations for the election of a Leader.

Cllr S Butikofer nominated Cllr T Adams. She said that he had represented the people of Cromer, first as a town councillor and then as Mayor. He had subsequently been elected as a County Councillor and a District Councillor and set up 'Cromer Cares' during the pandemic. His outstanding experience of community leadership meant that he would make an excellent leader for the District Council.

There being no other nominations, it was proposed by Cllr S Butikofer, seconded by Cllr R Kershaw and

## **RESOLVED**

To elect Cllr T Adams as Leader of the Council

10 members voted against the proposal.

The Chairman then invited Cllr Adams to speak. He said that he had no changes to make to Cabinet appointments. He thanked Cllr Butikofer for her commitment and hard work as Leader. He said that he would take her legacy forwards and was inspired to continue her hard work.

Cllr C Cushing, Leader of the Opposition, said that being Leader of the Council was a major job regardless of political background and to have undertaken the role for 3.5 years was worthy of praise from all councillors. He went on to say that regardless of the political differences between them, Cllr Butikofer had always undertaken the role with passion and dignity. He said that on a personal basis, following his election in 2019, she had always treated him with courtesy and he thanked her on behalf of the Conservative Group for her support.

Cllr J Rest, Leader of the Independent Group, thanked Cllr Butikofer on behalf of his group for all her support.

The Chairman then presented Cllr Butikofer with some flowers on behalf of the members and staff.

## **127 REVIEW OF POLITICAL BALANCE AND ALLOCATION OF SEATS TO COMMITTEES, SUB-COMMITTEES, WORKING PARTIES AND PANELS**

The Chairman introduced this item. He explained that following a change to the membership of the political groups at the Council, there was a requirement 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. He informed members that the Group Leaders had agreed to the proposals set out in the report.

It was proposed by Cllr T Adams, seconded by Cllr E Seward and

## **RESOLVED**

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.

## **128 APPOINTMENTS TO COMMITTEES, SUB-COMMITTEES, WORKING PARTIES & PANELS**

None received.

## **129 COMMUNITY GOVERNANCE REVIEWS**

This agenda item was brought forward to accommodate the two public speakers who were in attendance.

Cllr N Housden sought clarification regarding the reference to warding in context of the Raynhams (section 2.4 of the report). The Chief Executive replied that there were approximately 200 homes on the former RAF West Raynham site (known as the Kiptons). About 50 houses were in the Raynham parish and others fell within Helhoughton Parish. To support the building of community identity, it was proposed that they should join the Raynham Parish. It was felt that the number of electors was too low to facilitate the establishment of a new parish. It was therefore proposed that the parish of Raynham was 'warded' with two distinct areas, covering existing ward of South, East and West Raynham and then another separate ward for the Kiptons. He added that this was not without precedent. The Runtons, Walsingham and Ryburgh. It was therefore suggested that this model was consulted upon to meet the needs of residents going forward.

Cllr T FitzPatrick referred to page 134 of the agenda. He said that the reference to himself as the county member but in this instance he was acting in his role as District member for Sculthorpe. He asked that the record was corrected to reflect this.

Cllr A Fitch-Tillett said that she wanted to thank the Council on behalf of the residents of Northrepps for listening to their concerns and adapting the recommendation accordingly.

Cllr T FitzPatrick said that having heard the two public speakers regarding the proposals for Sculthorpe and the fact that the report mentioned that the majority of residents in Sculthorpe did not support the proposals, he wished to propose that the proposals relating to Sculthorpe parish as set out in Appendix 2 of the report, were deleted. Cllr G Mancini-Boyle seconded the proposal.

The Chief Executive explained that the community governance reviews were undertaken following the District Council's boundary review in 2016/17 – which came into effect in May 2019. The new warding arrangements had led to a number of minor administrative anomalies identified with some parish boundaries and they were acknowledged and accepted at the Full Council meeting in July 2021. There were then a number of proposals which involved a larger number of residential properties in a smaller number of locations – including the boundary between Fakenham North and South and the parish of Sculthorpe. The properties affected, on Sandy Lane fell within the boundary of the Fakenham west bypass and it was felt that these properties were well connected and closer to Fakenham. In addition, the local plan consultation identified two areas for further development and it was proposed that these new properties fell within the Fakenham boundary and that the boundary line should be re-drawn in line with the Fakenham west bypass.

The amendment, having been duly proposed and seconded was then put to the vote and supported with 30 votes in favour, 2 against and one abstention.

The substantive motion was then proposed by Cllr J Toye, seconded by Cllr P Heinink and it was

## **RESOLVED**

To approve the community governance reviews as amended.

Two members voted against the recommendations.

### **130 CREATION OF TWO SEPARATE LICENSING COMMITTEES**

The Chairman asked the Monitoring Officer to introduce the report. She explained that the Council currently had one licensing committee to carry out the functions relating to the Licensing Act 2003 and the Gambling Act as well as additional matters relating to public protection matters (including taxi licences, zoos etc). She said that these additional matters were governed by the rules and procedures set out in the Local Government Act 1972. The existing committee had established a sub-committee to carry out its functions relating to all aspects of the licensing regime. It was therefore proposed that two separate licensing committees were established to reflect the differing legal requirements and each committee would then establish a sub-committee to carry out its functions. This would ensure that there was a clear demarcation between the legal requirements, ensuring that the Council's customers were dealt with fairly and transparently whilst also protecting the Council from any challenge.

The Monitoring Officer said that two separate committees could be created with the same membership. They must be separately constituted but could comprise the same individual members. The first of these committees would be known as the Licensing Committee (Premises and Gambling) and would deal with matters relating to the Licensing Act 2003 and the Gambling Act 2005. The second committee would deal with all other licensing matters and would be known as the Licensing Regulatory Committee.

Cllr G Hayman queried whether it was a sufficient safeguard against challenge to have the same members on both committees. He said that it would be preferable to have two committees with separate memberships.

The following amendment was proposed by Cllr Hayman and seconded by Cllr V FitzPatrick:

'That two licensing committees should be created with separate members on each'.

When put to the vote, the amendment was not supported.

The Chairman then asked members to vote on the original, substantive motion.

It was proposed by Cllr T Adams, seconded by Cllr N Lloyd and

## **RESOLVED**

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.

## **131 PORTFOLIO REPORTS**

The Chairman asked Cabinet members if they wished to provide a verbal update to their written reports.

Cllr A Fitch-Tillett updated members regarding the crack in the car park at Trimmingham, which had been caused by storm Corrie. An initial estimate for repair was £15k.

Cllr G Hayman commented that there was no written report for the Leader. He sought confirmation that questions could be put to the Leader during this session. The Chairman confirmed that this was the case.

Cllr V Gay informed members that one of her portfolio holder reports was missing. An updated version had been sent to all members before the meeting.

Cllr G Hayman asked why no member of the existing Cabinet had put themselves forward for the position of Leader. He questioned the reason for this. He added that people should have the opportunity to set out ‘their stall’ as to why they wanted to be Leader. He then asked if the new Leader, Cllr Adam, if he would take the opportunity to apologise publicly for the procurement process for the capability review which had taken place under the former Leader. The Chief Executive replied that the matter was yet to be reported on by the External Auditor to the Council’s Governance, Risk & Audit Committee and any questions relating to this issue could be raised at the meeting of that committee. Cllr Adams said that there had been an election within the Liberal Democrat Group for the nomination for the role of Leader and that any member could put themselves forward if they wished. He said that the current Cabinet was comprised of experienced members and they were well placed to deal with the significant challenges that the Council would be dealing with in the coming months. He concluded by saying that he did not believe that he had anything to apologise for.

Cllr C Cushing congratulated Cllr Adams on his election to the role of Leader. He said he hoped to have a constructive working relationship. He said that Cllr Adams had inherited a Cabinet that had failed to produce any significant amount of income or cost savings for the Council and he asked how he intended to address this. Cllr Adams replied said that he would focus on maintaining dialogue with local

businesses. He said that he would be spending time on the ground across the District. He acknowledged that there was lots to do as the Council emerged into the recovery from the pandemic.

Cllr T FitzPatrick referred to Cllr Fredericks report and the section on homelessness and rough sleeping. He said that it referred to December 2022 and requested that it was changed to 2021. He then asked about the 3 rough sleepers that were refusing assistance. He sought information on the underlying reasons for this and what was being done to try and address them. Cllr Fredericks (Portfolio Holder for Housing) was not at the meeting and Cllr Adams responded on her behalf. He said that a member of staff was fully engaged with the people concerned and that there was a range of reasons, including mental health issues. He assured Cllr FitzPatrick that there was regular contact with them. Cllr FitzPatrick replied that he would still like the details of the underlying problems and what was being done to address them.

Cllr E Vardy asked Cllr L Shires, Portfolio Holder for Organisational Resources, about call handling figures. He referred to the average call waiting time of 1 minute, 33 seconds and that this was within the Administration's target of 2 minutes, 30 seconds. He asked for the longest wait time recorded and details of how many calls were abandoned due to delays in answering and whether these were a key performance indicator (KPI). He said that any failure to take abandoned calls into account would skew the statistics and it was important that they were included in future updates to Full Council. Cllr Shires referred Cllr Vardy to the Council's performance management database, InPhase. She said that all members had full access to the information on this system and she would ensure that the information requested would be made available shortly. Regarding abandonment times, she said there were ongoing discussions around the level of detail to include but this work was almost complete and ready to share. She thanked Cllr Vardy for drawing attention to the improved call answering times and said that because of this, the Customer Services team had taken on housing benefit calls too. Cllr Vardy repeated his request that figures on abandoned calls were included in Cllr Shires portfolio report to Council.

Cllr E Spagnola said that she wished to put a question to Cllr Fredericks about the number of people on the housing waiting list. She referred to the current figure of 2627 with less than 10% being housed. She asked when this was likely to improve. Cllr E Seward replied on Cllr Fredericks behalf. He said that the figures were very worrying and many years ago social housing had been much more available. He said that in terms of private developers providing affordable housing as part of larger market housing schemes, they were limited on viability grounds as to what they could do. Ultimately there needed to be more public investment and this needed changes to the national financial framework and changes to legislation so that housing associations could build public housing again. He said this was desperately needed in North Norfolk where house prices far outstripped average earnings. The best way to level up was to ensure that people had security of housing.

Cllr N Pearce asked Cllr N Lloyd, Portfolio Holder for Environment, about the tree planting scheme. He said that the figures suggested that 65k trees still needed to be planted to meet the target of 110,000 and he asked how this would be achieved. Cllr Lloyd replied that things had moved on in recent weeks and as of 8<sup>th</sup> February, 30,921 trees had been planted this season. This meant that by the end of March 2022, 60,900 trees would have been planted. He felt that the target was still achievable and the Council was already engaging with a lot of interested parties ahead of the next planting season. Cllr Lloyd added that hedgerows played an important part in sustaining biodiversity and several miles had been planted in

Trunch.

Cllr G Mancini-Boyle referred to Cllr Lloyd's portfolio holder report and the section on reminder emails being issued to over 2000 households where there was no record of payment for garden bins. He asked how this had happened, why it had taken so long and how much officer time had been spent on this. Cllr Lloyd said that he had inherited this from the previous administration. The records needed 'sanitising' and over 4000 people had been contacted now, generating considerable revenue for the Council. He said that no additional staffing had been taken on for this work.

Cllr A Brown referred to page 74 and Cllr J Toye's report. He said that he wanted to commend officers for the introduction of the web-based interactive reporting for enforcement matters. He asked whether the number of live cases (currently 305) was reducing and whether there was a strategy in place to reduce them further. Cllr Toye replied that they had already reduced further to 220. He added that the Enforcement Plan would be published soon but was confident that the strategy was working.

## **132 RECOMMENDATIONS FROM CABINET 29 NOVEMBER 2021**

### **1. Public Convenience Investment Programme**

Cllr E Seward, Portfolio Holder for Assets introduced the recommendation. He said that the Overview & Scrutiny Committee had formed a panel to look at the strategy going forwards. He said that officers were aware of the time pressures regarding the Sheringham and North Walsham schemes and work on costs had already begun.

Cllr E Vardy referred to the public conveniences in the town of Holt in his ward. He said that residents were very unhappy about the lack of investment there and requested that consideration should be given to including Holt in any future programme. He reminded members that Holt was a key tourist town and generated a significant amount of income from car parking. Cllr Seward replied that within the strategy it was proposed that all of the main towns would have up to date toilets, including changing places facilities. He said that challenges around funding for changing places was proving difficult to obtain. Cllr Vardy said that he felt this answer was not sufficient given the amount of income that the town generated. Cllr Seward referred Cllr Vardy to the Scrutiny Panel and said that he could raise his concerns there as part of their remit was to consider priorities.

Cllr T FitzPatrick referred to the village of Walsingham in his ward. He said that it was a very popular destination for pilgrims with between 300- 400k a year visiting. At present there was just one inadequate public toilet. He added with the District becoming an increasingly population staycation destination, many holiday homes were at full capacity and the needs of the whole District must be considered regarding the provision of public conveniences. Cllr Seward replied that the Scrutiny Panel would consider the needs of Holt and Walsingham as part of their assessment.

Cllr P Grove-Jones said that she welcomed the review and that her own local town of Stalham needed to have its public conveniences assessed. She added that the Council had one of the highest number of public conveniences in the country. Annually, maintenance of the 38 toilets was approximately £700k per annum.

Cllr Seward said that between 2010 – 2019 over 600 public toilets had been closed across the country and the Council was bucking the trend by maintaining and

improving facilities.

Cllr Hayman asked whether improved signage could be provided as this would help reduce the misuse of other areas. Cllr Grove-Jones said that the County Council had charged £300 for the provision of a sign in Stalham.

It was proposed by Cllr E Seward, seconded by Cllr E Spagnola and

**RESOLVED**

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

It was proposed by Cllr E Seward, seconded by Cllr E Spagnola and

**RESOLVED**

To approve the Treasury Management Half-Year Update 2021-2022

**133 RECOMMENDATIONS FROM THE OVERVIEW & SCRUTINY COMMITTEE 12 JANUARY 2022**

Cllr N Dixon, Chairman of the Overview & Scrutiny Committee, said that there was one recommendation from the meeting on 12<sup>th</sup> January regarding the Net Zero Strategy. He understood that this would be coming to the next meeting of Full Council for adoption and would update members at that time.

**134 RECOMMENDATIONS FROM GOVERNANCE, RISK & AUDIT COMMITTEE 07 DECEMBER 2021**

The Chairman of the Governance, Risk & Audit Committee, Cllr J Rest, asked the Director for Resources to introduce this item.

The Director for Resources explained that the recommendation was to accept Public Sector Appointments' invitation to opt in to the sector-led option for the appointment of external auditors to principal local government and police bodies for 5 financial years from 1 April 2023. BY participating in the national collective scheme, it was believed that the Council would gain from economy of scale, reducing costs and increasing the opportunity to secure the appointment of a qualified, registered auditor.

It was proposed by Cllr J Rest, seconded by Cllr S Butikofer and

**RESOLVED**

To opt-in to the PSAA joint procurement exercise, while also providing feedback to them on how the service could be improved.

**135 DRAFT PROGRAMME OF MEETINGS 2022-2023**

The Chief Executive said that he wished to suggest an amendment to the draft

programme of meetings. He said that with District council elections being held in May 2023, it would be preferable to have no meetings of Cabinet, Overview & Scrutiny Committee and Full Council during April 2023 which was the pre-election period. It was therefore suggested that these meetings were deleted from the programme and that an additional meeting of Full Council was scheduled for 29<sup>th</sup> March 2023 to allow retiring members the opportunity to say their farewells to colleagues.

It was proposed by Cllr J Punchard, seconded by Cllr N Lloyd and

**RESOLVED**

To adopt the Programme of Meetings for 2022-2023 as amended.

**136 OPPOSITION BUSINESS**

None received.

**137 QUESTIONS RECEIVED FROM MEMBERS**

None received.

**138 NOTICE(S) OF MOTION**

The Chairman said that there were two notices of motion for debate. He then reminded members that there was a total of 30 minutes for this item.

**1. Health and Wellbeing of Coastal Communities**

Cllr V Gay, Portfolio Holder for Health & Wellbeing, introduced the motion. She said that she had been present at the Rural Partnership meeting at the end of 2021 at which the Chief Medical Officer for England presented his Annual Report entitled 'Health in Coastal Communities'. She outlined the various problems and conditions that affected the health of residents in coastal communities including an ageing population, lengthy journeys to an acute hospital, difficulties in attracting health professionals and an economy funded by low paid, seasonal work.

Cllr Gay said that the report called for a cross-government national strategy to improve the health and well-being of coastal communities and it was therefore proposed that the Council call upon the Secretary of State for Health and Social Care and the Secretary of State for the Department of Levelling Up, Housing & Community to work together to enact the recommendations arising from the Annual Report. The National Association of Local Councils (NALC) and the Coastal Forum were also supportive of this approach.

Cllr A Fitch-Tillett, in seconding the motion, said that she had been appointed to Cabinet in 2011 as the Portfolio Holder for Coast and Wellbeing and the relationship between the two sectors was absolutely key. She drew members' attention to paragraph 3 of the full motion which outlined the many challenges faced by coastal communities.

It was proposed by Cllr V Gay, seconded by Cllr A Fitch-Tillett and

**RESOLVED**

That North Norfolk District Council calls 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.

Nine members abstained.

## 2. Motion for the Ocean

Cllr A Fitch-Tillett introduced the motion. She began by saying that it complemented the Council's declaration of a climate emergency. Over the past year the lead officer of the LGA Coastal Special Interest Group (SIG) had worked with leading marine social scientists and the University of Plymouth to develop this motion. She said that this was a country-wide concern and since the motion was presented to the Coastal SIG last December, Plymouth City Council had already declared an urgent need for ocean recovery and they were followed by Falmouth Town Council and South Tyneside Council. She concluded by saying that NNDC was well on the way to achieving change. There were several Blue Flag beaches, plenty of litter bins and teams of beach cleaners and through the Council's partners the Wash and NN Marine Partnership it was hoped to commence a 'Fishing for Litter' scheme and some bins had already been installed along the coast to help fishermen. She concluded by saying that more needed to be done and asked members to support the motion.

Cllr N Lloyd seconded the motion. He said that the health of the oceans was linked directly to the North Norfolk economy and it was important that it was maintained in a healthy condition. Despite all of the efforts so far, a tipping point was being reached as the huge problem of plastic litter entering the eco-systems was escalating. He urged members to support the motion.

It was proposed by Cllr A Fitch-Tillett, seconded by Cllr N Lloyd and

### **RESOLVED**

To declare an urgent need for Ocean Recovery.

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

To pledge 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 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

Nine members abstained.

**139 EXCLUSION OF PRESS AND PUBLIC**

**140 PRIVATE BUSINESS**

The meeting ended at 7.45 pm.

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Chairman

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## **COUNCIL**

**Minutes of the meeting of the Council held on Wednesday, 23 February 2022 in the Council Chamber - Council Offices at 6.00 pm**

<b>Members Present:</b>	Mr T Adams	Ms P Bevan Jones
	Mr D Birch	Mr H Blathwayt
	Mr A Brown	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 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
	Mr M Taylor	Mr J Toye
	Mr A Varley	

**Also in attendance:**

The Chief Executive, The Section 151 Officer / Director for Resources, The Assistant Director for Resources / Monitoring Officer, the Director for Communities, the Chief Technical Accountant, the Democratic Services Manager, the Democratic Services & Governance Officer (Scrutiny)

### **141 APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs P Butikofer, S Butikofer, C Heinink, C Stockton, E Vardy and E Withington.

### **142 TO RECEIVE DECLARATIONS OF INTERESTS FROM MEMBERS**

None received.

### **143 ITEMS OF URGENT BUSINESS**

None received.

### **144 CHAIRMAN'S COMMUNICATIONS**

The Chairman said that as there had been a meeting of Full Council just two weeks ago, he did not have any announcements to make.

### **145 LEADER'S ANNOUNCEMENTS**

The Leader began by saying that it was two years since the first lockdown due to the pandemic. He said that he wanted to reflect on the achievements of the staff and their achievements during this very challenging time. Their flexibility to adapt was

demonstrated across the organisation, with many teams working harder than ever before . This was borne out by the positive feedback received from businesses and residents. Despite this extra demand on resources and capacity, staff continued to work hard towards the Corporate Plan priorities. He thanked everyone for their achievements.

He went onto say that he had been Leader for two weeks now and in that short time he had been very impressed by the enthusiasm of both members and staff for the Council and the wider district. He had met with representatives from several town councils and local businesses since becoming Leader and he intended to carry on with this approach of engagement and discussion.

He then spoke about the recent storm damage to the Council's property assets, particularly in coastal areas and thanked the Property Services team for responding so quickly.

In conclusion he said that one of his key tasks since becoming Leader was to represent the Council in countywide discussions on 'levelling up'. He was hopeful that councillors across Norfolk could find a starting consensus from which to move forwards. He said that an even bigger and more immediate challenge for residents and consequently the Council. was the rise in the cost of living. He added that he had held discussion with staff and demand on services would be monitored and any additional resources required for the voluntary sector would be assessed and provided when necessary.

#### **146 PUBLIC QUESTIONS AND STATEMENTS**

None received.

#### **147 APPOINTMENTS TO COMMITTEES, SUB-COMMITTEES, WORKING PARTIES & PANELS**

The Chairman invited the Group Leaders to inform Council of any changes to committee appointments.

Cllr T Adams, said that Cllr L Shires would be replacing Cllr P Grove-Jones on the Constitution Working Party.

He then said that Cllr V Gay wished to stand down as Chairman of the Constitution Working Party and he wished to nominate Cllr A Varley for the position of Chairman. This was seconded by Cllr V Gay, who said that it was a very important committee and she was sure that Cllr Varley would do a good job.

It was proposed by Cllr T Adams, seconded by Cllr V Gay and

#### **RESOLVED**

That Cllr A Varley be elected as Chairman of the Constitution Working Party.

Nine members voted against.

#### **148 RECOMMENDATIONS FROM CABINET 31 JANUARY 2022**

The Chairman informed Members that the recommendations would be taken in turn rather than en bloc.

a) Agenda Item 8: Net Zero Strategy & Action Plan

Cllr N Lloyd, Portfolio Holder for Environment introduced this item. He said the strategy underpinned the Council's commitment to addressing climate change. He said this was one of the most pressing problems facing humankind. It had a huge impact on everyone across the globe. He added that councils had important work to do in reducing their own carbon footprint but they also had a role to play in leading by example and taking residents on the journey with them. Cllr Lloyd went on to say that talking climate change was now a corporate activity which reflected the need for a 'whole council' approach. Cooperation was required across all service areas and departments. He spoke about the Environmental Charter which set out the Council's aspirations clearly. The Net Zero Strategy now set out the pathway to decarbonise NNDC's activities by 2030 whilst also outlining the challenges that existed for North Norfolk as a whole in tackling climate change. He said that it was an evidence based document. Overview & Scrutiny Committee had provided feedback during the development of the strategy and their recommendations had been adopted. A programme of engagement with staff and members had taken place and he thanked everyone for their involvement.

Cllr N Housden commented that it was a commendable document but it was only a strategy and he was concerned that it omitted to reference 'greenwashing'. He said that he was aware of Bahamian companies buying farms in the UK and planting spruce and fir which was obliterating indigenous wildlife. In addition, DEFRA was intending to allow parts of the country to flood to facilitate the import of food from abroad. Traditionally, agricultural land had always had a high value but it could not compete against the huge sums that such companies were willing to pay. He said that in the next 7 years, huge swathes of land lost to greenwashing and it was important that the Net Zero Strategy should reference it to create a barrier and demonstrate that it was prepared to tackle it.

Cllr N Lloyd replied that the strategy was a 'live' document and he would discuss the matter further with officers. He said that his interpretation of greenwashing was different. He saw it as talking about addressing environmental issues but not taking any action to do so. The document set out a clear strategy, was evidence based and used agreed targets to measure the Council's achievements.

Cllr Housden replied that his concern was that if nothing was done then companies could start to encroach into North Norfolk to 'greenwash' other activities that they were undertaking.

Cllr M Taylor referred to page 25 and the installation of Electric Vehicle (EV) charging points across the District. He asked why none had been installed in Stalham. Cllr Lloyd explained that the funding awarded for the scheme was based on the number of properties with no access to off-street parking or street based charge points. He said that a strategy was currently being worked on to expand the scheme and Stalham was on the list for inclusion.

Cllr G Hayman welcomed the strategy and he said that he hoped that elements of the action plan would come into effect quite quickly. He was particularly interested in how the Council intended to engage with residents and take them on the journey too. Cllr Lloyd replied that the strategy and action plan set out how the Council intended to achieve Net Zero by 2030 but there had always been a clear ambition to take residents along too. He referenced the environmental forums that had taken place and the high levels of attendance indicated the willingness to engage. He

concluded by saying that the smallest improvements made towards reducing individual carbon footprints added up to making a big difference.

It was proposed by Cllr N Lloyd, seconded by Cllr J Punchard and

**RESOLVED**

To adopt the Draft Net Zero Strategy and Action Plan and to delegate minor changes required to the final document to the Director for Place and Climate Change, in consultation with the Portfolio Holder for Environmental Services, Climate Change and the Environment

b) Agenda Item 10 – Capital Strategy 2022-2023

Cllr E Seward, Portfolio Holder for Finance & Assets, introduced this item and said that he wished to propose the recommendation as set out.

It was proposed by Cllr E Seward, seconded by Cllr T Adams and

**RESOLVED**

To approve the Capital Strategy and Prudential Indicators for 2022-2023

10 members voted against the recommendation.

c) Investment Strategy 2022-2023

Cllr E Seward, Portfolio Holder for Finance & Assets, introduced this item and said that he wished to propose the recommendation as set out.

It was proposed by Cllr E Seward, seconded by Cllr T Adams and

**RESOLVED**

To approve the Investment Strategy 2022-2023

10 members abstained.

d) Treasury Management Strategy Statement 2022-2023

Cllr E Seward, Portfolio Holder for Finance & Assets, introduced this item and said that he wished to propose the recommendation as set out.

It was proposed by Cllr E Seward, seconded by Cllr J Rest and

**RESOLVED**

To approve the Treasury Management Strategy Statement 2022-2023

10 members abstained.

e) Fees & Charges 2022-2023

Cllr E Seward, Portfolio Holder for Finance & Assets, introduced this item and said that he wished to propose the recommendation as set out.

Cllr G Mancini-Boyle drew members' attention to the second recommendation to delegate authority to the S151 Officer to agree fees and charges not included within the appendix. He asked why there was no reference in Appendix A to the proposed increase to brown bin charges. He said that at the meeting of Overview & Scrutiny Committee on 9<sup>th</sup> February, the Portfolio Holder for Finance, Cllr Seward recommended a 20% increase and he asked why such a large increase was felt acceptable during a time when many households were struggling to pay basic bills.

Cllr Seward said that he had advised that the current charge for brown bins was £48.50 and the proposed increase was to £50.00. This was not considered to be high.

The Director for Communities explained that there were two elements. The first related to direct debit payments which was as set out by Cllr Seward. For those paying by other methods, the increase was slightly higher at £2.00, and this was to pay for the cost of processing payments.

Cllr G Mancini-Boyle said that the cost for customers paying by direct debit was £58.39 and then £68.40 for those residents not paying by direct debit. However, there a further 10% increase to cover the cost of replacing the bins at some point. He said that this should not be a separate increase but should be factored into the price of the bins as they would not all need to be replaced. He felt that this was misleading and should not be dealt with under delegation. It should be set out clearly in the report.

The Director for Resources said that there were some areas where certain fees were dealt with under delegation as it was not clear at the time of setting the budget what they would be. He added that there were some fees and charges which were set under delegation as the Council was operating within a competitive market and other providers would be able to undercut the charges if they were published in the public domain. He said that this was explained in detail on page 98, section 2.3.

Cllr Mancini-Boyle commented that the authority seemed to be run by officers rather than members. Cllr Seward replied that, if at any point, he, as Portfolio Holder had felt that the proposals were unacceptable then he would have said so. Cllr Lloyd agreed, saying that officers did consult with members and that the Council operated within a competitive market for trade waste and it made no sense to publish the proposed charges in the public domain.

It was proposed by Cllr E Seward, seconded by Cllr J Punchard and

## **RESOLVED**

- a) To approve the fees and charges from 1 April 2022 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

10 members abstained.

### **f) Agenda Item 14 – Rate Relief Policy**

Cllr E Seward, Portfolio Holder for Finance & Assets, introduced this item and said that he wished to propose the recommendation as set out.

It was proposed by Cllr E Seward, seconded by Cllr T Adams and

**RESOLVED**

That the Revenues Manager has delegated authority to make decisions up to the NNDC cost value of £2k as indicated in Appendix A.

That the Revenues Manager has delegated authority to make Covid-19 Additional Relief Fund (CARF) decisions as indicated in Appendix C.

That the Rate Relief Policy is revised as indicated in Appendix A, B and C.

10 members abstained.

g) Draft Medium Term Financial Strategy (MTFS) 2023/2026

Cllr E Seward, Portfolio Holder for Finance & Assets, introduced this item and said that he wished to propose the recommendation as set out.

It was proposed by Cllr E Seward, seconded by Cllr R Kershaw and

**RESOLVED**

To approve the Medium Term Financial Strategy 2023/26

10 members abstained.

h) Agenda Item 16: Car Park Charges Review

Cllr Cushing said that he wished to propose the following amendment:

‘That the charges on standard tariff car parks remain unchanged’.

He said that the reason for this was that the coastal towns had seen the benefit of the increase in visitors in recent years, whereas inland towns had not. Cllr T FitzPatrick seconded the amendment and said that he agreed that although many visitors had gone to the coast they had not visited the District’s market towns and it was important to protect these.

Cllr T FitzPatrick requested a recorded vote.

When put to the vote the amendment was not supported. 15 members voted in favour and 19 members voted against.

Cllr G Hayman sought clarification on whether the tariffs for coastal car parks were all the same now. Cllr Seward explained that there were two tariffs – coastal and resort. Coastal was higher. He added that it was proposed that the Station Approach car park in Sheringham moved to a ‘resort’ tariff to keep it on the same footing as car parks in Cromer. Cllr Hayman replied that visitors to the coastal towns would not be aware of the different charges and said that an opportunity had been missed. He said that the charging should be at the coastal tariff in such towns and to maximise income generation. He added that car park charges should be reviewed more regularly too. Cllr Seward agreed with the last point but said that local residents also used car parks in the coastal towns and it was not fair for the burden of higher



charges to fall on them.

Cllr J Rest commented that season ticket prices were not mentioned. Cllr Seward said this was because they were staying the same.

It was proposed by Cllr E Seward, seconded by Cllr J Toye and

## **RESOLVED**

### **1. That the following pricing structure should be introduced:**

**Standard tariff car parks** - £1.20p for first two hours, 80 pence for each further hour and a day rate of £6.00. No change to 30 minute rate.

**Resort tariff car parks** - £1.50 for the first hour, £1.20p for each further hour, and a day rate of £8.50. No change to 30 minute charge.

**Coastal tariff car parks** - £1.80 per hour and a day rate of £8.50

**Holt Country Park** - £2.30 per day

**Coaches** – 24 hour stay £12, 4 hour stay - £6

### **2. That the following changes to car park designations should be made:**

Sheringham, Chequers car park moves to 'Coastal' from 'Resort' and that Sheringham, Station Road moves to 'Resort' from 'Coastal'

3. The implementation of any new pricing changes from July 2022 and instigating the Car Park order (CPO) consultation process.

4. Budgetary provision of £25k to cover implementation costs resulting from any changes.

10 members voted against the recommendations.

## **149 RECOMMENDATIONS FROM OVERVIEW & SCRUTINY COMMITTEE - 09 FEBRUARY 2022**

The Chairman of the Overview & Scrutiny Committee, Cllr N Dixon, said that there were four recommendations to Full Council and they had all been covered by the previous agenda item.

## **15 BUDGET AND COUNCIL TAX 2022-2023**

**0**

The Chairman outlined the process to Members, explaining that there would be a number of recorded votes. He then invited the Chief Financial Officer to explain the robustness of the estimates and the adequacy of the reserves, as required to do by statute.

He began by referring members to pages 179 - 184 of the agenda, which provided details of the process which had been carried out in preparing the Budget for presentation to Full Council. He explained that it also provided an analysis of the risks facing the Council in relation to the control of income and expenditure flows compared

to the budgets that were recommended for 2022/23. He referenced the recent Zero Based Budgeting (ZBB) exercise which had identified changed priorities in line with the Corporate Plan objectives.

Regarding the adequacy of the reserves, he directed Members to pages 184 – 185 of the agenda and Appendix B. He explained the reasons for holding reserves and said that when assessing the level of reserves, the Council had to take account of strategic, operational and financial risks. He said that in his opinion, the overall budgeted level of both the General Reserve and the Earmarked Reserves were considered adequate in the short term to medium term and that the Budget had been produced within a robust framework.

The Chairman then invited Cllr E Seward, Portfolio Holder for Finance and Assets to introduce the Budget for 2022 – 2023. He began by saying that he would like to thank officers for their time and support in preparing this budget. This year it included a wider range of officers who were involved in the zero based budgeting exercise which helped to ensure that the Council's expenditure was more in line with its corporate priorities.

He said that this year the Council had a balanced budget which not only maintained the services that North Norfolk District Council already provided but also allowed for growth in some of the Council's key public services. With no proposed cuts to services in North Norfolk, the Council was in a different position to many in England which, due to financial pressures, faced a further round of reducing the services they provided. It reflected the fact that the Council had strong, robustly managed finances. Cllr Seward said that this was a budget about investing in public and community services and investing in staff to bring this about. It was about striving to run services efficiently and providing value for money for council tax payers.

He then spoke about the achievements made by the Council during the current financial year, including the opening of the new Reef swimming pool and leisure centre in Sheringham which, at a cost of over £12 million, was one of the largest capital projects ever exclusively undertaken by the District Council. As a key part of the Council's Green Agenda, the Council continued to plant more trees (now over 50,000) and had been a major contributor to North Norfolk having more public electric vehicle charging points (69) than any other District Council area in the county. He said that there were long overdue improvements to beach chalets in Cromer and Sheringham and during 2021 a £4 million investment programme in new household waste collection vehicles had been completed. All this had been done without the Council having to rely on long-term borrowing to fund these programmes. Borrowing would have meant making interest payments and incurring costs. He said it illustrated how soundly the finances were being managed under the Liberal Democrat administration.

Cllr Seward then said that he would highlight some of the key improvements to our services and facilities for the coming financial year:

1. New public toilets would be opening in Fakenham and Wells to be followed by new and refurbished toilets in North Walsham and Sheringham (The Lees). This was taking place when in many areas public toilets had been closing with some Councils withdrawing altogether from this service.
2. An expected start in the Autumn of Phase 2 of the Cromer Coastal Management scheme (a £3.9 million project that with the completed phase 1 project would help safeguard 758 residential properties from coastal erosion) and the Mundesley Coastal Management Scheme (a £2.9 million project that would help safeguard 510 residential properties from coastal erosion). Thanks should also go to DEFRA and the Town and Parish Councils for their financial support.

3. Continued investment on Cromer Pier 'our Jewel in the Crown'. The new investment would improve facilities at the theatre
4. Continued investment in building up the Council's stock of temporary housing to provide quality homes to households in crisis. By the end of March, the Council would have 16 temporary housing units (most already in use) with 2 further housing units to be purchased in the coming financial year.
5. A major building programme under the Heritage Action Zone Project to improve the town centre of North Walsham. It had been extended to include a new, much needed bus interchange on part of the Council's New Rd car park and thanks should go to Norfolk County Council and North Walsham Town Council to the contributions they were making to this project.
6. The installation of LED lighting at the Cromer Office to reduce energy consumption and electricity costs.
7. Contributing £900k to infrastructure works for the Fakenham Urban Extension which in return attracted a higher rate of affordable housing in the related housing development.

These projects were all being done in a climate of supply and delivery challenges along with rising costs. For the toilets in Wells and Fakenham costs had risen 40 per cent since the original tender was approved. To try and overcome such challenges, the Council was buying up materials for projects where it could and storing them before costs rose even more. On the HAZ project in North Walsham this approach had already saved £100k and more was expected.

Cllr Seward then outlined how the budget was investing in staff to provide the services that residents needed and expected.

- Climate Change and its impact on North Norfolk. The work that the Council was doing on this was long-term and therefore, two of the key posts in the Climate Change Team were to become permanent.
- Taking enforcement action where there was a breach of planning regulations as well as the Council's ability to use the Sec 106 contributions received from developers of major projects to improve local amenities. The Planning Enforcement Team was to be strengthened and thus add to the progress already being made to reduce the number of outstanding cases. A fixed term planning post was also being created to monitor and ensure the effective use of sec 106 contributions.
- With households facing rising energy and fuel bills, the appointment of an Energy Efficiency Officer to help and support households struggling with energy bills.
- Strengthening the housing teams to provide more effective support and advice to individuals and households in housing crisis.
- Providing apprenticeships for future local governments officers. 17 people were currently completing their apprenticeships and more apprenticeships were to be offered in the new financial year.

Cllr Seward then explained that as part of the Corporate Plan, it was the Council's intention in becoming more financially sustainable by creating new income streams. Following the Government's decision to stop borrowing from the Public Works Loan Board for commercial investment, the Council had to look for alternative sources of income. He then gave some examples of a different approach:

1. Strengthening the Council's ability to successfully apply for grants from new funding initiatives to support services. This ranged from the Government, public and

community bodies and the private sector. It meant the Council could carry out projects which it would not be able to do on its own. It had already taken place with the Reef in Sheringham (external funding £1m) and the current Heritage Action Zone project in North Walsham (external funding £2.2m). It was also how the Council was able to strengthen the People's Services Teams to ensure they were best placed to take advantage of new housing and community support funding streams. Likewise, the same approach was being taken with the Economic Growth Team.

2. Organising the Council's financial resources in a way which could better accumulate funds to offer a level of match funding with other bodies (public and private) for significant capital projects. For example, the capitalisation of coastal management funds meant that the Council could build up a fund to attract through match funding, investment from other public and private bodies for schemes to protect the coastline.
3. Ensuring that the fees and charges the Council made for a range of services covered the costs of providing them.

Cllr Seward then said that the Council must also continue to strive to be more efficient in what it did. It was about identifying where money can be saved without compromising on the quality of the services the Council provided. He then gave some examples:

- a) Not wasting money on undeliverable projects that he believed was increasingly the practice of the previous administration. He referred to the Egmere Business Park project, a tennis hub in Cromer that included buying construction materials when the land on which part of the hub was to be built had not been secured and an all-weather sports pitch at North Walsham High School. All of which had run into problems.
- b) The Council had saved in the current financial year approximately £140k in bed & breakfast costs for homeless families through providing temporary housing units. This saving would rise to potentially £200k in the coming financial year.
- c) In Customers Services, savings of £72k had been achieved by no longer outsourcing revenue and benefits inquiries. Instead, the work would be done under the Council's 'One Front Door' policy.

Cllr Seward then explained that this year there had again been a one-year financial settlement from the Government as Local Government continued to wait for Government reviews into the future financing of Council services. This made financial planning for the future difficult given that 58 percent of the income the Council is to receive this year from taxpayers for its services was controlled by the Government. It was also the case that the forecast deficits for the next three financial years (£1.7m to £2.7m) were almost wholly due to the potential loss of income controlled by the Government. He went on to say that despite concerns, previous years demonstrated that forecast deficits had not, in practice, materialised. It was also the case that another financial surplus was likely to arise in the current financial year to March. Nevertheless, he said that a prudent course must be steered that took account of an uncertain financial future and a higher level of inflation than experienced for many years. That was why there were some increases in the Council's charges for certain services as well as a small increase in the amount of Council Tax that the Council charged its residents.

He then explained that a Council Tax increase of £4.95p for the financial year 22/23 for Band D domestic Council Tax properties was proposed. It was a total annual charge by the District Council for Band D rated properties of £158.67p or around £3 per week.

North Norfolk District Council had one of the lowest Council Tax rates amongst District Councils in England.

Cllr Seward explained that the District Council sent out the council tax bills. However, most of the money it collected from residents (over 90p in every pound), went elsewhere.

In conclusion, Cllr Seward said that this was a budget that invested in services for the residents of Norfolk that invested in staff to deliver those services and did so with one of the lowest District Council Tax rates in England. It met the necessary legal requirements and had been signed off by the Council's Section 151 Officer. He therefore commended the recommendations set out in the Budget and Council Tax Report 2022/23.

Cllr T Adams seconded the recommendations. He reserved his right to speak.

The Chairman invited Cllr Cushing, leader of the main opposition group, to respond. He began by thanking the Finance Team for their hard work in preparing the Budget and for briefing his group.

Cllr Cushing said that it was a very disappointing budget. It didn't address the future needs of the Council. He said that although the books would be balanced this year, the picture was not as rosy as it appeared and it was actually quite perilous when looked at closely. He drew members' attention to Appendix A and the reference to the Delivery Plan. He said that £2m had been spent on this but looking ahead there were no forecast figures. It should be acknowledged that any administration would need a corporate plan and it did not make sense that funding was not set aside for its implementation. He then spoke about the Net Zero Strategy, pointing out that there were no figures allocated to it and it was clear that the costs of implementing it would be significant. Both of these significant projects could entail substantial costs, resulting in a much higher future deficit than shown.

Cllr Cushing went onto say that for the last two Budget presentations, he had warned about impending deficits. Cllr Seward had always brushed these off, saying that he was not concerned. He said that looking at the forecast deficit now, it was likely that the Council could be in a precarious position in as little as 14 months' time. Yet nothing was being put in place to prepare for this, apart from an increase in car parking charges. He acknowledged that the delay to the Fair Funding Review caused uncertainty but said that the 'wait and see' policy of the current Administration should be a matter of serious concern. It must be recognised that the Government faced financial challenges on a scale never seen before due to the pandemic and spiralling energy costs. He said that he believed there were two ways for the Council to mitigate against future deficits – by generating income and through cost savings and efficiencies. Regarding income generation, he said that he did not advocate taking a speculative approach but there were plenty of low risk ideas that could be explored. He referred to a workshop for members on this which was held in late 2019. Many ideas had been put forward but they had not been progressed.

Regarding savings, Cllr Cushing said this should be easier. All organisations had waste and tackling it should be a standard approach to becoming more efficient. He referred back to the previous Conservative administration and said that in 2016/17 there had been money saving proposals which were now estimated to deliver £750k of savings to the Council per annum. In contrast, the current administration did not seem to have anything. He drew members' attention to the Zero Based Budgeting process which he had high hopes for and which he had hoped would produce savings. In reality, instead

of identifying ways to save money it had generated a wish list of projects with a projected spend of £2.25m. It was not clear where savings were being made.

Cllr Cushing then spoke about the capability review which he said was ill conceived and wasteful. This in turn had led to a management restructure which had created several additional roles and cost over £0.5m. In the last year, the Administration created more management and staffing roles resulting in over £1m on new roles.

He then spoke about the proposed council tax increase. He said that it was understandable that the County Council would seek to raise their share as the pressure on their budget was immense. Yet, County Council members had rejected the officers' recommendation for a raise and opted for a lower charge. He said that this was in contrast to NNDC, which had chosen to spend over £1m on new management and staffing roles. These funds alone could have been used to mitigate a council tax rise this year and next year too.

He said as Conservatives, his group wanted to help residents as much as possible and a council tax rise would not do this.

Cllr Cushing said that at the last meeting of Full Council, the previous Leader had compared the Council to an ocean going liner. He said that this was a fitting description as for the last three years it had been going round in circles and was now heading towards the rocks. The fact that no current member of Cabinet had put themselves forward for the role of Leader. This indicated that they knew the perilous position that the Council was in. He concluded by saying that the Budget was bereft of ideas to help address the funding challenges that the Council faced. He said that North Norfolk residents deserved better.

The Chairman invited Cllr Seward to respond. He began by saying that he did not know where the figure of £550k spend on additional staffing came from. The management restructure was intended to be cost neutral and as far as he was aware that was the case. Cllr Seward then said that when he became Portfolio Holder for Finance in 2018, he had inherited deficits from the previous Conservative administration.

The Chairman then invited the Leader of the Independent Group to speak. He said that at the current time, it was fair to say that there were many finance officers, Leaders and Cabinet members at a lot of local authorities across the country who would want to present a balanced budget to their members. On that point, NNDC should be congratulated. He said that the last couple of years had been extremely challenging financially. There was no 'magic wand' to deal with these issues and for this reason the Independent Group applauded some of the difficult decisions that the administration had had to take. He acknowledged that they would have liked to have seen more growth opportunities and long-term future plans presented but it was important that the Council learnt from previous mistakes. He welcomed the inclusion of some of the Independent Group's proposals in the Budget and said he was confident that his members would support it.

The Chairman invited Cllr Cushing to speak again. He clarified that the £550k questioned by Cllr Seward had come from papers presented to the Overview & Scrutiny Committee in October 2021. He concluded by reiterating that the Administration was not preparing for the future and he did not believe that enough effort was put into this and into efficiencies and savings. Any money saved could be invested in the delivery of savings.

The Chairman then opened the main debate.

Cllr J Rest referred to page 211 of the report which set out the Council Tax summary. He sought confirmation that the NNDC rose was 3.2% and the parish and town council precepts totalled a rise of 5.7%. The Chief Technical Accountant confirmed this. Cllr Rest then asked whether the figures proposed by the town and parish councils were scrutinised. The Director of Resources said that they were agreed at public meetings but that there were no restrictions imposed on third tier authorities regarding the setting of council tax precepts. He added that they were advised to stay within reasonable amounts as central government had indicated that they may impose limits in the future. Regarding reserve levels for third tier authorities, he said that they were also on the public record.

Cllr M Taylor referred to page 207 of the report and £48k for the acquisition of 7 printers, which equated to over £6000 per printer. He said that this was a huge amount of money, especially when compared to other more worthwhile projects such as the 'poverty dashboard'. He asked how this could be justified during such challenging times. The Portfolio Holder for Organisational Resources, Cllr L Shires, replied that this figure related to the replacement for all of the printers across the Council. Cllr Taylor replied that it referred to seven printers in the Print Room not across the organisation. Cllr Shires confirmed that this was the case but only if they needed to be replaced. She suggested that Cllr Taylor accompany her to look at the printers in the Print Room and she would welcome any suggestions that he may have.

Cllr V FitzPatrick reminded members that there had been a consultation with residents and businesses on the Council's budget proposals and that it was promoted on the website. He said that he had spoken with several residents in his ward and they had been sceptical that a full consultation would be undertaken. He asked for examples on how the budget was changed following the consultation process. Cllr Seward replied that one of the key responses was that people wanted the provision of services to be maintained and they also wanted value for money. Cllr FitzPatrick said that he was underwhelmed by the reply. He said no specific comments had been provided as he had requested. Value for money was not something that could be measured and he did not believe that his ward members would feel it was a sufficient response.

Cllr G Hayman asked about access to funds from the Public Works Loan Board (PWLb) and whether all lending had been curtailed or whether funding was allowed for developing land or assets owned by the Council. He referred to an 'oven-ready' plan to develop the site above the Melbourne Slope toilets in Cromer which had been explored by the previous administration but not progressed. He said that this would be a good opportunity to bring in income in a prime tourist location. He then said that the Council had no deficit because, in his view, it had achieved very little. Cllr Hayman concluded by referring to the precepts set by town and parish councils. He said that Cromer Town Council had one of the highest precepts anywhere and it provided nothing for residents. The Director for Resources replied that regarding the query for PWLB funding, access was available when a Council wanted to invest in regeneration or affordable housing. However, money could not be borrowed for commercial purposes or to generate income.

Cllr S Penfold then referred to Cllr Cushing's earlier speech. He then outlined the background to the previous administration which in his view was one of mismanagement, neglect and chaos. He talked about several failed projects and compared them to the successes of the current administration, which was one of prudence, growth and service delivery. He then outlined all of the achievements that

had occurred despite a very challenging financial situation and said that the Conservative Group may want to think about this and learn from it.

Cllr T FitzPatrick commented that just a year before the next District Council elections, the Liberal Democrats were still focussing on the previous administration. He acknowledged that there had been many challenges but reminded members that the Egmore project had been supported by the Local Enterprise Partnership (LEP) and Council officers and as a result of not investing in the project, 120 jobs had been lost from the site in the last year.

Cllr Cushing said that in reply to Cllr Penfold's comments, he wanted to remind members that nationally, the Conservatives had won the general election and locally they had taken control of the County Council and won the two recent District Council by-elections. He said that his group had increased from 6 in 2019 to 10 members now and he was confident that that this success would continue.

The Chairman then invited the Chairman of Overview & Scrutiny Committee to summarise their debate on the Budget for 2022/23. He said that the committee was satisfied that the Budget was viable and balanced. The Committee had monitored the Medium Term Financial Strategy (MTFS) over several meetings and the discussion had focussed on the projected £2m gap in future years and the significant risks on how to close it. He said that the Committee accepted that the Government's approach to providing a one year financial settlement did not help with accurate forecasting but it should be acknowledged that the Council's current financial health had benefitted from the continuation of government grant funding schemes. Cllr Dixon concluded by saying that the Overview & Scrutiny Committee had consistently called for revenue generation and efficiency based savings but to date nothing of significance had emerged. He said that the Committee had noted with concern the funding implications of the management restructure and regrading, it had also challenged how suggested increases in staff numbers would be funded and made it clear that they should not be progressed unless they were revenue generating. For these reasons, the Committee was content with the budget overall, it was concerned that there was no gap-filling, back-up plan and that some key strategic ambitions such as the Net Zero Strategy had not been fully costed and factored into forecasts. Cllr Dixon concluded by saying that storm clouds were gathering and the Administration should be cautious.

The Chairman then invited the Leader, Cllr T Adams, as seconder for the proposals, to speak. He began by saying that he was surprised to see that the main Opposition Group had not put forward any amendments and said that the Administration always welcomed proposals. He said that the suggestion that the Council was currently in a perilous financial position was just not true. It was far removed from the situation that the County Council was in. He said that residents could be confident in this Budget. It was robust and the Council was delivering on its ambitions – investing in tourism and local businesses, whilst keeping council tax low.

Cllr Seward then spoke last as the proposer of the Budget. He said that in response to Cllr Dixon's prediction of gathering storm clouds, he had no intention of being caught in the rain. He said that he was proud of the Administration's record. It had always produced a balanced budget, services had not been cut and council tax had been kept low. He maintained a steady hand on the 'tiller' and he intended to keep on doing this.

The Chairman announced that the Monitoring Officer would take a recorded vote on recommendations 1 -8:



It was proposed by Cllr E Seward, seconded by Cllr T Adams and

**RESOLVED** by 24 votes, with 10 against

That having considered the Chief Financial Officer's report on the robustness of the estimates and the adequacy of the proposed financial reserves, the following be approved:

1. The 2022/23 revenue budget as outlined at Appendix A within this report;
2. A balance of £500,000 from the Business Rates Reserve be reallocated to the Delivery Plan Reserve to support the delivery of the Council's Corporate Objectives
3. The statement of and movement on the reserves as detailed at Appendix D within this report;
4. The updated Capital Programme and financing for 2022/23 to 2024/25 (as detailed at Appendix C1 of this report
5. The new capital bids recommended for approval (as detailed within appendix C2 within this report
6. That Members note the current financial projections for the period 2023/24 to 2025/26;
7. The Policy Framework for the Earmarked Reserves and the Optimum Level of the General Reserve 2022/23 to 2025/26 (Appendix B within this report);
8. That the setting of the Local Council Tax Support Scheme (LCTS) for 2022/23 be delegated to officers, in consultation with the Portfolio holder for Finance

The Chairman reminded members that there was a slight adjustment to the calculation for the council tax. This had been circulated prior to the meeting. He invited the Section 151 Officer to outline the different elements of the Council tax recommendations. He explained that section 4.5 of the revised report set out the statutory calculations for the council tax bases. Section 4.6 gave details of the parish precepts, and section 4.7 provided details of the County Council and Norfolk Police and Crime Commissioner's precepts.

Cllr C Cushing requested a separate recorded vote for recommendations 9 and 10.

It was proposed by Cllr E Seward, seconded by Cllr T Adams and

**RESOLVED** unanimously

9. That Members undertake the Council Tax and statutory calculations set out at section 4, and set the Council Tax for 2022/23;

It was proposed by Cllr E Seward, seconded by Cllr T Adams and

**RESOLVED**

10. The demand on the Collection Fund for 2022/23 is as follows:
  - 10.1. £6,513,398 for District purposes
  - 10.2. £2,724,973 for Parish/Town Precepts;

This reflects the recommended Council Tax increase of £4.95 for the District element for an average Band D property

23 members voted in favour, 10 against, 1 abstention.

The number of dwellings in each Council Tax band taking into account the multipliers, discounts, exemptions, rate of collection and Council Tax Support:-

- a) for the whole Council area as 41,031 (Item T in the formula in Section 31B of the Local Government Finance Act 1992) being calculated by the Council, in accordance with Regulation 3 of The Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012, as its Council Tax base for the year;
- b)

PART OF THE COUNCIL'S AREA	COUNCIL TAX BASE	PART OF THE COUNCIL'S AREA	COUNCIL TAX BASE
Alby With Thwaite	98.20	Little Barningham	49.55
Aldborough and Thurgarton	238.24	Little Snoring	246.63
Antingham	118.99	Ludham	510.47
Ashmanhaugh	68.06	Matlaske	62.55
Aylmerton	214.35	Melton Constable	210.01
Baconsthorpe	83.23	Morston	58.12
Bacton	506.52	Mundesley	1,162.76
Barsham	98.99	Neatishead	236.61
Barton Turf	236.45	North Walsham	4,121.97
Beckham East/West	114.56	Northrepps	406.76
Beeston Regis	394.39	Overstrand	464.85
Binham	196.31	Paston	92.39
Blakeney	537.25	Plumstead	49.15
Bodham	167.47	Potter Heigham	410.55
Briningham	64.65	Pudding Norton	77.42
Brinton	121.35	Raynham	174.23
Briston	875.28	Roughton	337.07
Brumstead	24.53	Runton (East & West)	727.50
Catfield	328.89	Ryburgh	233.51
Cley	329.09	Salthouse	116.72
Colby	188.46	Scottow	288.44
Corpusty and Saxthorpe	282.30	Sculthorpe	277.87
Cromer	3,027.24	Sea Palling	206.78
Dilham	145.79	Sheringham	3,164.93
Dunton	53.29	Sidestrand	47.67
East Ruston	189.81	Skeyton	89.21
Edgefield	208.42	Sloley	98.50
Erpingham	257.78	Smallburgh	189.42
Fakenham	2,662.39	Southrepps	341.96
Felbrigg	79.19	Stalham	1,170.92
Felmingham	193.55	Stibbard	137.70

Field Dalling	143.91	Stiffkey	131.40
Fulmodeston	181.40	Stody	89.73
Gimingham	147.52	Suffield	58.31
Great Snoring	87.86	Sustead	90.09
Gresham	168.73	Sutton	388.58
Gunthorpe	151.87	Swafield	114.65
Hanworth	95.94	Swanton Abbott	146.37
Happisburgh	309.59	Swanton Novers	84.22
Helhoughton	150.61	Tattersett	281.41
Hempstead	77.89	Thornage	96.04
Hempton	183.11	Thorpe Market	121.69
Hickling	417.02	Thurning	33.10
High Kelling	305.94	Thursford	106.08
Hindolveston	209.02	Trimingham	132.91
Hindringham	236.96	Trunch	364.58
Holkham	81.85	Tunstead	262.63
Holt	1,850.78	Upper Sheringham	112.68
Honing	122.14	Walcott	215.97
Horning	598.50	Walsingham	364.65
Horsey	34.28	Warham	90.19
Hoveton	846.02	Wells-Next-The-Sea	1,132.90
Ingham	156.61	Westwick	28.96
Ingworth	40.29	Weybourne	335.39
Itteringham	62.06	Wickmere	56.34
Kelling	95.05	Wighton	107.31
Kettlestone	92.95	Witton	135.42
Knapton	158.39	Wiveton	83.46
Langham	214.34	Wood Norton	105.40
Lessingham	224.81	Worstead	320.06
Letheringsett With Glandford	127.80		

being the amounts calculated by the Council, in accordance with Regulation 6 of The Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012, as the amounts of its Council Tax base for the year for dwellings in those parts of its area to which special items (parish precepts) may relate.

- 4.6 That the following amounts be now **CALCULATED** by the Council for the year 2022/23 in accordance with Sections 31A to 36 of the Local Government Finance Act 1992 and the relevant regulations and directions as follows:-

- a) £58,722,584 being the aggregate of the amounts which the Council estimates for the expenditure items set out in Section 31A(2) of the Act.
- b) £40,423,142 being the aggregate of the amounts which the Council estimates for the income items set out in Section 31A(3) of the Act.

- c) £9,064,180 being the amount by which the aggregate at (a) above exceeds the aggregate at (b) above, calculated by the Council, in accordance with Section 31A(4) of the Act, as its Council Tax requirement for the year.
- d) £225.08 being the amount at (c) above divided by the amount at 4.5(a) above, calculated by the Council, in accordance with Section 31B(1) of the Act, as the basic amount of its Council Tax for the year (including Parish precepts).
- e) £2,724,873 being the aggregate amount of all special items (Parish precepts) referred to in Section 34(1) of the Act.
- f) £158.67 being the amount at (d) above less the result given by dividing the amount at (e) above by the amount at 4.5 (a) above, calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no special item (Parish precept) relates.

g)

PART OF THE COUNCIL'S AREA	COUNCIL TAX BASE	PART OF THE COUNCIL'S AREA	COUNCIL TAX BASE
Alby with Thwaite	189.21	Letheringsett with Glandford	174.31
Aldborough and Thurgarton	200.64	Little Barningham	170.93
Antingham	188.92	Little Snoring	209.35
Ashmanhaugh	220.40	Ludham	179.98
Aylmerton	193.83	Matlaske	169.06
Baconsthorpe	227.15	Melton Constable	227.76
Bacton	192.62	Mundesley	214.57
Barsham	187.46	Neatishead	195.29
Barton Turf	189.75	North Walsham	262.35
Beckham East/West	191.84	Northrepps	202.98
Beeston Regis	190.36	Overstrand	221.05
Binham	196.87	Paston	230.79
Blakeney	238.70	Plumstead	219.70
Bodham	209.42	Potter Heigham	195.20
Briningham	181.87	Pudding Norton	223.25
Brinton	191.63	Raynham	213.40
Briston	218.09	Roughton	189.07
Catfield	195.15	Runton (East & West)	179.28
Cley	202.55	Ryburgh	217.55
Colby	243.74	Salthouse	204.93

Corpusty and Saxthorpe	221.44	Scottow	203.74
Cromer	255.61	Sculthorpe	192.56
Dilham	192.96	Sea Palling	225.92
East Ruston	191.59	Sheringham	265.67
Edgefield	190.45	Sidestrand	190.13
Erpingham	204.29	Skeyton	171.49
Fakenham	243.51	Sloley	199.50
Felbrigg	200.34	Smallburgh	188.86
Felmingham	168.22	Southrepps	208.38
Field Dalling	201.52	Stalham	308.12
Fulmodeston	202.18	Stibbard	201.97
Gimingham	212.89	Stiffkey	211.97
Great Snoring	226.96	Stody	211.60
Gresham	204.30	Suffield	184.39
Gunthorpe	178.42	Sustead	188.97
Hanworth	184.72	Sutton	199.84
Happisburgh	173.10	Swafield	206.64
Helhoughton	194.98	Swanton Abbott	203.07
Hempstead	202.06	Swanton Novers	262.45
Hempton	246.04	Tattersett	170.01
Hickling	180.87	Thornage	189.90
High Kelling	181.12	Thorpe Market	207.97
Hindolveston	219.66	Thursford	200.14
Hindringham	192.85	Trimingham	237.53
Holkham	201.43	Trunch	219.45
Holt	238.29	Tunstead	188.37
Honing	176.68	Upper Sheringham	203.76
Horning	191.82	Walcott	198.18
Horsey	182.88	Walsingham	227.22
Hoveton	229.25	Warham	225.19
Ingham	175.27	Wells-next-the-Sea	229.28
Ingworth	228.91	Weybourne	214.48
Itteringham	200.56	Wickmere	220.79
Kelling	201.04	Wighton	198.27
Kettlestone	200.62	Witton	185.55
Knapton	199.39	Wiveton	206.59
Langham	207.26	Wood Norton	187.47
Lessingham	176.77	Worstead	185.83

being the amounts given by adding to the amount at 4.6(f) above to the amounts of the special item or items relating to dwellings in those parts of the Council's area mentioned above divided in each case by the amount at 4.5(b) above, calculated by the Council, in accordance with Section 34(3) of the Act, as the

basic amounts of its Council Tax for the year for dwellings in those parts of its area to which one or more special items relate.

h)

PART OF THE COUNCIL'S AREA	VALUATION BANDS							
	A	B	C	D	E	F	G	H
Alby with Thwaite	126.1	147.1	168.1	189.2	231.2	273.3	315.3	378.4
Aldborough and Thurgarton	133.7	156.0	178.3	200.6	245.2	289.8	334.4	401.2
Antingham	125.9	146.9	167.9	188.9	230.9	272.8	314.8	377.8
Ashmanhaugh	146.9	171.4	195.9	220.4	269.3	318.3	367.3	440.8
Aylmerton	129.2	150.7	172.2	193.8	236.9	279.9	323.0	387.6
Baconsthorpe	151.4	176.6	201.9	227.1	277.6	328.1	378.5	454.3
Bacton	128.4	149.8	171.2	192.6	235.4	278.2	321.0	385.2
Barsham	124.9	145.8	166.6	187.4	229.1	270.7	312.4	374.9
Barton Turf	126.5	147.5	168.6	189.7	231.9	274.0	316.2	379.5
Beckham East/West	127.8	149.2	170.5	191.8	234.4	277.1	319.7	383.6
Beeston Regis	126.9	148.0	169.2	190.3	232.6	274.9	317.2	380.7
Binham	131.2	153.1	174.9	196.8	240.6	284.3	328.1	393.7
Blakeney	159.1	185.6	212.1	238.7	291.7	344.7	397.8	477.4
Bodham	139.6	162.8	186.1	209.4	255.9	302.5	349.0	418.8
Briningham	121.2	141.4	161.6	181.8	222.2	262.7	303.1	363.7
Brinton	127.7	149.0	170.3	191.6	234.2	276.8	319.3	383.2
Briston	145.3	169.6	193.8	218.0	266.5	315.0	363.4	436.1
Catfield	130.1	151.7	173.4	195.1	238.5	281.8	325.2	390.3
Cley	135.0	157.5	180.0	202.5	247.5	292.5	337.5	405.1
Colby	162.4	189.5	216.6	243.7	297.9	352.0	406.2	487.4
Corpusty and Saxthorpe	147.6	172.2	196.8	221.4	270.6	319.8	369.0	442.8
Cromer	170.4	198.8	227.2	255.6	312.4	369.2	426.0	511.2
Dilham	128.6	150.0	171.5	192.9	235.8	278.7	321.6	385.9
East Ruston	127.7	149.0	170.3	191.5	234.1	276.7	319.3	383.1
Edgefield	126.9	148.1	169.2	190.4	232.7	275.1	317.4	380.9

Erpingham	136.1	158.8	181.5	204.2	249.6	295.0	340.4	408.5
Fakenham	162.3	189.4	216.4	243.5	297.6	351.7	405.8	487.0
Felbrigg	133.5	155.8	178.0	200.3	244.8	289.3	333.9	400.6
Felmingham	112.1	130.8	149.5	168.2	205.6	242.9	280.3	336.4
Field Dalling	134.3	156.7	179.1	201.5	246.3	291.0	335.8	403.0
Fulmodeston	134.7	157.2	179.7	202.1	247.1	292.0	336.9	404.3
Gimingham	141.9	165.5	189.2	212.8	260.2	307.5	354.8	425.7
Great Snoring	151.3	176.5	201.7	226.9	277.3	327.8	378.2	453.9
Gresham	136.2	158.9	181.6	204.3	249.7	295.1	340.5	408.6
Gunthorpe	118.9	138.7	158.5	178.4	218.0	257.7	297.3	356.8
Hanworth	123.1	143.6	164.2	184.7	225.7	266.8	307.8	369.4
Happisburgh	115.4	134.6	153.8	173.1	211.5	250.0	288.5	346.2
Helhoughton	129.9	151.6	173.3	194.9	238.3	281.6	324.9	389.9
Hempstead	134.7	157.1	179.6	202.0	246.9	291.8	336.7	404.1
Hempton	164.0	191.3	218.7	246.0	300.7	355.4	410.0	492.0
Hickling	120.5	140.6	160.7	180.8	221.0	261.2	301.4	361.7
High Kelling	120.7	140.8	161.0	181.1	221.3	261.6	301.8	362.2
Hindolveston	146.4	170.8	195.2	219.6	268.4	317.2	366.1	439.3
Hindringham	128.5	149.9	171.4	192.8	235.7	278.5	321.4	385.7
Holkham	134.2	156.6	179.0	201.4	246.1	290.9	335.7	402.8
Holt	158.8	185.3	211.8	238.2	291.2	344.2	397.1	476.5
Honing	117.7	137.4	157.0	176.6	215.9	255.2	294.4	353.3
Horning	127.8	149.1	170.5	191.8	234.4	277.0	319.7	383.6
Horsey	121.9	142.2	162.5	182.8	223.5	264.1	304.8	365.7
Hoveton	152.8	178.3	203.7	229.2	280.1	331.1	382.0	458.5
Ingham	116.8	136.3	155.7	175.2	214.2	253.1	292.1	350.5
Ingworth	152.6	178.0	203.4	228.9	279.7	330.6	381.5	457.8
Itteringham	133.7	155.9	178.2	200.5	245.1	289.7	334.2	401.1
Kelling	134.0	156.3	178.7	201.0	245.7	290.4	335.0	402.0

Kettlestone	133.7	156.0	178.3	200.6	245.2	289.7	334.3	401.2
Knapton	132.9	155.0	177.2	199.3	243.7	288.0	332.3	398.7
Langham	138.1	161.2	184.2	207.2	253.3	299.3	345.4	414.5
Lessingham	117.8	137.4	157.1	176.7	216.0	255.3	294.6	353.5
Letheringsett with Glandford	116.2	135.5	154.9	174.3	213.0	251.7	290.5	348.6
Little Barningham	113.9	132.9	151.9	170.9	208.9	246.9	284.8	341.8
Little Snoring	139.5	162.8	186.0	209.3	255.8	302.3	348.9	418.7
Ludham	119.9	139.9	159.9	179.9	219.9	259.9	299.9	359.9
Matlaske	112.7	131.4	150.2	169.0	206.6	244.2	281.7	338.1
Melton Constable	151.8	177.1	202.4	227.7	278.3	328.9	379.6	455.5
Mundesley	143.0	166.8	190.7	214.5	262.2	309.9	357.6	429.1
Neatishead	130.1	151.8	173.5	195.2	238.6	282.0	325.4	390.5
North Walsham	174.9	204.0	233.2	262.3	320.6	378.9	437.2	524.7
Northrepps	135.3	157.8	180.4	202.9	248.0	293.2	338.3	405.9
Overstrand	147.3	171.9	196.4	221.0	270.1	319.3	368.4	442.1
Paston	153.8	179.5	205.1	230.7	282.0	333.3	384.6	461.5
Plumstead	146.4	170.8	195.2	219.7	268.5	317.3	366.1	439.4
Potter Heigham	130.1	151.8	173.5	195.2	238.5	281.9	325.3	390.4
Pudding Norton	148.8	173.6	198.4	223.2	272.8	322.4	372.0	446.5
Raynham	142.2	165.9	189.6	213.4	260.8	308.2	355.6	426.8
Roughton	126.0	147.0	168.0	189.0	231.0	273.1	315.1	378.1
Runton	119.5	139.4	159.3	179.2	219.1	258.9	298.8	358.5
Ryburgh	145.0	169.2	193.3	217.5	265.8	314.2	362.5	435.1
Salthouse	136.6	159.3	182.1	204.9	250.4	296.0	341.5	409.8
Scottow	135.8	158.4	181.1	203.7	249.0	294.2	339.5	407.4
Sculthorpe	128.3	149.7	171.1	192.5	235.3	278.1	320.9	385.1
Sea Palling	150.6	175.7	200.8	225.9	276.1	326.3	376.5	451.8
Sheringham	177.1	206.6	236.1	265.6	324.7	383.7	442.7	531.3
Sidestrand	126.7	147.8	169.0	190.1	232.3	274.6	316.8	380.2



Skeyton	114.3	133.3	152.4	171.4	209.6	247.7	285.8	342.9
Sloley	133.0	155.1	177.3	199.5	243.8	288.1	332.5	399.0
Smallburgh	125.9	146.8	167.8	188.8	230.8	272.8	314.7	377.7
Southrepps	138.9	162.0	185.2	208.3	254.6	300.9	347.3	416.7
Stalham	205.4	239.6	273.8	308.1	376.5	445.0	513.5	616.2
Stibbard	134.6	157.0	179.5	201.9	246.8	291.7	336.6	403.9
Stiffkey	141.3	164.8	188.4	211.9	259.0	306.1	353.2	423.9
Stody	141.0	164.5	188.0	211.6	258.6	305.6	352.6	423.2
Suffield	122.9	143.4	163.9	184.3	225.3	266.3	307.3	368.7
Sustead	125.9	146.9	167.9	188.9	230.9	272.9	314.9	377.9
Sutton	133.2	155.4	177.6	199.8	244.2	288.6	333.0	399.6
Swafield	137.7	160.7	183.6	206.6	252.5	298.4	344.4	413.2
Swanton Abbott	135.3	157.9	180.5	203.0	248.2	293.3	338.4	406.1
Swanton Novers	174.9	204.1	233.2	262.4	320.7	379.1	437.4	524.9
Tattersett	113.3	132.2	151.1	170.0	207.8	245.5	283.3	340.0
Thornage	126.6	147.7	168.8	189.9	232.1	274.3	316.5	379.8
Thorpe Market	138.6	161.7	184.8	207.9	254.1	300.4	346.6	415.9
Thursford	133.4	155.6	177.9	200.1	244.6	289.1	333.5	400.2
Trimingham	158.3	184.7	211.1	237.5	290.3	343.1	395.8	475.0
Trunch	146.3	170.6	195.0	219.4	268.2	316.9	365.7	438.9
Tunstead	125.5	146.5	167.4	188.3	230.2	272.0	313.9	376.7
Upper Sheringham	135.8	158.4	181.1	203.7	249.0	294.3	339.6	407.5
Walcott	132.1	154.1	176.1	198.1	242.2	286.2	330.3	396.3
Walsingham	151.4	176.7	201.9	227.2	277.7	328.2	378.7	454.4
Warham	150.1	175.1	200.1	225.1	275.2	325.2	375.3	450.3
Wells-next-the- Sea	152.8	178.3	203.8	229.2	280.2	331.1	382.1	458.5
Weybourne	142.9	166.8	190.6	214.4	262.1	309.8	357.4	428.9
Wickmere	147.1	171.7	196.2	220.7	269.8	318.9	367.9	441.5
Wighton	132.1	154.2	176.2	198.2	242.3	286.3	330.4	396.5

Witton	123.7	144.3	164.9	185.5	226.7	268.0	309.2	371.1
Wiveton	137.7	160.6	183.6	206.5	252.5	298.4	344.3	413.1
Wood Norton	124.9	145.8	166.6	187.4	229.1	270.7	312.4	374.9
Worstead	123.8	144.5	165.1	185.8	227.1	268.4	309.7	371.6
All Other Parts of the Council's Area	105.7	123.4	141.0	158.6	193.9	229.1	264.4	317.3

being the amounts given by multiplying (as appropriate) the amounts at 4.6(f) or 4.6(g) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation Band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.

- 4.7 That it be **NOTED** that for the year 2022/23 the Norfolk County Council and the Office of the Police & Crime Commissioner for Norfolk have stated the following amounts in precepts issued to the Council, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of dwellings shown below:-

	VALUATION BANDS							
	A	B	C	D	E	F	G	H
Norfolk County Council	1011.30	1179.8	1348.4	1516.9	1854.0	2191.1	2528.2	3033.9
Norfolk Police and Crime Commissioner	192.00	224.00	256.00	288.00	352.00	416.00	480.00	576.00

- 4.8 That, having calculated the aggregate in each case of the amounts at 4.6(h) and 4.7 above, the Council, in accordance with Section 30 and 36 of the Local Government Finance Act 1992, **HEREBY SETS** the following amounts as the amounts of Council Tax for the year 2022/23 for each of the categories of dwellings shown below:-

PART OF THE COUNCIL'S AREA	VALUATION BANDS							
	A	B	C	D	E	F	G	H
Alby with Thwaite	1,329.44	1,551	1,772	1,994	2,437	2,880	3,323	3,988
Aldborough and Thurgarton	1,337	1,559	1,782	2,005	2,451	2,896	3,342	4,011

Antingham	1,329	1,550	1,772	1,993	2,436	2,880	3,323	3,987
Ashmanhaugh	1,350	1,575	1,800	2,025	2,475	2,925	3,375	4,050
Aylmerton	1,332	1,554	1,776	1,998	2,442	2,887	3,331	3,997
Baconsthorpe	1,354	1,580	1,806	2,032	2,483	2,935	3,386	4,064
Bacton	1,331	1,553	1,775	1,997	2,441	2,885	3,329	3,995
Barsham	1,328	1,549	1,771	1,992	2,435	2,877	3,320	3,984
Barton Turf	1,329	1,551	1,773	1,994	2,437	2,881	3,324	3,989
Beckham East/West	1,331	1,553	1,774	1,996	2,440	2,884	3,327	3,993
Beeston Regis	1,330	1,551	1,773	1,995	2,438	2,882	3,325	3,990
Binham	1,334	1,556	1,779	2,001	2,446	2,891	3,336	4,003
Blakeney	1,362	1,589	1,816	2,043	2,497	2,951	3,406	4,087
Bodham	1,342	1,566	1,790	2,014	2,462	2,909	3,357	4,028
Briningham	1,324	1,545	1,766	1,986	2,428	2,869	3,311	3,973
Brinton	1,331	1,552	1,774	1,996	2,440	2,883	3,327	3,993
Briston	1,348	1,573	1,798	2,023	2,472	2,922	3,371	4,046

Catfield	1,333	1,555	1,777	2,000	2,444	2,889	3,333	4,000
Cley	1,338	1,561	1,784	2,007	2,453	2,899	3,345	4,015
Colby	1,365	1,593	1,821	2,048	2,503	2,959	3,414	4,097
Corpusty and Saxthorpe	1,350	1,576	1,801	2,026	2,476	2,927	3,377	4,052
Cromer	1,373	1,602	1,831	2,060	2,518	2,976	3,434	4,121
Dilham	1,331	1,553	1,775	1,997	2,441	2,885	3,329	3,995
East Ruston	1,331	1,552	1,774	1,996	2,440	2,883	3,327	3,993
Edgefield	1,330	1,551	1,773	1,995	2,438	2,882	3,325	3,990
Erpingham	1,339	1,562	1,785	2,009	2,455	2,902	3,348	4,018
Fakenham	1,365	1,593	1,820	2,048	2,503	2,958	3,414	4,096
Felbrigg	1,336	1,559	1,782	2,005	2,450	2,896	3,342	4,010
Felmingham	1,315	1,534	1,753	1,973	2,411	2,850	3,288	3,946
Field Dalling	1,337	1,560	1,783	2,006	2,452	2,898	3,344	4,012
Fulmodeston	1,338	1,561	1,784	2,007	2,453	2,899	3,345	4,014
Gimingham	1,345	1,569	1,793	2,017	2,466	2,914	3,363	4,035

Great Snoring	1,354	1,580	1,806	2,031	2,483	2,934	3,386	4,063
Gresham	1,339	1,562	1,786	2,009	2,455	2,902	3,348	4,018
Gunthorpe	1,322	1,542	1,762	1,983	2,424	2,864	3,305	3,966
Hanworth	1,326	1,547	1,768	1,989	2,431	2,873	3,316	3,979
Happisburgh	1,318	1,538	1,758	1,978	2,417	2,857	3,296	3,956
Helhoughton	1,333	1,555	1,777	1,999	2,444	2,888	3,333	3,999
Hempstead	1,338	1,561	1,784	2,007	2,453	2,899	3,345	4,014
Hempton	1,367	1,595	1,823	2,050	2,506	2,962	3,418	4,101
Hickling	1,323	1,544	1,765	1,985	2,427	2,868	3,309	3,971
High Kelling	1,324	1,544	1,765	1,986	2,427	2,868	3,310	3,972
Hindolveston	1,349	1,574	1,799	2,024	2,474	2,924	3,374	4,049
Hindringham	1,331	1,553	1,775	1,997	2,441	2,885	3,329	3,995
Holkham	1,337	1,560	1,783	2,006	2,452	2,898	3,343	4,012
Holt	1,362	1,589	1,816	2,043	2,497	2,951	3,405	4,086

Honing	1,321	1,541	1,761	1,981	2,421	2,862	3,302	3,963
Horning	1,331	1,553	1,774	1,996	2,440	2,884	3,327	3,993
Horsey	1,325	1,546	1,766	1,987	2,429	2,871	3,313	3,975
Hoveton	1,356	1,582	1,808	2,034	2,486	2,938	3,390	4,068
Ingham	1,320	1,540	1,760	1,980	2,420	2,860	3,300	3,960
Ingworth	1,355	1,581	1,807	2,033	2,485	2,937	3,389	4,067
Itteringham	1,337	1,559	1,782	2,005	2,451	2,896	3,342	4,011
Kelling	1,337	1,560	1,783	2,005	2,451	2,897	3,343	4,011
Kettlestone	1,337	1,559	1,782	2,005	2,451	2,896	3,342	4,011
Knapton	1,336	1,558	1,781	2,004	2,449	2,895	3,340	4,008
Langham	1,341	1,565	1,788	2,012	2,459	2,906	3,353	4,024
Lessingham	1,321	1,541	1,761	1,981	2,422	2,862	3,302	3,963
Letheringsett with Glandford	1,319	1,539	1,759	1,979	2,419	2,858	3,298	3,958
Little Barningham	1,317	1,536	1,756	1,975	2,414	2,854	3,293	3,951

Little Snoring	1,342	1,566	1,790	2,014	2,461	2,909	3,357	4,028
Ludham	1,323	1,543	1,764	1,984	2,426	2,867	3,308	3,969
Matlaske	1,316	1,535	1,754	1,974	2,412	2,851	3,290	3,948
Melton Constable	1,355	1,580	1,806	2,032	2,484	2,936	3,387	4,065
Mundesley	1,346	1,570	1,795	2,019	2,468	2,917	3,365	4,039
Neatishead	1,333	1,555	1,777	2,000	2,444	2,889	3,333	4,000
North Walsham	1,378	1,607	1,837	2,067	2,526	2,986	3,445	4,134
Northrepps	1,338	1,561	1,784	2,007	2,454	2,900	3,346	4,015
Overstrand	1,350	1,575	1,800	2,026	2,476	2,926	3,376	4,052
Paston	1,357	1,583	1,809	2,035	2,488	2,940	3,392	4,071
Plumstead	1,349	1,574	1,799	2,024	2,474	2,924	3,374	4,049
Potter Heigham	1,333	1,555	1,777	2,000	2,444	2,889	3,333	4,000
Pudding Norton	1,352	1,577	1,802	2,028	2,478	2,929	3,380	4,056
Raynham	1,345	1,569	1,794	2,018	2,466	2,915	3,363	4,036

Roughton	1,329	1,550	1,772	1,994	2,437	2,880	3,323	3,988
Runton	1,322	1,543	1,763	1,984	2,425	2,866	3,307	3,968
Ryburgh	1,348	1,573	1,797	2,022	2,471	2,921	3,370	4,045
Salthouse	1,339	1,563	1,786	2,009	2,456	2,903	3,349	4,019
Scottow	1,339	1,562	1,785	2,008	2,455	2,901	3,347	4,017
Sculthorpe	1,331	1,553	1,775	1,997	2,441	2,885	3,329	3,995
Sea Palling	1,353	1,579	1,805	2,030	2,482	2,933	3,384	4,061
Sheringham	1,380	1,610	1,840	2,070	2,530	2,990	3,451	4,141
Sidestrand	1,330	1,551	1,773	1,995	2,438	2,881	3,325	3,990
Skeyton	1,317	1,537	1,756	1,976	2,415	2,854	3,294	3,952
Sloley	1,336	1,559	1,781	2,004	2,449	2,895	3,340	4,008
Smallburgh	1,329	1,550	1,772	1,993	2,436	2,879	3,323	3,987
Southrepps	1,342	1,565	1,789	2,013	2,460	2,908	3,355	4,026
Stalham	1,408	1,643	1,878	2,113	2,582	3,052	3,521	4,226



Stibbard	1,337	1,560	1,783	2,006	2,452	2,898	3,344	4,013
Stiffkey	1,344	1,568	1,792	2,016	2,465	2,913	3,361	4,033
Stody	1,344	1,568	1,792	2,016	2,464	2,912	3,360	4,033
Suffield	1,326	1,547	1,768	1,989	2,431	2,873	3,315	3,978
Sustead	1,329	1,550	1,772	1,993	2,437	2,880	3,323	3,987
Sutton	1,336	1,559	1,782	2,004	2,450	2,895	3,341	4,009
Swafield	1,341	1,564	1,788	2,011	2,458	2,905	3,352	4,023
Swanton Abbott	1,338	1,561	1,784	2,008	2,454	2,900	3,346	4,016
Swanton Novers	1,378	1,607	1,837	2,067	2,526	2,986	3,445	4,134
Tattersett	1,316	1,536	1,755	1,974	2,413	2,852	3,291	3,949
Thornage	1,329	1,551	1,773	1,994	2,438	2,881	3,324	3,989
Thorpe Market	1,341	1,565	1,789	2,012	2,460	2,907	3,354	4,025
Thursford	1,336	1,559	1,782	2,005	2,450	2,896	3,341	4,010
Trimingham	1,361	1,588	1,815	2,042	2,496	2,950	3,404	4,084

Trunch	1,349	1,574	1,799	2,024	2,474	2,924	3,374	4,048
Tunstead	1,328	1,550	1,771	1,993	2,436	2,879	3,322	3,986
Upper Sheringham	1,339	1,562	1,785	2,008	2,455	2,901	3,347	4,017
Walcott	1,335	1,557	1,780	2,003	2,448	2,893	3,338	4,006
Walsingham	1,354	1,580	1,806	2,032	2,483	2,935	3,386	4,064
Warham	1,353	1,579	1,804	2,030	2,481	2,932	3,383	4,060
Wells-next-the-Sea	1,356	1,582	1,808	2,034	2,486	2,938	3,390	4,068
Weybourne	1,346	1,570	1,795	2,019	2,468	2,916	3,365	4,038
Wickmere	1,350	1,575	1,800	2,025	2,475	2,926	3,376	4,051
Wighton	1,335	1,558	1,780	2,003	2,448	2,893	3,338	4,006
Witton	1,327	1,548	1,769	1,990	2,432	2,875	3,317	3,981
Wiveton	1,341	1,564	1,788	2,011	2,458	2,905	3,352	4,023
Wood Norton	1,328	1,549	1,771	1,992	2,435	2,877	3,320	3,984
Worstead	1,327	1,548	1,769	1,990	2,433	2,875	3,317	3,981
All Other Parts of the Council's Area	1,309.08	1,527	1,745	1,963	2,399	2,836	3,272	3,927.24

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## 151 PAY POLICY STATEMENT 2022 - 2023

The Leader, Cllr T Adams, introduced this item. He explained that Section 38 of the Localism Act 2011 required the Council to produce an annual pay policy statement for the start of each financial year. The attached statement was drawn up cover the period 2022/23. It was a legal requirement that Full Council formally signed off the statement.

It was proposed by Cllr T Adams, seconded by Cllr E Seward and

### **RESOLVED**

To adopt the Pay Policy Statement and to publish the statement for 2022/23 on the Council's website.

## 152 PORTFOLIO REPORTS

The Chairman invited Cabinet members to provide a brief update to their written report if they wished to do so.

Cllr R Kershaw, Portfolio Holder for Sustainable Growth, said that over the period of the pandemic there had been several Covid Support Officers who had provided invaluable support across the District, making 10,000 contacts with residents and businesses. Their efforts had ensured that the District had maintained one of the lowest rates of Covid infection in the country. As their roles came to an end, he said he wanted to thank all of them for outstanding service to the community.

The Chairman invited members to put questions to Cabinet members.

Cllr G Hayman said that he would like ask the Leader what he intended to do to address the rat problem in Cromer and other coastal towns. He said it was particularly bad in North Lodge Park in Cromer and on the seafront. Cllr Adams replied that the question related to his role as ward member rather than as Leader. He said that he would discuss the matter with officers and provide a written response. He said that he was aware there had been some complaints but did not accept that it was of wider public concern, adding that it was a common occurrence over the winter period.

Cllr J Rest asked Cllr W Fredericks, Portfolio Holder for Housing and Benefits, for more information about the post of Energy Officer which was referred to in her report. He asked if it was a full or part-time role and whether the Council intended to charge a fee for advice or whether it was a free service. Cllr Fredericks replied that the new Energy Officer would start on 7<sup>th</sup> March. The improvement works fell within the 'warm homes grant' and they would advise them on how save energy and improve efficiency within their homes. She confirmed that it was a full time post and costs were covered by the Warm Homes Grant scheme.

Cllr N Housden asked Cllr Fredericks about 'test and trace' support payments – of which 258 had been approved. He asked what the total financial value for these was. Cllr Fredericks said that she would provide a response in writing.

Cllr T FitzPatrick asked Cllr V Gay, Portfolio Holder for Culture, Wellbeing & Leisure, about visitor numbers to the Pavilion Theatre on Cromer Pier. He said that her written report referred to numbers being 64% of pre-Covid attendance figures. He asked for details of the actual numbers and commented that 64% seemed quite a low figure when other non-subsidised, local venues had been sold out over Christmas. Cllr Gay referred Cllr FitzPatrick to the forthcoming Member briefing on this. She said that she had been advised that 64% compared well with other similar venues and the operators, Openwide, were very pleased with the figures. Cllr FitzPatrick asked for the exact attendance figures and whether there was an opportunity to explore making the Pavilion Theatre cost free. Cllr Gay replied that until 2020, Openwide was returning money to the District. The pandemic had impacted considerably but it was hoped that it would return to pre-Covid attendance rates soon.

Cllr N Lloyd asked Cllr Fredericks about the Landowners event on 16<sup>th</sup> March and what the current take-up rate was. Cllr Fredericks replied that there had been nine expressions of interest from agents to date. She said that it was a pilot scheme and if it was successful it would be rolled out further.

Cllr V FitzPatrick referred to the Housing Support Fund which was mentioned in her written report. He asked how the 10% administration fee worked and whether there was any profit or if it just covered costs. Cllr Gay replied that it was intended to pay for the provision of the service. She explained that it was a special fund that was established to support people and that 10% of the fund was allocated to cover the cost of operating the fund.

Cllr C Cushing asked Cllr N Lloyd, Portfolio Holder for Environment, how confident he was, on a scale of 1 -10, that the remaining 49,100 trees of the tree planting project would be planted by end of April 2023. Cllr Lloyd replied that he was as confident as he could be but there was a lot of competition out there. He said, as it currently stood, there were more than enough trees on the books for planting next season.

Cllr S Penfold asked Cllr Lloyd what would happen to old brown bins that were being replaced. Cllr Lloyd confirmed that they would be recycled and the Council would be paid for this.

Cllr J Stenton asked Cllr L Shires, Portfolio Holder for Organisational Resources, for more information regarding the handling of benefits queries and the outsourcing of this service. Cllr Shires confirmed that they had come back in-house as part of the Councils 'one front door policy' and revenues queries would be coming back in-house from June 2022. Cllr Stenton asked what the current cost of outsourcing these enquiries was. Cllr Shires confirmed that Civica currently handled these and the cost was £72k.

## **153 QUESTIONS RECEIVED FROM MEMBERS**

None.

## **154 OPPOSITION BUSINESS**

None.

**155 NOTICE(S) OF MOTION**

None.

**156 EXCLUSION OF PRESS AND PUBLIC**

**157 PRIVATE BUSINESS**

The meeting ended at 8.15 pm.

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Chairman

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**COUNCIL**  
**RECORDED VOTE FORM**

**Agenda Item: 8 – Amendment - Car Park review**

**Date:**        **23 February 2022**

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	For	Against	Abst		For	Against	Abst
Adams, T		X		Housden, N	X		
Bevan Jones, P		X		Kershaw, R		X	
Birch, D		X		Lloyd, N		X	
Blathwayt, H		X		Mancini-Boyle, G	X		
Brown, A		X		Pearce, N	X		
<del>Bütikofer, P</del>				Penfold, S		X	
<del>Bütikofer, S</del>				Perry-Warnes, G	X		
Cushing, C	X			Punchard, J	X		
Dixon, N	X			Rest, J	X		
Fitch-Tillett, A		X		Seward, E		X	
Fisher, P		X		Shires, L		X	
FitzPatrick, T	X			Spagnola, E		X	
FitzPatrick, V	X			Stenton, J	X		
Fredericks, W		X		<del>Stockton, C</del>			
Gay, V R		X		Taylor, M	X		
Grove-Jones, P		X		Toye, J		X	
Hayman, G	X			<del>Vardy, E</del>			
<del>Heinink, C</del>				Varley, A		X	
Heinrich, P			X	<del>Withington, E</del>			
Holliday, V	X			Yiasimi, A		X	

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**COUNCIL**  
**RECORDED VOTE FORM**

**Agenda Item: 10 – Budget Setting**

**Date:**        **23 February 2022**

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	For	Against	Abst		For	Against	Abst
Adams, T	X			Housden, N	X		
Bevan Jones, P	X			Kershaw, R	X		
Birch, D	X			Lloyd, N	X		
Blathwayt, H	X			Mancini-Boyle, G			X
Brown, A	X			Pearce, N			X
<del>Bütikofer, P</del>				Penfold, S	X		
<del>Bütikofer, S</del>				Perry-Warnes, G	X		
Cushing, C			X	Punchard, J	X		
Dixon, N			X	Rest, J	X		
Fitch-Tillett, A	X			Seward, E	X		
Fisher, P	X			Shires, L	X		
FitzPatrick, T			X	Spagnola, E	X		
FitzPatrick, V			X	Stenton, J			X
Fredericks, W	X			<del>Stockton, C</del>			
Gay, V R	X			Taylor, M			X
Grove-Jones, P	X			Toye, J	X		
Hayman, G			X	<del>Vardy, E</del>			
<del>Heinink, C</del>				Varley, A	X		
Heinrich, P	X			<del>Withington, E</del>			
Holliday, V			X	Yiasimi, A	X		

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**COUNCIL**  
**RECORDED VOTE FORM**

**Agenda Item: 10 – Recommendation 9**

**Date:**        **23 February 2022**

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	For	Against	Abst		For	Against	Abst
Adams, T	X			Housden, N	X		
Bevan Jones, P	X			Kershaw, R	X		
Birch, D	X			Lloyd, N	X		
Blathwayt, H	X			Mancini-Boyle, G	X		
Brown, A	X			Pearce, N	X		
<del>Bütikofer, P</del>				Penfold, S	X		
<del>Bütikofer, S</del>				Perry-Warnes, G	X		
Cushing, C	X			Punchard, J	X		
Dixon, N	X			Rest, J	X		
Fitch-Tillett, A	X			Seward, E	X		
Fisher, P	X			Shires, L	X		
FitzPatrick, T	X			Spagnola, E	X		
FitzPatrick, V	X			Stenton, J	X		
Fredericks, W	X			<del>Stockton, C</del>			
Gay, V R	X			Taylor, M	X		
Grove-Jones, P	X			Toye, J	X		
Hayman, G	X			<del>Vardy, E</del>			
<del>Heinink, C</del>				Varley, A	X		
Heinrich, P	X			<del>Withington, E</del>			
Holliday, V	X			Yiasimi, A	X		

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**COUNCIL**  
**RECORDED VOTE FORM**

**Agenda Item: 10 – Recommendation 10 – Council Tax**

**Date:**        **23 February 2022**

	<b>For</b>	<b>Against</b>	<b>Abst</b>		<b>For</b>	<b>Against</b>	<b>Abst</b>
Adams, T	<b>X</b>			Housden, N	<b>X</b>		
Bevan Jones, P	<b>X</b>			Kershaw, R	<b>X</b>		
Birch, D	<b>X</b>			Lloyd, N	<b>X</b>		
Blathwayt, H	<b>X</b>			Mancini-Boyle, G		<b>X</b>	
Brown, A	<b>X</b>			Pearce, N		<b>X</b>	
<del>Bütikofer, P</del>				Penfold, S	<b>X</b>		
<del>Bütikofer, S</del>				Perry-Warnes, G	<b>X</b>		
Cushing, C		<b>X</b>		Punchard, J	<b>X</b>		
Dixon, N		<b>X</b>		Rest, J			<b>X</b>
Fitch-Tillett, A	<b>X</b>			Seward, E	<b>X</b>		
Fisher, P	<b>X</b>			Shires, L	<b>X</b>		
FitzPatrick, T	<b>X</b>			Spagnola, E	<b>X</b>		
FitzPatrick, V		<b>X</b>		Stenton, J		<b>X</b>	
Fredericks, W		<b>X</b>		<del>Stockton, C</del>			
Gay, V R	<b>X</b>			Taylor, M		<b>X</b>	
Grove-Jones, P	<b>X</b>			Toye, J	<b>X</b>		
Hayman, G		<b>X</b>		<del>Vardy, E</del>			
<del>Heinink, C</del>				Varley, A	<b>X</b>		
Heinrich, P	<b>X</b>			<del>Withington, E</del>			
Holliday, V		<b>X</b>		Yiasimi, A	<b>X</b>		

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## Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in “The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012”. You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

**“Disclosable Pecuniary Interest”** means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

**"Partner"** means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A ‘sensitive interest’ is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a ‘sensitive interest’ you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

## Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.
5. Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it

## Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which **directly relates** to one of your Other Registerable Interests (as set out in **Table 2**), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest.

## Disclosure of Non-Registerable Interests

7. Where a matter arises at a meeting which **directly relates** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.
8. Where a matter arises at a meeting which **affects** –
  - a. your own financial interest or well-being;
  - b. a financial interest or well-being of a relative, close associate; or
  - c. a body included in those you need to disclose under Other Registrable Interests as set out in **Table 2**

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

9. Where a matter **affects** your financial interest or well-being:
  - a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
  - b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

10. Where you have a personal interest in any business of your authority and you have made an executive decision in relation to that business, you must make sure that any written statement of that decision records the existence and nature of your interest.



**Table 1: Disclosable Pecuniary Interests**

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

<b>Subject</b>	<b>Description</b>
<b>Employment, office, trade, profession or vocation</b>	Any employment, office, trade, profession or vocation carried on for profit or gain. [Any unpaid directorship.]
<b>Sponsorship</b>	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
<b>Contracts</b>	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the

	<p>councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council —</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
<b>Land and Property</b>	<p>Any beneficial interest in land which is within the area of the council.</p> <p>‘Land’ excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.</p>
<b>Licenses</b>	<p>Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer</p>
<b>Corporate tenancies</b>	<p>Any tenancy where (to the councillor’s knowledge)—</p> <p>(a) the landlord is the council; and</p> <p>(b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.</p>
<b>Securities</b>	<p>Any beneficial interest in securities* of a body where—</p> <p>(a) that body (to the councillor’s knowledge) has a place of business or land in the area of the council; and</p> <p>(b) either—</p> <p>(i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were</p>

	spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.
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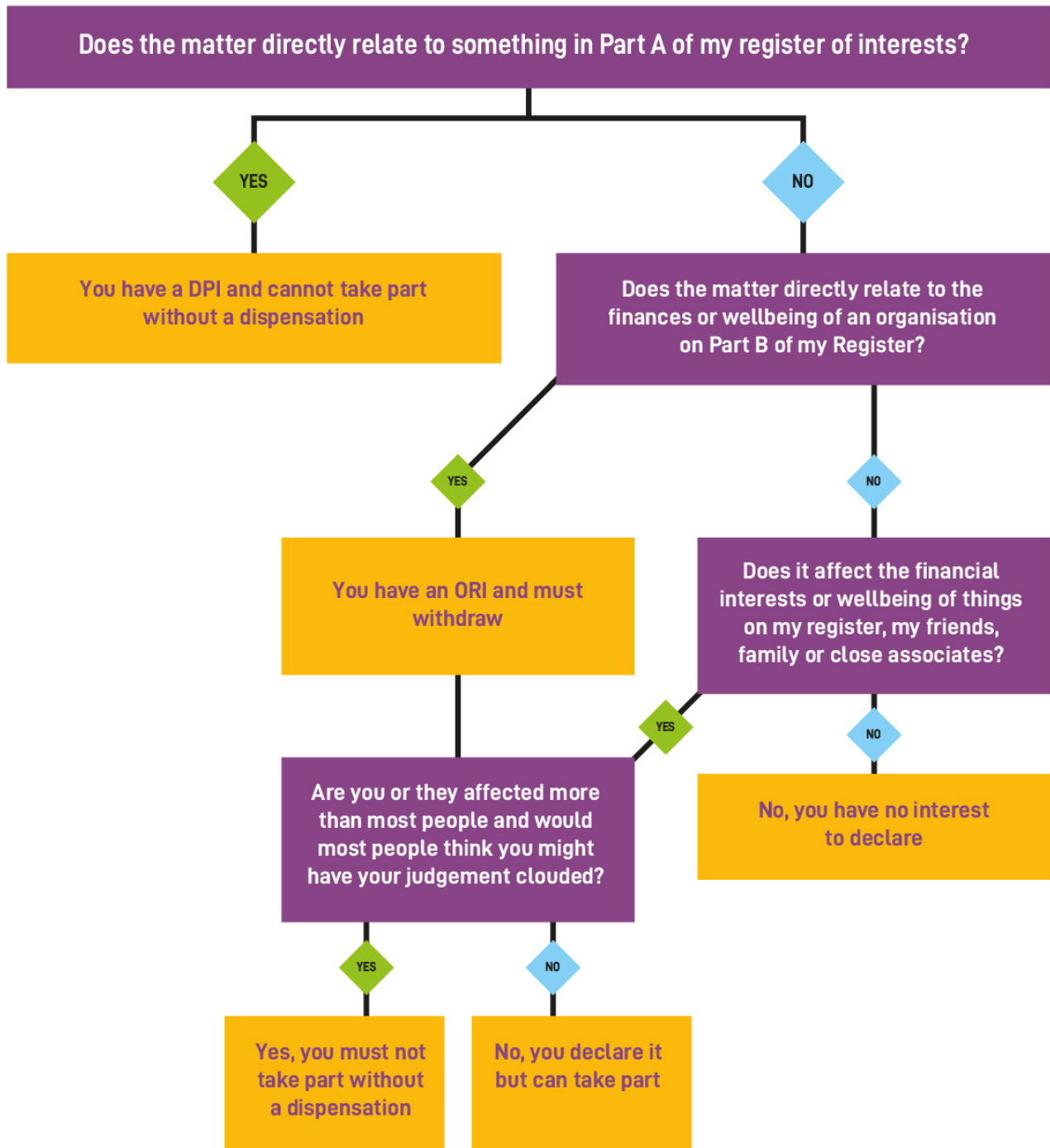
\* 'director' includes a member of the committee of management of an industrial and provident society.

\* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

## **Table 2: Other Registrable Interests**

You have a personal interest in any business of your authority where it relates to or is likely to affect:

- a) any body of which you are in general control or management and to which you are nominated or appointed by your authority
- b) any body
  - (i) exercising functions of a public nature
  - (ii) any body directed to charitable purposes or
  - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)



## **CABINET MEMBERS REPORT TO COUNCIL**

**27 April 2022**

### **COUNCILLOR TIM ADAMS – LEADER OF THE COUNCIL**

For the period 19<sup>th</sup> February – 14<sup>th</sup> April 2022

#### **1 Progress on Portfolio Matters.**

##### **Elections**

Sheringham Town Council North ward by-election held on Thursday 3<sup>rd</sup> March 2022, turn out 20.64% (411 votes cast). Review of internal systems and processes in preparation for the May 2023 local government elections.

##### **Communications**

Continued promotion of Council's work and priority actions through press statements and social media, with 22 press statements prepared and issued in the period 19<sup>th</sup> February to 14<sup>th</sup> April – on a range of topics including the Council's 2022/23 budget, Council's support for the Ukrainian refugee programme, our thanks and farewell to our team of COVID Support Officers, our success in securing £300,000 from the Government's Changing Places programme and the Ministerial Visit by Rebecca Pow, Minister of State at Defra to launch the Coastal Transition Accelerator Programme where North Norfolk is one of only two local authority areas nationally to work with Defra and the Environment Agency to pilot new approaches to coastal change and adaptation.

Work continues on the promotion and communication on the progress of the North Walsham Heritage Action Zone programme and in preparing communications for visitors to enjoy North Norfolk over the summer months around water safety, beach safety and motor home and camper van owners using authorised camp sites.

##### **HR**

The HR team have again been really busy supporting the organisation. The Council has completed a procurement process for electronic recruitment software. This software will provide significant benefit to the council in both terms of engaging with potential new employees in a format that is convenient and completely digital, and creating efficient workflows for managers when they are recruiting. Testing of the software is about to begin and it is hoped the new system will be live within the next two months.

The HR team is working closely with the Health and Well-being Group on a range of new/updated activities to better support our employees. More details will be announced over the coming weeks and months.

In terms of COVID related absence, this continues to remain low, and with no

disruption to services. Whilst a number of Officers have had COVID in recent weeks, many have continued working from home, with only a small number being so unwell they couldn't work.

### **Corporate Delivery Unit**

The Team have been supporting managers embed the new project management and governance arrangements for Large and Medium sized projects as per the new Project Management and Governance Framework adopted by the Council in March 2021 so as to strengthen project management and reporting. Further development of the In-Phase management reporting tool to allow comparison of NNDC service performance against other local authorities as requested by O&S.

### **Corporate PA Team**

Providing ongoing support for the new CLT / Management Team arrangements including monthly reporting of progress against Medium Sized projects; support for the Council's response to the Ukrainian refugee programme

## **2      Forthcoming Activities and Developments.**

Norfolk Leaders and Chief Executives continue to discuss the development of a County Deal for Norfolk and it is thought that this work will be progressed over the summer months with a formal bid being submitted to Government in late summer / early autumn.

Ukrainian situation – Norfolk Leaders and Chief Executives have discussed and agreed a system-wide support programme for people coming to Norfolk through the Homes for Ukraine scheme. This involves district authorities undertaking inspections of accommodation offered through this programme and the County Council co-ordinating safeguarding checks. There is then a multi-agency response developed to provide support to both hosts and Ukrainian arrivals to access health, education, and employment services and, as the numbers of arrivals increases, local community support networks. The District Council has employed a Ukrainian Community Support Officer to co-ordinate the Council's support for Ukrainian refugees and host accommodation providers so as to extend a warm welcome to people from Ukraine settling in North Norfolk.

Nutrient Neutrality – countywide discussions are taking place to try and resolve the Nutrient Neutrality issue announced by Natural England in March which for the time being is acting as a significant constraint on the approval of new developments in much of Norfolk. Concern has been raised that there was little prior notification of this issue provided to local planning authorities and that there was no period of notice / transition allowed before the new guidance came into force. There is a collective resolve across Norfolk to resolve this issue which raises significant issues around housing delivery and it is anticipated that discussions on this matter will continue over the coming weeks.

### **3 Meetings attended**

In the last two months, I have on one or more occasion met with:

- Chief Executive
- Corporate Business Manager.
- Director for Communities.
- Director for Place & Climate Change.
- Director of Resources.
- Assistant Director for Peoples Services.
- Assistant Director for Sustainable Growth.
- Assistant Director of Planning.
- Assistant Director Environmental & Leisure Service.
- Assistant Director of Finance, Assets, Legal.
- Housing Strategy & Delivery Managers & Housing Options Manager.
- Revenues Manager.
- Assets and Estate Manager & Strategic Surveyor.
- Public Protection & Commercial Manager.
- Communications & PR Manager with team.
- Various local members and Cabinet Members.

I have met representatives of:

- Castle Wild Camp, Baconsthorpe
- Norwich Diocese.
- Castaways Holiday Park, Bacton.
- North Walsham Play.
- Fat Ted's, Sheringham.
- Cromer Green Spaces.
- Friends Of North Lodge Park.
- Place UK Ltd, Tunstead.
- Gimingham Road Residents Association, Trimmingham.

- North Norfolk Fisherman's Society.
- Poppyland Community Radio.
- Prospective planning applicants for leisure developments in Northepps & Cromer.

Attended:

- CETAP Launch event in Happisburgh.
- Official Opening Event for The Reef, Sheringham.
- 60's event in Cromer.
- Demolition of Stearmans Yard Toilet Block, Wells.
- Tree planting events in Bodham & Northrepps.
- Norfolk Public Sector Leaders Board.
- Three Norfolk Leaders meetings.
- District Council Network Mini-Conference in London.
- Business Planning, Cabinet Working Party and other standing Committees.
- Ward Visits to St Benets and Stalham, where I met with local members and Town Council representatives.
- NNDC Group Leaders meeting with Chief Executive.



## **CABINET MEMBERS REPORT TO COUNCIL**

**April 2022**

### **COUNCILLOR A FITCH-TILLET - CABINET MEMBER FOR COAST**

For the period to March 2022

#### **1 Progress on Portfolio Matters.**

##### **Cromer Phase 2 and Mundesley Coast Protection Scheme – Progress Update**

Draft Environmental Statements have been completed and are under review by the team. Further assessment of scheme benefits are being completed to update the Partnership Funding calculators. This is to capture the increased benefits since the original applications for funding were submitted, in order to maximise Grant in Aid. This is necessary as construction costs have increased due to widespread cost increases across the sector, caused by a number of factors, and costs estimates for the preferred design are higher. Once the benefits assessment has been completed, the designs can be finalised in consideration of the budget available.

##### **Overstrand (east) Apron Maintenance**

Work has begun on completing maintenance on the sea wall apron, installing sacrificial concrete on the lower sea wall and improving the beach slipway at Clifton Way. Over time, in these areas, the concrete has worn due to the lowering beach levels alongside the abrasive action of waves and sediment on the structures.

##### **Happisburgh Beach Access Ramp**

Preparations have been made to enable the recut of the Happisburgh beach access ramp once the final discharge of planning conditions for the work have been issued.

##### **Coastal Transition Accelerator Fund**

As part of the Government's £200 million flood and coast innovation programme, North Norfolk District Council, as one of two English councils selected, will receive part of a £36 million investment to explore innovative approaches of adapting to the impacts of coastal erosion.

This will enable opportunities for coastal communities and businesses at erosion risk in North Norfolk to come together with NNDC to explore, put in place, and deliver plans and actions to prepare in locations where the coast is currently eroding and will continue to erode.

The government fund is known as the Coastal Transition Accelerator Programme. The first year is funded via a Memorandum of Understanding (MOU) directly from DEFRA and will need to prepare an Outline Business

Case (OBC) for Environment Agency approval and appropriate supporting evidence whilst also seeking delivery of some 'on the ground' activities. The approval of the OBC would then release significant further funds (to 2027) to enable NNDC to work with communities and businesses in developing ways to assist with managing coastal change. We will be required to develop and share learning with government and other local authorities as the programme develops and it is intended that what we learn and do will shape the future approach to coastal transition.

This fund supersedes the previously reported Innovative Resilience Fund which will continue at Great Yarmouth and East Suffolk through the Coastal Partnership East team.

## **2      Forthcoming Activities and Developments.**

Development of the Coastal Transition Accelerator Programme.

## **3      Meetings attended**

All Council Committees appointed to (Subs appointed to Development Committee)  
 All Poppyland Parish Councils  
 Chaired Coastal Forum  
 Coastal Team Catch Up  
 Norfolk Coast Partnership Management Plan Workshop  
 Chaired LGA Coastal SIG CLIFF Working Group  
 CPE Lunch & Learn - Flood Modelling  
 Wash & North Norfolk Marine Partnership Management Group, Stakeholder Group  
 DEFRA + Suffolk and Lincs AONB Partnerships Site visit to view Farming In Protected Landscape  
 Norfolk Coast Partnership Workshop - Response to Glover Report  
 Pre-Meet and Site Visit DEFRA Minister to announce CTAP funding  
 LGA Coastal SIG  
 Norfolk Coast Partnership Visitor Management Group, Media interview, Core Management Group, Sites visit to introduce the new CEO of the National Association of AONBs  
 Coastal Partnership East Board Meeting

Verbal update available or on request

## **CABINET MEMBERS REPORT TO COUNCIL**

### **COUNCILLOR WENDY FREDERICKS - CABINET MEMBER FOR HOUSING AND BENEFITS**

For the period to 31 March 2022

#### **1 Progress on Portfolio Matters.**

##### **Housing**

##### **Temporary Housing**

As at 31 March 2022 there were **43** households in Temporary Accommodation, this includes the 4 new & former rough sleepers currently accommodated as follows:

- 1 x Protect & Vaccinate (P&V)
- 0 x Reeves Court
- 3 X Former Rough Sleepers: NSAP (Next Steps Accommodation Programme)

When current purchases/works are complete the Council will have a portfolio of 16 homes for use as temporary accommodation – five units of move-on accommodation for rough sleepers and 11 homes as alternatives to bed and breakfast for homeless households. 14 of the 16 homes are in use. 1 unit requires works to bring it into use as a fully wheelchair accessible home – a badly needed gap in TA and property services have advised this will be in use later this year. The final 16<sup>th</sup> unit is the one funded by the Rough Sleepers Accommodation Programme (see below) and should be available within the next few weeks.

Five of the 16 homes have been part funded by the government:

- Next Steps Accommodation Programme - £140,000 grant towards four homes for use by ex-rough-sleepers. All four homes are now in use.
- Rough Sleepers Accommodation Programme - £35,000 as a contribution to the refurbishment of a one-bed self-contained flat for rough sleeper move-on housing. This project has now achieved planning permission and the works have been tendered and the successful contractor aims to complete works by February 2022.

Purchase of homes to be used for temporary accommodation has also been possible as Cabinet agreed to the repurposing of £500k Disabled Facilities Grant budget (in March 2021) to purchase accessible temporary accommodation units and £640k of Housing Reserves (in October 2021) to purchase family temporary accommodation homes.

##### **New Affordable Homes**

Housing associations provided 160 new affordable homes in 2021/22 - 64 affordable rent and 96 shared ownership. This is more than our target of 100 new affordable homes but slightly less than the 165 we hoped would complete by the end of March

2022. The site in Little Snoring which will provide five affordable rent homes is now expected to hand over in May 2022.

### **Grant for Energy Efficiency Improvement Works**

North Norfolk District Council (NNDC) as part of the Norfolk Warm Homes Consortium of five Norfolk districts has been successful in a bid for £3.85 million of government grant to provide energy efficiency improvement works to homes occupied by low income households. The funding is part of the government's sustainable warmth programme.

Our new Energy Officer started with us in March. The Energy Officer will identify suitable properties and support owner-occupiers and landlords with applications for improvement works. Our aim is to ensure we maximize take-up for North Norfolk residents.

### **Housing Options Team**

The team continue to focus on supporting all clients that approach the service.

### **Your Choice Your Home**

As at 31 March 22 there were **2560** households on the housing waiting list of whom:

- **471** were on the Housing Register (highest priority) broken down as follows:
- Priority Card x **4**
- Band 1 x **264**
- Band 2 x **203**

The total number of households on the waiting list (as at 31 March 2022) is the lowest it has been for the last five years, however the number of people being placed in the highest bands has increased year on year which highlights the number of people with a priority need.

	2017/18		2018/19		2019/20		2020/21		2021/22	
Assessment of applications	No	%	No	%	No	%	No	%	No	%
Priority Card	2	0.07%	5	0.15%	7	0.24%	15	0.51%	4	0.15%
Band 1	165	6.1%	184	6%	357	12.5%	367	12%	264	10%
Band 2	152	6.2%	167	5%	166	5.81%	179	6%	203	8%
Housing Options	<b>1845</b>	<b>69%</b>	<b>2282</b>	<b>71%</b>	<b>1881</b>	<b>65.9%</b>	<b>1949</b>	<b>67%</b>	<b>1755</b>	<b>68%</b>
Transfer	480	18%	556	17%	443	15.5%	396	14%	334	13%
Totals	<b>2646</b>		<b>3194</b>		<b>2854</b>		<b>2906</b>		<b>2560</b>	

### **Housing Waiting List Applicants – Bedroom Need**

The below snapshot shows the number of active applications on the Housing waiting list as of 31 March 2022. It gives an indication of demand based on the identified numbers of bedrooms required by the applicants and subsequently breaks this down by priority banding.

	1 Bed	2 Bed	3 Bed	4 Bed	5 Bed	8 Bed	Total
Priority Card	3	1					4
Band 1	128	78	34	18	1	5	264
Band 2	87	35	36	43		2	203
Housing Options	1107	422	107	107		12	1755
Transfer	152	95	39	44	1	3	334
<b>Total:</b>	<b>1477</b>	<b>631</b>	<b>216</b>	<b>212</b>	<b>2</b>	<b>22</b>	<b>2560</b>



### Lets

QTR 1 01 Apr 2021 to 30 Jun 2021: **88** Households have secured social housing  
 QTR 2 01 Jul 2021 to 30 Sep 2021: **97** Households have secured social housing  
 QTR 3 01 Oct 2021 to 31 Dec 2021: **74** Households have secured social housing  
 QTR 4 01 JAN 2022 to 31 Mar 2022: **76** Households have secured Social Housing

In total **335** homes were let during 2021/22 of which 38 (11%) were Shared Ownership Homes. Overall lettings have increased by 26% compared with the same period last year (266 20/21).

### Homelessness & Rough Sleeping

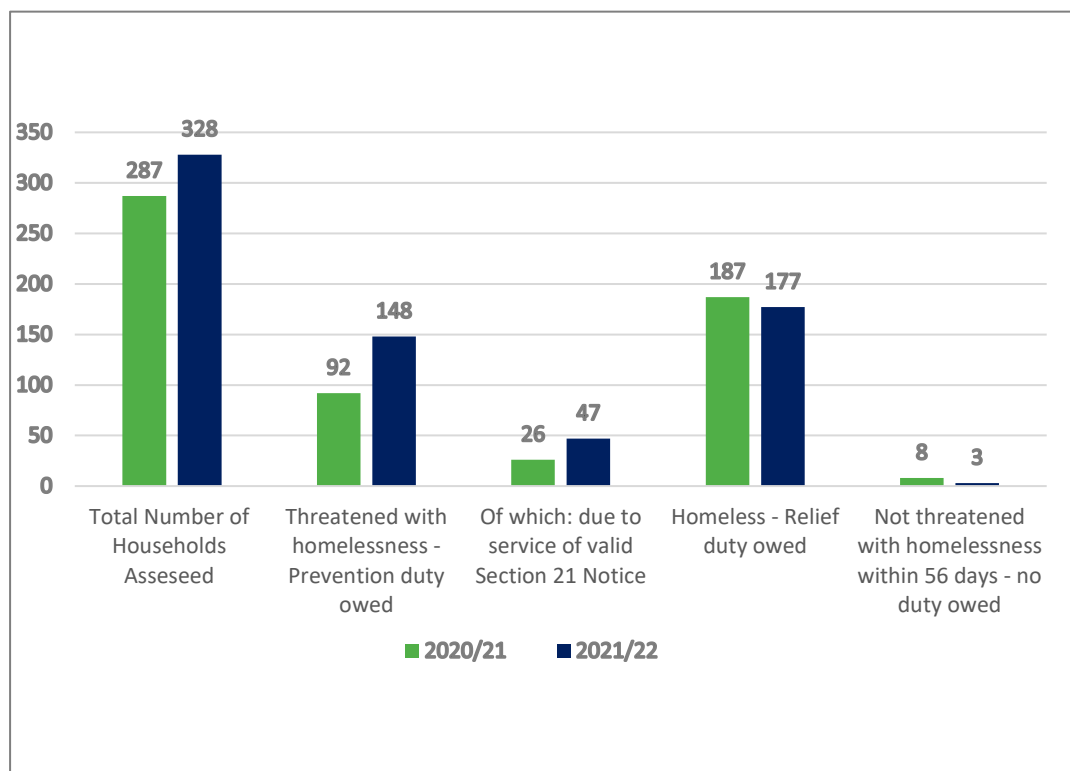
20 December 2022 – DLUHC instructed all authorities under the Protect & Vaccinate to bring in Rough Sleepers. NNDC at the 20 Dec 2021 had 8 Rough Sleepers through this programme we have brought in 5 –with 3 still rough sleeping and continue to refuse to come in. This service ended on 31 March 2022

3 x Entrenched rough sleepers  
 1 x Protect & Vaccinate (P&V)  
 0 x Rough Sleeper in Reeves Court  
 3 x Former Rough Sleepers accommodated in the NSAP properties

Following a recent discussion with DLUHC we are still focusing on finding solutions for our single clients to whom the authority is accommodating.

Households Assessed and Duty Owed:

Between the 01 April 2021 and 31 March 2022, 328 households were initially assessed as threatened with homelessness (owed prevention duty) or homeless (owed relief duty). The outcomes of the initial assessment is shown in the table below. Overall case numbers increased 14% (41 cases) from the same period last year.



As 31 March 2022, there were 166 active live cases:

- Final Duties accepted: **43**
- Prevention duty accepted: **48**
- Relief Duty accepted: **42**
- Decisions **1**
- Reviews: **0**
- Triage (mixture of new cases, rough sleepers, clients being supported): **32**

### **Domestic Abuse**

We are developing a Housing Options - Domestic Abuse Strategy/protocol. This strategy/protocol will outline our approach to assist and support any person experiencing, or threatened with, domestic abuse. The document will underpin the changes within the new Domestic Abuse Act and the introduction of the County Wide 'Support in Safe Accommodation Strategy' adopted for Norfolk and recently obtained approval in cabinet.

As a service we are also looking at achieving DAHA accreditation, which is a scheme open to housing associations, Local Authority housing teams, and homelessness providers across the UK to help them improve their response to domestic abuse.

We have completed a review and have updated the relevant pages on our website including informing and signposting people to the new Norfolk Integrated Domestic Abuse Service (NIDAS) which went live on the 3rd January 2022 and provides support and help for those experiencing domestic abuse.

## Benefits

Following the influx of claims in 2020/21 due to Covid 19, our workload is starting to reduce. The Benefits Team have dealt with 1,773 **new claims** in the last year, which is 700 less than the previous year.

The team has also seen a fall in the number of **changes of circumstances** this year. We received just under 68,000 reported changes in 2021/22 which was just under 4,000 less than the previous year.

The team are continuing to maintain a high level of administration in new claims and changes in circumstances for both Housing Benefit and Council Tax Support, with these being processed within the target times contained in previous service plans; 20 days for new claims and 14 days for changes in circumstances.

Additional temporary support continues to be in place to meet demand and to ensure that residents receive the support that they require in a timely manner. Customer contact via our phone lines has been transferred to the Customer Services Team on a temporary basis, and we have two temporary posts within the team to support Benefits administration.

The Housing Benefit **caseload** continues to decrease slightly as all new working age claimants, with some exceptions, are required to claim Universal Credit for the housing element, which replaces Housing Benefit. There are currently 3844 live Housing Benefit claims, which is a reduction of 369 claims compared to April 2021.

The number of Council Tax Support claims have also decreased slightly to 3821 compared to 3951 this time last year. 62% of Council Tax Support claims relate to working age claimants, and the remaining 38% to Pensionable age claimants. Our Council Tax Support expenditure for 2021/22 reduced by 5% compared to the previous year to £7.5 million.

The recovery of **Housing Benefit overpayments** was halted during the height of the pandemic, although recovery from ongoing benefit entitlement continued, as well as existing attachments to earnings and benefits. Customers were offered payment breaks and no new recovery action was started. Recovery of overpayments has now fully recommenced, and arrangements are being made with customers to repay outstanding debts, new attachment of earning orders and deductions from benefits are now being applied where all other recovery options have been exhausted, whilst the team continues to apply sensitivity to individual financial circumstances.

The **Discretionary Housing Payment** budget for 2021/22 budget was £145,377 and 93% of the budget was spent across 197 households. Careful management of this budget with collaborative decision making across Benefits and Housing Teams ensures that vital support can be allocated to those in need throughout the year. The government contribution for 2022/23 is £100,945.

The audit in relation to the **Housing Benefit Subsidy** claim for 2020/21 has now been completed with no adverse financial impact to the amount of subsidy we claimed. Our Housing Benefit expenditure for 2020/21 was £21,085,852 and we have been able to claim 98.49% of the expenditure back through subsidy.

The team have worked extremely hard to protect the subsidy claim through rigorous risk based checks and additional checks. A program of cyclic refresher training has been delivered, and overall the team has worked really hard to ensure

a high level of accuracy. The pro-active work has minimised error and is testament to the effort the team have all put in to get us to this position. The Subsidy Audit for 2021/22 is due to commence in the summer.

Since September 2020, the team have been responsible for the administration of the **Test and Trace Support Payments**. The scheme closed on 24<sup>th</sup> February 2022. During this period the team handled 1264 applications of which 50.08% were approved in line with government guidance. 376 applications were approved under the standard scheme and 257 applications were approved under the Discretionary Scheme, which allowed for applications from people who were not in receipt of a welfare benefit.

In July 2021, we opted into the **Housing Benefit Award Accuracy initiative**. The Department for Work and Pensions (DWP) would like to continue working with local authorities (LAs) to tackle fraud and error. The initiative is funded by the DWP and is designed to support LAs undertaking specific, mandatory activities to proactively identify unreported changes and make sure that the right amount of benefit is paid to the right person, at the right time. In 2021 we issued 408 reviews and in 2022 we are required to issue 529 reviews.

As well as mandated reviews, we also identify fraud and error in the system through **Housing Matching Service (HBMS)** referrals. The DWP will cross reference their data with data held against the Housing Benefit system. In 2021 we handled 158 HBMS referrals.

In October 2021, the DWP launched the first round of the **Household Support Fund (HSF)** for the period 6<sup>th</sup> October 2021 to 31<sup>st</sup> March 2022. The objective of the HSF was to provide support to vulnerable households in most need of support during the winter as the economy recovers. North Norfolk District Council allocated a total of £115,899.17 across 342 households, as represented in the table below. This was 99.98% of our total fund devolved to the district by Norfolk County Council.

In addition to the financial support we have also provided support through food and energy bank referrals, referring cases to the Early Help and Prevention Team for physical, mental, social or financial wellbeing. We have supported households maximise their income through unclaimed benefits, and supported rent arrears and evictions cases through Discretionary Housing Payments.

	Food	Energy & Water	Essentials linked to Energy & Water	Wider Essentials
<b>Number of Households supported with Children</b>	2	90	1	55
<b>Expenditure</b>	£400.00	£29,877.28	£249.20	£12,964.60
<b>Number of Households supported without Children</b>	9	128	0	57
<b>Expenditure</b>	£1,700.00	£50,200.83	£0.00	£20,507.26

The second round of the Household Support Fund starts from 1<sup>st</sup> April 2022. We are working with Norfolk County Council to launch the scheme as soon as possible.



On 3<sup>rd</sup> February 2022, the government has announced measures to help protect millions of households from rising energy costs through the **Energy Rebate Scheme**. The Government will provide funding for billing authorities to give all households in England whose primary residence is valued in council tax bands A – D a one-off council tax energy rebate payment of £150. This payment will operate outside of the council tax system, using council tax lists to identify eligible households.

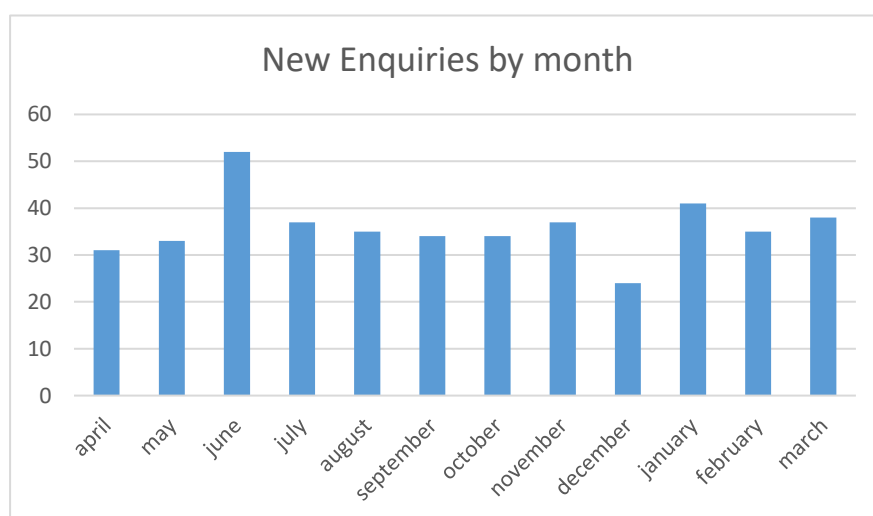
They will also provide funding for billing authorities to operate a discretionary fund for households in need who would not otherwise be eligible. This could include for example individuals on low incomes who live in properties valued in bands E – H.

The Benefits team will be administering payments under the **Discretionary scheme**. Further guidance including a draft policy will be presented to members shortly.

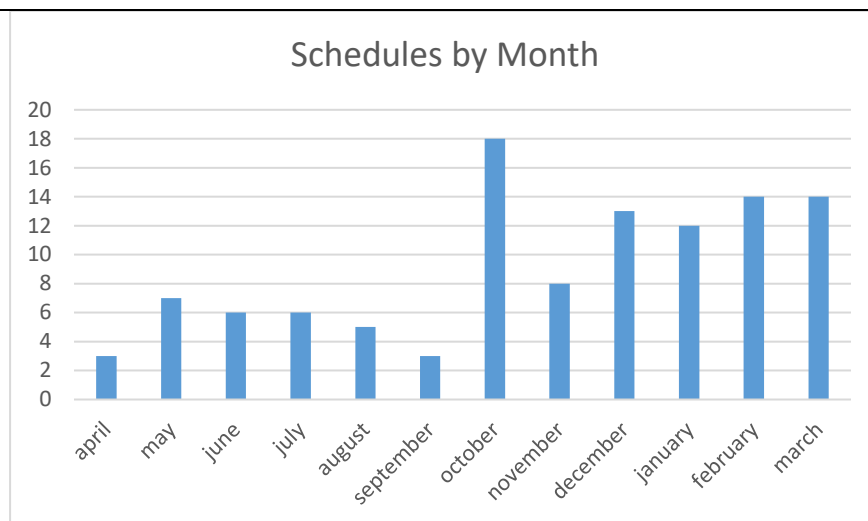
### **Integrated Housing Adaptations Team (IHAT)**

The team received a record 431 new enquiries during 2021-22 resulting in 350 assessments being undertaken and 220 recommendations being made. We also have a number of existing cases within the system, which are being progressed – February saw 15 grants being approved at a cost of approximately £125,500 and in March there were 12 grants approved at a cost of approximately £123,000. The team have been working hard to adjust to some new ways of working with the introduction of a new Team Leader in late December. We continue to monitor and progress some of the more complex cases which require additional resource. In total 6 adaptations were completed during February and 2 in March with a total year to date spend of approximately £882,000. We anticipate the completed adaptations to continue to increase with the increased amount of grant approvals during the months of February and March 2022.

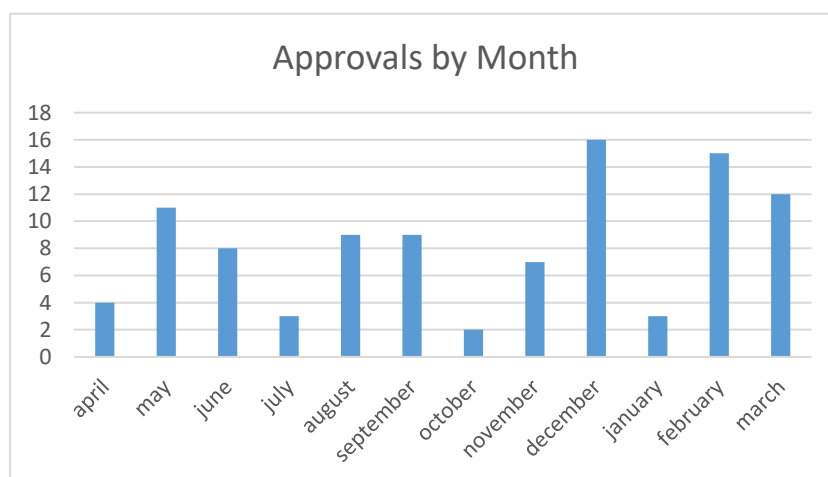
**New enquiries by month – IHAT have continued to see a steady number of new contacts each month throughout 2021-2022.**



**Schedules by month – the progression of cases and number of schedules produced during the latter stages of 2021-22. This has increased the amount of grants that are being approved each month.**



**Grant approvals – we have seen an increase in the number of cases that have been moved to the grant approval stage in the months of February and March 2022.**



### **Developments & update**

A new IHAT team leader was appointed at the end of 2021, Samantha Jarrad was our existing Assistant Practitioner and was successful in securing this role. The recruitment process for a new Assistant Practitioner began during Jan 2022, Amy Watson was appointed as the new IHAT AP and joined the team at the beginning of March 22. We are further looking to expand the resource within the team to cope with increased demand with the creation of an additional Housing Adaptations Officer post.

2021-2022 also saw a new pilot scheme working in conjunction with Flagship be launched. With an increase in demand for the service we have piloted and agreed a proposal with Flagship to undertake the adaptations to their properties. The contract came into effect on the 1<sup>st</sup> April 2022 and it is hoped that this will increase the amount of grants being approved and completed during 2022-23 and reduce wait times for customers who urgently need adaptations.

IHAT has also been working closely with customer services to form a working relationship for managing incoming calls and enquiries from customers. This also went live during the first week of April 2022, It is anticipated that this will improve the customers journey and increase customer satisfaction as a whole. This is an

area which we are still developing alongside our webpage and will continue to monitor and report on moving into 2022-23.

**2      Forthcoming Activities and Developments.**

**3      Meetings attended**

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## **CABINET MEMBERS REPORT TO COUNCIL**

**April 2022**

<b>COUNCILLOR VIRGINIA GAY - PORTFOLIO HOLDER FOR LEISURE, WELLBEING &amp; CULTURE</b>

<b>1 Progress on Portfolio Matters.</b>
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<b>Business as usual activity</b>
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<b>Arts &amp; Culture</b>
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<p>NNDC continues to support the Sheringham Little Theatre and the Pier Pavilion Theatre. It supports community arts and culture through its grant funding programme and these are reported elsewhere. Cromer Artspace has taken a lease on the Art Deco Building where the opening exhibition will soon take place.</p>
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<p>The cultural consortium of the North Walsham HAZ programme is progressing with a series of events. Orchestras Live has been running workshops in schools and care homes and we hope to tell you more about this at a later date.</p>
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<p>We have secured another mammoth as part of the GogoDiscover project. We shall have a total of seven in the District. At West Runton and Cart Gap there are two which have been funded by the NNDC. There are two others on NNDC land at Cromer Pier and Holt Country Park (new) and then there are to be three on private land at Pensthorpe, Holkham and Holt</p>
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<b>Grants</b>
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<p>Arts &amp; Culture Fund – In the last financial year ten grant applications have been awarded funding totalling £18,841.50. Budget for the next financial year is £33,260. Panel recently agreed to increase maximum grant to £3,500.</p>
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<p>Closing date for applications to next grant round 24<sup>th</sup> June</p>
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<p>Community Transport Fund – In the last financial year four grant applications have been awarded funding totalling 43,238. Budget for the next financial year is £50,000.</p>
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<p>Closing date for applications to next grant round 24<sup>th</sup> June.</p>
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<p>North Norfolk Sustainable Communities Fund (NNSCF) – In the last financial year grant funding of £186,361.97 has been awarded to thirty four organisations. Annual report to be presented to Cabinet in June 2022.</p>
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<b>Social Prescribing</b>
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<p>From 1.4.2021 – 31.3.2022 there were 934 referrals to the service. This compares to 603 for the same period the previous year 1.4.2020 – 31.3.2021. People can now self refer to the Social Prescribing service via the Duty Line or email. The referral</p>
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process for external organisations to make a Social Prescribing referral changed on 1.4.2022. Organisations now discuss a potential Social Prescribing referral at the multi agency North Norfolk Help Hub. A Social Prescribing referral is subsequently be made if required. The change in process will reduce duplication and inappropriate referrals as well as offer a more collaborative and cohesive service to customers and referring organisations.

### **Information, Advice & Guidance**

Total core budget for IAA is £66,710. A grant of £55,000 will be awarded to Norfolk CA towards for the provision of generic IAA services in North Norfolk for the period 1.4.2022 – 31.03.2023. There is improved communication with Norfolk CA and a greater desire to work collaboratively with NNDC.

A proposal has been received from the Mancroft Advice Project (MAP) to provide a dedicated IAA support for young people in North Norfolk. The proposal was discussed and supported by young people who attend the North Norfolk Youth Advisory Board it has been agreed to proceed with the service which will start in April 2022.

### **North Norfolk Armed Forces Covenant Pledge**

Following signature and adoption of the North Norfolk District Council Pledge at Full Council a Bronze Award has been submitted to the Defense Employer Recognition Scheme.

### **Carer Friendly Tick Award for Employers**

This is being progressed by the newly appointed Service Development Officer and will include a review of NNDC policies in relation to support for carers.

Support for Ukrainian Nationals

Accommodation checks led by Environmental Health. Welfare checks led by Early Help and Prevention. Recruitment for Ukrainian / Russian speaking Community Development Officer progressing. Ukrainian Welcome meetings will be held bi weekly at NNDC starting Thursday 21<sup>st</sup> April.

## **2 Forthcoming Activities and Developments.**

North Norfolk Health and Wellbeing Partnership. Inaugural meeting of Shadow partnership to be held on Monday 25<sup>th</sup> April.

## **3 Meetings attended**

HAZ Historical Research Group -09/03/22  
Arts and Culture Funding Panel - 25/03/22  
Norfolk Records Committee - 1/4/22  
Norfolk Museums Committee - 1/4/22

## **CABINET MEMBERS REPORT TO COUNCIL**

**27 April 2022**

### **COUNCILLOR R KERSHAW - CABINET MEMBER FOR SUSTAINABLE GROWTH**

For the period to March to April 2022

#### **1 Progress on Portfolio Matters.**

##### **Covid-19 Business Support**

On 30 March all of the remaining Covid grants schemes closed for final payment. Over the last two years the Council has successfully distributed over £130m in Covid-related business grants and business support. This unprecedented activity has required a significant amount of staff resource, time and commitment and the speed and diligence in which Officers conducted themselves is a credit to the Council. The Council's success in delivering these schemes has been recognised by nominations for two prestigious national awards. On 28 September, in recognition of its exceptional performance in the issuing of COVID-19 business grants and support for North Norfolk's businesses, NNDC won a Public Finance Award for 'Digital Finance Project of the Year'.

The most recent grants were focused on responding to the Omicron variant and its impact on businesses, particularly within the hospitality, accommodation and leisure sectors in the post-Christmas period. The Council's Omicron Hospitality and Leisure Grant (OHLG) has provided grants totaling **£6,664,710**, supporting **2347** business (**82.6% of the Government allocation**).

In addition to the mandatory schemes (which supported eligible businesses paying non-domestic rates), the Council has also provided a significant amount of additional funding to support those not eligible for the main schemes. This initially took the form of a Discretionary Grant (June to August 2020), but was subsequently replaced by the Additional Restrictions Grant scheme which ran in varying phases and guises for much of the peak of the pandemic. The Council was successful in fully delivering its initial allocation (£3,028,013) and subsequently qualified for an additional £760,411. In recognition of the impact of the Omicron variant the Council was additionally awarded a further allocation of £176,267. Of these additional monies, the Council has successfully delivered **£904,348 (96% of the top up allocation)** to support local businesses still struggling to recover from the pandemic. In addition to the discretionary grants the Council has also supported or delivered a number of business support schemes including

- The Go Digital scheme (Norfolk County Council) - to provide up to 9 hours of business digitalisation advice and a grant (50 businesses supported);
- Visit Norfolk Norfolk Membership Scheme - to support visitor economy businesses with marketing, tourism data and to provide relevant Covid information (172 businesses supported – doubling the number of VNN Members);
- The North Norfolk Care Academy - to support care businesses recruiting jobs within the care sector (6 jobs created, final number TBC);
- The Business Recovery and Resilience Grant scheme (39 businesses supported).

### **North Walsham Town Centre Heritage Action Zone**

A number of key activities have commenced/are presently being undertaken, summarised as follows.

- Repair and restoration work has commenced on the Cedars building. Early conversations are being held with a range of potential future users;
- A substantial amount of ground preparation work is being undertaken on the Church Approach/Shambles slope, with the first paving slabs being laid imminently;
- The Building Improvement Grant scheme has been well received and a strong number of applications are in the pipeline. The first three grant offer letters have been issued and work on these projects should commence shortly.

### **Visitor Economy**

The Council has continued to collaborate with Visit North Norfolk and to liaise closely with Visit Norfolk and other local authorities and Destination Management Organisations in the region. This has helped keep local tourism businesses informed and has encouraged greater collaboration and support for collective action. The next campaign film is now live entitled 'Experience North Norfolk'. The video highlights experiences in north Norfolk themed by culture, fun, nature, history, food and drink and freedom (outdoor activities). Many visitors look for experiences that can be enjoyed on their holiday and this influences their choice of destination. This video showcases the wide variety of activities that can be carried out in north Norfolk. The film can be viewed [here](#) and the accompanying blog can be found [here](#). The film and blog will be promoted via ads on Facebook, Instagram and Google Remarketing as well as e-comms to a database of around 30,000 consumers.

## **2 Forthcoming Activities and Developments.**

- Economic Growth Strategy – this strategy was postponed due to the resource commitment required to support the Covid reponse, but work is now being undertaken to deliver this piece of work. This will be produced alongside two other complementing strategies, also shortly to commence:
  - A Local Skills Strategy will identify the immediate and long terms skills needs of the north Norfolk businesses, the support needed and the partners/organisations who will help to deliver this. This will also provide the evidence base to support bids for future funding opportunities
  - Business Engagement Plan – this will establish the way the Council will engage with businesses, including the use of innovative communication solutions e.g. the development of a Virtual Business Hub.

## **3 Meetings attended**

Sheringham Chamber of Trade  
Oyster Yachts  
Solana Seed  
Wroxham Barns  
Sheringham Little Theatre  
Place UK  
Wildcraft Brewery





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## **CABINET MEMBERS REPORT TO COUNCIL**

**27 April 2022**

### **COUNCILLOR LLOYD - CABINET MEMBER FOR ENVIRONMENT AND CLIMATE CHANGE**

For the period March to April 2022

#### **1 Progress on Portfolio Matters.**

##### **Commercial and Public Protection**

Plans are in place to undertake a caravan site project. The team will focus on coastal sites and those with potential safety issues. Depending on what the inspection finding reveal, the sites may have to undertake remedial works to meet their site conditions or have additional conditions added to their licence in particular for protection of users from risks associated from coastal erosion, gas safety, electrical safety, fire safety, swimming pools and play areas.

The first stage achievement of the Food Standards Agency's recovery plan has been met and the team have undertaken food safety interventions at all category 'A' businesses that were due or overdue by the 31<sup>st</sup> March 2022.

Officers are finding a slight downward of standards in some of the higher risk food businesses and enforcement action is being undertaken as appropriate. Officers are serving Hygiene Improvement Notices in 0-2 rated businesses.

The 'Love Holt' event has commenced, 30 street traders associated with the event have been given a licence. The first Sunday of the month (excluding June) until the 20<sup>th</sup> December 2022.

There is an increase in 'Events' coming through the NSAG and the Team play an instrumental role in providing advice to organisers. The headline events included the 'Wild Skies and Butterflies' event in August and will require some officer presence on each day.

Incident (accident) notifications are on the increase particularly in food businesses. Slips and trips, lack of first aid provision and COSHH are some of the topics where businesses are breaching health and safety at work requirements. The team are reactive with these notifications however we will hope that Comms can profile some of the issues that are in the public interest via social media without revealing individual business details.

##### **Environmental Services**

Approximately 650m of diseased euonymus hedgerow have been removed in

Cromer and Sheringham. Areas replanted with a variety of tree saplings roughly 5-7 saplings per metre. Assisted by the unpaid work unit from the Probation Service (saving over £12,000) and Climate Change Team.

Biodiversity (Pollinator Action Plan) additional trial sites for re-wilding added at Sheringham x2 and Mundesley in addition to the existing trial site on Fearn's Field, Cromer. Allowing areas to grow 'wild' whilst adding some gentle encouragement in the form of distributing wild flower seeds. Plans in autumn to add further sites with some having soil preparation completed (rotavating) to compare how areas flourish.

Summer litter bins have been put out ahead of the Easter break. The final stages of the 'Binrastructure' project have also seen the recent deployment of 10 BBQ disposal bins at all Blue Flag beaches plus Waxham, Overstrand and Weybourne. This is in addition to the extra Big Belly bins, On The Go Recycling bins and other general litter bins we placed out last year in part as a result of a £14k funding grant from WRAP.

Working with the Broads Authority and Hoveton Parish Council, we have delivered a new facility for waste from boats at the Station Road mooring in Hoveton including new recycling facilities.

In partnership with Eunomia, Natural England, volunteer litter picking groups and other agencies, we delivered a 'Fishing for Litter' project. This involved placing dedicated bins out at various coastal locations where we have fishing activities, for the purpose of collecting marine fishing waste washed up on our beaches. The bins were in situ for approximately six weeks and were then transported to a site for sorting and analysis. The project was a huge success and is likely to lead to the permanent siting of bins at key fishing areas for the purpose of collecting this type of waste, which can then be reused and recycled.

Working between the Climate Change Team, Environmental Services and Norfolk CC we have delivered a Miyawaki project, which has seen three sites in Fakenham, Sheringham and North Walsham have large areas planted up with a variety of trees, with the aim of comparing how the divided sections grow, with one side having no preparation and the other having some pretreatment. This is now complete in terms of the groundworks, planting and fencing as we look forward to seeing the results over the coming months and years.

Over 20,000 direct debit customers were contacted during March with details of forthcoming payments, which were then taken on 1st April bringing in over £1m.

Trade waste end of year process has been undertaken including 2500 customers written to with new pricing for 2022/23 and then dealing with the associated contact following that mailing.

New outlet secured for scrap plastic bins to be recycled and generate an

income from this. 1<sup>st</sup> load of nearly 3 tonnes collected in March which will be made into new wheeled bins.

### **Civil Contingencies**

A Senior Flood Warden Liaison Group meeting was held on the 5th March this was a good opportunity to keep in touch with our volunteer flood wardens, The Toolkit for the Queen's Platinum Jubilee Celebrations was outlined at the quarterly NNDC Town & Parish Council Engagement Forum on 28 March Norfolk Local Authorities' Airwave radio contract extension discontinued as of 31 March

Mini communications exercise for Bacton and Walcott pencilled in for end of April has been cancelled in favour of a longer, more comprehensive, multi-agency exercise later in the year provisionally called Exercise Bacton Vanguard (date TBA with Coastguard and volunteers, but aiming to tie in with the national flooding exercise 'FloodEx22' at the beginning of September) Increasing number of events coming to the Safety Advisory Group.

There may be some emergency planning input into new Lower Tier COMAH site (Albert Bartlett, Worstead) pending response from Health & Safety Executive

NNDC are chairing the Norfolk Local Authority Resilience Partnership meeting on 26 April

Checks will be undertaken to identify communications blackspots and resolve any technical issues in the Bacton and Walcott area. The solution(s) will be tested in Exercise Bacton Vanguard

### **Environmental Protection**

The team have been involved in a licence review of a bar in Cromer. As a result of the review hearing additional conditions have been added to the licence and the team hope that this will have the desired impact of reducing noise nuisance.

Work has been undertaken in the North Lodge Park area of Cromer to gain control of a pest problem in the area. This has involved engagement with several local businesses and the adaptation of some litter bins to include bait stations.

A new laboratory contract has been arranged for private water supply testing. Officers from the team have been heavily involved with inspecting properties under the "Homes for Ukraine Scheme". They are pleased to assist with this valuable piece of work.

### **Climate Change**

The Net Zero Action Plan (NZAP) has now been published and is available on the NNDC web site. A project group will shortly be formed to plan and prioritise actions to achieve net carbon zero for NNDC by 2030.

A feasibility study of erecting a solar array over the Reef car park is underway.

Work continues on The Community Renewal Fund projects. Two feasibility studies each addressing major emission sources within Norfolk (on road emissions and domestic/static energy usage). The two studies are focusing on Sustainable Hydrogen Infrastructure for Transport (SHIFT) Study and a Community Energy Kickstarter project. To be completed by 30 June 2022

#### 110000 Tree Project

The 21/22 planting season is now over. A total of 71800 trees have been planted across 64 projects around the district. After a significant effort by the team, over 50000 trees were planted this season. Progress can be followed on the web site.

The team are already making plans for next winters planting season. Members of the public continue to approach the team with new projects for next season.

A final tree give-away day of the season was held on 12<sup>th</sup> March at Holt Country park. Once again this proved to be a very popular event with people queuing up in advance of the opening time! Further events will be planned for the planting season 22/23.

## **2      Forthcoming Activities and Developments.**

Planning for Green Build 2023

Analysis of EVCP data and preparations of next steps document

Target Operating Model for Serco – delivery by Autumn 23

Carbon emission measurement

## **3      Meetings attended**

Inaugural Norfolk Climate Change Partnership Mtg  
Joint Waste Partnership Mtg

## **CABINET MEMBERS REPORT TO COUNCIL**

**27 April 2022**

### **COUNCILLOR E SEWARD - CABINET MEMBER FOR FINANCE, ASSETS, LEGAL, DEMOCRATIC SERVICES & REVENUES**

-For the period March to April 2022-

#### **1 Progress on Portfolio Matters.**

##### **ESTATES & ASSETS**

- Disposal of assets. 7-9 Bridewell Street, Walsingham has a sale agreed and progressing through the legal transaction. The due diligence for Parklands sale has been completed including interviews being held with the bidders 2 members from the Parklands Residents Association attended. It is proposed to report to O & S May and Cabinet thereafter. Enabling land at Sheringham has an option agreement nearing completion which will result in a planning application being made by the purchasers for a hotel complex.
- Vacant Property – Lease for the 3 Hornbeam North Walsham units is nearing completion. Viewings and lease negotiations continue to be undertaken at The Cedars. Office space at Fakenham Connect has interest from the health sector and terms are being negotiated. Vacant Cromer property at the Melbourne slope and collectors cabin have generated letting enquiries. North Lodge Park lease proposal to cabinet May.
- Beach hut and chalet programme of advertising and review of additional space to identify additional sites is being undertaken, seeking to generate additional income. Works at Overstrand to beach hut plots has been completed and we are investigating opportunities to remove and store the huts over the winter to reduce the risk of damage in the future.

##### **LEGAL**

- Legal services provide a corporate framework enabling the Council to respond to Information Requests, such as Freedom of Information and Subject Access Requests. There is a national target response rate of 90% and the Council has a current response rate of 93%.
- Leases: renewal –Melbourne slope Childrens Amusements – completed 12 April 2022; The Reef Lease– further amends may be necessary due to rights to be granted to the adjacent enabling site; Lease Oddfellows Hall, Sheringham – draft lease with Tenant – hope to complete by end of April; Art Deco retail space Lease – draft out to tenant's solicitors
- Fakenham connect – Deed of Variation to head lease from NCC completed. Under lease to DWP out for signature. Completion due shortly

- Public Open Space transfer – Market Lane Wells. Hopkins site. Transfer Deeds approved –waiting to authority to complete
- Eastlaw is assisting with a prosecution relating to animal welfare and the keeping of dangerous wild animals

### DEMOCRATIC SERVICES

- The team has been very busy recently resourcing additional committee meetings and hosting member briefings and workshops.
- The NNDC Town & Parish Council Engagement Forum met virtually on 28<sup>th</sup> March, with over 40 representatives in attendance. The next meeting will take place on 4<sup>th</sup> July and will focus on community led housing and affordable housing schemes.
- At the Cabinet meeting on 28<sup>th</sup> March 2022, Cabinet agreed to the establishment of a Youth Council, with initial support provided by BYC (British Youth Council). We have already been contacted by some students at local schools who read about the youth council and are keen to get involved.

### REVENUES

- Grants – Omicron Hospitality & Leisure Grant (OHLG) grant scheme has now come to an end and all final applications have been processed, fraud checked and paid.
- A recent government table published on the 15<sup>th</sup> March 2022, showed North Norfolk District Council (NNDC) to be the 7<sup>th</sup> highest council in the country for paying the most OHLG business grants.
- Council Tax collection currently stands at 98.04% versus target of 98.20%
- National Non Domestic Rates (NNDR) collection currently stands at 99.19% versus target of 98.70%, Both figures are provisional and subject to confirmation from accountancy in the coming weeks
- The new Covid 19 Additional Relief Fund (CARF) relief has now been tested and applied to all identified eligible business rate accounts for the 2021/22 financial year that did not get previous covid related reliefs. This generated credits for the 2021/22 financial year which have now all been transferred up to the current 2022.23 financial year and offset against the new charge.
- Year End Billing & Rollover – Both NNDR and Council Tax year end billing has now successfully been completed with approximately 55,000 Council Tax and 8,000 NNDR bills being issued.
- The automated part of the processing of council tax valuation officer schedules has now been tested and is now being used in live. This is now saving considerable processing time which can be reallocated to other challenges.



- £150 Energy Rebate Scheme – This is now in full development stage and we have procured and purchased the software solution to help us manage the cases and this is being developed and tested currently.
- Following appropriate checks, customers paying their Council Tax by Direct Debit, payments will be dispatched by BACS and a letter of confirmation will be sent. Customers who do not pay their Council Tax by Direct Debit will instead receive a letter directing them to the Grant Approval application portal where they can formally make their claim, input their bank details, and following checks, payment will be dispatched by BACS.

This is creating significant additional work for the Revenues team outside of business as usual and will continue to do so until the scheme closing date 30<sup>th</sup> September 2022.

## **2      Forthcoming Activities and Developments.**

### **FINANCE**

**Upcoming Reports** – a number of finance reports are due to be considered by Cabinet over the following months;

- 2021/22 Outturn report – this report will cover the Council's financial performance for the previous financial year and forms part of the closedown of the 2021/22 accounts.
- Treasury management annual report – this report provides Members with an update on the treasury performance for the previous year.
- Debt management annual report – this report provides Members with an update regarding the Council's debt management performance for the previous financial year.

**Accounts** – the finance team are busy preparing the 2021/22 accounts the drafts of which are due to be completed by the end of July. The audit of the 2020/21 accounts is scheduled to start in July with the 2021/22 audit following in February 2023 ahead of approval by the Governance, Risk and Audit Committee (GRAC).

### **REVENUES**

Omicron Hospitality & Leisure Grant (NNDR) reconciliation work

£150.00 Energy Rebate (see above)

Quarterly Return Collection (GRC) 4 (Government return on end of year collection figures)

Working with IT to establish a time scale for developing a list of online forms

Following advertisements for for two level 3 Business Administration Apprentices, without suitable candidates, work continues towards this recruitment.

### DEMOCRATIC SERVICES

Preparations will commence over the summer for promoting the 2023 District Council and Parish elections to prospective candidates. Democratic Services will work in conjunction with the Elections team on preparing information and supporting any promotional events.

### LEGAL

Eastlaw is working with the planning department with matters relating to nitrate neutrality and with the Arcady appeal.

Legal Services is delighted to support the National Apprenticeship Scheme and has been successful in recruiting a Legal Services Apprentice who joins the team this April.

## **CABINET MEMBERS REPORT TO COUNCIL**

**April 2022**

<b>COUNCILLOR LUCY SHIRES - CABINET MEMBER FOR ORGANISATIONAL RESOURCES</b>
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March 2022 to April 2022
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<b>1 Progress on Portfolio Matters.</b>
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<b>Information Communications Technology</b>
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Migration of the anti-spam system to Microsoft cloud based infrastructure as the next element of project to retire 3<sup>rd</sup> party software and use products and features available from Microsoft which are included in our Enterprise E5 license.

A significant upgrade to the Council's firewall to maintain the protections of the network and data has been completed.

We have subscribed to the National Cyber Security Centre early threat warning system. This has been implemented to maintain and improve the Council's Cyber defence arrangements.

The cyber security Incident Response Policy has been revised and updated.

The project to replace the obsolete networking equipment within the Council's Offices has started.

The changes to the telephony system to include the callers telephone number have been completed. This is designed to contribute to improved telephone communications with customers of the Council.

A new hybrid meeting and training facility has been commissioned within the Benefits area.

IT support has been provided to a number of personnel changes including the pilot flexible working in the Place Directorate and a significant number of new starter provisions.

Tree Preservation Orders are now available online with an interactive map linked to the preservation order documents

A webform has been developed to support the new customer complaints policy and process, awaiting further reporting work before going live

New webforms have been developed and made live to allow customers to update their Council Tax status online.

Web forms to assist with Planning consultation have been developed and made live.

The Council's mandatory Accessibility policy has been reviewed and published

The work to update and improve service information content on the website continues.

The "Gov.Notify" system has been integrated with the Council's infrastructure. Individual SMS service is now available and the bulk SMS and email integration work will continue.

Work continues to update all web forms to ensure they remain consistent with central government best practice guidance for web forms "look and feel".

There has been significant work to support data extraction and transformation to support the use of the Ascendant Energy Grant Rebate solution.

The Capita software used to manage Cash receipting is currently being upgraded and it is currently being tested.

Work continues in support of the migration of the EH system to "Assure"

The implantation of the replacement Finance system has commenced. New servers have been created and passed to Civica to configure. This is a significant project to replace the current obsolete system and it will continue until March 2023

The End Of Year processes were supported by the IT team and concluded successfully on time.

The Online recruitment system is currently being implemented to improve the processes and outcomes of the Council's recruitment of new staff.

Work continues to implement the Mobile Building Control App which will allow Building control activities to be processed whilst on site.

Go Live is planned for March/April 2022

### **Customer Services**

Customer Services has again seen a significant increase in our call volumes from previous months. With a 29% increase in call volumes for March in comparison to February our customer's average wait time increased from

previous months to just over 3 minutes.

Outbound correspondence across the district for the following highlights the reasoning behind the increase in customer contact:

- Annual Council Tax billing.
- Annual Benefit notification letters.
- Housing Benefit Review letters.
- Garden Bin renewal letters.

This has been a challenging time for the Customer Services team members who have worked diligently to maintain the best possible service levels for our customers.

With certain processes all taking place in line with the financial year-end it is inevitable that we receive higher volumes of customer contact. Whilst certain measures are in place to maintain a positive customer experience and we work reactively to minimize the impact, further analysis of our processes will be undertaken. We will proactively work closer with our colleagues in other areas of the council in the future to prevent or reduce this reoccurring.

The Building Control scanning workload has been incorporated within the Digital Mailroom. This went live on the 1<sup>st</sup> February. Both teams have been working closely to ensure a smooth and successful transition.

### **Property Services**

Construction inflation continues to be a significant issue for all live and future works. The cost estimation process will be amended to allow for a contingency to deal with this issue. Construction supply chain problems also continue to add unexpected delays to project progress.

Cedars North Walsham works continue to be supported by the property team.

Public convenience refurbishment works at Wells and Fakenham are continuing. Demolition has taken place at both sites. The discovery of an undocumented UK Power Networks Cable and reportable asbestos have caused delays at the Fakenham site. The work At Wells-Next-The-Sea are continuing on schedule.

Works to commission the electric vehicle charger points at the Reef in Sheringham are ongoing.

The tenders for replacement PC facilities at New Road, North Walsham and The Lea's in Sheringham have been advertised and are awaiting responses.

The Vicarage Street, North Walsham PC replacement plans are currently in discussion with the Architect. This facility will incorporate a full Changing Places Toilet provision.

Cromer offices LED programme: A phased plan of works has been developed which will see mandatory safety lighting improvements works completed in April. The Council Chamber will then be upgraded to fully energy efficient lighting. Following this future phases will include all working areas in the Council Offices.

The Beach Huts and Chalet programme of improvement works at Sheringham have been completed.

The Lushers Passage temporary accommodation works have completed and are being handed over for occupation. Further temporary accommodation works to bring in to service a number of additional units continue.

## **2 Forthcoming Activities and Developments.**

### **Information Technology**

Significant external funding has been secured to improve our Cyber Security Arrangements

The first element of activity to be funded from this is an additional facility to improve logging and detection of anomalies on the Councils centralized logging platform.

Further improvements in the infrastructure which manages our Disaster Recovery and Business Continuity functionality to provide a seamless transition to working from our Fakenham backup systems.

Additional cyber security protections will be implemented on the Council's servers.

Ongoing new and improvement content work including content specific to the Ukraine Situation

The text messaging batch service will be developed and deployed

The Web form server upgrade work will continue.

### **Customer Services**

In the coming weeks NNDC residents will receive notification about the Energy Rebate scheme therefore, we anticipate a further increase in the volume of contacts through our main line.

Additionally, some of our customers will receive notification regarding Norfolk

Warm Homes' grants, which Customer Services will be prepared to assist customers.

With the school holidays over Easter and Early May Bank Holiday, we also traditionally see an increase in customer contact. Combined with the Energy Rebate contacts to North Norfolk residents we anticipate call volumes to the council to remain at increased levels.

We are currently in the process of recruitment within the Customer Services and Digital Mailroom teams. This is part of our zero based budgeting proposal and will enable us to successfully deliver our Customer Service Strategy.

### **Property Services**

The second phase of Pier maintenance works will commence.

The tender for the Vicarage Street PC reprovision will be let.

### **3 Meetings attended**

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## **CABINET MEMBERS REPORT TO COUNCIL**

**April 2022**

### **COUNCILLOR J TOYE - CABINET MEMBER FOR PLANNING & ENFORCEMENT**

For the period to April 2022

#### **1 Progress on Portfolio Matters.**

##### **General overview.**

I need to report a significant development in terms of both plan making and development management decisions. On 16 March Natural England Issued guidance to all Norfolk Authorities regarding Nutrient Neutrality for the River Wensum and Broads Catchment Areas.

That advice has created a hiatus in decision making for new homes applications within the catchment areas and poses questions regarding the progress of the North Norfolk Local Plan. Our officers have published guidance which can be viewed at :

<https://www.north-norfolk.gov.uk/tasks/development-management/nutrient-neutrality/>

This page details the areas affected and the forms of development which may be held as a result of the guidance. I have been engaged with our Leader and officers in reviewing the next steps. The Norfolk Leaders Group and a Norfolk senior officers group have been working towards a collaborated response on this matter.

I will continue to report on the issues surrounding Nutrient Neutrality and implications for development and planning in our district over the coming meetings.

##### **Development Management & Major Projects Performance**

Latest figures for speed of decision sustain the performance improvements previously reported. Detailed reports are provided to Development Committee on these matters, please refer to these reports for any detailed consideration on matters of speed and quality of decision to the Development Committee.

Our Director presented a paper to Overview & Scrutiny regarding a draft independent customer satisfaction survey, with results used to form an evidence base for the Planning Service Improvement Plan. This was supported and will be rolled out shortly. We will be reporting to the September meeting of O&S.

Significant land mark decision were made for the retrospective applications at Arcady, Holt Road, Cley next the Sea and also for 61 extra care and 40 affordable homes at Yarmouth Road Stalham.

### **Planning Policy & neighbourhood planning**

The Regulation 19 Consultation process closed on 28 February. Our team are reviewing responses and will be reporting findings to meetings of the Planning Policy & Built Heritage Working Party in the coming weeks.

Details of the consultation and our timetable for plan production can be viewed at :

<https://www.north-norfolk.gov.uk/tasks/planning-policy/local-plan-consultation/>

The Blakeney Neighbourhood plan is nearing its final stages. A six-week consultation of the draft plan is commenced on 28 March and closes on 9 May, 2022, after which it will be considered by an independent examiner. Details of the plan and schedule for submission are available via this link:

<https://www.north-norfolk.gov.uk/news/2022/march/draft-neighbourhood-plan-for-blakeney-reaches-final-stages/>

### **Conservation, Design & Landscape**

Conservation Area Appraisals (CAA) following the recent consultation are to be reported to the 25 April Working Party. Brinton with Thornage; Sharrington; Hunworth; Edgefield, Stody and the wider Glaven Valley will be reported to this meeting.

The 1 April saw introduction of the GIRAMS (Habitat Mitigation: Recreational impacts) measures being introduced on all new planning decisions over Norfolk. The Strategy enables growth in the District by implementing the required mitigation to address adverse effects on the integrity of Habitats Sites arising from recreational disturbance caused by an increased level of recreational use on internationally designated Habitat Sites, particularly European sites, through growth from all qualifying development.

The mitigation is delivered by single one off payments from development. The tariff applies to all net new residential and tourism-related growth, including:

- market and affordable housing
- student accommodation
- Also, residential and tourist-related caravans, including:
  - mobile homes
  - park homes
  - tents and modern variations
  - gypsies or travellers pitches and plots

Along with Specialist elderly accommodation that provides complete residential dwelling but excluded specialist bed units such as nursing homes.

### **Building Control**

Workload is approx. 10% higher than usual for the corresponding time last year. An increasing portion of work is being brought in via the regularisation route following increases in house sales. Regularisation works can only be undertaken currently by the Local Authority, and not Approved Inspectors.

Our team report all Building Control applications continue to be decided within the statutory timescales. Some pressure has been created as the service is working with a one surveyor vacancy. That role is subject to final interview this month.

Inspections are arranged to minimise mileage and carbon emissions, we will be delivering a mobile working app shortly to ensure less paper and greater on site efficiencies.

### **Enforcement**

The team have 213 current live cases; 123 cases have been closed so far in 2022.

Job descriptions and Job Evaluation is being progressed for the new role of Condition Compliance Officer, we will commence recruitment when the process is completed.

### **Staffing**

I have been pleased to report success in recruitment to the vacant Planning Support Manager Role. The role will be critical in development of stronger customer facing elements of our service, along with software and systems development. The successful candidate has a strong knowledge of our IT systems and detailed planning experience. We will look forward to welcoming our new starter in around six weeks' time

## **2 Forthcoming Activities and Developments.**

Planning Policy & Build Heritage Working Party – 25 April

Development Committee – 12 May.

<b>3 Meetings attended</b>
Development Committee – 14 & 31 March and 14 April Overview & Scrutiny – 6 April Town and Parish Forum – 28 March Norfolk Strategic Planning Forum – Nutrient neutrality – 14 <sup>th</sup> April. Cabinet, Business Planning, Portfolio Meetings, Parish Council Meetings.