

Council



Please contact: Emma Denny

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10 May 2022

The **Annual Meeting** of the **Council** will be held in the Council Chamber - Council Offices on **Wednesday, 18 May 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. 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

Chief Executive: Steve Blatch

Tel 01263 513811 **Fax** 01263 515042 **Minicom** 01263 516005

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

A G E N D A

1. OUTGOING CHAIRMAN'S COMMUNICATIONS AND ANNOUNCEMENTS

To receive announcements from the outgoing Chairman.

2. ELECTION OF CHAIRMAN

To elect a Chairman of the Council for the ensuing year.

3. INCOMING CHAIRMAN'S COMMUNICATIONS

To receive the incoming Chairman's communications, if any.

4. ELECTION OF VICE-CHAIRMAN

To elect a Vice-Chairman of the Council for the ensuing year.

5. VOTE OF THANKS TO THE RETIRING CHAIRMAN AND THE VICE-CHAIRMAN

6. APOLOGIES FOR ABSENCE

To receive apologies for absence, if any.

7. MINUTES

1 - 10

To confirm the minutes of the meeting of the Council held on 27th April 2022.

8. TO RECEIVE DECLARATIONS OF INTERESTS FROM MEMBERS

11 - 16

Members are asked at this stage to declare any interests that they may have in any of the following items on the agenda. The Code of Conduct for Members requires that declarations include the nature of the interest and whether it is a disclosable pecuniary interest (see attached guidance and flowchart)

9. 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.

10. LEADER'S ANNOUNCEMENTS

To receive any announcements from the Leader of the Council.

11. REPORT ON APPOINTMENT OF MEMBERS OF THE CABINET

The Leader will inform Council on any changes to appointments to Cabinet.

12. TO ESTABLISH THE POLITICAL BALANCE OF THE COUNCIL AND ALLOCATION OF SEATS TO COMMITTEES, SUB-COMMITTEES, WORKING PARTIES AND PANELS

17 - 22

Summary: Following a change to the membership of the political groups at North Norfolk District Council, the Council is required 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 and regulations made thereunder.

Conclusions: Following a change in the political balance it is necessary to review the allocation of seats on committees, sub-committees, working parties and panels.

Recommendations:

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 taking into consideration any arrangements agreed by the Group Leaders
3. That the political balance rules are waived for Licensing sub-committees (Premises & Gambling) to allow Independent Group members to be included in the rota for hearings and to sit on the panels (section 3.3 below)
4. That delegation is given to the Group Leaders to make any changes to appointments to committees, sub-committees, working parties & panels subsequent to those agreed at the Annual General Meeting.

Contact Officer(s), telephone number and email:
Emma Denny, Democratic Services Manager, 01263 516010,
emma.denny@north-norfolk.gov.uk;

13. APPOINTMENT OF MEMBERS AND SUBSTITUTES TO COMMITTEES, SUB-COMMITTEES, WORKING PARTIES AND PANELS

23 - 26

AGENDA NOTE:

If the Council is to approve alternative arrangements for appointments to a Committee other than those required by law on political balance, it must be without any member voting against them.

Members are reminded of the need for Committee Members or substitutes on the Development and Licensing Committees to have undertaken the necessary training.

The Chairman of the Overview and Scrutiny Committee should be drawn from the main opposition group and the Vice – Chairman from the ruling group. Cabinet Members and the Chairman of the Governance, Risk and Audit Committee cannot sit or substitute on the Overview and Scrutiny Committee.

Recommendation:

That Council appoints Members and substitutes to Committees, sub-committees, working parties and panels for 2022/23, in line with the allocation of seats as agreed at agenda item 12.

14. APPOINTMENT OF CHAIRMEN AND VICE-CHAIRMEN TO COMMITTEES 27 - 28

Recommendations:

- 1. To appoint Chairmen and Vice-Chairmen to Committees for 2022/23**
- 2. To note the appointment of Chairmen and Vice-Chairmen of Executive sub-committees and working parties for 2022/23.**

(Proposed changes are highlighted in red).

Please note Chairmen and Vice-Chairmen of Executive sub-committees and working parties are not Council appointments and are therefore provided for noting only.

15. APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES 29 - 40

Summary: This report requires Members to make nominations and appointments to the Council's schedule of approved Outside Bodies for the 2022/23 civic year.

Recommendations:

- 1. That the Outside Bodies list be amended in accordance with section 2, 3 and 4 of the report**
- 2. That the Council appoints Members to the schedule of approved Outside Bodies for the 2022/23 civic year (Appendix A)**
- 3. That Council approves the appointment recommended by the**

**Overview & Scrutiny Committee to the
Norfolk Health Overview & Scrutiny
Committee (NHOSC) (Appendix C)**

- 4. That Council receives the appointments made by the Executive to those outside bodies that fall to the Executive to appoint (Appendix B)**

Wards affected	All
Contact Officer,	Emma Denny, Democratic Services Team Leader
telephone number	01263 516010,
and e-mail:	emma.denny@north-norfolk.gov.uk

(Please note that the Overview & Scrutiny Committee meeting takes place after the Full Council agenda is issued. If there is a change to Appendix C, an oral update will be provided at the AGM on 18th May)

16. 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.”

17. PRIVATE BUSINESS

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COUNCIL

Minutes of the meeting of the Council held on Wednesday, 27 April 2022 in the Council Chamber - Council Offices at 6.00 pm

Members Present:	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 R Kershaw
	Mr N Lloyd	Mr G Mancini-Boyle
	Mr N Pearce	Mr S Penfold
	Mr J Punchard	Mr J Rest
	Mr E Seward	Miss L Shires
	Mrs E Spagnola	Mrs J Stenton
	Mr M Taylor	Mr E Vardy
	Mr A Varley	Ms L Withington

Also in attendance: The Chief Executive, The Director for Place & Climate Change, The Director for Communities, the Director for Resources (S151 Officer), the Assistant Director For Finance and Legal (Monitoring Officer) the Democratic Services Manager and the Democratic Services and Governance Officer (Scrutiny)

158 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs W Fredericks, P Heinrich, N Housden, G Perry-Warnes, C Stockton, J Toye and A Yiasimi.

159 MINUTES

The minutes of the meeting held on 9th February were approved as a correct record and signed by the Chairman.

The minutes for the meeting held on 23rd February 2022 were approved and signed by the Chairman, subject to the following amendment:

The recorded vote for Agenda Item 10, Recommendation 10 - Council Tax should state that Cllr T FitzPatrick voted against the recommendation and that Cllr W Fredericks voted for the recommendation.

160 ITEMS OF URGENT BUSINESS

None.

161 TO RECEIVE DECLARATIONS OF INTERESTS FROM MEMBERS

The following Members declared a non-pecuniary interest in Agenda item 10: Opposition Business, as elected members of Norfolk County Council:

Cllr T Adams, Cllr N Dixon, Cllr T FitzPatrick, Cllr S Penfold, , Cllr L Shires, Cllr E Vardy.

162 CHAIRMAN'S COMMUNICATIONS

The Chairman updated members on recent civic events. The Vice-Chairman, Cllr P Grove-Jones spoke about her visit to the Cromer Christian Fellowship commissioning service for the new Church Leader on 19th March. She said it had been very enjoyable and she was made to feel very welcome.

The Chairman then spoke about his support for 'It's on the Ball' cancer charity. He said that he had joined David Holliday from Moongazer Ale for part of his 147 mile journey pushing a beer barrel from Hindringham to St Bart's Hospital in London. To date, £17,600 had been raised for the charity.

He concluded by thanking members for attending the Chairman's Afternoon Tea at the How Hill Trust, Ludham. It had been a wonderful afternoon and raised just over £300 for the Chairman's charities.

163 LEADER'S ANNOUNCEMENTS

The Leader, Cllr Adams began by updating Members on the Tree Planting project. He said that by the end of the latest tree planting season, a total of 71,000 trees had been planted and he was hopeful that the overall target of 110,000 would be achieved on time. He thanked everyone involved.

He then spoke about £300k of additional funding that had recently been received for the Changing Places project. He thanked the Director for Resources for his work in pursuing this funding and Cllr E Spagnola for her initial challenge to the Council to install new facilities across the District. This had led to a real difference for both residents and visitors, with new facilities in Fakenham and Wells already underway and more planned for Holt and Stalham.

Cllr Adams then highlighted the recent announcement that North Norfolk would be one of two areas in the country where funding from the Coastal Transition Accelerator Programme had been allocated. It would focus on helping communities and businesses on areas of the coast that could not sustainably be defended from coastal erosion.

Regarding the recent invasion of Ukraine, Cllr Adams said that the Council had appointed a Ukrainian Community Support Officer and 39 properties had been checked for their suitability to host Ukrainian families. Currently over 70 people were expected to come to North Norfolk. He thanked the community groups and hubs for their support in welcoming refugees.

The Leader then updated members on ongoing discussions around a County deal. He said that there had not been significant progress yet. He had attended the District Council Network (DCN) mini conference in March and the message was that if such county deals were not managed carefully, there was a risk of regionalisation rather than localisation of local government.

The Council had started to look at the opportunities presented by the Levelling Up fund and the Shared Prosperity Fund. The latter was disappointing for the District,

with only a relatively small amount of funding available.

Cllr Adams concluded by talking about upcoming projects. He said that the Quality of Life Strategy was due to go to Cabinet shortly and he thanked the Assistant Director for People Services for her work on this. He then spoke about recent meetings he had had with representatives from Holt and Stalham Town Councils, ahead of further meetings with Fakenham and Cromer Town Council. He finished by reminding members about the Mammoth Marathon which was taking place in May. It was the first road marathon in North Norfolk since 1990 and officers had worked very hard alongside the North Norfolk Beach Runners to put it in place.

164 PUBLIC QUESTIONS AND STATEMENTS

None received.

165 PORTFOLIO REPORTS

The Chairman invited members to put questions to Portfolio Holders.

Cllr C Cushing asked the Leader, Cllr T Adams, about the impact of the recent nutrient neutrality ruling from Natural England. He said that it was having an immediate effect on his ward of Fakenham, with a large housing development there now on hold. He asked the Leader if there was any information on the next steps to address such issues. Cllr Adams replied that it was an example of where a national issue was affecting normal people as well as having a wider impact on builders and suppliers. He said that the Council was trying to progress applications as far as it could until the issue was resolved. He said that he would follow up on Cllr Cushing's query regarding the Fakenham development and come back to him.

Cllr A Brown asked the Leader if there were any targets regarding the homing of Ukrainian refugees in the County and the District specifically. The Leader replied that currently only small numbers were coming through. He said that dialogue with neighbouring councils had been good and over 70 people were due to come to North Norfolk soon.

Cllr G Hayman asked the Leader what he was doing personally to support Ukrainian refugees and whether he wished to thank the local MP for taking in a refugee. The Leader replied that he would like to thank everyone who was involved in supporting Ukrainian refugees. He added that it was not possible for everyone to take a refugee into their home but he also worked with charities outside of his role as a councillor which were providing support.

Cllr R Kershaw said that he had offered two double rooms for refugees at the start of the crisis but had not received a response from the Government so far, despite chasing it several times.

Before taking questions on her portfolio, Cllr A Fitch-Tillett drew members' attention to a couple of key points. She said that one set of beach access steps at Overstrand had been shut. At Happisburgh there was an issue with sand martins nesting so the cutting of the access ramp was being delayed until the nesting season was over. She finished by welcoming the additional coastal funding that the Leader had announced earlier. Cllr J Stenton asked for further detail on how the funding would be released. Cllr Fitch-Tillett replied that it was hoped that this initial tranche could be used to leverage in further funding in the future. She added they had only been

notified of the funding a month ago so it was still early in the process.

The Chairman then advised members that the following written question had been submitted in advance by Cllr J Rest for Cllr V Gay, Portfolio Holder for Leisure, Culture & Wellbeing:

'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.*

Cllr Gay said that at the current time, the leisure contractor, Everyone Active, paid for the energy used rather than a price per unit. This would be reviewed after two years. She said that the Council had not been asked to provide a subsidy and as yet there was not sufficient evidence to base such a request on. The Reef was programmed to use energy as efficiently as possible and Everyone Active felt they could find further efficiencies and like all of the Council's contractors, they were committed to delivering the Net Zero Strategy targets. Cllr N Lloyd, Portfolio Holder for Environment, added that the question underlined the importance of the Council's climate change agenda. He said that all options were being explored including the installation of solar ports over car parks.

Cllr M Taylor asked Cllr R Kershaw, Portfolio Holder for Sustainable Growth, about the impact of the North Walsham Heritage Action Zone project on local businesses in the short term. He said he was aware that one business was close to folding and wondered what the Council was doing to support them. Cllr Kershaw replied that all local businesses had been involved in the consultation process and timings of the works had been shared in advance. Visitors were happy with the changes so far. He added that the Market Place works were being undertaken in sections to minimise the impact and he said that in the long term footfall to the town would increase. He concluded by saying that officers regularly visited local businesses to talk through any issues that they were having. In conclusion, he said that two of the empty shops in the town centre had recently been filled.

Cllr T FitzPatrick said that Cllr Kershaw's report was commendably short. He said that he had recently attended a presentation in Great Yarmouth about the real changes that the Council had brought to the town – including the new leisure centre, including the third river crossing, the new covered market and the energy campus. He said that Equinor had moved from North Norfolk to the new energy campus and this had resulted in the loss of 140 jobs. He asked what was being done to find replacement quality jobs in the west of the District. Cllr Kershaw replied that regarding Equinor, the servicing of the wind farms had moved to Great Yarmouth and this was beyond the control of the District Council. He added that officers were meeting with Walsingham Estates on 13th May to try and help fill the property. He added that the hospitality sector continued to do well, with the Chestnut Group investing in 5 pubs across North Norfolk. Cllr FitzPatrick replied that 140 quality jobs had been lost in the west of the District and he felt this had not been answered. Cllr

Kershaw referred to the film studio at West Raynham which was generating a lot of jobs in neighbouring areas, including Fakenham.

Cllr N Pearce asked Cllr L Shires, Portfolio Holder for Organisational Resources, about the arrangements in place to look after people coming into the reception area at the Council offices. He said that on three separate occasions he had witnessed elderly people seeking planning advice and they had been turned away because they did not have an appointment. Cllr Shires replied that she was not aware of the specific incidents mentioned but that they should have been offered a way to make an appointment. Cllr Pearce replied that they were not and he did not feel that the service was good enough. Cllr Shires offered to discuss the matter with Cllr Pearce after the meeting.

Cllr G Mancini-Boyle held up an agenda for a recent meeting of the Planning Policy & Built Heritage Working Party. He commented on its size and asked how much it had cost to print and post out. He said that he would like to remind members that the Council had declared a climate emergency and the provision of paper copies was unacceptable. The Chairman replied that members of the working party had requested hard copies due to the complex technical content of the documents. The Vice-Chairman added that any member could contact Democratic Services and ask not to receive printed copies. As the Portfolio Holder for Planning, Cllr Toye, was not in attendance, he suggested that Cllr Mancini-Boyle put his question in writing to him.

Cllr C Heinink asked Cllr E Seward, Portfolio Holder for Finance, about the £150 energy rebate and when residents should expect to receive it. Cllr Seward replied that officers were working on it and payments would start in May. The first rollout would be for customers that pay by direct debit as the Council already had bank account details for them. For those that did not pay this way, requests could be submitted via the grant approval application portal and following checks, payment would be dispatched by BACS.

166 QUESTIONS RECEIVED FROM MEMBERS

A question had been submitted by Cllr Rest. It had been dealt with under Portfolio Holder reports.

167 OPPOSITION BUSINESS

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

The Chairman, Cllr J Punchard, proposed that a recorded vote was taken. Cllr T FitzPatrick seconded this

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.'

Cllr Mancini-Boyle introduced the motion by saying that although the Western Link was not in North Norfolk, residents, businesses and tourists across the District would benefit from its completion. He referenced access to the Norfolk & Norwich Hospital (NNUH). Many residents had to drive through small rural villages to get there and this meant that ambulances and lorries also had to drive these routes which were often unsafe and lengthy. Access to the A11 was also challenging. Heavy traffic in small villages meant that vehicle emissions were high and potentially harmful to residents including children and the elderly.

Cllr Mancini-Boyle said that more consultation would come forward regarding the final route once the Secretary of State had made the decision on the funding. He added that members of South Norfolk and Broadland District Councils had already voted in support of the Western Link and he urged members to put politics aside and support the motion – for the whole of Norfolk.

Cllr T FitzPatrick seconded the motion and reserved his right to speak.

The Chairman opened the debate:

Cllr S Penfold said that his main concern was that the motion sought commitment from members to support the construction of the Western Link dual carriageway. He said that it was not an 'in principle' pledge but a full commitment and it was too early for this. At the current time, Norfolk County Council (NCC) did not know the construction costs for the project and had not set out a timetable for the works. In February 2022 NCC had issued a news release focussing on the design of the western link but not the costs. It had stated that more information on the route, costs and timetable would be provided in June 2022. Cllr Penfold said that it was clear that the County Council did not yet know how much the project would cost and how long it would take to construct. Questions should therefore be raised about its viability. It wasn't clear whether the County Council could afford the 15% of costs that it had agreed to – which were originally £185m and would undoubtedly be much higher now. He concluded by saying that the motion was set against a backdrop of escalating financial woes at the County Council, a lack of commitment from the Government on funding and soaring material and supply costs. He felt it was therefore naïve and premature and it would be irresponsible for a District Council to pledge commitment to County Council project when they did not know the costs or timetable for construction.

The Leader, Cllr T Adams, said that he did not feel that this was a matter for the District Council to provide a steer on. He said that he did not feel that construction of the link would solve the issues faced by the Ambulance Service. He agreed with Cllr Penfold that escalating costs were a concern and many people were questioning its deliverability.

Cllr E Spagnola said that it was unfair to put the Ambulance Service in the spotlight and suggest that waiting times could be solved by constructing the Western Link. There was a much wider issue regarding investment and a focus on handing over patients at the hospital.

Cllr A Fitch-Tillett said she supported the construction of the road and the points raised in the written motion. However, she too felt that it was premature. She referred to the Northern Distributor Road (NDR) which had not been delivered on budget. She said that she didn't feel she could support the motion until it had been fully costed, funding was allocated and it was clear when it would be delivered.

Cllr C Cushing said that this was about a vision for Norfolk that was sustainable and relied on people walking and cycling everywhere. This worked well in city centres but was not practical for a rural area like North Norfolk. People relied on their cars to get around and without the Western Link, traffic would continue to increase and impact on small villages. That was why so many residents in the surrounding areas were supportive of the road being built. He said that similar motions had been supported by the Liberal Democrat councillors unanimously at both South Norfolk and Broadland District Councils. He explained that residents from the west of the District wanting to access the NNUH, had to travel via Lenwade which was a winding, treacherous route. Cllr Cushing then said that he believed the Western Link would provide a strong boost for businesses by improving connectivity and he urged members to support the motion.

Cllr V FitzPatrick said that the construction of the road was of huge public benefit. He gave the example of an ambulance journey to the hospital and said that dangerously ill patients were much safer being transported on a fast dual carriageway rather than winding, lengthy back roads. He added that for most residents, the journey to Norwich was impossible by bus and the majority of people ended up using the 'rat runs' which then impacted on the quality of life of the people living adjacent to them. He encouraged members to support the motion.

Cllr N Lloyd said that he believed the motion to be premature and poorly written. The route was not yet finalised and the funding not secured. He said that there was no data regarding emissions in the motion and he felt this was necessary for members to support. He said that regarding ambulances, he would also like to see some data on this. As far as he was aware the main issue was around transferring patients from the ambulance into the hospital rather than the journey time. He concluded by saying if the funding and route were confirmed then he may support it but it should be acknowledged that the County Council did not have a good track record of listening to the District Council and he remained sceptical that it would make any difference.

Cllr A Brown said that in his view, an indication of support at this stage would send a signal to the Leader of the County Council to sign a 'blank cheque'. Instead, he would support sending a letter suggesting that the County Council revisits their decision not to declare a climate emergency.

Cllr G Hayman proposed that the question be now put. Cllr T FitzPatrick seconded the proposal, subject to him having a right of reply if it was passed. When put to the vote the proposal was not supported by 11 votes in favour and 19 votes against.

Cllr L Shires said that she wanted to send a clear message of support to the paramedic and hospital teams who regularly raised concerns about the difficulties they were facing regarding response times. She said it was unfair to suggest that a pledge to build a 3 mile stretch of road would resolve these issues. The latest data that she had seen included an ambulance response time of 21 hours and 57 minutes – and this stretch of road would not address that. The problem was a matter of a severely underfunded system.

Cllr P Grove-Jones said that roads in a rural area were slow. There was a sequential

increase in traffic as new roads opened. She gave the example of the M25 which was now gridlocked most of the time, despite being built as a relief road.

Cllr J Punchard said that he was supportive in principle as it made sense to complete the route by constructing the last three miles. However, like other members, he questioned how much it would change ambulance response times. Regarding emissions, he said that he hoped that it would not be like the NDR, which had a lot of roundabouts, which required drivers to stop frequently. He concluded by saying that it needed more detail before he would support the motion.

Cllr T FitzPatrick then spoke as seconder of the motion. He said that in his view, the main point was not about ambulance response times but about getting to the hospital in a car, which this road would help. He went on to say that in his role as a County Councillor he had supported the construction of the Northern Broadway which had been built under the 'Rainbow Alliance' at the County Council. He felt it had been too important an issue to play party politics with and this was a similar matter. Regarding the reduction of emission, the Western Link would take cars out of the city centre reducing pollution. Ultimately, however, it would be electric cars using the roads so this issue would be addressed. He went on to say that the existing Broadland Northway brought substantial benefits to Cromer but not to the west part of the District. Finishing this link would stop rat running, support existing jobs by improving transport links and for emergency services every minute was critical. It was time to see some benefits being brought to the western side of the District. He asked members not to play politics with this. The funding would be dealt with by the County Council, support was just sought from the District Council to demonstrate recognition of the benefits it would bring to residents.

Cllr G Mancini-Boyle then spoke as the proposer of the motion. He said that he would listen to the concerns that had been raised regarding costs and the route. He said that he was confident it would be built at some point. He said that Councils were happy to approve large housing developments but did not seem open to backing the infrastructure to support these. He concluded by urging all members to support the motion.

A recorded vote was taken. 10 members voted in favour, 20 against and 3 abstained. The motion was therefore not supported.

168 NOTICE(S) OF MOTION

None received.

169 EXCLUSION OF PRESS AND PUBLIC

170 PRIVATE BUSINESS

The meeting ended at 7.31 pm.

Chairman

COUNCIL
RECORDED VOTE FORM

Agenda Item 10: Opposition Business

Date: **27 April 2022**

	For	Against	Abst		For	Against	Abst
Adams, T		X		Housden, N			
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		
Bütikofer, P		X		Penfold, S		X	
Bütikofer, S		X		Perry-Warnes, G			
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				Stockton, G			
Gay, V R		X		Taylor, M	X		
Grove-Jones, P		X		Teye, J			
Hayman, G	X			Vardy, E	X		
Heinink, C		X		Varley, A		X	
Heinrich, P				Withington, E		X	
Holliday, V			X	Yiasimi, A			

recorded votes form

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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](#).

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain. [Any unpaid directorship.]
Sponsorship	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.
Contracts	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>
Land and Property	<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>
Licenses	<p>Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer</p>
Corporate tenancies	<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>
Securities	<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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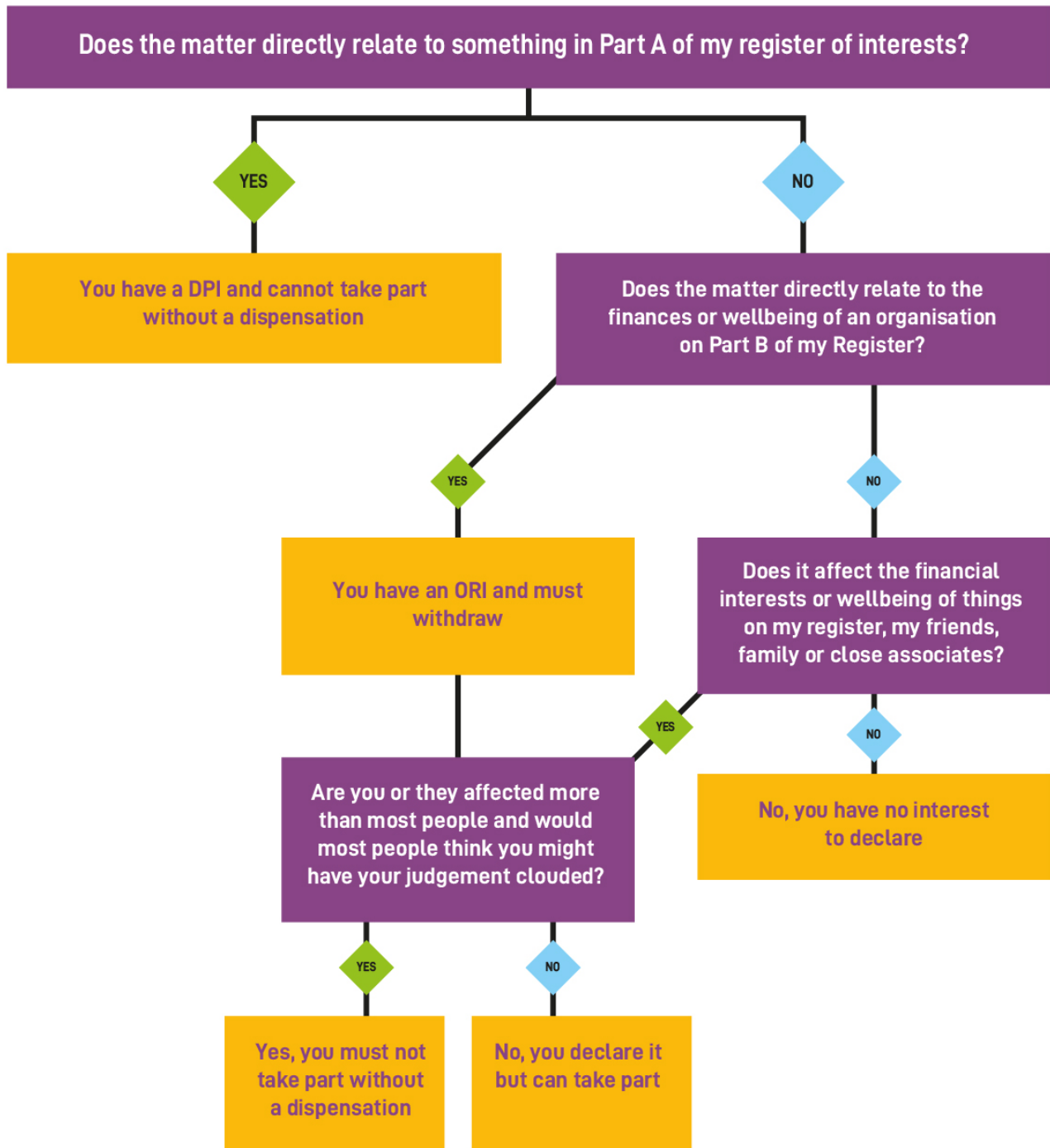
* 'director' includes a member of the committee of management of an industrial and provident society.

* '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)



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

Summary: Following a change to the membership of the political groups at North Norfolk District Council, the Council is required 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 and regulations made thereunder.

Conclusions: Following a change in the political balance it is necessary to review the allocation of seats on committees, sub-committees, working parties and panels.

- Recommendations:**
- 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 taking into consideration any arrangements agreed by the Group Leaders**
 - 3. That the political balance rules are waived for Licensing sub-committees (Premises & Gambling) to allow Independent Group members to be included in the rota for hearings and to sit on the panels (section 3.3 below)**
 - 4. That delegation is given to the Group Leaders to make any changes to appointments to committees, sub-committees, working parties & panels subsequent to those agreed at the Annual General Meeting.**

Contact Officer(s), telephone number and email:
Emma Denny, Democratic Services Manager, 01263 516010, emma.denny@north-norfolk.gov.uk;

1. Introduction

- 1.1 Since the last review of the political balance of the Council in February 2022, there has been a change to the political make-up of the Council. As a result of this change, it is necessary to review the political balance again and determine the allocation of seats on committees to ensure that they reflect the revised balance.
- 1.2 Council's duty is to determine the allocation of seats to be filled by appointments by the authority, except the Cabinet. The purpose is to ensure that there is proportionality across all formal activities of the Council, reflecting

the overall political composition. It affects all formally constituted committees, sub-committees, working parties and panels which discharge functions on behalf of the authority.

2. Background

- 2.1 In May 2022, a member resigned from the Liberal Democrat Group, becoming an independent non-aligned member. This has resulted in the following change to the composition of the Council which is now as follows: Liberal Democrats (24 members), Conservatives (10 members) Independent Group (4 members), Independent non-aligned (2)
- 2.2 The Local Government (Committees and Political Groups) Regulations 1990 (SI 1990/1553) state that ungrouped members are not entitled to committee seats and any seats given would have to be at the discretion of the majority group.
- 2.3 Therefore, for the purpose of the political balance calculations, the non-aligned members have been removed from the number of members entitled to committee seats, reducing the total to 38. The calculations are made on this basis and reflected in the accompanying table.
- 2.4 Section 15(1) of the Local Government & Housing Act 1989 requires the Council to review the representation of the different political groups on committees and sub-committees:
- at, or as soon as practicable after the Annual Meeting of the Council or,
 - where notice is received of a change in the composition of political groups
- 2.5 The Head of Paid Service has a duty, whenever such a review takes place, to submit a report to the Council showing what the allocation of seats, in their opinion, best meet the requirements of the above Act.
- 2.6 Political Composition

The political composition of the Council is outlined below:
(As referenced at section 2.2, the non-aligned member is removed from the calculations)

Group	No. of members	% (of 38 seats)
Liberal Democrat	24	63.15
Conservative	10	26.32
Independent	4	10.53
Total	38	100%

- 2.5 The Council needs to approve the allocation of seats to the political groups on those committees which are required by law to be politically balanced.
- 2.6 The obligation to ensure that there is proportionality in the political composition of the Council's committees extends only to proportionate representation of members of political groups and does not require that a vacant seat is represented.

- 2.7 In carrying out any review, the Council is obliged to adopt the following principles and to give effect to them 'so far as is reasonably practicable':
- a) That not all seats on the Council are allocated to the same political group
 - b) That the majority of the seats on the Council are allocated to a particular group if the number of persons belonging to that group is a majority of the authority's membership
 - c) Subject to the above, that the number of seats on ordinary committees of the Council which are allocated to each political group, have the same proportion to the total of all the seats on the ordinary committees of that authority as is borne by the number of members of that group to the membership of the authority and
 - d) Subject to a) and c) above, that the number of the seats on the Council which are allocated to each group have the same proportion to the number of all the seats on that Council as is borne by the number of members of that group to the membership of the Council.
 - e) It was agreed at the Annual meeting of Full Council on 15th May 2019 that delegation should be given to the Group Leaders to make any changes required to appointments to committees, sub-committees, working parties and panels as long as they are in accordance with the political balance. Group Leaders will inform the Democratic Services Manager of any changes and Members will be informed via the Members' Bulletin. In addition, and to ensure they changes are recorded formally, an update will be provided to the next meeting of Full Council. It is proposed that this convention is continued to allow appointments to be filled without waiting for approval from Council.

3. Entitlement to Places

- 3.1 The table at Appendix A shows those Committees that are required to be politically balanced. Generally, the approach taken has been to round up percentages where they are above 0.5% or close to 0.5. However, if more than one group has a percentage above 0.5% then the highest will be allocated the seat.
- 3.2 Following the agreement at Full Council on 9th February 2022, Licensing functions have been split in line with the legislation and an additional committee has been created (the same members can sit on both Licensing committees).
- 3.3 It is proposed that Licensing sub-committees are retained as a panel of 3 members. For premises licence hearings, political balance is required, so it is therefore suggested that the political balance rules are waived for these to allow Independent Group members to be included in the rota for hearings.
- 3.4 According to NNDC's Constitution, Chapter 5 section 6.2 'Working Parties shall in law be Committees of the Council' and consequently the political balance rules will also apply to working parties – unless they are Cabinet sub-committees. Cabinet sub-committees are not required to be politically balanced but it is the practice at NNDC that they are and for this reason they are included in the table (marked with an asterisk)
- 3.5 Overall the percentages have changed slightly as follows:

The Liberal Democrat Group now has 63.15% of committee seats which equates to 71 in total.

The Conservative Group now has 26.32% of committee seats which equates to 30 in total

The Independent Group remains unchanged at 10.53%, which equates to 12 seats in total.

- 3.6 Full Council will need to approve any change to the calculation, as proposed by the Group Leaders.

4 Conclusion

Council is asked to allocate seats and substitutes to political groups in accordance with the political balance rules and approve any changes proposed by the Group Leaders.

5 Implications and Risks

In line with the relevant legislation, the Council must review the political balance and allocation of seats following the formation of a new political group. There is no alternative.

6 Financial Implications and Risks

There are no financial implications arising from this report.

7 Sustainability

There no sustainability issues arising from this report.

8 Equality and Diversity

An Equality Impact Assessment has not been completed because there are no service, policy or organisational changes being proposed.

9 Section 17 Crime and Disorder considerations

There are no Crime and Disorder implications arising from this report.

		Liberal Democrat		Conservative		Independent		TOTAL
Members		24		10		4		40 (38)
Expressed as %		63.15%		26.32%		10.53%		100%
Committee	No. of Seats	Entitled Places (exact)	Entitled Places (rounded)	Entitled Places (exact)	Entitled Places (rounded)	Entitled Places (exact)	Entitled Places (rounded)	
Licensing Committee (Premises)	15	9.47	9	3.94	4	1.57	2	15
Licensing Committee (Regulatory)	15	9.47	9	3.94	4	1.57	2	15
Development Committee	14	8.84	9	3.68	4	1.47	1	14
Overview & Scrutiny	12	7.58	8	3.16	3	1.26	1	12
Planning Policy & Built Heritage WP	12	7.58	8	3.16	3	1.26	1	12
Standards Committee	7	4.42	5 4	1.84	1 2	0.73	1	7
Governance, Risk & Audit Committee	6	3.79	4	1.58	1	0.63	1	6
Employment & Appeals Committee	5	3.16	3	1.32	1	0.53	1	5
*NN Sustainable Communities Fund GP	7	4.42	4	1.84	2	0.72	1	7
*Member Development Group	6	3.79	4	1.58	1	0.63	1	6
Constitution Working Party	5	3.16	3	1.32	2	0.53	0	5
Joint Staff Consultative Committee	5	3.16	3	1.32	2	0.53	0	5
* Council Tax Support Working Party	5	3.16	3	1.32	1	0.53	1	5
TOTAL	114	71.9	71	30	30	11.9	13	114

**Please note that all of the committees marked with an asterisk * are Cabinet sub-committees and therefore they are not required to be politically balanced – however, it is the practice at NNDC that they are politically balanced.*

May 2022 – Committee Appointments

Committee	Liberal Democrats	Conservatives	Independents
Licensing Committee (Premises & Gambling) (15) Liberal Democrats (9) Conservatives (4) Independents (2)	T Adams D Birch H Blathwayt P Bütikofer P Fisher P Grove-Jones N Lloyd E Spagnola A Yiasimi	C Cushing N Pearce E Vardy G Mancini-Boyle	J Rest N Housden
Licensing Committee (Regulatory) (15) Liberal Democrats (9) Conservatives (4) Independents (2)	T Adams D Birch H Blathwayt P Bütikofer P Fisher P Grove-Jones N Lloyd E Spagnola A Yiasimi	C Cushing N Pearce E Vardy G Mancini-Boyle	J Rest N Housden
Development Cttee (14) Liberal Democrats (9) Conservatives (4) Independents (1)	A Brown P Fisher R Kershaw N Lloyd P Grove-Jones P Heinrich A Varley L Withington A Yiasimi	V Holliday G Mancini-Boyle N Pearce M Taylor	A Fitch-Tillett
Substitutes	<i>T Adams P Bütikofer S Bütikofer E Spagnola C Stockton J Toye</i>	<i>C Cushing T FitzPatrick V FitzPatrick E Vardy</i>	<i>N Housden J Punchard J Rest</i>
Overview & Scrutiny (12) Liberal Democrats (8) Conservatives (3) Independents (1)	H Blathwayt A Brown P Fisher P Heinrich S Penfold E Spagnola A Varley L Withington	C Cushing N Dixon V Holliday	N Housden
Substitutes	<i>P Bütikofer S Butikofer A Yiasimi</i>	<i>G Mancini-Boyle N Pearce</i>	
Standards Committee (7)	H Blathwayt A Brown	N Dixon N Pearce	J Rest

Liberal Democrats (5) Conservatives (1) Independents (1)	P Bütikofer L Shires		
Substitutes		<i>C Cushing</i>	
GRAC (6) Liberal Democrats (4) Conservatives (1) Independents (1)	H Blathwayt P Bütikofer P Fisher S Penfold	C Cushing	J Rest
Substitutes	<i>A Brown P Heinrich L Withington</i>	<i>N Dixon V Holliday</i>	
Working Parties			
Planning Policy & Built Heritage Working Party (12) Liberal Democrats (8) Conservatives (3) Independents (1)	A Brown P Fisher V Gay P Grove-Jones P Heinrich R Kershaw C Stockton J Toye	N Dixon G Mancini-Boyle N Pearce	J Punchard
Substitutes	<i>W Fredericks A Varley</i>	<i>V Holliday E Vardy</i>	<i>A Fitch-Tillett</i>
Constitution Working Party (5) Liberal Democrats (3) Conservatives (2) Independents (0)	V Gay L Shires A Varley	T FitzPatrick E Vardy	
Substitutes		<i>N Dixon</i>	
Joint Staff Consultative Committee (5) Liberal Democrats (3) Conservatives (2)	S Bütikofer V Gay P Grove-Jones	V FitzPatrick C Cushing	
Substitutes		<i>G Mancini-Boyle</i>	
Member Development Group (6) Liberal Democrats (4) Conservatives (1) Independents (1)	L Shires E Spagnola J Toye Liz Withington	C Cushing	J Punchard
Substitutes		<i>N Pearce</i>	
NN Sustainable Communities Fund (7) Liberal Democrats (4) Conservatives (2)	W Fredericks P Grove-Jones S Penfold E Spagnola	T FitzPatrick V Holliday	N Housden

Independents (1)			
<i>Substitutes</i>	<i>P Bütikofer</i> <i>N Lloyd</i>	<i>C Cushing</i>	
Council Tax Support Working Party (5) Liberal Democrats (3) Conservatives (1) Independents (1)	S Bütikofer R Kershaw E Seward	T FitzPatrick	J Rest

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Committee Chairmen and Vice-Chairmen

Committee	Chairman	Vice-Chairman
Overview & Scrutiny <i>(Chairman must be from the main opposition group)</i>	N Dixon	S Penfold
Development Committee	P Grove-Jones	P Heinrich
Planning Policy & Built Heritage Working Party	A Brown	P Grove-Jones
Licensing & Appeals	P Bütikofer	H Blathwayt
GRAC	J Rest	S Penfold
Employment & Appeals Committee	E Seward	
Constitution Working Party	A Varley	L Shires
Standards Committee	H Blathwayt	J Rest
Joint Staff Consultative Committee	S Bütikofer	N/A (2021/22 taken by a member from the Staff side)
Member Development Group	Liz Withington	J Toye
NN Sustainable Communities Fund	S Penfold	N Housden
Council Tax Support Working Party	E Seward	S Butikofer

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APPOINTMENT OF MEMBERS TO OUTSIDE BODIES

Summary:

This report requires Members to make nominations and appointments to the Council's schedule of approved Outside Bodies for the 2022/23 civic year.

Recommendations:

- 1. That the Outside Bodies list be amended in accordance with section 2, 3 and 4 of the report**
- 2. That the Council appoints Members to the schedule of approved Outside Bodies for the 2022/23 civic year (Appendix A)**
- 3. That Council approves the appointment recommended by the Overview & Scrutiny Committee to the Norfolk Health Overview & Scrutiny Committee (NHOSC) (Appendix C)**
- 4. That Council receives the appointments made by the Executive to those outside bodies that fall to the Executive to appoint (Appendix B)**

Wards affected
Contact Officer,
telephone number
and e-mail:

All
Emma Denny, Democratic Services Team Leader
01263 516010,
emma.denny@north-norfolk.gov.uk

1. Introduction

To evaluate the status of the bodies on the list, Democratic Services sends an annual questionnaire to Members asking for their input on the following points:

- a) Confirmation that they were invited to meetings.
- b) The number of meetings convened and the number attended.
- c) The value contributed by the organisation to the quality of life in North Norfolk and to the Council's priorities.
- d) The best method for reporting on the work of the organisation.
- e) The reason for representing the Council on the organisation, that is, specific interest/knowledge or relevance to Ward.

A separate questionnaire is sent to the outside bodies requesting information on contact details, the role of the appointed representative, terms of reference and expected number of meetings.

All of the above information is collated and analysed and an assessment is made as to whether appointments should continue or whether a body should be removed from the list.

2. Evaluation of results

A good response has been received. Due to the pandemic, however, outside bodies have not been operating in the same way; some have been paused and some have held their meetings remotely. It is, therefore, proposed that a more thorough review be undertaken later this year to ensure that both the Council and the Body gains value from the appointment and that where the Council provides grant funding, this is reflected in the terms of reference and the status of the appointment.

The last full review of outside bodies was undertaken in 2012. Since then, several bodies have been added to the list and it is good practice to undertake a review every few years to ensure that all of the bodies that the Council appoints representatives to are relevant, engage well with the authority and have clear terms of reference that justify a formal appointment. As members can claim travel expenses for attending meetings of outside bodies, there is a financial implication of increasing or decreasing the number of appointments that are made. It is anticipated that the Overview & Scrutiny Committee will undertake a review of outside bodies in September /October 2022 and report to Full Council.

The majority of Members considered that reporting on the work of outside bodies should be through the Member's Annual Reports when up and running; they could also be reported to Full Council or in the Members' Bulletin as appropriate. Democratic Services will actively encourage Members to report back on the meetings they have attended during 2022/23.

3. Additions to the list

No new outside bodies have been approved.

4. Bodies under review / change of status

The following organisation is currently under review. It is recommended that an appointment(s) is made whilst Democratic Services awaits confirmation of their status:

- Citizens Advice Bureau Stakeholder Forum

5. Clarification

Democratic Services will continue to undertake work to clarify the following:

- The remit of each outside body
- The role of the appointed representative(s)
- Whether a Portfolio Holder appointment is required
- Whether District Council funding is provided to the Outside Body

Full Council – 18 May 2022

REPRESENTATIVES ON OUTSIDE BODIES

(Appointing Body = Council)

<ul style="list-style-type: none"> • Organisation; • Appointing body:- (C, E or O) • Requirements 	Number of reps (Outside Body Number in red if different)	Member(s) & Substitute(s) where required
Bacton Gas Terminal Environmental Liaison Committee C Open to any Member – at least 4 from wards adjacent to Bacton Gas Terminal	5 (up to 6, normally 4)	W Fredericks
		E Seward
		L Shires
		C Stockton
		VACANCY
		VACANCY
Broads Authority C Open to any member but ward members in Broads area preferred	1	H Blathwayt
Broads Internal Drainage Board C Open to any member but ward members in Broads area preferred. Someone who has knowledge or experience of matters relevant to the function of the Broads and shown capacity in such a matter.	9	H Blathwayt
		P Bütikofer
		A Fitch-Tillett
		P Grove-Jones
		G Mancini-Boyle
		L Shires
		J Toye
		A Varley
Fakenham Community Campus Trust Ltd C Open to any member but LM preferred	1	J Punchard
Happisburgh Lighthouse Trust C Open to any member but LM preferred	1	L Shires

Appendix A

<ul style="list-style-type: none"> • Organisation; • Appointing body:- (C, E or O) • Requirements 	Number of reps (Outside Body Number in red if different)	Member(s) & Substitute(s) where required
HMP Bure Liaison Committee C Local members – at least two members should be from adjacent wards	3 (Local Members)	V Holliday
		S Penfold
		VACANCY
Norfolk County Community Safety Partnership Scrutiny Panel C Open to any member	1 + sub	S Bütikofer
		(T Adams)
Norfolk Records Committee C Open to any member	1 + 1 sub	V Gay
		(S Penfold)
Norfolk Rivers Internal Drainage Board C Open to any member - who has knowledge or experience of matters relevant to the function of the Broads and shown capacity in such a matter.	5	H Blathwayt
		P Bütikofer
		N Housden
		J Toye
		VACANCY
PATROL (Parking and Traffic Regulations Outside London Joint Committee) C NB – one meeting per year in July. However if nominated Cllr is on the Exec, Sub cttee will be in January and October. *It is mandatory as per the agreement / Memorandum of Participation between NNDC and PATROL - This is because there is a statutory requirement for all councils undertaking civil parking enforcement to make provision for independent adjudication and this is delivered through the Traffic Penalty Tribunal. In order to execute this statutory requirement, the PATROL Adjudication Joint Committee Agreement to which your authority is party, requires nomination of a Councillor to the Joint Committees, even if that Councillor is unable to attend meetings.	1 (mandatory) + 1 sub (not required but desirable)	E Seward (T Adams)

Appendix A

<ul style="list-style-type: none"> • Organisation; • Appointing body:- (C, E or O) • Requirements 	Number of reps (Outside Body Number in red if different)	Member(s) & Substitute(s) where required
<p>Sheringham Shoal Community Fund Grant Assessment Panel</p> <p>C</p> <p>Open to any member but local member preferred</p> <p>NNDC membership of the panel is at the invitation of the Sheringham Shoal Fund rather than an entitlement. The Fund is happy to continue to have an NNDC representative.</p>	1 (no subs)	P Fisher
<p>Wells Harbour Users' Advisory Committee</p> <p>C</p> <p>Open to any member but local member preferred</p> <p>ONE MEETING PER YEAR</p>	1	P Fisher

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REPRESENTATIVES ON OUTSIDE BODIES

(Appointing Body = Executive)

<ul style="list-style-type: none"> • Organisation; • Appointing body:- (C, E or O) • Requirements 	Number of reps (Outside Body Number in red if different)	Member(s) & Substitute(s) where required
Bittern Line Steering Group (subsidiary of Community Rail Norfolk) E PFH not necessary From 2020, structure changes and meeting attendance – see OB form Requires knowledge and interest in Rail and its benefits to the communities the Bittern Line serves	1 PFH not necessary	P Heinrich
Broadland Futures Initiative Elected Members' Forum E NEW	1 + 1 sub	H Blathwayt
		(A Varley)
Coastal Partnership East E PFH required (plus one other)	2 PFH + 1 other	CPE is not an OB but is incorporated into our operation
		(C Stockton)
Community Rail Norfolk (Bittern Line Steering Group is a subsidiary) E Requires knowledge and interest in Rail and its benefits to the communities the Bittern Line serves <u>No substitutes</u> CRN is the parent organisation of both the Bittern Line and Wherry Line. CRN is accredited by the Department for Transport	1 No subs	P Heinrich (Director)
Cromer Lawn Tennis & Squash Association E (Council is landowner) An interest in tennis and squash would be an advantage	3 (but only 1 can vote – see constitution) 1 + 2 subs	T Adams
		V Gay
		E Spagnola

Appendix B

<ul style="list-style-type: none"> • Organisation; • Appointing body:- (C, E or O) • Requirements 	Number of reps (Outside Body Number in red if different)	Member(s) & Substitute(s) where required
Health and Well Being Board E PFH required Should not be a governor of a local NHS Trust because of the potential / perceived conflict of interest. Specialist knowledge or experience not a requirement set out in the TOR but would be helpful. Should not be also a member of the NHOSC committee	1 PFH + 1 sub	V Gay (V Holliday)
Local Government Association – SIG- Coastal issues E PFH required	1 + Sub 1 cllr + 1 officer	A Fitch-Tillett (C Stockton)
Local Government Association– Sparse Rural Sub SIG E PFH required with an interest in rural areas/matters.	1 PFH (+1 sub but can have more – only 1 vote per Council)	S Bütikofer (V Gay)
Citizens' Advice – Mid-Norfolk E (Council provides funding)	1	W Fredericks
Norfolk Arts Forum Executive E An interest in arts and culture is useful.	1 + 1 Sub PFH for Communities or Arts	V Gay (S Bütikofer)
Norfolk Coast Partnership E Coastal member preferred – usually the coastal PFH; specialist knowledge/experience of the coast/ natural environment (Member of Core Management Group)	1 + 1 Sub PFH not required but relevance to the Norfolk Coast AONB is very helpful	A Fitch-Tillett (C Stockton)
Norfolk Parking Partnership (now includes the Civil Parking Partnership) E PFH required	1 + 1 sub	E Seward (T Adams)

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Specialist knowledge not a requirement, but is probably helpful		
Norfolk Police and Crime Panel E Main Member and sub MUST be from same political group. Helpful for Member to have either experience of handling complaints or interest in this area.	1 + 1 sub	Sarah Butikofer (John Toye)
Norfolk Joint Museums Committee E	1	V Gay (S Penfold)
Norfolk Rail Group E Strategic input required – relating to rail and tourism across Norfolk	1 + Sub 1	P Heinrich (E Seward)
Norfolk Strategic Planning Framework (formerly Duty to Co-operate Members' Forum) E PFH required, following discharge of statutory function Understanding of planning legislation, specifically strategic planning matters across Norfolk and in depth knowledge of the planning issues and consideration in relation to North Norfolk	1 PFH	J Toye
Norfolk Waste Partnership E PFH required	1 PFH & Leader	N Lloyd (S Butikofer)
North Norfolk Community Transport E	1 + 1 sub	L Shires (A Brown)
North Norfolk Historic Buildings Trust E Member needs to have an interest in historic buildings	1	J Rest

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North Walsham Sports Centre User Forum E	1 + 1 sub	V Gay
		N Lloyd
Sheringham Little Theatre Society Board E One of the appointees should be the PFH. Should ideally have specialist knowledge or experience.	2 PFH - ideally	V Gay
		C Heinink
Sheringham & District Sports Association E Council owns the land	2 (no limit)	C Heinink
		L Withington
The Wash & North Norfolk Coast Marine Special Area of Conservation Management Group E	1 + 1 sub	A Fitch-Tillett
		(C Stockton)
Visit the Broads E PFH required	1 PFH	H Blathwayt
Wells Maltings Trust E Would prefer knowledge/experience of charitable governance, and arts/cultural interests (Council owns freehold / provides funding)	2 1	P Fisher
		(A Brown)

REPRESENTATIVES ON OUTSIDE BODIES

(Appointing Body = Overview & Scrutiny Committee)

<ul style="list-style-type: none"> • Organisation; • Appointing body:- (C, E or O) • Requirements 	Number of reps (Outside Body Number in red if different)	Member(s) & Substitute(s) where required
<p>Norfolk Health Overview & Scrutiny Committee (NHOSC)</p> <p>O</p> <p>Must be member of O&S Cttee</p> <p><i>One substitute (only the named substitute may attend in place of the appointee)</i></p> <p><i>The appointees from district councils that operate a cabinet and scrutiny system of governance must be members of an overview and scrutiny committee.</i></p> <p><i>The appointee to the health overview and scrutiny committee should preferably not also be a board member or governor of a local health service organisation or a member of Norfolk Health and Wellbeing Board. This is not an absolute requirement but a preference because of the risk of potential / perceived conflict of interest limiting the councillor's effectiveness on the health scrutiny committee.</i></p>	1 + Sub	E Spagnola
		(A Varley)

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