

Council



Please contact: Emma Denny

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12 December 2022

A meeting of the **Council** of North Norfolk District Council will be held in the Council Chamber - Council Offices on **Tuesday, 20 December 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
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A G E N D A

1. **PRESENTATION - NORTH NORFOLK YOUTH COUNCIL STEERING GROUP**

To receive a presentation from representatives of the North Norfolk Youth Council Steering Group on the work that they are doing to establish the new Youth Council for the District.

2. **APOLOGIES FOR ABSENCE**

To receive apologies for absence, if any.

3. **MINUTES**

1 - 14

To confirm the minutes of the meeting of the Council held on 16 November 2022.

4. **ITEMS OF URGENT BUSINESS**

To determine any other items of business which the Chairman decides should be considered as a matter of urgency pursuant to Section 100B (4)(b) of the Local Government Act 1972.

5. **TO RECEIVE DECLARATIONS OF INTERESTS FROM MEMBERS**

15 - 20

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

6. **CHAIRMAN'S COMMUNICATIONS**

To receive the Chairman's communications, if any.

7. **LEADER'S ANNOUNCEMENTS**

To receive any announcements from the Leader.

8. **PUBLIC QUESTIONS AND STATEMENTS**

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

9. **PORTFOLIO REPORTS**

21 - 74

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)

Cabinet members (listed alphabetically):

Cllr T Adams (Leader / Executive Support)
Cllr A Brown – Planning & Enforcement
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 & Climate Change
Cllr E Seward - Finance, Assets & Legal
Cllr L Shires – Organisational Resources

10. APPOINTMENTS TO COMMITTEES, SUB-COMMITTEES, WORKING PARTIES & PANELS AND OUTSIDE BODIES

To approve any changes to appointments to committees, sub-committees, working parties and outside bodies as advised by the Group Leaders.

The Leader, Cllr T Adams wishes to make the following changes:

Cllr J Toye to replace Cllr A Yiasimi on Development Committee
Cllr H Blathwayt to be appointed as a substitute on Development Committee

Cllr W Fredericks to replace Cllr T Adams as a substitute on the Norfolk County Community Safety Partnership Scrutiny Panel

11. RECOMMENDATIONS FROM CABINET 05 DECEMBER 2022

75 - 144

The following recommendations were made to Full Council at the Cabinet meeting held on 5th December:

1. Agenda item 7: Fees and Charges 2023 - 2024

RESOLVED to recommend to Full Council:

- a) The fees and charges from 1 April 2023 as included in Appendix A.
- b) That Delegated Authority be given to the Section 151 Officer, in consultation with the Portfolio Holder for Finance and relevant Heads of Service, to agree those fees and charges not included within Appendix A as required as outlined within the report

2. Agenda item 8 - Treasury Management Half Year Report

RESOLVED to recommend that Full Council approves the Treasury Management Half Yearly Update

3. Agenda Item 12 - North Walsham Market Place Improvement Scheme

RESOLVED to recommend to Full Council that £400,000 be allocated from the Business Rates Retention Reserve for the completion of the NWHSHAZ place-making scheme.

4. Agenda Item 18 – Former Shannoeks Hotel site, Sheringham

RESOLVED to recommend to Full Council

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

2. To approve the additional capital budget for the full valuation cost as set out at section 6 of the confidential appended report, and an additional £10,000 to cover the costs associated with the purchase of the property to be financed from the Capital Projects Reserve and Delivery Plan Reserve.

Overview & Scrutiny Committee considered the above recommendations at their meeting on 14th December. As this took place after the Full Council agenda was published, the Chairman of the Committee, Cllr Dixon will provide an oral update on any recommendations made by the Committee.

12. **RECOMMENDATIONS FROM THE OVERVIEW & SCRUTINY COMMITTEE 14 DECEMBER 2022**

To consider any further recommendations to Full Council made by the Overview & Scrutiny Committee at their meeting on 14 December that have not already been considered as part of the Cabinet recommendations (Agenda item 11).

13. **APPOINTMENT OF INDEPENDENT PERSONS**

145 -
146

Summary

The Localism Act 2011 requires the appointment by the Authority of at least one Independent Person to provide a view on Code of Conduct complaints and if required, to be consulted and to sit on the disciplinary Panel when dealing with Statutory Officers disciplinary or dismissal processes.

Following the Council's current Independent Person reaching the end of their term of office, a recruitment exercise has been undertaken to replace them. It is proposed that, in line with best practice, two Independent Persons are appointed.

Options considered

The Council could continue with just one Independent Person but this is not considered to be good practice.

Conclusion

Following a recruitment exercise, it is anticipated that the Council will be able to appoint two Independent Persons. Interviews took place on

13th December (after the Full Council agenda was published) so an oral update will be provided at the meeting.

Recommendation:

To appoint two Independent Persons (names to be confirmed by the Chairman of the Recruitment Panel) for a term of four years.

Member(s) Cllr H Blathwayt	Ward(s) affected All
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Contact: Emma Denny, Democratic Services Manager
Email: emma.denny@north-norfolk.gov.uk

14. REVIEW OF POLLING STATIONS

147 - 152

Summary:

Over the summer, the Electoral Services team has visited the designated polling stations across the district to assess their continued suitability ahead of the forthcoming 2023 Local Elections.

There is a need to run an interim review under The Electoral Registration and Administration Act 2013 and the Representation of the People Act 1982. This review is to act on the findings from these assessments and is only looking to make changes where existing arrangements are deemed to be unsuitable for a variety of reasons such as poor accessibility or condition of hire, comfort of staff or ongoing unavailability.

The proposed changes would be implemented from the District and Parish elections being held on Thursday 4th May 2023 if it is agreed that consultation on the proposed changes can proceed.

Recommendation:

That Full Council agrees the commencement of an Interim Polling Place review including consultation with the parishes/polling districts who are proposed for a change to their current arrangements, in line with the proposed timetable.

Cabinet Member(s) Cllr. Tim Adams	District Ward(s) affected: Stody; Priory; Poppyland; Hoveton & Tunstead; Wells with Holkham; North Walsham West
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Contact Officer, telephone number and email:
Rob Henry; x6327; robert.henry@north-norfolk.gov.uk

15. DRAFT PROGRAMME OF MEETINGS 2023 - 2024

153 - 156

Summary: A draft Programme of Meetings for 2023-24 has been prepared and circulated for consultation and is attached at Appendix A .

Conclusions: Following review, the proposed draft Programme of Meetings 2023-24 follows the established cycle of meetings as closely as possible.

Recommendations: **That Members adopt the Programme of Meetings for 2023-24.**

Cabinet Member(s)	Ward(s) affected
	All

Contact Officer, telephone number and email:
Alison Argent, Tel: 01263 516058, Email: alison.argent@north-norfolk.gov.uk

16. QUESTIONS RECEIVED FROM MEMBERS

None Received.

17. OPPOSITION BUSINESS

None Received.

18. NOTICE(S) OF MOTION

*Please note that there is **a total time limit of 30 minutes** for this item – as set out in the Constitution, Chapter 2, paragraph 14.11*

The following motion has been proposed by Cllr C Cushing, seconded by Cllr N Dixon:

Use of Flying Rings on Beaches

This Council is extremely concerned over the harmful impact of flying rings made of plastic, and other materials, have on our marine wildlife and the environment. They present a severe risk to seal pups when they are inadvertently left or lost on beaches as they can become trapped around their necks and in time cause strangulation as they grow if they are not caught, and the ring removed. There have been several instances of this on North Norfolk beaches in recent years.

Being mostly made of plastic they are a source of waste and harmful to our environment.

This Council has signed up to the “Safer Seals” campaign which is supported by Friends of Horsey Seals which highlights what beach visitors can do to safeguard seals.

We therefore propose the following:

Council **RESOLVES** to:

1. Prohibit the use of flying rings on the district's beaches and adjoining NNDC car parks for which the council is responsible, and proactively discourage their use on the privately owned beaches where they can do harm to wildlife and the environment.
2. The Council's website is updated to make the public and retailers aware of this policy and the issue.
3. Ask the NNDC Environmental team as to how this can be best enforced and monitored.

19. EXCLUSION OF PRESS AND PUBLIC

To pass the following resolution – if necessary:

- a. That under Section 100A(4) of the Local Government Act 1972 the press and public be excluded from the meeting for the following item(s) of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph(s) 3 of Part 1 of Schedule 12A (as amended) to the Act.”
- b. That the public interest in maintaining the exemption outweighs the public interest in disclosure for the following reasons:

Agenda Item Number	Paragraph of Part 1 Schedule 12A
21	3

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

20. PRIVATE BUSINESS

21. FORMER SHANNOCKS HOTEL SITE, SHERINGHAM - EXEMPT APPENDIX 157 - 176

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COUNCIL

Minutes of the meeting of the Council held on Wednesday, 16 November 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	Mrs W Fredericks
	Ms V Gay	Mrs P Grove-Jones
	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
	Mr M Taylor	Mr J Toye
	Mr A Varley	Ms L Withington

Also in attendance:

73 APOLOGIES FOR ABSENCE

Apologies had been received from Cllr G Hayman, Cllr E Vardy and Cllr A Yiasimi.

74 MINUTES

The minutes of the meeting held on 5th October were approved as a correct record and signed by the Chairman.

75 ITEMS OF URGENT BUSINESS

None received.

76 TO RECEIVE DECLARATIONS OF INTERESTS FROM MEMBERS

Cllr Dr V Holliday declared a pecuniary interest in Agenda Item 9: Council Tax Discount Determination 2023/2024. She informed members that she had received a dispensation from the Standards Committee to take part in the debate and vote on the matter.

77 CHAIRMAN'S COMMUNICATIONS

The Chairman spoke about civic vents that she had attended since the last meeting of Full Council:

6th October – Royal British Legion President's Reception, Birbeck Hall, Norwich

9th October – High Sheriff of Norfolk’s Justice Service, Norwich Cathedral
16th October – Chairman of Broadland DC’s Civic Service, Thorpe St Andrew Parish Church
30th October – Mayor of Dereham’s Civic Service, St Nicholas Parish Church, Dereham
11th November – NNDC Armistice Day, laying of wreaths
13th November – Remembrance Service, St Mary’s Parish Church, Stalham

The Chairman finished by reminding members that she was holding a quiz night to raise funds for her charities on 26th November at the Poppy Centre, Stalham.

78 LEADER'S ANNOUNCEMENTS

The Leader, Cllr T Adams, began by speaking of his sadness to learn of the death of Peter Farley, founder of the drug and alcohol abuse charity, The Matthew Project, in 1984. The project originally went out to secondary schools in the county and had an in-person counselling service in Central Norwich. Cllr Adams said that his legacy would have a lasting impact and he would be sorely missed.

The Leader then outlined spoke about the imminent launch of the Council’s precept consultation. Adding that the Local Government sector cautiously awaited the outcome of the Government’s autumn budget statement, which was due on 17th November. He said that the national financial situation was very fluid currently and it was hard to anticipate the effect of inflationary increases on the Council’s finances.

He then spoke about the Council’s recent Cost of Living Summit which had been well attended. Speakers included representatives from the Council’s statutory services and voluntary organisations, and they spoke about the challenges facing residents across the District. He informed members that there was a recording of the session available. He added that there would be some additional pressure on the Council’s Benefits team who were assisting with the rollout of support under the Household Energy Support scheme.

Regarding the Levelling up Bids, the Leader said that an announcement was now expected at some point over the winter. The position on County Deals was currently very uncertain and he was not able to provide an update at this time.

He then spoke about the impact of Avian Flu and an increase in the removal of wild bird carcasses across the District.

The Leader concluded by saying that the Council had been successful at appeal against a fine given to a landlord for the very poor condition in a rental property. He thanked officers for their work and said it was really important, in the light of recent news, that the Council continued to tackle such issues.

79 PUBLIC QUESTIONS AND STATEMENTS

None received.

80 PORTFOLIO REPORTS

Cllr G Perry-Warnes raised the matter of prayers at Full Council meetings. She

wondered whether these could recommence now that the pandemic was over. The Chairman asked members to indicate whether they supported this and several raised their hands. The Democratic Services Manager agreed to look into reinstating prayers in the future.

The Chairman then asked Cabinet members if they wished to provide an oral update to their written reports.

Cllr W Fredericks advised Members that the Poverty Dashboard was now up and running. She explained that this facilitated the collation of information for people receiving benefits and identify areas where they may be able to receive more support, such as free school dinners, energy support, or access to foodbanks. Currently there were 1300 children in the District who were currently not receiving free school meals but were eligible for them. She highlighted a website called 'Entitled to' which had a useful calculator for anyone wanting to access additional support or resources.

The Chairman invited members to ask questions:

Cllr M Taylor asked the Leader about the recent Cost of Living Summit and the decision to donate £10,000 to Cromer foodbank. He commended the generosity behind this but asked whether there was further scope to roll out support across the District. The Leader replied that the donation was to the North Norfolk food bank which covered the District, including Stalham. The donation was towards the energy bank too, as this was something which residents were increasingly seeking support for. In terms of planning for the cost of living crisis over the next few months, he said that there was still a lot of learning to do and information to take on board and he hoped that the Council could engage with other organisations to provide consistent and strong support across the District.

Cllr J Rest referred to page 24 of the agenda and asked the Leader if he could clarify the financial increase to the Council in percentage terms of the staff pay award. He also sought reassurance that this was the only pay award that would be offered to staff. The Leader said that as far as he was aware this was the only pay award. The Portfolio Holder for Finance, Cllr E Seward, said that he understood the award to equate to 5.9% in percentage terms. The Chief Executive said that he believed it was closer to 5.3%.

Cllr N Housden asked why some Portfolio Holders had not included a list of meetings attended in their reports. Cllr Fredericks said that this was an oversight and agreed to circulate a written update.

Cllr P Heinrich asked Cllr R Kershaw, Portfolio Holder for Sustainable Growth if he could confirm that monitoring in North Walsham Market Place had found no reduction in footfall and that it was likely therefore that any reduction in trade was due to inflationary pressures and not the work being undertaken for the Heritage Action Zone project. Cllr Kershaw replied that the market place had been monitored for the past 8 weeks and footfall had remained buoyant. He added that trade in the town was suffering more generally from the impact of rising fuel costs and fewer people eating out. Footfall had increased during September, so the number of people visiting the town was not a factor. He concluded by saying that the work on the east of the Market Place had now finished, on schedule.

Cllr N Dixon asked Cllr N Lloyd, Portfolio Holder for Environment and Climate Change, about the Corporate Plan objective to plant 110k trees. He wondered how

many of the trees that had been planted to date had survived the dry summer. He asked if information on this was collected and if so, when that would be reported to Full Council. Cllr Lloyd replied that all applicants who requested and received a tree, signed a pledge agreeing to care for and look after the tree. He said that there was 5 – 8 % re-plantation rate. He concluded by saying that over 70k trees had been planted to date and the Council was on track to reach its target of 110k.

Cllr Dr V Holliday asked Cllr E Seward, Portfolio Holder for Finance and Assets, if the Council would be providing free car parking in the market towns in the run up to Christmas. Cllr Seward replied that there would be free parking for Christmas shoppers on 5th and 6th December. He said that he would ask the Communications Team to publicise this.

Cllr J Toye asked Cllr N Lloyd about Avian Flu and sought reassurance about continuing to resolve communication issues between the responsible authorities. Cllr Lloyd replied that Civil Contingencies Manager at NNDC was leading on this for all Norfolk Authorities and she was sending a letter to DEFRA asking for clearer guidance on dealing with wild birds. He added that the Council would continue to work with partners on addressing the significant problem of Avian Flu.

Cllr E Spagnola thanked all of the officers who had supported the Cost of Living Summit. She asked the Leader whether the Council intended to monitor the situation and issue follow-up surveys so that there could be an understanding of whether services were reaching the right recipients. The Leader confirmed that this was the intention, adding that it was important that the Council remained flexible in its ability to respond to arising issues. He said that the Community Connectors continued to work hard and were working with local organisations on supporting warm hubs. Cllr E Withington referred to the forecast deficit in the Council's finances and asked Cllr Seward whether there were any cuts to services planned. Cllr Seward replied that as it currently stood, the Council could maintain services and its capital programme. It was the future that was looking less certain.

Cllr A Varley sought assurance from Cllr W Fredericks, Portfolio Holder for Housing, that, as the winter months approached, support would be provided for rough sleepers. Cllr Fredericks replied that there were not many rough sleepers in the District. However, if the temperature was due to drop below zero for three consecutive nights, then the Housing team would go out and offer support and a warm place to sleep.

Cllr J Punchard asked Cllr L Shire, Portfolio Holder for Customer Services, if more work would be undertaken to link the Council's website to the waste contractor's, (Serco), website – as it was currently a very difficult and clunky process to report a missed bin collection. Cllr Shires confirmed that work was underway to improve the connection between the two systems.

Cllr C Cushing asked Cllr V Gay, Portfolio Holder for Health and Wellbeing, for more information about the Community Connectors, saying that it would be useful to know which areas they covered. Cllr Gay said that she would circulate information to all members and suggested that a briefing could also be held so that members could learn more about the work that the team did.

Cllr S Penfold asked Cllr R Kershaw about the Rural Prosperity Fund. He said that 40% of the District's population lived in rural areas and he wondered whether there was a good mix of representation in place to form the bid that was being submitted. Cllr Kershaw replied that he had met with the local partnership group and it

comprised the two MPs for the District, the Federation of Small Businesses, the National Farmers Union, the Country Landowners Association, Community Action Norfolk and the Local Enterprise Partnership (LEP). He said that the Fund did not start until next April, with just 20% being made available during the first year. It was a capital fund, with no percentage allowed for administration costs. So there would be additional work for officers to undertake.

Cllr D Birch asked Cllr N Lloyd whether the 'Environmental Tip of the Week' which was currently circulated to staff, could be expanded to share with the public. Cllr Lloyd replied that he was happy to look into this suggestion and would discuss it with the Communications Team.

Cllr J Stenton asked Cllr L Shires about Customer Services' call response times. She said that the times provided in Cllr Shires report indicated that the service was good, yet she was aware of one of her constituents who had waited 24 minutes for a response. Cllr Shires replied that specific cases could be investigated. She asked Cllr Stenton to provide her with the details outlining the date, time and phone number for the call. She would look into what had happened and then come back with a response.

81 RECOMMENDATIONS FROM CABINET 03 OCTOBER AND 07 NOVEMBER 2022

Cabinet 3rd October 2022

1. Council Tax Discounts Determination 2023 / 2024

Cllr E Seward, Portfolio Holder for Finance & Assets, introduced this item. He drew members' attention to two of the recommendations.

Firstly, that any properties that could not be lived in but were undergoing repair, would receive a 50% council tax discount, as long as the repairs were completed within 9 months.

Secondly, that a second homes premium of 100% is applied from April 2024. Cllr Seward explained that the legislation allowing this was currently going through Parliament and it was anticipated that Royal Assent would be granted in 2023. Local Authorities were required to give 12 months' notice ahead of introducing the premium, so it was coming to Full Council now for approval. He added that it was not certain that 100% could be applied until the legislation was passed, or whether there would be any flexibility around how it was managed. Cllr Seward reminded members that the District Council only received 9 pence in every pound raised in Council Tax. He said that if the premium was introduced as planned, the additional income would be ring-fenced for affordable housing, however, the Council would need to negotiate with Norfolk County Council and the Police for agreement on this.

Cllr E Withington reiterated the impact of second homes on local communities. She said that the Council needed additional income to address the housing crisis in the District, reminding members that there were currently 2,700 households on the housing waiting list. Funding to purchase land for the building of homes was crucial. It was proposed by Cllr E Seward, seconded by Cllr R Kershaw and

RESOLVED that

Under Section 11A of the Local Government Finance Act 1992 and in accordance

with the provisions of the Local Government Finance Act 2012 and other enabling powers that:

- 1) The discounts for the year 2023-24 and beyond are set at the levels indicated in the table at paragraph 2.1
- 2) The existing 100% council tax hardship discount and associated policy (see Appendix B) remains in place for 2023-24
- 3) That an exception to the levy charges may be made by the Revenues Manager in the circumstances laid out in section 2.2 of this report
- 4) The premiums for the year 2023-24 and beyond are set at the levels indicated in the table at paragraph 2.3
- 5) A new second homes premium of 100% as detailed in paragraph 2.4 is applied from April 2024, subject to the necessary legislation.
- 6) To continue to award a local discount of 100% for eligible cases of care leavers under Section 13A of the Local Government Finance Act 1992 (as amended)
- 7) Those dwellings that are specifically identified under regulation 6 of the Council Tax (Prescribed Classes of Dwellings) (England) Regulations 2003 will retain the 50% discount.
- 8) Those dwellings described or geographically defined at Appendix A which in the reasonable opinion of the Head of Finance and Asset Management are judged not to be structurally capable of occupation all year round and were built before the restrictions of seasonal usage were introduced by the Town and Country Planning Act 1947, will be entitled to a 35% discount

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

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

Three members abstained.

Cabinet 07 November 2022

1. Budget Monitoring Report 2022-2023 – Period 6

Cllr E Seward introduced this item. He said that he welcomed the proposal by the Overview & Scrutiny Committee that the year end forecast overspend was logged in the Corporate Risk register and that the RAG status was reviewed by the Governance, Risk & Audit Committee (GRAC) at their next meeting in December and that regular updates were provided to Members on the mitigation measures being taken to address the forecast deficit. Cllr Seward added that the Council was now entering unprecedented times in terms of trying to deal with inflationary cost pressures. No-one anticipated this when the Budget was set in February 2022. He reminded members that this was a forecast and that the outturn figures often varied. However, the situation would be monitored closely.

It was proposed by Cllr E Seward, seconded by Cllr P Heinrich and

RESOLVED

That any outturn deficit is funded from a contribution from the use of the General

Reserve

2. Prudential Indicators 2021 – 2022

Cllr E Seward, Portfolio Holder for Finance & Assets, explained to Members that this was a statutory report that was presented to Full Council annually.

It was proposed by Cllr E Seward, seconded by Cllr L Shires and

RESOLVED

To approve the outturn position in respect of the 2021 -2022 prudential indicators

82 RECOMMENDATIONS FROM THE OVERVIEW & SCRUTINY COMMITTEE 9TH NOVEMBER 2022

Cllr N Dixon, Chairman of the Overview & Scrutiny Committee said that the two recommendations by the Committee had already been covered by in the previous item.

83 RECOMMENDATIONS FROM THE GOVERNANCE, RISK & AUDIT COMMITTEE 27 SEPTEMBER 2022

Cllr J Rest, Chairman of the Governance, Risk & Audit Committee, introduced this item. He drew members' attention to page 126 of the agenda and said that he wished to make Members aware of a substantial increase of 150% in the fee paid by the Council for services provided by External Audit.

The Chief Executive said that the contract had been procured through the Public Sector Audit Appointments (PSAA) process via a consortium and PSAA had advised that there was an average increase of 150% across the tender prices for the current 5 year contract. There was concern across the sector at the rise in costs but it did reflect the tightness of the labour market in the audit sector.

Cllr V Gay sought clarification as to whether this was the same External Audit provider that had caused considerable delays in recent years. Cllr Rest confirmed that it was.

Cllr S Penfold asked whether the costs were for the whole of the 5 year contract or whether the increase would be applied annually. The Chief Executive confirmed it was for the full 5 year contract.

It was proposed by Cllr J Rest, seconded by Cllr J Punchard and

RESOLVED

To receive the Governance, Risk & Audit Committee Annual Report for 2021/2022

84 RECOMMENDATIONS FROM THE CONSTITUTION WORKING PARTY 25TH OCTOBER 2022

Cllr A Varley, Chairman of the Constitution Working Party, introduced this item. He referred Members to the draft minutes of the meeting, which were included to provide context to the recommendations. He said that recommendations 1,2,3 and 5 were intended to strengthen and clarify the Constitution, whilst the fourth

recommendation proposed that a full review of was undertaken. The current constitution had been in place for 12 years now and had never undergone a full review. The preferred provider for this work was the Local Government Association, in conjunction with the Centre for Public Governance. It was anticipated that the review would be completed by May 2023.

It was proposed by Cllr A Varley, seconded by Cllr V Gay and

RESOLVED

1. Review of Working Parties & Groups

- a) That the Protocol for Working Parties is approved, subject to the inclusion of the following:
 - The different roles of a working party and a working group will be set out
 - The nomenclature of the body will reflect this, depending on its role.
 - The names of existing working parties or groups will be changed in accordance with the above
- b) That the Constitution is updated to reflect any consequential changes.

2. Review of Public Speaking Arrangements

RESOLVED

That public questions and statements are submitted two days in advance of a meeting, with the deadlines for each committee to be clearly set out on the Council's website and that the Constitution and accompanying guidance is amended to reflect this.

3. Contract Procedure Rules

RESOLVED

To update the Contract Procedure Rules to reflect UK legislation, removing reference to EU law and increase expenditure thresholds to include VAT and an additional amount which takes into account inflation (as set out in Appendix 1)

That for contracts under £5k, a single quotation will be required and that three written quotations will be requested for contracts between £5k and £10k.

4. Review of the Constitution

RESOLVED

That a review of the Constitution is undertaken and that the preferred provider for undertaking this work is the Local Government Association in partnership with the Centre for Governance & Scrutiny

5. Updates to the Constitution

RESOLVED

That Chapter 5, section 13.1 of the constitution is amended to state:

'A Member who is not a Member of the particular Committee or Sub-Committee may attend all meetings of any Committee or Sub-Committee, save for where the Chairman of the Committee considers an item to be particularly sensitive, including, but not limited to where such item involves the personal information of a specific employee. Where the Chairman considers the item to be particularly sensitive, he/she shall require Members who are not Members of that Committee to withdraw from any part of a meeting from which the Committee or Sub-Committee excludes press and public, unless specifically invited to remain by the Chairman because of the special contribution which that Member can bring to the issue under consideration.'

85 RECOMMENDATION FROM THE EMPLOYMENT & APPEALS COMMITTEE - APPOINTMENT OF THE DIRECTOR OF RESOURCES (S151 OFFICER)

The Chief Executive introduced this item. He explained that the Employment & Appeals Committee met on 20th October 2022 and resolved to recommend to Full Council that Tina Stankley be appointed as Director of Resources and the Council's designated Section 151 Officer.

The Chairman invited members to speak:

Cllr J Rest asked how many people had applied for the role and how many were interviewed.

The Chief Executive replied that 4 applications had been received. The Society of Local Authority Chief Executives (SOLACE) had been engaged to provide support through the recruitment process and they had advised that two of the applications had not met the required threshold. Two candidates were invited for interview, with one withdrawing. This left one candidate who was invited and then attended an interview.

It was proposed by Cllr T Adams, seconded by Cllr P Heinrich and

RESOLVED

To confirm the appointment of Tina Stankley as the Director of Resources and designated Section 151 Officer.

86 COMMUNITY GOVERNANCE REVIEW - TRUNCH PARISH COUNCIL - REDUCTION IN SEATS

The Chief Executive introduced this item. He explained that at the last meeting of Full Council on 5th October, Members had agreed to commence consultation on a community governance review proposing a reduction in the number of councillors serving on Trunch Parish Council, from 11 to 9. There had been a strong level of local support for the change, including from both the County and District members for the Parish.

It was proposed by Cllr P Grove-Jones, seconded by Cllr R Kershaw and

RESOLVED

That from 1st December 2022, Trunch Parish Council be made up of nine councillors.

87 QUESTIONS RECEIVED FROM MEMBERS

None received.

88 OPPOSITION BUSINESS

The Chairman invited Cllr C Cushing to introduce the motion. He began by saying that the Council's waste contractor, Serco, had introduced a new collection timetable at the start of September 2022, which affected 90% of households in the District. Given the scale of the changes, it was to be expected that there would be some issues for a couple of weeks. However, the disruption was much worse than expected, with 2000 missed bin collections. This compared to an average of 250 prior to the timetable changes. Cllr Cushing said that the local MP had been inundated with complaints from residents and he was aware of one resident in his own ward who had not had a bin collection for 4 weeks. They had spoken to the Council and contacted Serco but had not seen any results. He went on to say that all residents knew that NNDC was the authority responsible for bin collections, and although Serco's management team must accept the blame for what had happened, the Council must also accept that it was responsible for working with them to minimise the disruption. Cllr Cushing said that there was no blame on Serco operatives at all but he wondered what oversight the Portfolio Holder for Environment had of the situation. He concluded by saying that the Council must apologise to residents and redouble efforts to work with Serco to resolve the problems.

Cllr N Dixon seconded the motion. He reserved his right to speak.

The Chairman invited Cllr N Lloyd, Portfolio Holder for Environment, to respond. He began by saying that if residents ever received less than good service then it was of great concern. The Leader, Cllr Adams, had apologised in the latest edition of the Council's magazine, Outlook. Cllr Lloyd added that he had also apologised when he had attended the Overview & Scrutiny Committee recently. He said that he would like to apologise once again and reassure residents that the number of missed collections was now back to pre-timetable change levels. Cllr Lloyd explained that the collection rounds needed to be reorganised because housing stock across the District had increased in recent years and there had also been a significant rise in the amount of trade waste that needed to be collected. He added that the contract also included two Conservative controlled councils and changes to collection rounds had been implemented in Breckland and Kings Lynn and West Norfolk before being introduced in North Norfolk. Six additional vehicles had been hired to support the changes and practice runs had been carried out in advance. In addition, leaflets advising residents of the changes had been distributed. He said that he resented the suggestion that officers did not work with Serco to address any problems.

Cllr Lloyd said that Serco had fallen below expected standards. It should be remembered, however, that since Brexit there had been a shortage of HGV drivers and it had taken some time to recruit drivers for waste vehicles. They had then had to work a 7 day week to catch up, with the situation being made worse by the additional Bank Holiday for Her Majesty the Queen's funeral. He reminded Members that there had been a seamless transfer of the service from Kier to Serco in 2020 and the waste collection service had been maintained throughout the pandemic. He

welcomed the feedback but felt that some members would be fully apprised of the situation if they had attended the recent member briefings. Cllr Lloyd concluded by saying that he apologised once again to any residents who had been affected. He would not, however, accept any criticism of NNDC staff.

Cllr L Shires, Portfolio Holder for Organisational Resources, thanked the Customer Services Team for stepping up to field a large volume of calls. She said that she wanted to remind everyone that the Overview & Scrutiny Committee could call in items and she was not aware of the changes to bin collection rounds being called in before they were implemented. She added that residents phoned the Council initially to raise concerns because the Customer Services team had such an excellent reputation.

Cllr A Brown referred members to page 3 of the Outlook magazine which included an apology from the Leader to all affected residents. He reiterated that Cllr Lloyd had also apologised at the November meeting of the Overview & Scrutiny Committee. He said that 70k bins a week were collected and the number of missed collections amounted to 0.65% if this. It was still too many but all things considered, was not high. He went on to say that any trial period would present challenges, particularly as it had been many years since the rounds had been reviewed. In addition, allowances needed to be made for crew sickness. He concluded by saying that there were issues at management level at Serco.

Cllr S Penfold commented that Cllr Cushing was clear that the operatives were not being blamed but it appeared that this did not extend to NNDC staff. He said he was not supportive of any implied attacks against officers. He always received an excellent response whenever he contacted NNDC officers for assistance.

Cllr E Withington said that there had been a lot of issues with waste collection in her ward, Sheringham, however most of them were in the lokes. She said that any missed Friday collections were done on a Sunday to catch up. She too was disappointed to hear the comments regarding NNDC staff as she also found them to be extremely helpful.

Cllr N Housden commented that when Serco had attended Overview & Scrutiny Committee in 2021, he had asked if there was a strategic crisis management plan in place and they had confirmed that there was not. He had asked them again in October 2022 and they admitted that there was still no plan in place, and again at the November meeting. Cllr Housden said that a contract of this size should have strategic crisis planning in place.

The Leader, Cllr T Adams, said that in the district of Breckland, waste collection was now at 100% and North Norfolk aimed to be at that level in December. He reminded members that it was always anticipated that it would take 12 weeks to implement the changes. He said that he received daily updates from officers on the situation and he was confident that the situation was almost back to normal.

Cllr J Toye praised officers for their hard work. He said waste collection was a high profile topic and members must engage fully to ensure that they were kept informed, so that they could reassure residents who had concerns.

Cllr G Perry-Warnes commented that residents phoned the Council because the bin collection vehicles had the NNDC logo on them, not because the customer service experience was excellent, as suggested by Cllr Shires.

The Chairman invited the seconder of the motion, Cllr N Dixon, to speak. He began by saying that it was unfortunate and disappointing that some members had chosen to focus on what they perceived to be implied criticism of officers. He said that the motion was about ensuring that the Council took responsibility for delivery of this service and that rested with the Chamber – as elected representatives. He went onto say it was about accountability not blame. The Council needed to be bold enough to say that things had not gone well and it needed to do better. Referring to Cllr Shires comments about Overview & Scrutiny Committee's role, he said that it had not been a key decision taken by Cabinet and therefore there had not been any opportunity for call-in or challenge. There had been no foresight to see what was coming. The Chairman then invited the proposer, Cllr Cushing to close the debate. He said that the response from the Administration was very disappointing. Residents were at the heart of the motion. He went onto say that meetings of Full Council were reported in the local press and it was a good opportunity for members to publicly apologise for the mistakes that had been made.

Cllr Cushing requested a recorded vote.

When put to the vote, 13 members voted in favour, 19 against and 4 abstained. The motion was therefore not supported.

89 NOTICE(S) OF MOTION

None received.

90 EXCLUSION OF PRESS AND PUBLIC

None.

91 PRIVATE BUSINESS

The meeting ended at 7.37 pm.

Chairman

COUNCIL
RECORDED VOTE FORM

Agenda Item: 16 Opposition Business

Date: 16 November 2022

	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		
Bütikofer, P		X		Penfold, S		X	
Bütikofer, S		X		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	Stockton, G			
Gay, V R		X		Taylor, M	X		
Grove-Jones, P		X		Toye, J		X	
Hayman, G				Vardy, E			
Heinink, C		X		Varley, A		X	
Heinrich, P			X	Withington, E			
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>

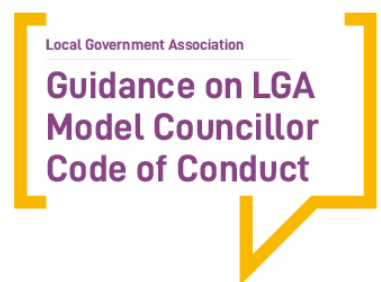
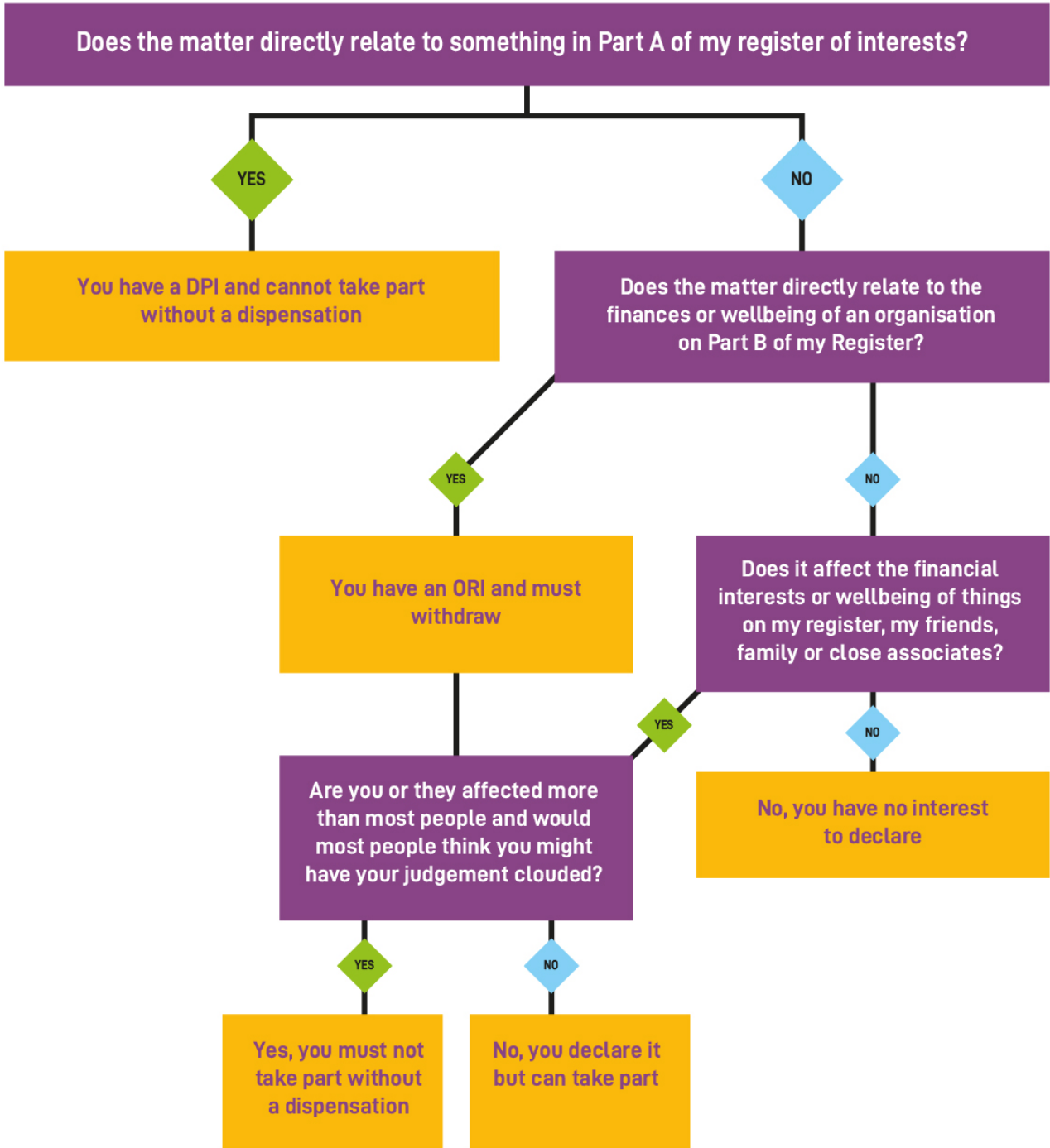
	spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.
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* 'director' includes a member of the committee of management of an industrial and provident society.

* '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

<p>You have a personal interest in any business of your authority where it relates to or is likely to affect:</p> <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> (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)
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CABINET MEMBERS REPORT TO COUNCIL

20 DECEMBER 2022

COUNCILLOR TIM ADAMS – LEADER OF THE COUNCIL

For the period 7th November 2022 – 12 December 2022

1 Progress on Portfolio Matters.

Elections

After a successful canvass the revised register was published with 82343 electors which is slightly down on last year by just under 2000 electors. It is promising to see the number of automated responses increasing year on year with nearly 9000 choosing to use these methods rather than returning by post.

The 2023 Absent Vote signature refresh will shortly be commencing with initial letters being sent on 15th December to just over 2000 postal voters who are due to renew their specimen signatures as the ones we hold on file are now five years old.

Plans for Voter ID implementation is now underway although there are still some details which still have not been released by DLUHC in terms of the portal which electors will be using to apply for Voter Authority Certificates where they do not have one of the accepted forms of identification.

A communications plan is now being worked on and is ready to be shared with colleagues in the Communications team ahead of a mailing to electors with Household Notification Letters early in the new year.

Communications

During the last month, Communications have published 63 news articles/videos across the Council's multiple digital platforms: www.north-norfolk.gov.uk, Facebook, YouTube, Twitter, Instagram, LinkedIn and NextDoor and have released these to media where appropriate. These have been on a range of topics including:

- Coastal safety
- Remembrance Day tree planting
- Remembrance Day parking
- NNDC Safer Seals Campaign
- Housing – Rural Exception Sites, NNDC top five in UK performance
- Cost of Living advice/support
- Bin collection updates
- Planning Services survey
- Glaven Valley Consultation
- North Walsham HAZ Scheme updates
- Vandalism of public conveniences
- Healthcare advice
- NNDC Waiting Well Project Officer

- Rough sleepers advice/support
- Constituency boundary changes info
- North Walsham Power Outage update
- NNDC Shop Local at Christmas promotion
- Council Tax Consultation
- Green Tips of the Week
- Youth Council
- White Ribbon Day
- NNDC Domestic Abuse Support Officer
- Cromer Pier Christmas Show promotion

We currently have a combined social media following of **40,101** people directly consuming regular content about the Council’s activities on our channels, though it’s important to note there is some overlap between channels, with some residents following us on more than one platform.

HR

The HR team have continued to support Council Officers and Managers with lots of “business as usual” activities. The HR Team has also submitted its team plan for the next year. Aside from the normal day to day activities the service plan demonstrates added value of the service in terms of employment policy enhancement and development, learning and development, and recruitment and retention initiatives.

Corporate Delivery Unit

The Corporate Business Manager alongside the newly appointed Project and Programmes Manager have undertaken a review of the Project Management Framework to ensure that it is relevant and fit for purpose and to ensure that the process isn’t too cumbersome.

Corporate PA Team

The Corporate PA Team continues to support the Chief Executive and Directors as well as Management Team with a considerable number of projects. The team have also been preparing for a number of corporate seasonal activities including the Christmas staff briefing, the Food Bank appeal and the Christmas Carol Service which returns this year following a break due to Covid.

2 Forthcoming Activities and Developments.

County Deal – an announcement was made by Government and Norfolk County Council on Thursday, 8th November that they have, in principle, agreed a County Deal for Norfolk. The deal would see a transfer of funding and powers to Norfolk with a directly elected leader from May 2024 for the following areas:

- Boosting jobs
- Regeneration
- Housing
- Transport

As at the time of writing but this report, the District Council has not received any details about the full agreement. However, we now wish to understand what the deal will mean for individuals, businesses and communities across North Norfolk so are pressing for this information to be shared as soon as possible. The deal does not propose any review of local government, so we expect the County and District Council arrangements to stay as they currently are.

Avian Flu – no response has yet been received to the letter to DEFRA Minister sent on behalf of all Norfolk Leaders, the DEFRA Minister, conveying the concerns re the impact of the scale of the disease and mortality of wild birds is having on Norfolk local authorities and outlining the issues that we feel urgently need addressing.

3 Meetings attended

During the last month, I have on one or more occasion met with:

- CEO
- S151
- Assistant Director Finance Assets and Legal
- Assistant Director Environment and Leisure
- Climate and Environmental Policy Manager
- Climate Change Project Officer
- Countryside and Parks Supervisor
- Leisure and Localities Manager.
- Victory Housing
- Andrew Shnuriwsky- Serco
- HSBC & Link
- Aylmerton Field Studies Centre
- North Norfolk MPs

Meetings/events attended:

- Norfolk Leaders Meetings
- Norfolk Public Sector Leaders Board
- Norfolk Strategic Flooding Alliance
- East of England LGA meetings.
- Cabinet
- Business Planning
- Cromer Pier Show
- Thursford Christmas Spectacular
- LGA Parliamentary Reception
- Cornish Way site visit

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CABINET MEMBERS REPORT TO COUNCIL

20 December 2022

COUNCILLOR A BROWN - CABINET MEMBER FOR PLANNING & ENFORCEMENT

For the period November to December 2022

1 Progress on Portfolio Matters.

General overview.

Nutrient Neutrality

I reported most recently that we remain on target for delivery of the longer term strategy, being no later than February 2023. Regular meetings continue to take place with NNDC officers and Natural England (NE), enabling detailed discussion on individual cases and also a strategic overview as to delivery of NE mitigation across the Broads and Wensum catchments.

The last point in relation to delivery of mitigation is where I will focus this update. A Joint Venture board is being set up which will provisionally include partners Anglian Water, NNDC, Breckland DC, Norwich City Council , South Norfolk and Broadland DC.

The Joint Venture would be established with the potential to provide a range of environmental credits, initially focusing on nutrient neutrality. The initial planning phase will run through to March 2023 when, subject to agreement the Joint Venture will be established. At that time (subject to council agreement) it is envisaged that the partners will then enter the Joint Venture. The aim is to have the governance up and running by March 2023, alongside developing some short-term mitigation solutions at the launch.

Protecting the natural environment in our rivers and Special Areas of Conservation remains a priority. However, the nutrient neutrality constraints that have been placed on the council present a huge barrier to growth and addressing some the wider social and economic challenges. A solution needs to be found swiftly that meets the local requirements without creating a further uncertainty across the wider region. The proposed Joint Venture with Anglian Water and the other local authorities that have been significantly affected by nutrient neutrality can enable the hold on many planning applications to be released in the short term.

DLUHC - An amendment to the Levelling Up and Regeneration Bill was proposed on the 18 November 2022, which if adopted is expected to reduce the mitigation requirement for phosphorus by 36% and nitrogen by 65% post

2030. This will be essential to providing more viable solutions with Anglian Water in the Joint Venture's portfolio of mitigation.

Development Management

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. I note a single case determined out of time this month and that for three of four weeks our teams returned 100% of all cases in time. Our performance continues to improve and I am pleased to report my appreciation for the sustained improvements in timeliness of decision making for this service area.

I attended the recent meeting of GRAC at which Audit recommendations for the S106 process were discussed. I am pleased to report favourable consideration of the officer's report which detailed the S106 software system is launched and publically viewable. Further work will be undertaken to ensure that full functionality is available for users. Interviews for a S106 officer are taking place on 19 December. The additional work is to be lead by a newly appointed S106 officer early in the new year. Officers will be providing a member briefing on the s106 process and the new software on 19 January. I will aim top roll that briefing out for our parish and Town Councils. IO am pleased to see a more transparent service and greater support will eb available for our communities as a result of this new software.

I am briefed that the Planning Service Improvement Plan (PSIP),will be reported as a detailed action plan to the February meeting of Overview & Scrutiny. The PSIP, has resulted from a series of detailed workshops guided by the Planning Advisory Service Toolkit, and the review of the public survey outcomes. I note some early "wins" are being implemented, e.g. Officer on call process.

Planning Policy & neighbourhood planning

Our team are reporting Regulation 19 responses, outcomes and recommendations to meetings of the Planning Policy & Built Heritage Working Party (PPBH) meetings of 12 December & 16 January. Further reporting to Full Council and final recommendations to Cabinet will follow. I will be looking for submission of the plan to The Planning Inspectorate no later than March 2023.

The Blakeney Neighbourhood Plan is nears its final stage. The next step will be a local referendum for the plan to be made.

Holt & Wells Next the Sea neighbourhood plans have completing their consultation stages. Local Working Parties will be collating and considering all responses and where appropriate making amendments to the Neighbourhood Plan. The Neighbourhood Plan will then be submitted to North Norfolk District Council for checking, further consultation and

independent examination. I will give more detailed updates on time lines and progress as they become available.

Conservation, Design & Landscape

I am pleased to report that the Glaven Valley Conservation Area Appraisal and Management Plan (2022) was supported by a community consultation meeting on 30 November. The community consultation is running until 20 January with exhibitions at Blakeney, Cromer, Holt and Hunworth.

Following the community consultation and review of all representations received, the Appraisals and Management Proposals will be reviewed / amended and reported for consideration by the Planning Policy and Built Heritage Working Party before formal adoption by Cabinet. The document will then become a material consideration in the North Norfolk District Council planning process.

Building Control

Workload has generally eased, I can report that all service standards are either being met or exceeded.

I am pleased to the successful introduction of the Mobile App for officers will form the template for roll out of mobile working for Enforcement and Development Management. We expect that the efficiency savings and benefits will provide a strong business case for investment in these areas.

Enforcement

The team have 323 current live cases; 413 cases have been created this year with. The number of live cases stands at a low level with case closures being higher and timelier than previously recorded.

100% of enforcement cases are acknowledged and input within time, with at least 95% of site inspections being undertaken within 10 days. The team are now focussed on clearing a backlog of cases that have exceeded the resolution deadline.

Staffing

I can report the recruitment of two Senior Planning Officers to the Development Management team, replacing vacant posts from officers who have recently left the service. As detailed above interviews will take place on 19 December for the S106 officer post, further recruitment is underway for a trainee planning officer and planning officer in development management and for a landscape (ecology) officer.

3 Meetings attended

24 November & 8 December - Development Committee
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14 November & 12 December - Planning Policy/Built Heritage Working Party
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December 6 – GRAC

9 November & 14 December - Overview & Scrutiny
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16 November - Full Council

7 November & 5 December - Cabinet

CABINET MEMBERS REPORT TO COUNCIL

20 December 2022

COUNCILLOR ANGIE FITCH TILLET - CABINET MEMBER FOR COAST

For the period November to December 2022

1 Progress on Portfolio Matters.

Cromer Phase 2 and Mundesley Coast Management Scheme – Progress Update

Balfour attended a site visit on Friday 4th and Monday 7th November with the NNDC PM teams to complete a site walkover at both Cromer and Mundesley to discuss the works with the drawings in hand. Trial holes were dug at Mundesley to determine whether concrete encasement works need to be completed on a section of apron. A supplier's day was held on 29th November with Balfour Beatty leading.

The **Cromer** variation and **Mundesley** updated OBC forms for the additional funding required for both schemes have now been signed and submitted to the EA for consideration for approvals. Final design is being finalised with Mott MacDonald. The Environment Statement is ongoing with the hopes of submitting Planning and Marine Licences at the start of 2023.

Coastal Maintenance November:

- Delivery of Timber to Muckleburgh storage

Sheringham:

- Up righted one beacon and removal of another one that had failed.
The beacon was stored on the beach until it could be removed and taken to storage

West Runton:

- Crack formed by access ramp infilled with as raised material

Cromer:

- Remedial works completed on the handrails over groynes 2+4

Overstrand:

- Revetment works
- Placement of concrete blocks in front of revetment
- Prep work completed for the Sidestrand revetment

Bacton:

- Infill works along seawall

Happisburgh:

- Earth mound created by entrance to Seashell property to stop people/vehicles accessing the land

Coastal Transition Accelerator Programme and Innovative Funding and Finance

- **CTAP Cabinet Report** – Time has been spent drafting the CTAP Cabinet Report, which is anticipated to be considered in January.
- RPA have won the DEFRA CTAP evaluation tender. We are liaising with them to develop the evaluation needs to integrate into the OBC. The programme is developing alongside the draft Outline Business Case, working with RPA to prepare the Economic information for this.
- CTAP Working Group (Environment Agency, DEFRA, East Riding of Yorkshire and NNDC) was attended – Numerous elements discussed including Communications and Engagement support, Evaluation, capacity building.
- A roll forward request for the current funding DEFRA funding has been submitted following a request from DEFRA.
- Discussions held with procurement team, early help and prevention services and supporting communities’ team, planning and economic development to consider links with CTAP. Liaised with NNDC Legal Team to discuss support and initial legal queries.
- EA have agreed that the PhD proposal titled “**Distributed Sensing as a new tool for monitoring coastal erosion**” can be part funded by CTAP. With this in mind, we are moving forwards to make the most of this opportunity.
- **Innovative Funding and Finance** - NNDC CTAP met with East Riding of Yorkshire Council, Resilient Coast Project and Environment Agency to discuss in a workshop the Innovative Funding and Finance element of the FSIP projects (CTAP and FCRIP) and how these can be best co-ordinated. A discussion was held with Nationwide Building Society, who were not able to attend the Coastal Loss Innovative Funding and Finance dissemination workshop earlier in the autumn, which was constructive.

Coastal Adaptation Supplementary Planning Document

The Consultation Draft Supplementary Planning Document (SPD) has been presented to all (NNDC, ESC, BA, GYBC) planning working groups, and cabinets/committee approvals are sought before beginning the Public Consultation.

Shoreline Management Plan Refresh

Status trackers and action plans for the SMP explorer were submitted for SMP6 – Kelling Hard to Lowestoft Ness.

2 Forthcoming Activities and Developments.

Coastal Transition Accelerator Programme and Innovative Funding and Finance

Defra and EA are planning to visit Norfolk in the new year. Cabinet report is anticipated to be considered in January.

Coastal Adaptation Supplementary Planning Document

Last of committee approvals hoping to be obtained.
Expected to be published for formal consultation in the new year.

3 Meetings attended

WNNMP Management Group – followed by Stakeholders Group
Adaptation Presentation to Walcott Parish Council
Chaired LGA Coastal SIG Adaptation Working Group x 2
Development Committee x 2
ADA Meeting with EA
Cabinet
Presentation to The Westminster Forum, followed by Chaired Session 2
WNNMP Discussion – Cromer Chalk Reef with EIFCA
LGA Coastal SIG followed by Adaptation Working Group Lead Member Report
Overstrand Parish Council
CPE Board Meeting
NCP New Offices Introduction
Poppyland Radio Interview
Northrepps Parish Council
Cabinet Pre-Agenda Meeting

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CABINET MEMBERS REPORT TO COUNCIL

December 2022

COUNCILLOR WENDY FREDERICKS - CABINET MEMBER FOR HOUSING AND BENEFITS

1 Progress on Portfolio Matters.

Benefits

Energy Support

Energy Rebate (Discretionary) Scheme

This scheme ended on 30th November 2022. North Norfolk District Council received funding of £226,350 which was paid across 4938 households. This was targeted at low-income households across the district to help with the rising cost of household bills. We also included an emergency fund for residents to apply directly for support.

Household Support Fund (round 3)

We will be going live with round 3 of the Household Support Fund in December. We have received £89,000 to allocate to our residents to support households with food, energy, and essentials over the winter. In line with the guidance provided by the DWP, we will be targeting low-income households with disabilities, low-income households who did not receive the DWP Cost of Living Payments, and we will also be providing for an emergency fund where other low-income households can apply directly.

Energy Bills Support Scheme – Alternative Fund

The Energy Bills Support Scheme (EBSS) provided a discount on energy bills of £400 for most households in Great Britain. Domestic electricity suppliers delivered this scheme.

For households who pay for their electricity in a separate way, and so will not receive support through EBSS, the Department for Business, Energy, and Industrial Strategy (BEIS) and local authorities will together deliver the EBSS Alternative Funding (EBSS AF).

It is a one-off payment of £400 to help with energy costs over this winter. Those eligible will include those with a commercial landlord or intermediary, such as park home residents and some housing association tenants.

Local authorities will be tasked with verifying the identity and eligibility of applicants, from data sent on via a digital portal. Local authorities will deliver the £400 support to applicants through their bank accounts.

BEIS will create and manage a digital portal, including an online eligibility checker and application form, which will be the gateway for applications, and which will aim to reduce to a minimum the amount of discretion that local authorities are required to exercise in processing applications.

BEIS determines the policy and approach for the scheme and will support local authorities with complex cases.

Applications must comply with the following criteria to successfully receive the £400 support from the scheme:

- The dwelling for which support is being claimed is the main or sole residential address of the applicant making the claim.
- The applicant or resident (if someone else manages the application on their behalf) is responsible for paying for energy used in the dwelling as part of a service charge, rent or other arrangement.
- The household is not already receiving the £400 EBSS payment, either through the main EBSS scheme or the EBSS Alternative Fund, in whole or in part.
- The household dwelling is:
 - not a business premises or other form of non-domestic premises (unless the main business activity is to provide long term residential accommodation such as landlords and care homes).
 - used wholly or mainly for domestic purposes.

BEIS intends for the scheme to be live around 16th January. Local Authorities are awaiting the final guidance on the scheme.

Low Income Family Tracker (LIFT) Dashboard

We have now launched the LIFT Dashboard which will allow us to use data analytics to provide us with powerful insights into how individual households are impacted by welfare changes and the cost-of-living crisis. We will use the data to pro-actively target just managing households and households already in crisis to tackle problem debt, rent arrears, maximise income, prevent homelessness, and to also understand current and future demand on our services.

We have already used the dashboard to engage with households in crisis who may need support with fuel and food. We have also contacted households who are entitled to but who may not be claiming free childcare, or Healthy Start Food Vouchers.

We will be carrying out communications on a larger scale to encourage and support households who are entitled to but not claiming Pension Credit, Council Tax Support, or Free School Meal vouchers.

Discretionary Housing Payments

We continue to administer Discretionary Housing Payments (DHP) to support tenancy sustainment and to support people to stay within the community. Cases are worked on as a panel which includes officers from the Benefits Team and Housing Options.

For 2022/23, North Norfolk has now been allocated funding of £103,037, and up to 30th November 2022 we have spent 82% of our allocation across 105 households and a further 192 applications have been refused as the circumstances of the household are outside the scope of the scheme. Where we have not been able to provide support through the DHP scheme, the team will consider other funding options and signpost the customer accordingly.

We are also using a Low-Income Family Tracker (LIFT) Dashboard to identify residents of North Norfolk that may require assistance with a rent shortfall.

Financial Inclusion Team

The team has been busy supporting residents who require advice and support across all areas of financial inclusion, including debt advice, welfare benefits advice and financial capability.

The team will also be supporting tenancy sustainment by enabling customers to manage their financial commitments to be able to retain suitable accommodation and prevent homelessness where possible.

The service was launched in October and since then the team has received 153 referrals of which 84 urgent referrals have either been completed or the client is currently working with Harvey and Suzanne.

The service is working well and has already positively impacted the lives of many households in the small timeframe the team has been operating. The team has also received some wonderful feedback.

Speed of Processing and workloads

The Benefits team has worked hard to reduce the time taken to administer claims for Housing Benefit/Council Tax Support as well as changes to someone's circumstances. The service is now operating well within its service targets. Performance for processing new claims in October was 12 days (target 20 days) and for handling changes in circumstances was 12 days (target 14 days).

We are continuing to work on service developments which will see our performance improve further.

With the recruitment to temporary posts, we have been able to fully resource the administration of Housing Benefit and Council Tax Support, which not only has supported our quicker response times but has also allowed for our outstanding workloads to reduce.

Our overall live caseload has reduced slightly by 3.71% over the last year but we anticipate our Council Tax Support caseload will increase over the next 6 months following take-up campaigns.

New Affordable Homes

The forecast number of new affordable homes to be built in 2022/23 is significantly lower than the numbers achieved in the last few years as a result of fewer sites available and the delay caused by Nutrient Neutrality. We anticipate 28 affordable homes during the current financial year (the figure was 52 but one scheme will not compete until 2023/24).

However, we have a healthy affordable housing schemes pipeline, many of which are Rural Exception Housing Sites at various points in the development process. There are a total of 18 developments which will or could, subject to approvals, yield 354 new Affordable Homes in the next few years. The Importance of Rural Exception Schemes, which provide affordable homes in the countryside to meet local need, and NNDC's success in delivering these has recently been recognised. North Norfolk is named as one of the top 5 deliverers of affordable homes on Exception Schemes. These schemes provide homes in the countryside to meet local housing needs. For further information see:

<https://www.north-norfolk.gov.uk/news/2022/november/north-norfolk-district-council-delivers-some-of-the-highest-numbers-of-new-affordable-homes-on-rural-exception-housing-sites/>

Encouraging Small and Medium Enterprise (SME) Developers

Housing Strategy have established a project to provide support and encouragement to SME developers to bring forward small sites of new affordable housing which will be purchased by Registered Providers. The Council's role (supported by Local Partnerships – an organisation owned by the Treasury, the Local Government Association and the Welsh Government) is to help make this happen through publicity to raise awareness of opportunities with SMEs, making the process simpler by liaising with Planning, clarifying specifications and contract requirements and providing support.

The project aims to help tackle one of the key challenges to increasing the supply of new affordable homes in North Norfolk - the shortage of local developers and builders, especially Small & Medium Enterprises (SME). For further information see:

<https://www.north-norfolk.gov.uk/news/2022/december/council-seeking-proposals-for-new-affordable-homes/>

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.

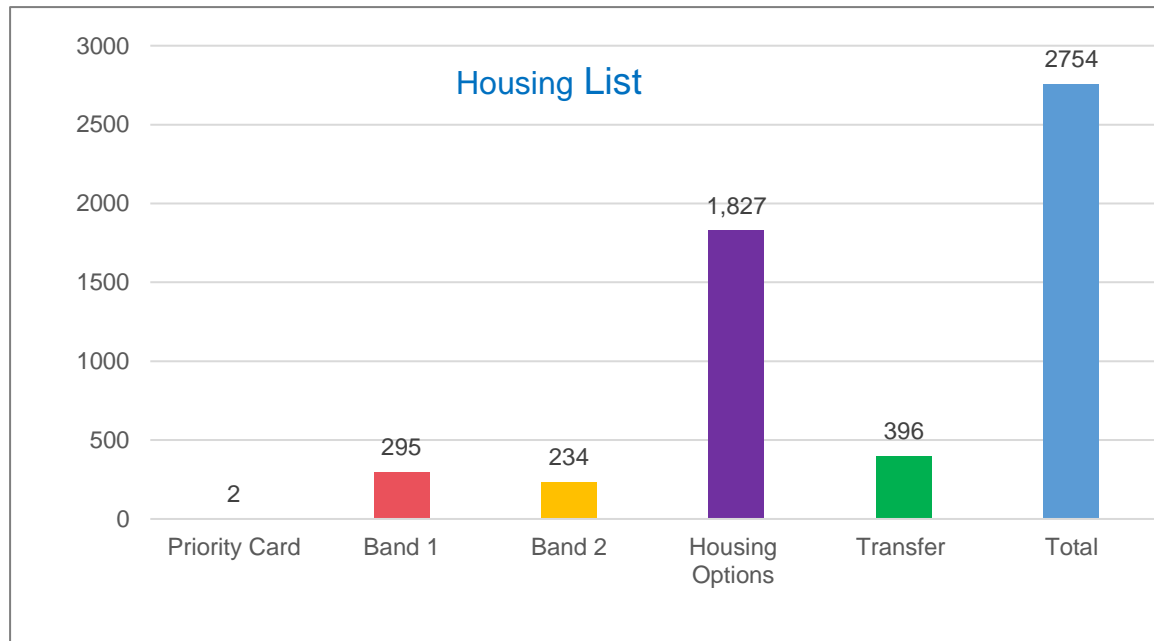
Our new Energy Officer started with us in March and has been promoting the scheme through several routes: a "Your money matters" spread in North Norfolk News, a video published on all NNDC social media and our website, a leaflet sent to all parish councils, followed by attendance at many parish council and other public meetings, and an article in the Council's Outlook magazine.

To date 106 applications have been sent, with 28 properties approved for works. Actual grant spend is £57,327, with a further £62,954 committed. Works approved external wall insulation, loft insulation, cavity insulation and air source heat pumps. For further information on grants: <https://www.north-norfolk.gov.uk/news/2022/april/warm-homes-grant-available-after-successful-bid/>

Housing Options and Homelessness Prevention

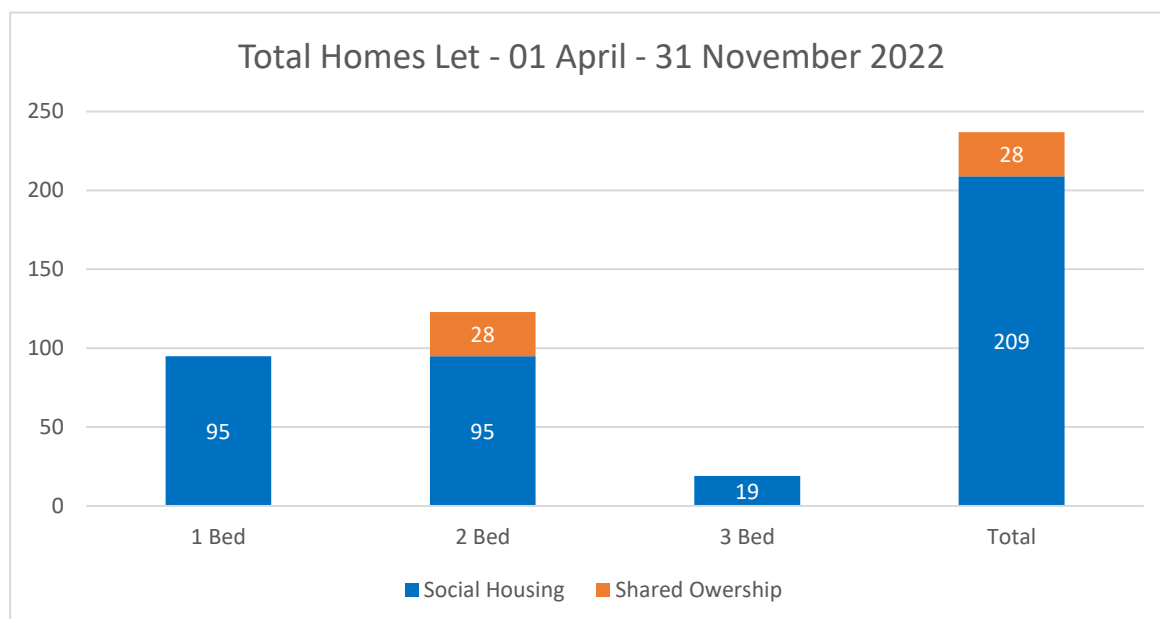
Your Choice Your Home

As at the 30 November 2022 there were **2,772 households** on the housing list with 19% being on the Housing Register – this register contains those qualifying applicants who have the most urgent housing needs.



	Housing List – Bedroom Need:						
	1 Bed	2 Bed	3 Bed	4 Bed	5 Bed	8 Bed	Total
Priority Card	1	1					2
Band 1	148	81	30	33	2	1	295
Band 2	99	48	40	45	1	1	234
Housing Options	1,140	430	131	110		16	1,827
Transfer	187	120	40	42	1	6	396
Total:	1575	680	241	230	4	24	2754

Homes Let



*Shared ownership - during QTR 1 Meadow Walk an Extra Care living development (housing 21) for people over the age of 55 in Fakenham was completed – these properties were let outside of Your Choice Your Home.

Social Housing lets by banding and bedroom size							
	1 Bed	2 Bed	3 Bed	4 Bed	5 Bed	8 Bed	Total
Priority Card		6	1				7
Band 1	81	81	17				179
Band 2	2		1				3
Housing Options	7	5					12
Transfer	2	3					5
Total:	92	95	19				206

Allocations Review

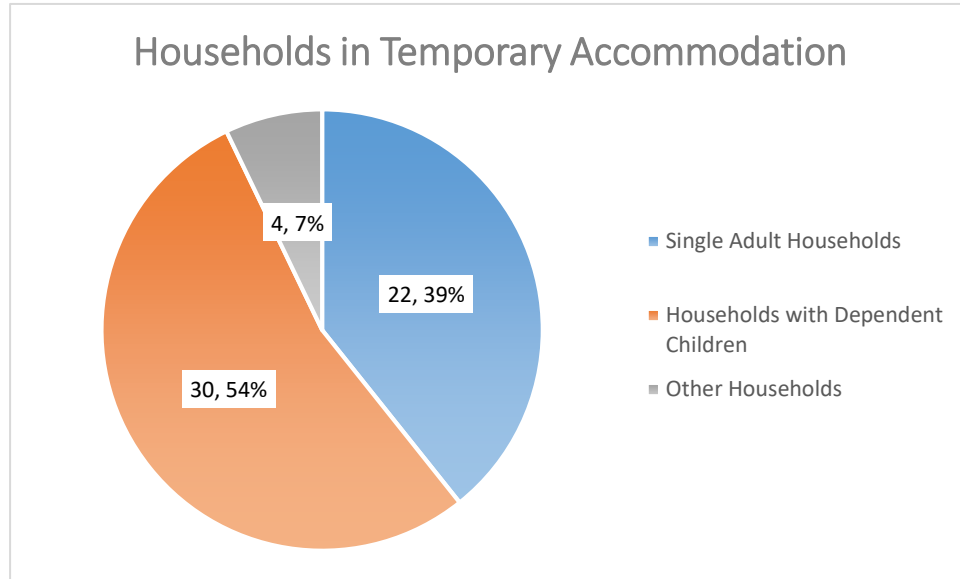
Our Allocations Scheme explains the rules, criteria and procedures that determine how we allocate social and affordable housing to households in North Norfolk. We last reviewed our scheme in 2018, since then the scheme has been updated to reflect changes in the law, and minor changes as allowed by the scheme.

Housing is a top priority for North Norfolk District Council - Our Corporate Plan 2019 to 2023, Housing Strategy, Homeless and Rough Sleeping Strategy and more recently our quality-of-life strategy all recognise that having a safe and secure home is one of the most important things in life.

To ensure that people have homes that meet their needs, giving priority to those in greatest need, and making the application process easier we are reviewing our scheme, this will be undertaken in several phases. The initial phase is looking at how the current scheme is working and identifying priority areas.

Temporary Accommodation

As at the 30 November 2022 there were 55 households in Temporary Accommodation:



* Other households includes couples and families with older Children.

In addition to the above, all 5 units of Next Steps Accommodation (4) and Rough Sleeper Accommodation (1) are being used to accommodate previous rough sleepers. NSAP and RSAP properties provide a portfolio of NNDC self-contained dwellings with wraparound support, in accommodation provided for up to two years allowing dwellings to be “re-used” for other former rough sleepers or those at risk of rough sleeping.

Private Sector Leasing Scheme

A number of factors (including the cost-of-living crisis, rising mortgage interest rates, no fault evictions in the private rented sector, a reduction in new affordable homes being built) mean we anticipate a sustained, or potentially an increased, need for TA for the foreseeable future. To help meet this demand, we continue to look at alternatives to bed and breakfast accommodation and one option that we will be piloting in the new year is a private sector leasing scheme (PSL) which will involve the council leasing a property in exchange for a guaranteed income to the owner.

Homelessness & Rough Sleeping

We continue to support 3 entrenched Rough Sleepers. Whilst it is not always possible to locate rough sleepers, we respond to reports from the community and via Street Link to quickly identify and verify rough sleepers and help the most vulnerable access the services they need.

Annual Rough Sleeping Count

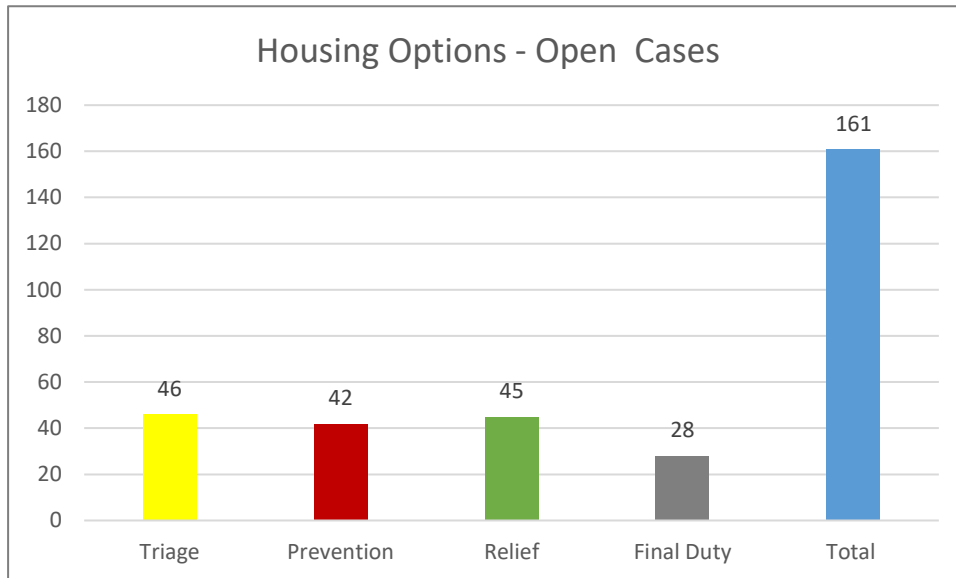
Rough sleeping trends are measured at a national level with an ‘annual snapshot’ which provides Government with an understanding of how many people are sleeping rough in an area on a ‘typical night’ based on the figure at a snapshot point in the year (Autumn).

The annual count was undertaken in November and the number of people who were rough sleeping in North Norfolk was recorded as 4.

Households Assessed and Duty Owed

Our Housing Options Service offers advice to anyone who has a housing problem, and offers support and assistance if someone is homeless, or threatened with homelessness, within the next 56 days.

Demand on the service remains high, at the end of November there were **161** open cases:



Domestic Abuse

As we've previously reported, we are currently working towards Domestic Abuse Housing Alliance (DAHA) accreditation. DAHA accreditation is the UK benchmark for how housing providers and local authorities should respond to domestic abuse in the UK.

Whilst the focus will be on the Housing Options Service, they no longer look at housing in isolation and will be looking at our approach across the Council. A Strategic Project Steering Group has been set up, and is due to take place on the 19th December and will meet every three months. Consequently, through the Strategic Steering Group, an Operational Project Steering Group will also be created which will meet more frequently, around every other month. Individuals from different departments in the Council have been invited to both so that responsibility and standards are embedded throughout the organisation. This will enhance our accreditation and allow for greater chance of success.

Ukraine Household - Emerging Homelessness situation

We have taken 7 homeless applications from Ukrainian households following the end of the 6-month host arrangements.

Household Make Up	
Single Households (without Children)	4
Family Households (with Children)	3

Accommodation Outcomes	
Private Rented Property	2
Allocation of housing from the council's housing register.	2
Rematch	1
Awaiting a rematch or alternative accommodation offer whilst in Temporary Accommodation.	2

Integrated Housing Adaptations Team

IHAT continues to implement changes to the DFG application process to improve customer journey and reduce end to end timescales. Feedback from customers to date following amendments to the DFG process has been positive and we continue to explore ways for how we can further develop and improve the service.

During November we received 35 new contacts and completed a total of 24 assessments. From this 12 cases have progressed to recommendation for adaptations and 5 Housing Needs Reports (HNR) were completed to support people to obtain more suitable accommodation. Year to date (YTD) a total of 371 new contacts have been received, 194 assessments have been completed. From this, 44 HNRs have completed and 127 recommendations for adaptations submitted.

During November we completed 15 DFG Adaptations cases with a total value of £66,636 and approved a further 11 cases with a total value of £96,718. This takes the total YTD spend to £834,848. YTD 95 adaptation cases have been completed, 117 cases have been approved.

The Home repairs pilot continues to see cases being referred into the scheme from IHAT, Social Prescribing, Energy Officer and Environmental Protection and finance intervention team.

To date we have received 15 referrals and have taken forward 13 of these to contractor site inspections. We have received quotations back for 9 cases and have approved these works, with an approximate value of £20,000. At the end of November four cases have had work started with two being complete. A further three cases have repairs scheduled for the coming weeks.

Outcomes have been positive and feedback obtained from residents on completed projects. Contractor capacity remains good and we are confident the budget will be committed before the end of the financial year.

Our new 'Waiting Well Officer' Nathan Benedettini has joined the team and begun rolling out the project. He has been focused on raising awareness of the project amongst local residents through NNDC media outlets and creating suitable literature to inform and signpost our intended audience to the appropriate services

2 Forthcoming Activities and Developments.

3 Meetings attended

01 November 2022

- Children, Young People with Asthma
- **Domestic Abuse Forum**
As a local Authority, we recognise we play in supporting those tenants, families, customers and staff affected by domestic abuse, as well as the actions we can and do take alongside our partners to help prevent domestic abuse. The Forum allows us to listen to those with experience about how services support survivors and what improvements could be made. We will be hosting another forum in the new year.

02 November 2022

- Coastal Forum

07 November 2022

- Cabinet
- Meeting to discuss temporary Accommodation Options

09 November 2022

- Overview and Scrutiny

11 November 2022

- Group Meeting

14 November 2022

- Portfolio Holder Meeting

15 November 2022

- Domestic Abuse Conference

16 November 2022

- Full Council

22 November 2022

- Cabinet pre agenda and Business Planning Meeting

24 November 2022

- Voluntary Norfolk Good Practice Workshop
Food Aid & Food Distribution in Norfolk

I continue to attend and support the Mundesley Community Larder every Friday and on 24 November 2022 I met with other organisations online to discuss one of the most pressing issues today - food insecurity in the wake of the cost-of-living crisis.

Across Norfolk there is a growing network of organisations and voluntary groups in finding innovative ways to redistribute food within their communities, making sure it gets to those who need it.

<https://www.youtube.com/watch?v=Mm-hkmrXOJw>

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CABINET MEMBERS REPORT TO COUNCIL

20 December 2022

COUNCILLOR GAY- CABINET MEMBER FOR LEISURE, WELLBEING AND CULTURE.

For the period November to December 2022

1 Progress on Portfolio Matters - Leisure

Leisure Centres

October visits to the 6 facilities returned to over 41000 again. The Reef's memberships are currently over 1500, which is fantastic given that Splash in the year before closure averaged around 450-500 members.

Countryside

Practical management of all our sites is in full swing and is going well, and this has been supported brilliantly by our volunteer groups who this year have provided a combined total of 1344 hours work at Holt Country Park and 876 hours at Pretty Corner. It goes without saying that this time and effort is crucial to the ongoing delivery of quality parks and woodlands.

We have 3 different events planned for December – the first of this season's tree giveaways, Wreath Making Workshops and our 'Eco Elf Christmas Trails'. At the time of writing this the trails had attracted bookings from 162 children and 134 adults.

We will be entering a significant period of tree planting across our main sites, supporting our own management plans and the completion of the Council's 110,000 tree planting project.

Beaches

We held an incredibly positive meeting at Bacton Coastguard station regarding the concerns around jet ski use. Representatives from NNDC (North Norfolk District Council), the marine police, RNLI (local and national), coastguard and coastwatch were in attendance. Conversations continue ahead of next season.

Unfortunately, the water quality at three of our Blue Flag Beaches – East Runton, Mundesley and Sea Palling – has dropped from 'Excellent' to 'Good', which means that we are unable to apply for all six Blue Flags this year. We still do not know why this has happened but we will be working with all partner agencies to try to understand the reasons for the apparent sudden drop in the water quality at these beaches. This is a situation over which we have no

control but we will of course be applying for 3 Blue Flags and 3 Seaside Awards. Applications are due by January 6th.

Health and Wellbeing/Sports Development

Opening School Fund

We are still awaiting official sign off for the programme but we have created a rough timeline on the actions we will take. Sean Pasque is meeting to confirm the schools that NNDC will work with for the targeted fund. Once confirmed he will reach out to the schools to ask for some time to discuss the programme and how it would benefit them. We will then work with any who want to take it forward to complete a proposal.

Information will go out after this to schools for the open pot. The Leisure Service will work with any school which is seeking to apply for funding.

Active NoW

We have obtained approval for our proposal. Sean will now work with the providers to create Service Level Agreements and support them moving forward.

Big Norfolk Holiday Fund (BNHF)

The Localities Manager has arranged a meeting to discuss the BNHF at the North Norfolk Youth Advisory Board. This will give us insight into the provision wanted for the future by the young people of the District. There is also the possibility of working with the Board and funding them to create some provision as we move forward.

Everyone Active will be running sessions over the Christmas break at their centres.

Framework

The first draft is now complete and will be shared with Sam (Active Norfolk) and Colin (NNDC) for comment, with a view to finalise soon after.

Together Fund

Carers Norfolk and Everyone Active application has received the initial approval from the Active Norfolk team. This can now be uploaded to Sport England for approval- Funding £1500

Thornage Hall have been held up with their application but have told me it will be ready for next week.

We are working with Norfolk Cricket Board and NW High School on a bid to support local cricket – including the re-launching of the North Norfolk Indoor Cricket League

The Localities Officer is meeting with Victory Housing about funding the return of some seated exercise classes to their care home again.

Playing for Cake has received approval from Sport England for £2965

North Norfolk Health and Wellbeing Partnership- Mental health thematic workshop

The Localities Officer attended and contacted the Poppy Café at Holt and is going to visit in January to see how we can support them moving forward.

We continue to work in Partnership with North Norfolk Outdoor Fitness on plans for a Walking Festival in September 2023, and the team are working on plans for next year's triathlons and the Mammoth Marathon. Unfortunately, there is still no movement on the 3G project at NWTFC despite NNDC seeking clarification on the club's position. Cromer's potential 3G project is all ready to go subject to a successful capital bid for NNDC's share of the costs. Both Norfolk FA and The Football Foundation remain incredibly supportive of this.

Pier Pavilion

The Christmas show has now launched and will run through to the end of the year. Property Services have procured for the works to the bar area and toilets and this is scheduled to start on time in January, and will last for 6 weeks.

Markets

The team are currently considering the staffing of the markets particularly the Sheringham Saturday market after the resignation of the Markets Officer.

2 Forthcoming Activities and Developments.

As this report indicates, our Countryside team will be creating Christmas activities for children and they are progressing the Council's tree planting programme. In other parts of the service, funding is being secured for local sporting and fitness projects and planning is in hand for a series of larger events in 2023.

3 Meetings attended

Apart from attendance at a performance of the Christmas show at Cromer Pier, I have taken part in regularly scheduled briefings for this service.

CABINET MEMBERS REPORT TO COUNCIL

December 2022

**COUNCILLOR VIRGINIA GAY - PORTFOLIO HOLDER FOR LEISURE,
WELLBEING & CULTURE**

FOR THE PERIOD SEPTEMBER & OCTOBER 2022

1 Progress on Portfolio Matters.

North Norfolk Health & Wellbeing Partnership

The three priorities of the Partnership are:

Older People

Mental Health

Inequalities

To inform this, multi-agency workshops in respect of older people and mental health have been held. Representatives from the Partnership as well as voluntary and statutory agencies attended. The focus of the workshop was to look at services for and issues faced by older people, those with mental health needs and the organisations that support them and to identify potential solutions.

An inequalities workshop will be held in January.

The outcomes of the workshops will inform the Partnership strategy.

Community Connectors

The Community Connectors who receive funding from the NNHWP as well as from NNDC are starting a weekly Monday morning programme on Poppyland Radio on 12th December.

The programme will consist of thematic information about specific topics such as keeping warm and will give information and advice about services and support relevant to the topic such as warm hubs / spaces, benefits and what individuals and communities can do to help themselves, tips to keep warm etc. It will promote the role of the Community Connectors to a certain extent but the main focus will be on the topic to be discussed.

The Community Connectors work geographically across North Norfolk. They have recently supported the Cost of Living conference and are actively supporting the establishment of Warm Hubs and Community Supermarkets.

Homes for Ukraine

One hundred and five accommodation checks and eighty initial welfare checks have been undertaken since the H4U scheme was established.

Based on data we know that ninety five adults and sixty two children have arrived in North Norfolk. A small number have subsequently returned to the Ukraine or moved to other accommodation outside of the district.

There has been no confirmation from the Government regarding the extension of and funding for the H4U scheme beyond 31 March 2023.

A range of measures have been proposed by NCC in relation to time limited increased financial support for hosts and a range of additional support measures for guests particularly in relation to moving on following the twelve months hosted accommodation.

Social Prescribing

In November, fifty three Social Prescribing referrals were received requesting support with one hundred and seventy six issues. This excludes referrals from GP surgeries in Wells, Fakenham, Holt and Sheringham. Benefit, financial and mental health support remain the most frequent reason for referral.

External funding for one year has been secured for NNDC to take part in a Social Prescribing in secondary care pilot. Social Prescribing referrals from departments at the Norfolk and Norwich hospital including from Accident & Emergency will be managed by a dedicated officer employed by NNDC. The aim of the pilot is to address the wider social issues that could contribute towards a person accessing the acute trust and reduce regular and repeat attendance particularly at Accident & Emergency. This service will start in January 2023

Waiting Well

NNDC has received external funding to deliver the Waiting Well project in North Norfolk. The project aims to help local residents, who are on the orthopaedic waiting list for a knee or hip condition at the Norfolk and Norwich University Hospital, to live as safely and independently as possible while they wait to see a consultant or have treatment. A dedicated officer will initially write to people on the relevant waiting lists advising them of the service. This will include offering advice and information about services and support that may be available to help them with physical, mental health, financial or other needs whilst they are waiting for their surgery / treatment.

Support could include:

- Finding ways to stay active or get fit for treatment,
- Finding ways to cope with loneliness or isolation,
- Help to ensure any benefits people are entitled to are claimed
- Provision of equipment to make daily life safer and less difficult,
- Installation of a Careline alarm unit in case of falls
- Information about Disabled Facilities Grants for housing adaptations
- Helping people to plan for their care now or while you recover*,
- Accessing support if they provide care to someone else.

Arts & Culture Fund

A meeting of Arts & Culture Fund Panel was held in November. Six applications were received all of which were supported. Grants totalling £16,401.68 were awarded.

Community Transport Fund

A meeting of Community Transport Fund Panel was held in November. Two applications were received, both of which were supported. Grants totaling £40,000 were awarded

2 Forthcoming Activities and Developments.

As has been written before, a thematic workshop about inequalities within our District has been scheduled. As with the two workshops which have already taken place, this is a chance for groups which are not permanent members of the North Norfolk Health and Wellbeing Partnership to share expertise and lived experience with the Partnership.

Work is continuing toward the preparation of a strategy for the Partnership.

3 Meetings attended

In addition to regular briefings, I have taken part in the following meetings.

23/11/22 - Arts and Culture and Community Transport Funding Panel

24/11/22 - District Councils' Sub Committee for Health and Well Being

29/11/22 - Thematic Workshop for Mental Health

6/12/22 - Citizens Advice recurring meeting

7/29/22 - North Norfolk Health and Wellbeing Partnership meeting

November 2022

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CABINET MEMBERS REPORT TO COUNCIL

December 2022

COUNCILLOR R KERSHAW - CABINET MEMBER FOR SUSTAINABLE GROWTH

For the period November to December 2022

1 Progress on Portfolio Matters.

Funding and Programmes

Rural Prosperity Fund

On 3 September the Government announced the launch of The Rural England Prosperity Fund (REPF). This fund is a top-up to the UK Shared Prosperity Plan (UKSPF) and succeeds EU funding from LEADER and the Growth Programme, which were part of the Rural Development Programme for England. NNDC has been advised that North Norfolk will receive an allocation of £1,457,851. This will need to be committed and defrayed by March 2025. This funding, which is essentially an extension to the UKSPF fund, will have a more rural focus and the Council needed to submit an application by 30 November. To help shape and inform the submission, the Local Partnership Group (composed of a number of local stakeholders and originally created to help develop the UKSPF bid), was reconvened to discuss the challenges facing rural businesses/communities and identify the priority interventions. The key interventions that were identified to support were:

Supporting Rural Business

1. Funding (capital grants) for small scale investment in micro and small enterprises in rural areas. Including capital funding for net zero infrastructure for rural businesses, and diversification of farm businesses outside of agriculture to encourage start up, expansion or scale up of these businesses where this involves converting farm buildings into other commercial or business uses;

Supporting Rural Communities

2. Funding (capital grants) for investment in capacity building and infrastructure support for local civil society and community groups;
3. Funding (capital grants) for existing cultural, historic and heritage institutions that make up the local cultural heritage offer;
4. Funding (capital grants) for impactful volunteering and social action projects to develop social and human capital in local places.

It is anticipated that local authorities will receive approval for their submission from January 2023, with receipt of their first allocation in April 2023.

UK Shared Prosperity Fund

The UKSPF is a central pillar of the UK government's Levelling Up agenda and is the successor funding model to the former EU Structural Funds. It will provide £2.6 billion of new funding for local investment by March 2025, with all areas of the UK receiving an allocation from the Fund via a funding formula rather than via a competitive bidding process.

The intention of the fund is to invest in local priorities, targeted towards a number of areas: building pride in place, supporting high quality skills training, supporting pay, employment and productivity growth and increasing life chances.

On 7 December the Council received confirmation that its Investment Plan had been approved. NNDC will shortly receive the first allocation of funds (£150,275) for this financial year. The indicative allocation for 2023/24 is £300,551 and £787,443 in 2024/25.

The interventions identified within the Investment Plan to be supported are:

1. Funding for new, or improvements to existing, community and neighbourhood infrastructure projects including those that increase communities' resilience to natural hazards, such as flooding. This could cover capital spend and running costs;
2. Funding for the development and promotion of wider campaigns which encourage people to visit and explore the local area;
3. Community measures to reduce the cost of living, including through measures to improve energy efficiency, and combat fuel poverty and climate change;
4. Funding to support relevant feasibility studies;

Supporting Local Business

5. Strengthening local entrepreneurial ecosystems, and supporting businesses at all stages of their development to start, sustain, grow and innovate, including through local networks;
6. Supporting decarbonisation and improving the natural environment whilst growing the local economy. Taking a whole systems approach to invest in infrastructure to deliver effective decarbonisation across energy, buildings and transport and beyond, in line with our legally binding climate target. Maximising existing or emerging local strengths in low carbon technologies, goods and services to take advantage of the growing global opportunity;

People and Skills

7. Tailored support to help people in employment, who are not supported by mainstream provision to address barriers to accessing education and training courses. This includes supporting the retention of groups who are likely to leave the labour market early.

Suitable projects/delivery model(s) will be shortly implemented, with the initial priority being to commit/expend this financial year's allocation.

Town Centres

Stalham High Street Task Force

Following a submission a considerable time ago, Stalham's town centre has been identified for support from the Government High Streets Task Force (HSTF). The HSTF will look to work with the Council and local stakeholders to help identify the critical issues that may be holding back the town and seek to develop a range of support/solutions. The team plan to visit the town and meet relevant stakeholders in January.

North Walsham Town Centre Heritage Action Zone

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

- Repair and restoration works have continued over the summer on the Cedars building. Work still to be completed includes: the installation of data points, re-plastering with lime plaster, installation of a new electrical heating system and completion of window repairs followed by internal and external redecoration. Conversations are being held with a range of potential future users;
- The Church Approach/Shambles slope is open to the public, with just a few items outstanding. Repair and redecoration work has been carried out on the rear wall of 28 Market Place, which backs onto the public realm area and will contribute to the overall improvement of the space, this has been temporarily held up by bad weather;
- Improvements to the highways and public realm in the Market Place have commenced. Works to be carried out include: widened footpaths and paved areas for pedestrians, paved road surface, installation of seating and planters, installation of bike racks, provision of power points and arrangements for market stalls and events, provision of new crossing points and increased capacity for loading and deliveries through new and better positioned bays. Cleaning and maintenance of existing areas and paving will also be undertaken;
- The Building Improvement Grant scheme has been well received and a healthy number of applications are in the pipeline. Six grant applications have been approved to-date and twenty eight expressions of interest have been received. Projects that will have the greatest visual impact and can be delivered within the timescale for the scheme will be prioritised, for example shopfront reinstatements and improvements to building façades.

Tourism

Visit North Norfolk Networking Event

On 23 November 2022 Visit North Norfolk and NNDC hosted a networking event at the Woodlands Holiday Park for local tourism business. The event was very well received with 60+ attendees. Presentations and discussions included an outline of the forthcoming marketing campaigns, a summary of the 2021 Economic Impact of Tourism report and information about the Deep History Coast and the Visitor Economy Network Initiative.

Christmas Marketing Campaign

The 'Christmas in North Norfolk' marketing campaign has been recently launched. This campaign seeks to promote a number of Christmas events / things to do in North Norfolk. A promotional video can be found on the Visit North Norfolk [home page](#) and also on [Youtube](#). There is also an accompanying events round up (found [here](#)). The video is being promoted through e-comms and social media advertisements.

2 Forthcoming Activities and Developments.

- Development and delivery of the UKSPF and REPF funds
- Supporting the Stalham High Street Task Force team
- Final phases of the North Walsham HAZ place making works

3 Meetings attended

North Walsham Business Partnership Meeting
Visit North Norfolk Networking Event
Various local business engagement meetings

CABINET MEMBERS REPORT TO COUNCIL

20 December 2022

COUNCILLOR LLOYD - CABINET MEMBER FOR CLIMATE CHANGE AND ENVIRONMENT

For the period November to December 2022

1 Progress on Portfolio Matters.

Civil Contingencies

Business Continuity Policy revised, and new Business Continuity Management Framework created and agreed by CLT, prior to GRAC on 6th December and Cabinet on 3rd January
Annual report on Civil Contingencies drafted for GRAC
Responded to potential flooding at Potter Heigham and coordinated remedial work on damaged flood barrier
Coordinated response to power outage in North Walsham re electrical fire

Environmental Protection

There have been several involved and complex Statutory Nuisance and ASB issues which the team have been involved with in November, these are ongoing cases relating to noise and odour.

There has been increase in rat sightings in rural areas, however this is not unusual given the time of year and weather conditions. It is important to remember that rat sightings on their own are not sufficient justification for EH involvement. There has also been an increase in complaints of rats in semi-rural environments, however unless the sighting coincides with public health risks or damage to property Council the team will only tackle on a priority basis, based on public health risk.

Private landowners have their own responsibility of controlling rodents on their land, and the council can use enforcement powers to encourage landowners to maintain these responsibilities if necessary.

Over the past month there has been greater emphasis of the impacts of damp and mould in properties. This rise in interest was anticipated given the media coverage around the unfortunate death of a young child. Environmental Protection Officers have been dealing with enquires and are assisting in responding to the requirements of the Secretary of State on this matter.

Officers have seen a slight increase in requests under the Homes for Ukraine scheme. The rise is attributed to the rehousing of some families already here and some arriving because of the winter condition/power outage situation.

The Air quality monitor has been installed at the TIC to monitor road traffic emissions. The proposal is to maintain the unit for 8-month period to monitor conditions at peak time

Environmental Services

The team have continued to work closely with Serco to drive performance improvements following the new collection model introduced in September. Round completion rates have improved and reported missed collections are being collected within the contractual timescales.

Year to date performance in terms of recycling tonnage is good. NNDC is the only district in Norfolk to have recorded an increase in the quantity of recycling collected compared to last year, whereas all other areas have seen a decrease in their recycling.

The Env Services manager also attended a Defra workshop on the implementation of the packaging extended producer responsibility (pEPR) scheme, in order to represent NNDCs interests in what could be a significant change to the funding of services.

Public Protection and Commercial

James Windsor has been appointed Team Leader for Licensing and Health and Safety and Ian Hogg has been appointed as Team Leader for Food and Sampling. The need to restructure was brought about by the departure of the Public Protection and Commercial manager in June this year. It is felt that this alternative approach gives the team resilience and has created development opportunities for existing members of staff.

A court date has been set in March 2023 for a health and safety case relating to a fall from height.

The team secured guilty verdicts in their recent case relating to Pet Shop licensing, dangerous wild animals, and obstructing officers. This is an excellent result for the team and represents the hard work and dedication of the Officers involved. Sentencing will occur in March 2023.

The team conducted compliance visits at Holt Christmas Market under street trading legislation.

Officers have met with the new owners of Parklands Caravan site, there is a draft plan in place to meet the conditions required.

The food team continue to conduct routine food hygiene inspections, ensuring that businesses are producing food which is safe to eat. This is more important than ever as we approach the busy festive season and overheads increase.

The North Norfolk mussel beds off the coast of Wells have been selected for chemical sampling in an upcoming CFAS survey, given the quantity of shellfish required for the sample size, we will be reimbursing fisherman for the samples taken.

Carbon footprint –

The Council's carbon footprint for the period 2021/22 is 2,825 tCO₂e. This is a 57% reduction on the baseline data from 2018/19 carried out by the Carbon Trust.

The figures show the overall carbon footprint has reduced although some areas of the Council's emissions have increased.

The reduction is accounted for by:

- More accurate analysis and a better understanding of our assets and related data sources
- The replacement of the Splash Leisure Centre with The Reef (the latter only being operational from November 21)
- Decarbonisation of the national electricity grid
- The introduction of selected electric vehicles into the waste management fleet and more efficient large waste collection vehicles
- Other Council interventions and behaviour changes.

Building Decarbonisation –

Discussions started on reducing carbon footprint/energy bills for the Cromer Office.

Advice given to Cromer Pier on building and behavioural changes to lower carbon footprint and energy bills

The Reef Solar Car Port designs produced – submission for planning permission and UK Power Network approval in progress

Community Leadership –

Community Engagement – environmental tip of the week now being shared on council's social media

Contributed to discussions on the North Norfolk element of the Local Cycling & Walking Infrastructure Plan which will go for public consultation in the new year (Planning making presentation to development committee on how these fit with the local plan)

EV Charging Infrastructure –

Small project being developed to add EV charging into 6 more Council car park locations based on available infrastructure

Trees –

Planting of Miyawaki forest at Beeston Hall School underway

Tree giveaway at Holt Country Park on 10 December

Trees have been planted covering an area equivalent to 27 football pitches and a double hedgerow equivalent to the stretch from Cromer office to Bodham

A total of 91,626 trees and hedging whips with projects planned to meet the 110,000 target

2 Forthcoming Activities and Developments.

Tree give away days on 10th Dec, 14th January, 11th February.

3 Meetings attended

NZAP Risk Workshop

NZAP Board Meeting

Tree Project Board meeting

Serco Joint Waste Contract Board meetings

Norfolk Climate Change Partnership

Norfolk Waste partnership

Climate Change Team meetings

CABINET MEMBERS REPORT TO COUNCIL

20 December 2022

COUNCILLOR SEWARD - CABINET MEMBER FOR FINANCE, ASSETS, LEGAL, DEMOCRATIC SERVICES AND REVENUES

For the period November to December 2022

1 Progress on Portfolio Matters.

Finance

The Council has appointed the Director of Resources whose role includes acting as the Council's Chief Financial Officer.

Budget - Work has been undertaken with budget holders to produce a base budget for 2023/24 and a forecast for 2024/25 onwards, this will be taken to Cabinet in February.

Finance System upgrade – work continues on testing and migrating data ready for the go live this month. There will be minimal disruption to the public, suppliers and customers with only one week's payments being affected.

Final Accounts 2020/21 – the audit work for 2020/21 was restarted with the finance team working hard to provide information to Ernst Young.

Assets

Planning application for the enabling land at Sheringham is progressing through the due process with determination anticipated in the new year.

Vacant Property– leases are progressing and expect to complete in the new year for Melbourne Slope site, Former Tennis Courts and Collectors Cabin at North Lodge Park.

Awaiting the levelling up bid outcome in relation to the former playgroup building and café at North Lodge Park, Cromer

Proposals relating to the future use of The Cedars are being considered with reports to Cabinet due early 2023.

Cornish Way, North Walsham – A review of the proposed roof works has resulted in an alternative solution that will improve the overall condition and energy performance of the industrial units within the existing capital budget.

Legal

Information Requests -FOI request figures show that the Council's current performance at responding to requests within the statutory 20 working days is at 93%. The national target is set at 90%. The legal service continues to provide advice and assistance to the wider Council in order to assist in this area and support the corporate responsibilities.

Litigation - Recovery action is being taken concerning a large sum of unpaid business rates.

After a trial, the council secured guilty pleas in a prosecution relating to the operating of an unlicensed pet shop and for possession of a dangerous wild animal without the appropriate licence. Sentencing will take place early next year.

Property matters:

- Freehold Transfer play area Church Road, West Beckham- dealing with solicitors contract enquires and negotiations on terms on the transfer Deed – progressing
- Freehold sale Gunning Placements, Mundesley- received comments back on draft documentation – to reply to contract enquiries – progressing
- Freehold sale land at Nelson Road/Fairview, North Walsham – Draft Transfer approved by NWTC – completion due soon
- Lease Art Deco block, Cromer – Trustees had meeting, further drafting to Lease due to Tenant's works- with Tenant solicitors to approve
- Lease Oddfellows Hall, Sheringham- Lease signed ready for completion – waiting for Tenant to confirm committee members
- Lease Collectors Cabin, Cromer- Draft Lease with Tenant solicitor to approve. Due to Tenant alterations a Licence for alterations will also be required – Tenant has provided draft internal plan for Licence
- Licence to underlet the lease of 80 Grove Lane, Holt - completed

Democratic Services

The team continues to be very busy supporting committee meetings and preparing for the induction process for new members in 2023.

The Youth Council steering group has been working on a recruitment campaign with the Council's Communications Team and they are holding a launch event at the Council Offices on Sunday 29th January.

The Domestic Abuse Forum met at the start of November and agreed to theme their meetings in future. The next meeting in January will focus on support for families going through the court process, following a domestic abuse situation.

The Coast Forum met on 2nd November. Attendance continues to rise and the forum has expanded to include representatives from across the Norfolk

coastline. A review of the terms of reference to reflect its changing remit, will be presented to Cabinet in early 2023.

The interviews for the Independent Person role to support the Standards Committee will be held in mid-December. We received a high number of applications for this position and it is hoped that we can appoint to Independent Persons to support the Committee.

Revenues

Collection as of 30 November 2022.

Council Tax collection was 73.08% against target of 73.00% with an excess in collection of £66k.

NNDR collection is 77.86% against target of 73.75%, an excess in collection of £1.021M. This is partly caused by the remaining Covid Additional Relief Fund (CARF) awards that were applied in September 2022 for the 2021/22 year and carried forward as a credit to the NDR 2022/23 charge.

Council Tax Energy Rebate Scheme.

The national CT Energy Rebate Scheme originally closed on 30 September 2022 to extended by the government to match the end date of the discretionary scheme.

Payment was made to the remaining eligible customers who hadn't received their payment before the original scheme end date of 30 September 2022.

The total rebate amount awarded to NNDC council tax customers is £6,114,900.

Non-Domestic (Business) Rates Covid Additional Relief Fund (CARF)

The total relief amount awarded to NNDC business customers was increased from £1,231,879 to £1,562,395.

This was the remaining funds that had not been paid which would have been claimed back by government by the end date of the scheme date of 30 September 2022.

NNDC was in the top quartile for paying out Covid Additional Relief Fund (CARF) as a percentage of allocation previously in governmental statistics ie NNDC were 70 out of 310 authorities which is in the top 22% (quartile being within top 25%).

Government Returns:

- **Business Grants** – continuing work to reconcile these and report data to government on a regular basis.
- **CT Energy Rebate Scheme** – continuing work to reconcile these and report data to government each month. The extended scheme ended on 30 November 2022 and a request has been made to complete a government return with 38 questions (some questions being split between 8 and 16 sub questions).

- **CARF & Retail Relief Return** – work to continue to reconcile these and report data to government each month.

Risk and Performance Audit being undertaken.

Joined the national pilot to help work out the new burdens calculations required by Local Authorities for new NDR Reliefs. Previously there has been little take up by councils.

VOA Draft NDR Revaluation 2023 List has been released as announced by the chancellor. There are some working issues which have been reported to Civica.

2 Forthcoming Activities and Developments.

Finance

Budget – the team will continue to work towards producing a balanced budget to present to cabinet in the new year.

Finance System Upgrade - Go Live on the new Civica finance system on 14th December 2022,

Final Accounts 2020/21 – The intention is that these accounts will be signed off by the end of the financial year.

Assets

Asset Management Plan to be updated and to strengthen policy around climate change and the Councils assets.

Legal

The Legal Service has recently had an internal audit undertaken and the result of this is that we have received a substantial assurance.

Democratic Services

The Town & Parish Council Engagement Forum will meet on 9th January. It is anticipated that the agenda will focus on the cost of living crisis and the local elections in 2023.

Revenues

Ongoing internal training of two Level 3 Business Certificated apprentices.

Online forms - reviewing and improving most commonly used customer paper forms.

Implementation of Civica's AutoSpars to improve efficiency and help customers make arrangements whilst reducing calls into NNDC.

Enforcement workshop – reviewing and improving the process going forward. This involves building on the softer approach set up during the pandemic.

Council Tax and Non-Domestic (Business) Rates Annual Billing.

Government Returns:

CT Energy Rebate Scheme
NNDR1

Webinar

Government 'alternative funding support for energy bills'

3 Meetings attended

Estates and Assets issues briefing 29 November 2022 and diarised Finance issues briefing 14 December 2022.

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CABINET MEMBERS REPORT TO COUNCIL

December 2022

COUNCILLOR LUCY SHIRES

For the period November to December 2022

1 Progress on Portfolio Matters.

Information Technology

The project to replace the legacy Finance system is in the implementation phase, cutting over to the new system: Civica Financials. The existing system has been “frozen” and access to it will be retained for 7 years to allow for completion of audits and as a historical reference, all future transactions will be carried out on the new system from 14/12/22. This has been a high pressure, resource-intensive process for the Finance and IT teams. Even after go-live there will still be significant works to complete the project which will require updates to a number of other systems including the asset management system and environment health management system.

The latest version of Idox, the Planning management system, has been installed in the test environment for user testing.

Preparation is continuing for the implementation of a number of additional modules which have been procured to improve the digital support for the planning application process. These include: a Land Charges system upgrade, an online plan dimension measuring tool, planning enforcement mobile working and improved integration with the planning portal. Testing of a new process for online self-serve and payment for land charge searches has also commenced.

The corporate performance reporting tool “InPhase” has been updated to current software release.

The Environment Health management system “Assure” has been updated to current software release as a part of the rolling conversion from the previous system “M3”.

The Council's cheque and cash receipting system from Capita has been updated to current supported version.

A proof of concept for the use of Microsoft Power BI as a dashboard is in progress. This will improve the quality and timeliness of management information.

The Council's cyber security certificates have been renewed and the security systems updated accordingly.

IT have provided support to the Legal team to extract and export BKLWN data to enable the end of contract processes.

IT continue to liaise with the central government who have provided significant funding to improve and extend the cyber security arrangements of the Council. They are positive about the initiatives deployed so far and the future planned improvements which will deliver a more secure and robust IT infrastructure. These include:

- Implementing additional backups to ensure data in the cloud is protected.
- Works to make IT infrastructure Team more resilient following staff loss eg outsourcing firewall management as an interim measure.
- Cyber security training and certification.
- Upgrading data encryption to address findings from 3rd party assessment cyber security infrastructure.
- Supporting applications team with system upgrades including building servers and deploying new card reader hardware.
- Reallocation of critical tasks previously undertaken by lost staff to remaining team members and building skills and understanding of them. e.g. Training and familiarisation with security event logging software
- Further user hardware and software rollout for new users and business processes eg Purchase and commissioning of tablets for Property Services to allow offsite task progress recording and allocation.

As we are now in December, we are implementing a development freeze on the existing web systems to ensure website availability and security over the holiday period.

Work on new and enhanced forms and website systems will continue but changes will not be rolled out until the new year.

Workbench user enquiry case management tool rollout completed. Feedback received and further improvements developed and deployed.

Parish Council online Register of Interests initial development completed and made available for user testing and feedback.

In preparation for the rebilling of Garden waste accounts in April 2023 data

extracts and cleansing work has commenced.

Website development to support Civica Financials and Gov.UK Payments.

Development of What3Words inclusion for Fly Tipping location reports. This will also be added to all appropriate webforms.

Website and Intranet content creation and maintenance has continued to aid improving the usability of the website, including:

- North Norfolk Sustainable communities fund
- Community connectors updates
- Ongoing work to Rewilding pages
- Glaven Valley consultation
- Significant new content for People Services new initiatives eg Financial Inclusion
- News articles
- Addition of Twitter to intranet home page
- Training pages for HR
- Social Hub

IT Staffing:

The infrastructure team remains at 3 FTE below establishment. First recruitment failed to appoint a suitable candidate. Now out to second attempt.

1 Application Support Analyst has returned from maternity leave on a revised 3x8hr contract.

The long standing junior vacancy in the GIS team has been recruited to and is currently in the onboarding process.

Vacant Junior Apps role has been offered following recruitment process.

Resignation in the Business Support Team has been filled permanently by staff who had been undertaking the role temporarily to cover maternity leave.

Customer Services

Following recruitment arising from resignations and internal secondments

Customer Services welcomed another new member to our team who is currently completing their induction programme and developing their knowledge ready to assist all our customers. December will also see another new member join the team as a result of an internal secondment to the Planning department.

Customer Services is proud to develop our staff and encourage career progression opportunities within the council. However, at present one third of the customer services team have now been with us for less than 12 months. This is impacting on operational efficiency. Future secondments will need to be subject to stronger consideration to address the challenge of balancing secondment requests against maintaining service delivery. Therefore new requests for internal secondments will be evaluated on a case-by-case basis, weighing up the benefit to the organisation against the impact on Customer Service delivery.

During November, Customer Services supported the Housing Benefits department in implementing the new process which enables our vulnerable residents to apply over the telephone for Energy Rebate payments before the deadline expired in early November. This resulted in both an increase in the volume and significantly the duration of telephony traffic during the first couple of weeks. Overall, in November we saw the total volume of customer contacts across all channels slightly rise from October (9,106 in comparison to 8,940) however we delivered a slight reduction in our average wait time.

The average wait time for November was just over 9 minutes, which is still some way off the 2 minute 30 seconds target.

We are confident once our new starters are trained up and in place we will start to see a significant reduction in wait times.

Additionally, as a proactive action to reduce wait times we have taken the decision to re-align the resources within the wider Customer Service team. This has resulted in a vacancy held within the Digital Mail Unit being transferred to the customer contact team.

This will not be without negative outcomes for the Digital Mail Unit service but the need is greater in the contact handling side at the moment.

Digital Mailroom

The Digital Mailroom has had to adapt its working patterns and processes because of the ongoing Royal Mail strikes.

The increasingly complex and technical nature of the work has resulted in the most recent recruit deciding the role was not suitable for them. We are therefore out to recruit again and adapting the interview to provide any potential applicants with a clear understanding of the nature of the role. The perception of the work within what was the Postal and Scanning team is somewhat different to the actual demands of a modern technology-based

Digital Mail Unit.

As a result of realignment of resource, the impact in the Digital Mailroom will be monitored. Work will be prioritised to ensure service delivery is maintained for the most important transactions. We will explore processes to enable working more efficiently, keeping the impact at a minimum.

The North Norfolk Visitor Centre continues to see an increase in visitors now the main restrictions of Covid have been lifted. The Visitor Centre is actively expanding its use of social media and other customer contact systems

Property Services

Cromer pier substructure works are in progress with no significant unforeseen issues. Works remain to be expected to complete in the summer of 2023.

Tenders for improvements to the Pier bar servery, WC's, Lantern and other minor works has been completed and awarded. Works will commence in early January 2023 and are expected to be completed in 6 weeks.

The PC re-provision in Fakenham have recommenced following the resolution of the undocumented UK Power Networks Cables issue. Works are now ongoing with expected completion in the spring of 2023.

A number of delays in the supply chain have also delayed the completion of the Stearmans yard PC re-provisioning during its construction. Works are all now completed and the new facility has been relaunched and opened to the public as of the 13th of December.

The Vicarage Street, North Walsham PC replacement tender has been let and the contract awarded. Works are commencing in the second week of January.

Property Services have been tasked with completing the Cedars element of the HAZ project and works are now in progress. Staff are now based on site and will remain so. There remains a significant volume of works to be completed and this will form a significant project for the wider property team.

The LED lighting improvement programme is progressing well. Planning and Reception areas are now complete. Work in the Benefits, Revenues, Finance & HR will commence immediately after the New Year and will be complete before the end of January 2023. Planning has started so that the remaining areas works can be continued following these works. Lower level works commencing shortly afterwards.

Additionally a number of small repairs and improvements to the Public Conveniences are underway or planned during the winter and early spring season. This includes a number of energy and water efficiency measures to reduce the environmental impact and costs of the Public Conveniences the

Council Provides.

2 Forthcoming Activities and Developments.

Customer Services

Our colleagues in Environmental Services are currently preparing to send annual Garden Bin renewal letters to our residents that choose not to pay via direct debit. This will produce another peak in customer contact which our new team members are busy preparing for.

Testing of the new automated Customer Satisfaction Survey system should commence this month after a slight delay from our developers. We are excited to get this up and running to give us continuous feedback from our residents.

As we head into the Christmas break we also traditionally see an increase in customer contact before the council close for Christmas. This tends to unfortunately be customers seeking food bank vouchers and this year we expect more requests for Energy Bank referrals. Customer Services is working closely with our colleagues in the Early Help and Prevention team to ensure everyone can have a good Christmas during these difficult times.

The Digital Mailroom will be involved in some of the planning challenge toolkit changes as we work through how this can impact on both our and the service area workload. An article will be going onto the intranet about the journey from a post room to a digital mailroom and would encourage all members to read when available.

Customer Services will continue to work with other services to identify and implement changes designed to mitigate the effect of increased customer contacts on customer wait times.

Working with our contact centre developers we are about to begin testing our new customer satisfaction survey module. This will enable customers to provide us with their feedback on our services, allow them to rate our performance and give them the opportunity to put forward suggestions. This will enable us to design and deliver improvements that will make a difference to the customer.

Additionally, we will be able to capture how individual staff members are performing against our customer's expectations. This will highlight training and development opportunities.

In the coming weeks we will also be asking our colleagues around the council to help us help them by letting us know if they intend to contact our residents. Improved communications will enable us to improve the customer experience, be better prepared, and provide us the ability to realign resources to meet anticipated customer demand.

Information Technology

“Intune” mobile device management software consultancy to ensure robustness of work done so far to switch from Mobile Iron to Intunes.

Continue recruitment of vacant posts in the infrastructure team.

Continue addressing Cyber Treatment plan as specified by DLUHCP

Complete the installation of the core switches and associated cabling works at Cromer offices as a part of the network technology refresh.

Investigate options for putting voice routing in the cloud to overcome obsolete equipment in the current arrangements.

Prepare for Revenues/Benefits end of year uprating. Substantial piece of work with implications if handled poorly.

Support post go-live activities to deliver efficiencies with the newly introduced Civica Finance system.

Property Services

Works on the Cedars and wider HAZ project will continue to be actively managed to ensure completion of the project.

The Pier works will be managed to ensure completion within the expected timescales, cost and quality.

Play equipment repairs and maintenance programme will be progressed.

Winter PC Repair and maintenance programme will continue.

Vicarage Street PC replacement will be commenced and proactively managed.

A condition survey of the Car Park surfaces, height barriers and associated infrastructure will be completed and any urgent and necessary works planned and implemented.

3 Meetings attended

17/11 Disabled Councillors Leadership Programme
21/11 Happisburgh Lighthouse Trust
22/11 Cabinet Pre-Agenda & Business Planning
24/11 Organisational Resources Portfolio

25/11 Meeting with North Walsham Businesses, Cllr Kershaw and MP
29/11 NNHWP Mental Health Workshop
30/11 Poverty Truth Network
1/12 Healthier North Walsham & Property Services Portfolio
5/12 Pre-Cabinet & Cabinet
8/12 CTAP & Disabled Councillors Leadership Programme

FEES AND CHARGES 2023-24

Summary:	This report recommends the fees and charges for the financial year 2023-24 that will come into effect from 1 st April 2023.
Options considered:	Alternatives for the individual service fees and charges now being proposed will have been considered as part of the process in arriving at the fees presented within the report.
Conclusions:	The fees and charges as recommended have been used to inform the income budgets for the 2023/24 budget.
Recommendations:	That Cabinet agree and recommend to Full Council: a) The fees and charges from 1 April 2023 as included in Appendix A. b) That Delegated Authority be given to the Section 151 Officer, in consultation with the Portfolio Holder for Finance and relevant Heads of Service, to agree those fees and charges not included within Appendix A as required as outlined within the report
Reasons for Recommendations:	To approve the fees and charges as set out in the report that will have been used to support the 2023/24 budget process.

LIST OF BACKGROUND PAPERS AS REQUIRED BY LAW

(Papers relied on to write the report, which do not contain exempt information and which are not published elsewhere)

Current fees and charges

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

1. Introduction

- 1.1 The setting of the fees and charges for the next financial year forms part of the annual budget setting process. The reasons for presenting them for approval ahead of the detailed budget report are that it provides enough time to make the changes for those services that need to issue letters or invoices to service users before the beginning of the new financial year 2023/24 and to ensure there is adequate time for income budgets to be updated and included in the new financial year's budget, along with including the impact in future years' projections.

2. Fees and Charges 2023/24

- 2.1 Fees and charges proposals for 2023/24 have been circulated by the finance team and reviewed by the relevant budget managers so that income budgets can be updated as part of the budget process. The proposal is to increase fees and charges by 5% (rounded to the nearest 50p or £1) in line with inflationary cost pressures. Appendix A to this report provides the detail of the proposed charges for 2023/24 from 1 April 2023.
- 2.2 Approval of these charges in advance of the approval of the annual budget for 2023/24 gives services the time needed to action the changes and notify users in advance of 1 April 2023. Also it enables more accurate projections for income to be factored into the budget for 2023/24 which will be presented to Members in the New Year. Any further work in this area will be reported in the budget reports in February 2023.
- 2.3 The proposed increases in fees and charges are due to one of the following reasons:
- Inflationary increases which reflect the inflationary increases in costs which the Council is facing.
 - Increases in fees and charges which are set by central government, for example planning and premises licence fees.
 - Increases in fees which have to be set on a cost recovery basis for example Land Charges, Building Control and the majority of our locally set licence fees.

Significant changes to note:

- For Filming costs, these fees are charged on a case-by-case basis, these charges are dependent on the size of the filming request and applicant. In the event of a beneficial PR exposure these fees would be lowered/waived as the Council receives the benefit of this.
 - The HMO licence fee has increased significantly to bring it up to a comparable level of other local authorities. This is following a recent review by the Public Protection team where NNDC licence charges were compared with other Local Authorities licence charges which identified that the Council is undercharging for the service.
- 2.4 In addition, Council facilities operated by an external contractor will also be excluded as the Council has no discretion on the setting of these fees.

- 2.5 Some fees are not published in this report e.g. those relating to trade waste collection and garden bin fees. This is because some of our costs are not known this early in the year and to ensure that the services operate in a financially effective manner, the setting of the associated fees is done separately under delegated powers once we are more certain of future costs.
- 2.6 Car parking charges are not covered in this report as they are subject to a separate report which will be presented to Members in due course.

3. Conclusion

- 3.1 The report makes recommendations for the fees and charges that will come into effect from 1st April 2023. These will inform the service income budgets that will be included within the detailed 2023/24 budget when it is presented for recommendation and approval in February 2023.

4. Financial Implications and Risks

- 4.1 The inflationary increases in fees and charges are required to meet the increases in costs that the Council is facing. Without these increases the Council will have to make savings in service delivery to meet the shortfall in the Council's budget for 2023/24 and future years.
- 4.2 For demand led services there is a risk that demand will fall, and the actual income received will fall short of the budgeted income. To mitigate this risk when producing income budgets assumptions will be made around the level of income to be achieved which will be based on best estimates calculated by service managers and the finance team working together.

5. **Sustainability** – none as a direct impact.

6. **Equality and Diversity** – none as a direct impact.

7. **Section 17 Crime and Disorder considerations** - none as a direct impact.

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<u>Corporate Leadership Team / Corporate Service Area</u>		2022/23	2023/24	Statutory Service / Discretionary Services	Set by Government / Set By District	
V	Charge	Propose d Charge				
A T	£ : p	£ : p				
ELECTIONS						
Statutory Charges						
	Sale of Edited Register of Electors - Printed Copy - Basic Charge (per first 1,000 names, or part thereof).	O	£10.00	£10.00	Statutory	Government
	Printed copy as above, extra 1,000 names or part thereof.	O	£1.50	£1.50	Statutory	Government
	Sale of edited Register of Electors - Data Form - Basic Charge (per <u>first</u> 1,000 names or part thereof).	O	£20.00	£20.00	Statutory	Government
	Data form as above, extra 1,000 names or part thereof.	O	£1.50	£1.50	Statutory	Government
	Supply of Full Register and monthly updates (to credit reference agencies and government departments) - Printed Copy - Basic Charge (per first 1,000 names or part thereof).	O	£10.00	£10.00	Statutory	Government
	Printed copy as above, extra 1,000 names or part thereof.	O	£1.50	£1.50	Statutory	Government
	Supply of Full Register and monthly updates (to credit reference agencies and government departments) - Data Form - Basic Charge (per first 1,000 names or part thereof).	O	£20.00	£20.00	Statutory	Government
	Data Form as above, extra 1,000 names or part thereof.	O	£1.50	£1.50	Statutory	Government
	Sale of Marked Registers - Printed Copy - Basic Charge.	O	£10.00	£10.00	Statutory	Government
	Printed copy of Marked Registers - 1,000 names or part thereof.	O	£2.00	£2.00	Statutory	Government
	Data form of Marked Registers - 1,000 names or part thereof.	O	£1.00	£1.00	Statutory	Government
	Sale of Overseas Elector List - Printed Copy - Basic Charge (per <u>first</u> 100 names or part thereof).	O	£10.00	£10.00	Statutory	Government
	Printed copy as above, extra 100 names or part thereof.	O	£1.50	£1.50	Statutory	Government
	Sale of Overseas Elector List - Data Form - Basic Charge (per <u>first</u> 100 names or part thereof).	O	£20.00	£20.00	Statutory	Government
	Data form as above, extra 100 names or part thereof.	O	£1.50	£1.50	Statutory	Government

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Customer Services & ICT Service Area		2022/23	2023/24	Statutory Service / Discretionary Services	Set by Government / Set By District
V	Charge		Proposed Charge		
A		£ : p	£ : p		
T					
Communications - Filming					
TV drama/advertisements/feature films					
<i>*These figures are for guidance only and any enquiries could be subject to further negotiation.</i>					
	Per Day	T	£1,650.00	£1,650.00	Discretionary District
	Per Hour	T	£280.00	£280.00	Discretionary District
	Exclusive use of NNDC owned location (e.g. Cromer Pier)	T	From £1,500.00 per day	From £1,500.00 per day	Discretionary District
Documentaries and charities (depending on nature of organisation, subject and crew size)					
	Per Day	T	From £500.00	From £500.00	Discretionary District
	Per Half Day	T	From £100.00	From £100.00	Discretionary District
Administration Charge (only charged where a fee and/or contract is appropriate)					
	Standard	T	£40.00	£40.00	Discretionary District
	Less than 7 day's notice	T	£90.00	£90.00	Discretionary District
	Stills (specifically commercial advertising with props, etc.)	T	£100 - £500	£100 - £500	Discretionary District
	Education/news/weather/student/individual photographers	T	Discretionary	Discretionary	

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Customer Services & ICT Service Area		2022/23	2023/24	Statutory Service / Discretionary Services	Set by Government / Set By District
V	A	Charge	Proposed Charge		
T	T	£ : p	£ : p		
TOURIST INFORMATION CENTRES					
Concessionary Fares					
	T	Application processing	£10.00	£10.00	
CUSTOMER SERVICES					
	T	Foreign Pension Verification	£10.00	£10.00	Statutory Government
FILMING*					
TV drama/advertisements/feature films					
<i>*These figures are for guidance only and any enquiries could be subject to further negotiation.</i>					
	T	Per Day	£1,650.00	£1,650.00	Discretionary District
	T	Per Hour	£280.00	£280.00	Discretionary District
	T	Exclusive use of NNDC owned location (e.g. Cromer Pier)	From £1,500.00 per day	From £1,500.00 per day	Discretionary District
Documentaries and charities (depending on nature of organisation, subject and crew size)					
	T	Per Day	From £500.00	From £500.00	Discretionary District
	T	Per Hour	From £100.00	From £100.00	Discretionary District
Administration Charge (only charged where a fee and/or contract is appropriate)					
	T	Standard	£40.00	£40.00	Discretionary District
	T	Less than 7 day's notice	£90.00	£90.00	Discretionary District
	T	Stills (specifically commercial advertising with props, etc.)	£100 - £500	£100 - £500	Discretionary District
	T	Education/news/weather/student/individual photographers	Discretionary	Discretionary	Discretionary District
	T	Parking (if required)	£17.00	£17.00	Discretionary District
PHOTOCOPYING					
	T	A4 and below - black and white	£0.15	£0.20	Discretionary District
	T	A4 and below - colour	£0.20	£0.25	Discretionary District
	T	A3 - black and white	£0.30	£0.35	Discretionary District
	T	A3 - colour	£0.60	£0.70	Discretionary District
	T	A2 - black and white	£1.20	£1.40	Discretionary District
	T	A2 - colour	£2.40	£2.85	Discretionary District
	T	A1 - black and white	£2.40	£2.85	Discretionary District
	T	A1 - colour	£4.80	£5.70	Discretionary District
	T	A0 - black and white	£3.60	£4.30	Discretionary District
	T	A0 - colour	£7.20	£8.65	Discretionary District

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<u>Economic & Community Development & Leisure Service Area</u>		2022/23	2023/24	Statutory Service / Discretionary Services	Set by Government / Set By District	
V	Charge	Proposed Charge				
A	£ : p	£ : p				
T						
HOLT COUNTRY PARK						
	Car parking (<i>per occasion</i>)	T	£2.30	£2.30	Discretionary	District
	Fire Wood (<i>sold when available from forestry works</i>) - <i>per load</i>	T	£100.00	£120.00	Discretionary	District
	School visits where Ranger's assistance required (Per Child) <i>(Please note, the school visits charge reserves the right to be made flexible depending on the activities chosen by the School).</i>	E	£6.00	£7.00	Discretionary	District

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<u>Legal & Democratic Service Area</u> V A T	2022/23 Charge £ : p	2023/24 Proposed Charge £ : p	Statutory Service / Discretionary Services	Set by Government / Set By District
LEGAL SERVICES				
Legal Work (exclusive of VAT charged)				
Mortgage Redemption			Discretionary	
Preparation of a new lease			Discretionary	
Sale of land			Discretionary	
Preparation of License	At Solicitors Hourly Rate.	At Solicitors Hourly Rate.	Discretionary	District
Private Mortgage			Discretionary	
Quest re: second Mortgage			Discretionary	
Agreement - section 18 Public Health Act 1936			Discretionary	
Legal Work in connection with release of covenant			Discretionary	

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<u>Environmental Health Service Area</u>		V	2022/23	2023/24	Statutory Service / Discretionary Services	Set by Government / Set By District
0		A	Charge	Proposed Charge		
		T	£ : p	£ : p		
WASTE COLLECTION SERVICES						
Clinical Waste - Commercial & Prescribed			Charges set separately under Delegated Power	Charges set separately under Delegated Power	Discretionary Discretionary Discretionary Statutory	District
Commercial Waste Bins - Collection & Hire						
Commercial Recycling Bins - Collection & Hire						
Sacks - Commercial & Prescribed						
Bulky Items - Commercial, Prescribed & Household						
Garden Bin Collection - Per Annum			£50.00	£55.00	Discretionary	District
EDUCATION & PROMOTION						
(CIEH) Foundation Certificate in Food Hygiene						
Resident or employed in North Norfolk		E	£62.00	£65.00	Discretionary	District
Other		E	£80.00	£82.00	Discretionary	District
Specially arranged courses for businesses - held at business premises for their staff only	for up to 15 candidates per additional candidate up to maximum of 18	E	£770.00	£800.00		District
		E	£50.00	£55.00	Discretionary	District
<u>Environmental Health Service Area</u>		V	2022/23	2023/24	Statutory Service / Discretionary Services	Set by Government / Set By District
		A	Charge	Proposed Charge		
		T	£ : p	£ : p		
COMMERCIAL SERVICES						
Food Inspections						
Unfit food inspections		O	£44.00	£46.50	Statutory	District
Food export certificates		O	£57.00	£60.00	Statutory	District
Officer time per hour (plus VAT)		T	£42.00	£44.00	Statutory	District
Sunday Trading Application for loading consent		O	£104.00	£109.00	Statutory	District
Food Hygiene Rerating Visits		O	£162.00	£170.00		
Registration of Food Premises						
Charge for copies of Register (or parts of)	- Single Entry	O	£19.00	£20.00	Discretionary	District
	- Part of Register	O	£501.00	£526.00	Discretionary	District
	- Complete Register	O	£1,065.00	£1,120.00	Discretionary	District

Environmental Health Service Area		V	2022/23	2023/24		
		A	Charge	Proposed		
		T	£ : p	Charge		
			£ : p	£ : p		
PRIVATE WATER SUPPLY CHARGES						
Private Water Supplies Sampling Regulations						
Laboratory Analysis of a sample		O	The cost of sample transportation and laboratory analysis is recovered in full from the Relevant Person(s).	The cost of sample transportation and laboratory analysis is recovered in full from the Relevant Person(s).	Statutory	District
Sampling - per visit		O	£61.00	£64.00	Statutory	District
Other Investigations (e.g. Investigating failure)		O	£111.00	£116.50	Statutory	District
Granting an authorisation to depart from the standard authorisation		O	£111.00	£116.50	Statutory	District
Risk Assessments						
- Single Private Dwelling		O	£111.00	£116.50	Statutory	District
- Small Domestic Supplies		O	£222.00	£233.00	Statutory	District
- Large Domestic Supplies		O	£222.00	£233.00	Statutory	District
- Commercial or Public Small		O	£222.00	£233.00	Statutory	District
- Commercial or Public Medium		O	£333.00	£350.00	Statutory	District
- Commercial or Public Large		O	£555.00	£583.00	Statutory	District
- Commercial or Public Very Large		O	£555.00	£583.00	Statutory	District
Risk Assessment Misc Visits						
- Non-Attendance by PWS Operator		O	£61.00	£64.00	Statutory	District
- Compliance Visit		O	£61.00	£64.00	Statutory	District
Risk Assessment Reviews						
- Single Private Dwelling		O	£56.00	£59.00	Statutory	District
- Small Domestic Supplies		O	£56.00	£59.00	Statutory	District
- Large Domestic Supplies		O	£111.00	£116.50	Statutory	District
- Commercial or Public Small		O	£111.00	£116.50	Statutory	District
- Commercial or Public Medium		O	£166.00	£175.00	Statutory	District
- Commercial or Public Large		O	£222.00	£233.00	Statutory	District
- Commercial or Public Very Large		O	£308.00	£323.50	Statutory	District

Environmental Health Service Area		V	2022/23	2023/24		
		A	Charge	Proposed		
		T	£ : p	Charge		
				£ : p		
HOUSING ACT NOTICES						
Hazard Awareness Notice						
Improvement / Suspended Improvement Notice (Section 11 & 12)	Notice with up to 3 hazards identified	O	£350.00	£350.00	Statutory	District
Prohibition/Suspended Prohibition Order		O	£350.00	£350.00	Statutory	District
Emergency Remedial Action		O	£350.00	£350.00	Statutory	District
Emergency Prohibition Order	For each additional hazard included in Notice	O	£50.00	£50.00	Statutory	District
Demolition Order		O	£50.00	£50.00	Statutory	District
Service of second and subsequent HA2004 Statutory Notices (inc. Schedule 3 Notices for works in default)		O	£70.00	£70.00	Statutory	District
Review of suspended HA 2004 Statutory Notices		O	£70.00	£70.00	Statutory	District
HMO LICENSE FEES						
HMO License application fee (up to 6 units of accommodation)		O	£525.00	£850.00	Statutory	District
Additional Unit Charge		O	£25.00	£25.00	Statutory	District
ENVIRONMENTAL PROTECTION SERVICES						
Statutory Release Fee - Dogs (Charge includes VAT)		T	£25.00	£25.00	Statutory	District
Collection Fee		T	£100.00	£100.00	Statutory	District
Kennel Charges - Base Cost (Daily Kennel Charge is paid on top of this fee)		T	£83.00	£83.00	Statutory	District
Daily Kennel Charge Per Day (Maximum 7 Days)		T	£9.50	£9.50	Statutory	District
Contaminated Land Enquiry		T	£30.00	£35.00	Statutory	District
Temporary Stopping Place Fee		T	£40.00	£40.00	Discretionary	District
FIXED PENALTY NOTICES						
Breach of CPN or PSPO	- Full Amount		£80.00	£80.00	Statutory	Government
	- New Licence valid for 1 year	O	£60.00	£60.00	Statutory	Government
Depositing Litter	- Full Amount	O	£80.00	£80.00	Statutory	Government
	- New Licence valid for 1 year	O	£60.00	£60.00	Statutory	Government
Fly Tipping (Section 33 EPA 1990)	- Full Amount	O	£300.00	£300.00	Statutory	District
	- New Licence valid for 1 year	O	£200.00	£200.00	Statutory	District
Failure to Produce Waste Documentation (Section 34 EPA 1990)		O	£300.00	£300.00	Statutory	District

Environmental Health Service Area		V	2022/23	2023/24		
		A	Charge	Proposed		
		T	£ : p	Charge		
			£ : p	£ : p		
TAXI LICENCE FEES						
Taxi Licences						
Licence to Drive Hackney Carriages or Private Hire Vehicles	- New Licence valid for 1 year	O	£180.00	£190.00	Statutory	District
	- New Licence valid for 3 years	O	£180.00	£190.00	Statutory	District
	- Renewal valid for 1 year	O	£180.00	£190.00	Statutory	District
	- Renewal valid for 3 years	O	£180.00	£190.00	Statutory	District
Hackney Carriage Vehicle Licence	- New valid for 1 year	O	£155.00	£165.00	Statutory	District
	- Renewal valid for 1 year with plate	O	£155.00	£165.00	Statutory	District
	- Renewal valid for 1 year with no plate	O	£135.00	£145.00	Statutory	District
Private Hire Vehicle Licence	- New valid for 1 year	O	£155.00	£165.00	Statutory	District
	- Renewal valid for 1 year with plate	O	£155.00	£165.00	Statutory	District
	- Renewal valid for 1 year with no plate	O	£135.00	£145.00	Statutory	District
Private Hire Operators Licence	- New or Renewal valid for 5 years	O	£159.00	£170.00	Statutory	District
					Statutory	District
					Statutory	District
Taxi Licence Charges						
Replacement Badge & Licence (Name Change)		O	£16.00	£17.00	Statutory	District
Replacement Licence (Address Change)		O	£11.00	£12.00	Statutory	District
Replacement drivers badge holder with lanyard		O	£3.00	£3.50	Statutory	District
Windscreen pouches (additional or replacement)		O	£2.00	£2.50	Statutory	District
Replacement plate for vehicle		O	£42.00	£44.00	Statutory	District
					Statutory	District

Environmental Health Service Area		V	2022/23	2023/24		
		A	Charge	Proposed		
		T	£ : p	Charge		
			£ : p	£ : p		
OTHER LICENSING						
Premises Licence Fees - Gambling Act 2005						
Betting Premises (excluding tracks)	- New Application	O	£2,800.00	£2,800.00	Statutory	District (Government ceiling)
	- Annual Fee	O	£560.00	£560.00	Statutory	District (Government ceiling)
	- Application to Vary	O	£1,400.00	£1,400.00	Statutory	District (Government ceiling)
	- Application to Transfer	O	£1,130.00	£1,130.00	Statutory	District (Government ceiling)
	- Application to Reinstatement	O	£1,130.00	£1,130.00	Statutory	District (Government ceiling)
	- Application for Prov. Statement	O	£2,800.00	£2,800.00	Statutory	District (Government ceiling)
	- Application (Prov. State Holders)	O	£1,130.00	£1,130.00	Statutory	District (Government ceiling)
	- Copy Licence	O	£25.00	£25.00	Statutory	District (Government ceiling)
	- Notification of Change	O	£50.00	£50.00	Statutory	District (Government ceiling)
Tracks	- New Application	O	£1,400.00	£1,400.00	Statutory	District (Government ceiling)
	- Annual Fee	O	£930.00	£930.00	Statutory	District (Government ceiling)
	- Application to Vary	O	£1,150.00	£1,150.00	Statutory	District (Government ceiling)
	- Application to Transfer	O	£880.00	£880.00	Statutory	District (Government ceiling)
	- Application to Reinstatement	O	£880.00	£880.00	Statutory	District (Government ceiling)
	- Application for Prov. Statement	O	£2,300.00	£2,300.00	Statutory	District (Government ceiling)
	- Application (Prov. State Holders)	O	£880.00	£880.00	Statutory	District (Government ceiling)
	- Copy Licence	O	£25.00	£25.00	Statutory	District (Government ceiling)
	- Notification of Change	O	£50.00	£50.00	Statutory	District (Government ceiling)
Family Entertainment Centres	- New Application	O	£1,900.00	£1,900.00	Statutory	District (Government ceiling)
	- Annual Fee	O	£700.00	£700.00	Statutory	District (Government ceiling)
	- Application to Vary	O	£935.00	£935.00	Statutory	District (Government ceiling)
	- Application to Transfer	O	£880.00	£880.00	Statutory	District (Government ceiling)
	- Application to Reinstatement	O	£880.00	£880.00	Statutory	District (Government ceiling)
	- Application for Prov. Statement	O	£1,900.00	£1,900.00	Statutory	District (Government ceiling)
	- Application (Prov. State Holders)	O	£880.00	£880.00	Statutory	District (Government ceiling)
	- Copy Licence	O	£25.00	£25.00	Statutory	District (Government ceiling)
	- Notification of Change	O	£50.00	£50.00	Statutory	District (Government ceiling)

Environmental Health Service Area		V	2022/23	2023/24		
		A	Charge	Proposed		
		T	£ : p	Charge		
				£ : p		
OTHER LICENSING CONTINUED						
Adult Gaming Centre	- New Application	O	£1,900.00	£1,900.00	Statutory	District (government ceiling)
	- Annual Fee	O	£935.00	£935.00	Statutory	District (government ceiling)
	- Application to Vary	O	£935.00	£935.00	Statutory	District (government ceiling)
	- Application to Transfer	O	£1,130.00	£1,130.00	Statutory	District (government ceiling)
	- Application to Reinstatement	O	£1,130.00	£1,130.00	Statutory	District (government ceiling)
	- Application for Prov. Statement	O	£1,900.00	£1,900.00	Statutory	District (government ceiling)
	- Application (Prov. State Holders)	O	£1,130.00	£1,130.00	Statutory	District (government ceiling)
	- Copy Licence	O	£25.00	£25.00	Statutory	District (government ceiling)
	- Notification of Change	O	£50.00	£50.00	Statutory	District (government ceiling)
Bingo	- New Application	O	£3,000.00	£3,000.00	Statutory	District (government ceiling)
	- Annual Fee	O	£935.00	£935.00	Statutory	District (government ceiling)
	- Application to Vary	O	£1,630.00	£1,630.00	Statutory	District (government ceiling)
	- Application to Transfer	O	£1,130.00	£1,130.00	Statutory	District (government ceiling)
	- Application to Reinstatement	O	£1,130.00	£1,130.00	Statutory	District (government ceiling)
	- Application for Prov. Statement	O	£3,000.00	£3,000.00	Statutory	District (government ceiling)
	- Application (Prov. State Holders)	O	£1,130.00	£1,130.00	Statutory	District (government ceiling)
	- Copy Licence	O	£25.00	£25.00	Statutory	District (government ceiling)
	- Notification of Change	O	£50.00	£50.00	Statutory	District (government ceiling)
Permits						
Family Entertainment Centres	- Application Fee	O	£300.00	£300.00	Statutory	District (government ceiling)
	- Change of Name	O	£25.00	£25.00	Statutory	District (government ceiling)
	- Copy of Permit	O	£15.00	£15.00	Statutory	District (government ceiling)
Prize Gaming	- Application Fee	O	£300.00	£300.00	Statutory	District (government ceiling)
	- Annual Fee	O	£300.00	£300.00	Statutory	District (government ceiling)
	- Change of Name	O	£25.00	£25.00	Statutory	District (government ceiling)
	- Copy of Permit	O	£15.00	£15.00	Statutory	District (government ceiling)
Small Lottery Society	- Application Fee	O	£40.00	£40.00	Statutory	District (government ceiling)
	- Annual Fee	O	£20.00	£20.00	Statutory	District (government ceiling)
	- Change of Name	O	£25.00	£25.00	Statutory	District (government ceiling)
	- Copy of Permit	O	£15.00	£15.00	Statutory	District (government ceiling)

Environmental Health Service Area		V	2022/23	2023/24		
		A	Charge	Proposed		
		T	£ : p	Charge		
			£ : p	£ : p		
OTHER LICENSING CONTINUED						
Club Gaming	- Application Fee Permit	O	£200.00	£200.00	Statutory	District (Government ceiling)
	- Application Fee Machine Permit	O	£200.00	£200.00	Statutory	District (Government ceiling)
	- Annual Fee Permit	O	£50.00	£50.00	Statutory	District (Government ceiling)
	- Annual Fee Machine Permit	O	£50.00	£50.00	Statutory	District (Government ceiling)
	- Change of Name	O	£25.00	£25.00	Statutory	District (Government ceiling)
	- Change of Name Machine Permit	O	£25.00	£25.00	Statutory	District (Government ceiling)
	- Copy of Permit	O	£15.00	£15.00	Statutory	District (Government ceiling)
	- Copy of Permit Machine	O	£15.00	£15.00	Statutory	District (Government ceiling)
License Premises Gaming Machine Permit	- Application Fee (2 or less)	O	£50.00	£50.00	Statutory	District (Government ceiling)
	- Application Fee (3 or more)	O	£150.00	£150.00	Statutory	District (Government ceiling)
	- Annual Fee	O	£50.00	£50.00	Statutory	District (Government ceiling)
	- Change of Name	O	£25.00	£25.00	Statutory	District (Government ceiling)
	- Copy of Permit	O	£15.00	£15.00	Statutory	District (Government ceiling)
	- Variation	O	£100.00	£100.00	Statutory	District (Government ceiling)
	- Transfer	O	£25.00	£25.00	Statutory	District (Government ceiling)
Licences and certificates of suitability						
Skin piercing premises	- Registration (one-off)	O	£263.00	£276.00	Statutory	District (Government ceiling)
Skin piercing each additional operative at same premises	- Registration (one-off)	O	£35.00	£37.00	Statutory	District (Government ceiling)
Scrap Metal Dealer	New/Renewal (3 years)	O	£470.00	£495.00	Statutory	District (Government ceiling)
Scrap Metal Dealer	Variation	O	£354.00	£372.00	Statutory	District (Government ceiling)
Scrap Metal Collector	New/Renewal (3 years)	O	£118.00	£124.00	Statutory	District (Government ceiling)
Scrap Metal Collector	Variation	O	£89.00	£93.50	Statutory	District (Government ceiling)
Sex Shop or sex cinema		O	£2,122.00	£2,228.00	Statutory	District (Government ceiling)
Sexual Entertainment Venue		O	£3,182.00	£3,342.00	Statutory	District (Government ceiling)
Streed Trading Consent (FOOD) Annual Fee		O	£252.00	£252.00	Statutory	District (Government ceiling)
Streed Trading Consent (NON-FOOD) Annual Fee		O	£210.00	£210.00	Statutory	District (Government ceiling)
Street Trading Consents	- Non profit	O	Free	Free	Statutory	District (Government ceiling)
	- Commercial - per day	O	£82.00	£82.00	Statutory	District (Government ceiling)
					Statutory	District (Government ceiling)

Environmental Health Service Area		V	2022/23	2023/24		
		A	Charge	Proposed		
		T	£ : p	Charge		
			£ : p	£ : p		
OTHER LICENSING CONTINUED						
Animal Boarding	- New/Renewal	O	£321.00	£337.00	Statutory	District
	- Variation	O	£103.00	£108.00	Statutory	District
	Verification Inspection Fee for Variation if required.	O	£48.00	£50.50	Statutory	District
Dangerous Wild Animals (and vet fees where appropriate)	- New/Renewal	O	£190.00	£200.00	Statutory	District
Dog Breeding (and vet fees where appropriate)	- New/Renewal	O	£400.00	£420.00	Statutory	District
	- Variation	O	£56.00	£60.00	Statutory	District
	(Plus Vet inspection fees if required for the above).	O	£56.00	£60.00	Statutory	District
Pet Shop	- New/Renewal	O	£321.00	£337.00	Statutory	District
	- Variation	O	£103.00	£108.00	Statutory	District
	Verification Inspection Fee for Variation if required.	O	£48.00	£50.50	Statutory	District
Riding Establishment (and vet fees where appropriate)	- New/Renewal	O	£400.00	£420.00	Statutory	District
	Plus DBS fee if required (per employee).	O	£51.80	£55.00	Statutory	District
	- Variation	O	£55.00	£58.00	Statutory	District
	(Plus Vet inspection fees ontop if required for the above).	O	£55.00	£58.00	Statutory	District
Zoo (and vet fees where appropriate)	- New/Renewal	O	£246.00	£260.00	Statutory	District
Keeping Animals for Exhibition	- New/Renewal	O	£305.00	£320.00	Statutory	District
	- Variation	O	£103.00	£108.00	Statutory	District
	Verification Inspection Fee for Variation if required.	O	£48.00	£50.50	Statutory	District
Combination of Activities		O	Equal to the highest	Equal to the highest	Statutory	District
Variation to reduce the licensable activities or numbers of animals		O	£56.00	£59.00	Statutory	District
Transfer due to death of licensee		O	£56.00	£59.00	Statutory	District
Reissue of Licence (Copy or Name/Address Change).		O	£11.00	£11.50	Statutory	District

Environmental Health Service Area		V	2022/23	2023/24		
		A	Charge	Proposed		
		T	£ : p	Charge		
				£ : p		
OTHER LICENSING CONTINUED						
Premises Licences (Alcohol)						
Premises Licences, under the Licensing Act 2003, are based on bands determined by the non-domestic rateable value of the property concerned.						
The fees relating to applications for premises licences, club premises certificates and variations or conversions to existing licences are:						
Band	Non-domestic rateable value					
A	£0 - £4,300	O	£100.00	£100.00	Statutory	District
B	£4,301 - £33,000	O	£190.00	£190.00	Statutory	District
C	£33,001 - £87,000	O	£315.00	£315.00	Statutory	District
D	£87,001 - £125,000	O	£450.00	£450.00	Statutory	District
E	£125,001 and over	O	£635.00	£635.00	Statutory	District
Annual charges relating to the above are:						
Band	Non-domestic rateable value					
A	£0 - £4,300	O	£70.00	£70.00	Statutory	District
B	£4,301 - £33,000	O	£180.00	£180.00	Statutory	District
C	£33,001 - £87,000	O	£295.00	£295.00	Statutory	District
D	£87,001 - £125,000	O	£320.00	£320.00	Statutory	District
E	£125,001 and over	O	£350.00	£350.00	Statutory	District
Personal Licence	- Initial Fee	O	£37.00	£37.00	Statutory	District

Environmental Health Service Area		2022/23	2023/24		
	V	Charge	Proposed		
	A	£ : p	Charge		
	T		£ : p		
OTHER LICENSING CONTINUED					
Additional Fees and Charges					
Application for copy of licence or summary on theft, loss etc. of premises licence or summary				Statutory	District
Notification of change of name or address (holder of premises licence)	O	£10.50	£10.50	Statutory	District
Application to vary to specify individual as premises supervisor	O	£23.00	£23.00	Statutory	District
Application to transfer premises licence	O	£23.00	£23.00	Statutory	District
Interim authority notice	O	£23.00	£23.00	Statutory	District
Application for making of a provisional statement	O	£315.00	£315.00	Statutory	District
Application for copy of certificate or summary on theft, loss etc. of certificate or summary	O	£10.50	£10.50	Statutory	District
Notification of change of name or alteration of club rules	O	£10.50	£10.50	Statutory	District
Change of relevant registered address of club	O	£10.50	£10.50	Statutory	District
Temporary event notices	O	£21.00	£21.00	Statutory	District
Application for copy of notice on theft, loss etc. of temporary notice	O	£10.50	£10.50	Statutory	District
Application for copy of notice on theft, loss etc. of personal licence	O	£10.50	£10.50	Statutory	District
Notification of change of name or address (personal licence)	O	£10.50	£10.50	Statutory	District
Notice of interest in any premises	O	£21.00	£21.00	Statutory	District
Application for a minor variation to a premises licence or club premises licence	O	£89.00	£89.00	Statutory	District
Pre-application advisory licensing visit		£180.00	£190.00	Statutory	District
Check and send service - guaranteed check and verification		£60.00	£63.00	Statutory	District
Pre-inspection food safety/business advisory visit and SFBB pack		£225.00	£237.00	Statutory	District
Gain or retain - pre-inspection food hygiene rating assessment		£225.00	£237.00	Statutory	District
Revisit request for a food hygiene rating assessment		£225.00	£237.00	Statutory	District
Fit and Proper Person - Caravan Sites		£180.00	£190.00	Statutory	District
Replacement internal taxi plates/signs		£10.00	£10.50	Statutory	District
Knowledge Tests (New Taxi Driver Applications)		£40.00	£42.00	Statutory	District

Environmental Health Service Area			2022/23	2023/24		
			Charge	Proposed Charge		
			£ : p	£ : p		
			V			
			A			
			T			
OTHER LICENSING CONTINUED						
Mobile Home Act 2013 (MHA 2013)						
New Park Home Licence	Units - 1-5	O	£210.00	£210.00	Statutory	District
	Units - 6-24	O	£225.00	£225.00	Statutory	District
	Units - 25-29	O	£240.00	£240.00	Statutory	District
	Units - 100 plus	O	£270.00	£270.00	Statutory	District
Annual Licence Fee	1-3	O	£0.00	£0.00	Statutory	District
	4-5	O	£120.00	£120.00	Statutory	District
	6-24	O	£180.00	£180.00	Statutory	District
	25-29	O	£240.00	£240.00	Statutory	District
	100 plus	O	£270.00	£270.00	Statutory	District
Licence Transfer	n/a	O	£97.50	£97.50	Statutory	District
Licence Variation	n/a	O	£97.50	£97.50	Statutory	District
Deposit of Site Rules	n/a	O	£45.00	£45.00	Statutory	District
Environmental Health Service Area						
			2022/23	2023/24		
			Charge	Proposed Charge		
			£ : p	£ : p		
			V			
			A			
			T			
ENFORCEMENT TEAM CHARGES						
High Hedges Complaint		T	£447.00	£447.00	Statutory	District

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<u>Planning Service Area</u>		2022/23	2023/24	Statutory Service / Discretionary Services	Set by Government / Set By District	
V A T	Charge £ : p	Proposed Charge £ : p				
LAND CHARGES						
LLC1						
	Official Search of - One Part	T	£0.00	£0.00	Statutory	Government
	Official Search of - Whole					
	- Electronic Search	E	£24.00	£24.00	Statutory	Government
	- Additional Parcel	E	£2.00	£2.00	Statutory	Government
CON 29 Enquiries						
	One Parcel				Statutory	Government
	- Electronic Search	T	£79.00	£79.00	Statutory	Government
	- Additional Parcel	T	£17.50	£17.50	Statutory	Government
Optional Enquiries						
	Printed	T	£18.00	£18.00	Discretionary	District
	Additional	T	£20.00	£20.00	Discretionary	District
Other Fees relating to Local Land Charges						
	Registration of a charge in Part 11 of the Register (Light Obstruction Notice)	E	£74.00	£74.00	Statutory	Government
	Filing a judgement order or application for variation or cancellation of any				Statutory	
	entry in Part 11 of the Register (Light Obstruction Notice)	E	£7.00	£7.00	Statutory	Government
	Filing a definitive certificate of the Lands Tribunal under rule 10 (3) of the				Statutory	
	Local Land Charges Rules 1977	E	£3.00	£3.00	Statutory	Government
	Inspection of documents filed under Rule 10 in respect of each parcel of land	E	£3.00	£3.00	Statutory	Government
	Office copy of any entry in the Register (not including a copy or extract of				Statutory	
	any plan or document filed pursuant to 1977 Rules)	E	£0.00	£0.00	Statutory	Government

Planning Service Area		V	2022/23	2023/24		
		A	Charge	Proposed		
		T	£ : p	Charge		
				£ : p		
PLANNING						
Pre-Application Service						
Major Applications						
*These fees will be charged upon the submission of proposals for pre-application advice. For advice on the service provided see separate note.						
<u>Outline Applications</u>						
Site area up to 2.5 ha.	Per 0.1 ha.	T	£120.00	£120.00	Statutory	Government
Site area over 2.5 ha.	(Plus £36 per additional 0.1 ha.) (Maximum £36,000)	T	£3,000.00	£3,000.00	Statutory	Government
<u>Erection of Dwellings (Full or Reserved Matters)</u> (including change of use to dwellings)						
0 to 50 dwellings	Cost for ten. Additional £120 for every dwelling on top	T	£1,200.00	£1,200.00	Statutory	Government
Over 50 dwellings	(Plus £36 per additional dwelling) (Maximum £72,000)	T	£6,000.00	£6,000.00	Statutory	Government
<u>Erection of Buildings (Non-residential)</u>						
Floor space 1,000 - 3,750 sq.m.	Per 75 sq.m.	T	£960.00	£960.00	Statutory	Government
Floor space over 3,750 sq.m.	(Plus £36 per additional 75 sq.m.) (Maximum £36,000)	T	£6,000.00	£6,000.00	Statutory	Government
<u>Erection of Agricultural Buildings</u>						
Floor space 1,000 - 4,215 sq.m.	For 1st 1000 sq.m. (Plus £120 per additional 75 sq.m. after 1000 sq.m.)	T	£120.00	£120.00	Statutory	Government
Floor space over 4,215 sq.m.	(Plus £36 per additional 75 sq.m.) (Maximum £12,000)	T	£6,000.00	£6,000.00	Statutory	Government
<u>Erection of Glasshouses</u>						
Floor space over 1000 sq.m.		T	£600.00	£600.00	Statutory	Government

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Planning Service Area		V	2022/23	2023/24		
		A	Charge	Proposed		
		T	£ : p	Charge		
				£ : p		
PLANNING CONTINUED						
<u>Erection, Alteration or Replacement of Plant or Machinery</u>						
Site area up to 5 ha.	Per 1 ha. Plus £120 per additional 0.1 ha.	T	£1,200.00	£1,200.00	Statutory	Government
					Statutory	Government
Site area over 5 ha.	Plus £36 per additional 0.1 ha. (Maximum £72,000)	T	£6,000.00	£6,000.00	Statutory	Government
					Statutory	Government
					Statutory	Government
<u>Engineering or Other Operations</u>	Over 1 ha.	T	£600.00	£600.00	Statutory	Government
					Statutory	Government
<u>Car Parks and Service Roads for existing uses (In relation to Major planning application)</u>		T	£60.00	£60.00	Statutory	Government
					Statutory	
<u>Change of Use of Land or Building to Dwellings</u>		T	£1,200.00	£1,200.00	Statutory	Government
10 to 50	(Plus £120 per additional dwelling)				Statutory	
Over 50	(Plus £36 per additional dwelling) (Maximum £72,000)	T	£6,000.00	£6,000.00	Statutory	Government
					Statutory	Government
<u>Other Changes of Use</u>		T	£120.00	£120.00	Statutory	Government
Variation/Removal of a condition		T	£60.00	£60.00	Statutory	Government
Renewal of a temporary permission		T	£60.00	£60.00	Statutory	Government
<u>Bronze</u>						
Householder or Commercial up to 50 sq. metres		O	£95.00	£95.00	Discretionary	District
1-9 dwellings on sites less than 0.5 ha. or Commercial floorspace up to 999 sq. metres		O	£295.00	£295.00	Discretionary	District
Commercial floorspace 51 - 499 sq.m. and new telecommutation masts		O	£195.00	£195.00	Discretionary	District
Other (Advert, agricultural, telecoms)			Free	Free	Discretionary	District
					Discretionary	District
<u>Silver</u>						
Householder or Commercial up to 50 sq. metres		O	£195.00	£195.00	Discretionary	District
1-9 dwellings on sites less than 0.5 ha. or Commercial floorspace up to 999 sq. metres		O	£595.00	£595.00	Discretionary	District
Commercial floorspace 51 - 499 sq.m. and new telecommutation masts		O	£395.00	£395.00	Discretionary	District
Other (Advert, agricultural, telecoms)		O	Free	Free	Discretionary	District

<u>Planning Service Area</u>		V	2022/23	2023/24		
		A	Charge	Proposed		
		T	£ : p	Charge		
			£ : p	£ : p		
PLANNING CONTINUED						
<u>Extras:</u>						
Additional Plans		T	£95.00	£95.00	Discretionary	District
Additional Meeting		T	£95.00	£95.00	Discretionary	District
Discharging of conditions	- Non householder permission	T	Statutory	Statutory	Discretionary	District
	- Householder permission	T	Statutory	Statutory	Discretionary	District
Building Control Fees	Hourly rate included within calculated fee.	T	£60.00	£70.00	Discretionary	District

<u>Planning Service Area</u>	V A T	2022/23 Charge £ : p	2023/24 Proposed Charge £ : p			
PLANNING - MISCELLANEOUS						
Supply of Information on Permitted Use/History						
Administrative Staff - per hour	T	£49.50	£49.50	Discretionary	District	
Professional Staff - per hour	T	£97.00	£97.00	Discretionary	District	
Check compliance with Conditions (for Solicitors, Agents)						
Administrative Staff - per hour	T	£49.50	£49.50	Discretionary	District	
Professional Staff - per hour	T	£97.00	£97.00	Discretionary	District	
General Research						
Administrative Staff - per hour	T	£49.50	£49.50	Discretionary	District	
Professional Staff - per hour	T	£97.00	£97.00	Discretionary	District	
Naming of new street, consultation process and notification	Single Street	T	£125.00	£125.00	Discretionary	District
	2-5 Streets	T	£250.00	£250.00	Discretionary	District
	5+ Streets	T	£500.00	£500.00	Discretionary	District
Street numbering Schemes	1-5 Plots	T	£80.00	£80.00	Discretionary	District
	6-10 Plots	T	£70.00	£70.00	Discretionary	District
	11-50 Plots	T	£60.00	£60.00	Discretionary	District
	50+ Plots	T	£50.00	£50.00	Discretionary	District
Change of property name	T	£25.00	£25.00	Discretionary	District	
Monitoring Fee for 2106 / IL Obligations:						
The charge will generally be levied at a rate of £500 per obligation covering each District Council related covenant and a monitoring fee will be sought for each. On more complex sites where greater monitoring costs will likely be incurred, a proportionate charge will be levied at a rate of £500 per obligation covering each District Council related covenant or 1 % of the value of the District Council's total obligations up to a maximum of £10,000 per agreement, whichever is the higher.						
	T	From £500	From £500	Statutory	District	

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<u>Planning Service Area</u>	V	2022/23	2023/24		
	A	Charge	Proposed		
	T	£ : p	Charge		
			£ : p		
PLANNING POLICY					
Inset Maps					
A1 Maps	O	£5.50	£5.50	Discretionary	District
A2 Maps	O	£3.00	£3.00	Discretionary	District
A3 Maps	O	£1.50	£1.50	Discretionary	District
Admin Fee to join the Customer & Self Build Housing Register	O	£25.00	£25.00	Discretionary	District
ENFORCEMENT TEAM CHARGES					
High Hedges Complaint	T	£447.00	£450.00	Statutory	Government

Finance & Assets Service Area				2022/23	2023/24	Statutory Service / Discretionary Services	Set by Government / Set By District
V				Charge	Proposed Charge		
A				£ : p	£ : p		
T							
CAR PARKING - COASTAL CAR PARKS							
Pay & Display Car Parks. Charges Apply Between 08:00 - 18:00							
Cromer	- Runton Road	T		£1.80 per hour	£1.80 per hour	Discretionary	District
East Runton	- Beach Road	T				Discretionary	
Happisburgh	- Cart Gap	T				Discretionary	
Mundesley	- Gold Park	T		£8.50 for 24 hours	£8.50 for 24 hours	Discretionary	District
Overstrand	- Pauls Lane	T				Discretionary	
Sea Palling	- Clink Road	T		£34 for 7-Days	£34 for 7-Days	Discretionary	District
Sheringham	- East Cliff	T				Discretionary	District
	- Chequers	T				Discretionary	District
Wells	- Stearmans Yard	T				Discretionary	District
Weybourne	- Beach Road	T				Discretionary	District
CAR PARKING - RESORT CAR PARKS							
Pay & Display Car Parks. Charges Apply Between 08:00 - 18:00							
Cromer	- Cadogan Road	T		£1.50 for first hour	£1.50 for first hour	Discretionary	District
	- Meadow	T				Discretionary	
	- Promenade	T				Discretionary	
Wells	- Albert Street	T		£1.20 per additional hour	£1.20 per additional hour	Discretionary	District
	- Station Yard	T				Discretionary	
Sheringham	- Station Road	T		£8.50 for 24 hours	£8.50 for 24 hours	Discretionary	District
	- Morris Street	T				Discretionary	
Wells	- Staithe Street	T		£34 for 7-Days	£34 for 7-Days	Discretionary	District

Finance & Assets Service Area			2022/23 Charge £ : p	2023/24 Proposed Charge £ : p		
			V			
			A			
			T			
CAR PARKING - STANDARD CAR PARKS						
Pay & Display Car Parks. Charges Apply Between 08:00 - 18:00						
Fakenham	- Bridge Street	T	£1.20 for first two hours £0.80 per additional hour	£1.20 for first two hours £0.80 per additional hour	Discretionary Discretionary Discretionary Discretionary Discretionary	District
	- Community Centre	T				
	- Highfield Road	T				
	- Queens Road	T				
	- The Limes	T				
North Walsham	- Bank Loke	T	£6 for 24 hours £24 for 7-Days	£6 for 24 hours £24 for 7-Days	Discretionary Discretionary Discretionary Discretionary	District District District
	- Mundesley Road	T				
	- New Road	T				
	- Vicarage Street	T				
Stalham	- High Street	T			Discretionary	District
CAR PARKING - OTHER						
Fakenham	- Hall Staithe		PERMIT	PERMIT		
North Walsham	- Midland Road		Free	Free		

<u>Finance & Assets Service Area</u>			2022/23 Charge £ : p	2023/24 Proposed Charge £ : p		
		V A T				
COACH PARKING						
For 4 hours		T	£6.00	£6.00	Discretionary	Distict
For 24 hours		T	£12.00	£12.00	Discretionary	District
SEASON TICKETS / PERMITS						
1 Week	- 24 hour stay max.	T	£24.00	£24.00	Discretionary	District
3 Months	- 3 hour stay max.	T	£16.00	£16.00	Discretionary	District
	- 24 hour stay max.	T	£66.00	£66.00	Discretionary	District
6 Months	- 3 hour stay max.	T	£31.00	£31.00	Discretionary	District
	- 24 hour stay max.	T	£122.00	£122.00	Discretionary	District
12 Months	- 3 hour stay max.	T	£56.00	£56.00	Discretionary	District
	- 24 hour stay max.	T	£204.00	£204.00	Discretionary	District

Finance & Assets Service Area		2022/23 Charge £ : p	2023/24 Proposed Charge £ : p		
	V A T				
PROFESSIONAL ESTATE SERVICE					
Application fee for Events (per application).	O	£50.00	£50.00		
Application fee for Events (per application) - Charitable Events	O	£25.00	£25.00		
Estate Service (Land and Property Transactions) - Hourly Rate	O	£70.00	£70.00		
Licence Admin Fee	O	£50.00	£50.00		
Disposal of Assets/Asset Proposal Admin Fee	O	£50.00	£50.00		
Licence for table with three chairs	O	£60.00	£60.00		

Finance & Assets Service Area			2022/23	2023/24			
	V		Charge	Proposed Charge			
	A		£ : p	£ : p			
	T						
CHALETs							
<i>Sheringham</i>							
		Old Chalets	T				
		New Chalets (inc. electricity)	T				
<i>Cromer</i>			Charges set separately	Charges set separately			
		West Beach	T	under Delegated Power	under Delegated Power		
		East Beach	T				
<i>Weekly Lets - Cromer & Sheringham</i>							
		Low Season	T	£85.00	£85.00	Discretionary	District
		High Season	T	£210.00	£210.00	Discretionary	District
<i>Weekly Lets - Cromer East & Sheringham New (Serviced)</i>							
		Low Season	T	£95.00	£95.00	Discretionary	District
		High Season	T	£260.00	£260.00	Discretionary	District
<i>Winter Lets</i>							
		Per Month	T	£65.00	£65.00	Discretionary	District
		Per Week	T	£21.00	£21.00	Discretionary	District
Economic & Community Development & Leisure Service Area			V	2022/23	2023/24		
	A		T	Charge	Proposed Charge		
				£ : p	£ : p		
BEACH HUTS							
Beach Hut Sites							
		Cromer, Overstrand & Sheringham	T	Charges set separately	Charges set separately		
		Mundesley	T	under Delegated Power	under Delegated Power		
Beach Huts							
<i>Weekly Lets</i>							
		Low Season	T	£70.00	£70.00	Discretionary	District
		High Season	T	£195.00	£195.00	Discretionary	District
		Mundesley - Seasonal Let	T	Charges set separately	Charges set separately		
				under Delegated Power	under Delegated Power		
Extras:							
		Charge to go onto beach hut or chalet waiting list	Per List T	£25.00	£25.00	Discretionary	District

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TREASURY MANAGEMENT HALF YEAR REPORT

Summary:	This report provides mid year information to Members on treasury activity
Options considered:	This report is for information purposes.
Conclusions:	This report provides mid year information to Members on treasury activity.
Recommendations:	That Cabinet and Overview & Scrutiny Committee note the information provided on the mid year treasury activity.
Reasons for Recommendations:	To comply with Local government requirements on reporting treasury activity regularly.

LIST OF BACKGROUND PAPERS AS REQUIRED BY LAW

(Papers relied on to write the report, which do not contain exempt information and which are not published elsewhere)

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

1. Introduction

- 1.1 The Authority has adopted the Chartered Institute of Public Finance and Accountancy's *Treasury Management in the Public Services: Code of Practice* (the CIPFA Code) which requires the Authority to approve treasury management semi-annual and annual reports. This report provides the half year update.

2. Treasury Management Half Year Report

- 2.1 The Authority's treasury management strategy for 2022/23 was approved at a meeting on Wednesday 23rd February 2022. The Authority borrows and invests substantial sums of money and is therefore exposed to financial risks including the loss of invested funds and the revenue effect of changing interest rates. The successful identification, monitoring and control of risk remains central to the Authority's treasury management strategy.

- 2.2 CIPFA published its revised Treasury Management Code of Practice [the TM Code] and Prudential Code for Capital Finance in December 2021. The key changes in the two codes are around permitted reasons to borrow, knowledge and skills, and the management of non-treasury investments. The principles within the two Codes took immediate effect although local authorities could defer introducing the revised reporting requirements within the revised Codes until the 2023/24 financial year if they wish which the Authority has elected to do.
- 2.3 The attached appendix provides a full update at the half year point for treasury activity.

3. Corporate Plan Objectives

- 3.1 The Treasury operations ensure that cash flow is planned to support the corporate plan objectives and the revenue and capital budgets.

4. Medium Term Financial Strategy

The Treasury operations ensure that cash flow is planned to support the corporate plan objectives and the revenue and capital budgets.

5. Financial and Resource Implications

The Treasury operations ensure that cash flow is planned to support the corporate plan objectives and the revenue and capital budgets.

6. Legal Implications

The Authority is required to produce this half year report in line with the CIPFA Code.

7. Risks

Risks are included within the main report in the attached appendix.

8. Sustainability

None as a direct result of this report.

9. Climate / Carbon impact

None as a direct result of this report.

10. Equality and Diversity

None as a direct result of this report.

11. Section 17 Crime and Disorder considerations

None as a direct result of this report.

12. Conclusion and Recommendations

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

It is recommended that Cabinet and Overview & Scrutiny Committee note the information provided on the mid year treasury activity.

Treasury Management Half Year Report 2022-23

Introduction

The Authority has adopted the Chartered Institute of Public Finance and Accountancy's *Treasury Management in the Public Services: Code of Practice* (the CIPFA Code) which requires the Authority to approve treasury management semi-annual and annual reports. This report provides an additional update.

The Authority's treasury management strategy for 2022/23 was approved at a meeting on Wednesday 23rd February 2022. The Authority borrows and invests substantial sums of money and is therefore exposed to financial risks including the loss of invested funds and the revenue effect of changing interest rates. The successful identification, monitoring and control of risk remains central to the Authority's treasury management strategy.

CIPFA published its revised Treasury Management Code of Practice [the TM Code] and Prudential Code for Capital Finance in December 2021. The key changes in the two codes are around permitted reasons to borrow, knowledge and skills, and the management of non-treasury investments. The principles within the two Codes took immediate effect although local authorities could defer introducing the revised reporting requirements within the revised Codes until the 2023/24 financial year if they wish which the Authority has elected to do.

Treasury risk management at the Authority is conducted within the framework of the TM Code. This Code now also includes extensive additional requirements for service and commercial investments, far beyond those in the 2017 version.

External Context

Economic background: The ongoing conflict in Ukraine has continued to put pressure on global inflation and the economic outlook for UK and world growth remains weak. The UK political situation towards the end of the period following the 'fiscal event' increased uncertainty further.

The economic backdrop during the April to September period continued to be characterised by high oil, gas and commodity prices, ongoing high inflation and its impact on consumers' cost of living, no imminent end in sight to the Russia-Ukraine hostilities and its associated impact on the supply chain, and China's zero-Covid policy.

Central Bank rhetoric and action remained robust. The Bank of England, Federal Reserve and the European Central Bank all pushed up interest rates over the period and committed to fighting inflation, even when the consequences were in all likelihood recessions in those regions.

UK inflation remained extremely high. Annual headline CPI hit 10.1% in July, the highest rate for 40 years, before falling modestly to 9.9% in August. RPI registered 12.3% in both July and August. The energy regulator, Ofgem, increased the energy price cap by 54% in April, while a further increase in the cap from October, which would have seen households with average energy consumption pay over £3,500 per annum, was dampened by the UK government stepping in to provide around £150 billion of support to limit bills to £2,500 annually until 2024.

The labour market remained tight through the period but there was some evidence of easing demand and falling supply. The unemployment rate 3m/year for April fell to 3.8% and declined further to 3.6% in July. Although now back below pre-pandemic levels, the recent decline was driven by an increase in inactivity rather than demand for labour. Pay growth in July was 5.5% for total pay (including bonuses) and 5.2% for regular pay. Once adjusted for inflation, however, growth in total pay was -2.6% and -2.8% for regular pay.

With disposable income squeezed and higher energy bills still to come, consumer confidence fell to a record low of -44 in August, down -41 in the previous month. Quarterly GDP fell -0.1% in the April-June quarter driven by a decline in services output, but slightly better than the 0.3% fall expected by the Bank of England.

The Bank of England increased the official Bank Rate to 2.25% over the period. From 0.75% in March, the Monetary Policy Committee (MPC) pushed through rises of 0.25% in each of the following two MPC meetings, before hiking by 0.50% in August and again in September. August's rise was voted by a majority of 8-1, with one MPC member preferring a more modest rise of 0.25%. The September vote was 5-4, with five votes for an 0.5% increase, three for an 0.75% increase and one for an 0.25% increase. The Committee noted that domestic inflationary pressures are expected to remain strong and so given ongoing strong rhetoric around tackling inflation further Bank Rate rises should be expected.

On 23rd September the UK government, following a change of leadership, announced a raft of measures in a 'mini budget', loosening fiscal policy with a view to boosting the UK's trend growth rate to 2.5%. With little detail on how government borrowing would be returned to a sustainable path, financial markets reacted negatively. Gilt yields rose dramatically by between 0.7% - 1% for all maturities with the rise most pronounced for shorter dated gilts. The swift rise in gilt yields left pension funds vulnerable, as it led to margin calls on their interest rate swaps and risked triggering large scale redemptions of assets across their portfolios to meet these demands. It became necessary for the Bank of England to intervene to preserve market stability through the purchase of long-dated gilts, albeit as a temporary measure, which has had the desired effect with 50-year gilt yields falling over 100bps in a single day.

Bank of England policymakers noted that any resulting inflationary impact of increased demand would be met with monetary tightening, raising the prospect of much higher Bank Rate and consequential negative impacts on the housing market.

After hitting 9.1% in June, annual US inflation eased in July and August to 8.5% and 8.3% respectively. The Federal Reserve continued its fight against inflation over the period with a 0.5% hike in May followed by three increases of 0.75% in June, July and September, taking policy rates to a range of 3% - 3.25%.

Eurozone CPI inflation reached 9.1% y/y in August, with energy prices the main contributor but also strong upward pressure from food prices. Inflation has increased steadily since April from 7.4%. In July the European Central Bank increased interest rates for the first time since 2011, pushing its deposit rate from -0.5% to 0% and its main refinancing rate from 0.0% to 0.5%. This was followed in September by further hikes of 0.75% to both policy rates, taking the deposit rate to 0.75% and refinancing rate to 1.25%.

Financial markets: Uncertainty remained in control of financial market sentiment and bond yields remained volatile, continuing their general upward trend as concern over higher inflation and higher interest rates continued to dominate. Towards the end of September, volatility in financial markets was significantly exacerbated by the UK government's fiscal plans, leading to an acceleration in the rate of the rise in gilt yields and decline in the value of sterling.

Due to pressure on pension funds, the Bank of England announced a direct intervention in the gilt market to increase liquidity and reduce yields.

Over the period the 5-year UK benchmark gilt yield rose from 1.41% to 4.40%, the 10-year gilt yield rose from 1.61% to 4.15%, the 20-year yield from 1.82% to 4.13% and the 50-year yield from 1.56% to 3.25%. The Sterling Overnight Rate (SONIA) averaged 1.22% over the period.

Credit review:

In July, Fitch and Moody's changed the outlook on a variety of bank and counterparties, with various counterparties changing from a stable to a negative outlook due to the increasing economic pressures coupled with higher inflation and interest rates.

The Council's treasury advisors Arlingclose continue to advise that the authority does not change the counterparties for any of its current investments, none of the counterparties have had any financial warnings or unexpected changes in investment balances and operations.

The only exception to this in the CCLA Property Fund (LAMIT). As a property fund, to prevent a lowering in interest rates for the fund due to the current economic fear, CCLA have imposed a six month notice period on the withdrawal of any funds. Previously this was two months in line with most other investment counterparties. Due to CCLA Property Fund providing one of the highest returns of all current investment options, current advice is not to carry out any action following this change. The Council currently has £5m invested with this fund out of a total of £32 of Pooled Fund investment. This fund provides an interest rate of 5.01% as of the 30th September 2022.

Arlingclose continued to monitor and assess credit default swap levels for signs of credit stress but made no changes to the counterparty list or recommended durations. Nevertheless, increased market volatility is expected to remain a feature, at least in the near term and, as ever, the institutions and durations on the Authority's counterparty list remains under constant review.

Local Context

On 31st March 2022, the Authority had net investments of £45.28m arising from its revenue and capital income and expenditure. The underlying need to borrow for capital purposes is measured by the Capital Financing Requirement (CFR), while usable reserves and working capital are the underlying resources available for investment.

The treasury management position on 30th September 2022 and the change over the six months is shown in Table 2 below.

Treasury Management Summary

	31.3.22 Balance £m	Movement £m	30.9.22 Balance £m	30.9.22 Rate %
Long-term borrowing	0.000	0.000	0.000	0.00
Short-term borrowing	13.000	-6.000	7.000	3.01
Total borrowing	13.000	-6.000	7.000	3.01
Long-term investments	32.000	0.000	32.000	3.86
Short-term investments	10.770	-9.570	1.200	2.09
Total investments	42.770	-9.570	33.200	3.80
Net Investments	29.770	-3.570	26.200	0.79

The amount of short-term investments is significantly lower than as at the end of March 2022. This is because short term cash has been used to pay off borrowing from previous financial year. There was a large amount of borrowing at the end of the 2021-22 financial year due to the Council's requirement to repay £8.9m of COVID grant funding to central government.

Although excess borrowing has now been paid off. The Council still holds an amount of short-term borrowing, there is a constant requirement of approximately £5m of short term borrowing that is required for the Council's regular day to day operation.

The Finance team is currently undergoing a review of its Pooled Funds holdings to determine whether some long term investments should be sold to finance some, or all, of this short term borrowing requirement. This position is also determined by how much Council Tax and Business Rates is due for repayment to Norfolk County Council in the 2023-24 financial year, these repayment figures will not be known until January 2023 so a decision is not expected to be made before this time. An additional consideration to these Pooled funds will be whether the current accounting statutory over-ride continues past 31-03-2023, this over-ride results in any gains or losses in these Pooled funds to be outside of the General Fund and therefore an accounting entry rather than a real cash impact until such time the funds are actually withdrawn. This over-ride is currently under consultation and the results will be considered along with the overall review of the Pooled funds invested, in order to minimise the risk to the Councils general fund.

Due to the economic changes outlined in the **Local Context** above interest rates, it can be seen from the above table that borrowing rates have increased significantly (previously 0.36% as at 31/03/2022, increase of 2.65%). The Council's interest rates have also increased (previously 2.25% as at 31/03/2022, an increase of 1.55%).

As can be seen from the above, borrowing rates are rapidly increasing due to changes by in the Base Rate by The Monetary Policy Committee (MPC). The base rate is increasing at a rate of 0.5-0.75% every two months with the current economic crisis. Interest rates will increase too, but at a slower pace than the borrowing rate.

With the gap between the borrowing and interest rates narrowing, the current recommendation from the Council's Treasury Advisors is to hold back on any unnecessary capital expenditure, and instead focus on maintaining normal functions plus budgeting for increases in revenue costs around pay scales and energy usage. The current prediction is for rates to start to recover from May 2023, with more "normal" rates being assumed by December 2023.

Borrowing

CIPFA's 2021 Prudential Code is clear that local authorities must not borrow to invest primarily for financial return and that it is not prudent for local authorities to make any investment or spending decision that will increase the capital financing requirement, and so may lead to new borrowing, unless directly and primarily related to the functions of the Authority.

PWLB loans are no longer available to local authorities planning to buy investment assets primarily for yield the Authority does not intend to invest for yield or obtain commercial assets, and therefore will retain its access to PWLB loans if required.

The Council mainly sources its borrowing through brokers (Arlingclose and Tradition) to borrow only from other Local Government Authorities / Police Authorities / Pension Funds and Fire Services. The Council takes measures to blacklist any of the above that are deemed to be at financial risk.

Borrowing Strategy and Activity

As outlined in the treasury strategy, the Authority's chief objective when borrowing has been to strike an appropriately low risk balance between securing low interest costs and achieving cost certainty over the period for which funds are required, with flexibility to renegotiate loans should the Authority's long-term plans change being a secondary objective. The Authority's borrowing strategy continues to address the key issue of affordability without compromising the longer-term stability of the debt portfolio.

Over the April-September period short term PWLB rates rose dramatically, particularly in late September after the Chancellor's 'mini-budget', included unfunded tax cuts and additional borrowing to fund consumer energy price subsidies. Exceptional volatility threatened financial stability, requiring Bank of England intervention in the gilt market. Over a twenty-four-hour period some PWLB rates increased to 6%, before the intervention had the desired effect, bringing rates back down by over 1% for certain maturities. A truly wild and unprecedented period in fixed income markets, with a direct impact on PWLB rates.

Interest rates rose by over 2% during the period in both the long and short term. As an indication the 5-year maturity certainty rate rose from 2.30% on 1st April to 5.09% on 30th September; over the same period the 30-year maturity certainty rate rose from 2.63% to 4.68%

The impact of the increased borrowing rates for the Council has been explained above under the Treasury Management Strategy.

At 30th September the Authority held £7m of short-term loans, a decrease of £6m from 31st March 2022, as part of its strategy for funding the current years' capital programme. Outstanding short-term loans on 30th September are summarised in the table below.

Borrowing Position

	31.3.21 Balance £m	Net Movement £m	31.3.22 Balance £m	31.3.22 Weighted Average Rate %	31.3.22 Weighted Average Maturity (years)
Local authorities (short-term)	13.00	-6.00	7.00	3.01	<1
Total borrowing	13.00	-6.00	7.00	3.01	<1

The Authority's borrowing decisions are not predicated on any one outcome for interest rates and a balanced portfolio of short-term borrowing was maintained with no long-term borrowing.

At the current time, it is still believed that short term borrowing from other government bodies provides the required funds at the lowest interest rates available without having to lock in borrowing for an extended period of time, which would result in a higher overall cost of borrowing. Therefore the treasury function will continue to borrow as it has done for the previous financial years.

With the lower amount of liquidity during the current financial year, borrowing has been the main source of funding additional payments outside of the approved budgets. As outlined above, the Council is considering selling Pooled Funds if levels of liquidity are not predicted to increase through general operations during the next financial year.

Treasury Investment Activity

CIPFA revised TM Code defines treasury management investments as those which arise from the Authority's cash flows or treasury risk management activity that ultimately represents balances which need to be invested until the cash is required for use in the course of business.

The Authority holds significant invested funds, representing income received in advance of expenditure plus balances and reserves held. During the year, the Authority's investment balances ranged between £35.4 and £54.3 million due to timing differences between income and expenditure. The investment position is shown in the table below.

Treasury Investment Position

	31.3.22 Balance £m	Net Movement £m	30.9.22 Balance £m	31.9.22 Income Return %
Money market Funds	10.770	-9.570	1.200	2.09
Other Pooled Funds.				
- <i>Cash plus funds</i>	3.000	0.000	3.000	0.98
- <i>Short-dated bond funds</i>	3.000	0.000	3.000	0.51
- <i>Strategic bond funds</i>	5.000	0.000	5.000	2.71
- <i>Equity income funds</i>	8.000	0.000	8.000	5.01
- <i>Property funds</i>	5.000	0.000	5.000	5.01
- <i>Multi asset income funds</i>	8.000	0.000	8.000	5.07
Total investments	42.770	-9.570	33.200	3.80

Both the CIPFA Code and government guidance require the Authority to invest its funds prudently, and to have regard to the security and liquidity of its treasury investments before seeking the optimum rate of return, or yield. The Authority's objective when investing money is to strike an appropriate balance between risk and return, minimising the risk of incurring losses from defaults and the risk of receiving unsuitably low investment income.

The increases in Bank Rate over the period under review, and with the prospect of more increases to come, short-dated cash rates, which had ranged between 0.7% - 1.5% at the end of March, rose by around 1.5% for overnight/7-day maturities and by nearly 3.5% for 9-12 month maturities.

By end September, the rates on DMADF deposits ranged between 1.85% and 3.5%. The return on the Council's sterling low volatility net asset value (LVNAV) Money Market Funds was 0.5% in early April and reached 2.09% at the end of September

The Council has maintained using Money Market Funds as its main investment option for day to day funds, these have allowed for flexibility with the treasury funds available whilst still allowing for some interest to be earned.

Following the Council's treasury advisors mid-term review of its local authorities financial positions, North Norfolk District Council has maintained its gold standard, meaning it is still in the top 5% of authorities for cash and investment management.

Financial Strength Rating

Debt	0.4
Interest	1.3
Income	0.1
Reserves	0.8
Budget	1.2
Financial Strength	Gold

Updated: 29/09/2022

Externally Managed Pooled Funds: £32m of the Authority's investments is invested in externally managed strategic pooled equity, property and bank funds where short-term security and liquidity are lesser considerations, and the objectives instead are regular revenue income and long-term price stability. These funds generated a total return of £620k with an average rate of 3.86%. This return accounts for 86% of the Council's total investment income, with £48.2k being earned by Money Market Funds (6.7% of total investment income) and £46k being earned by non-treasury investments (6.4% of total investment income).

The April-September period was a very difficult environment for bonds engendered by global central banks' determination to bring high and persistent inflation under control through increases in policy rates and strong rhetoric. The sell-off in gilts, other sovereign bonds and corporate bonds with a rise in gilt/bond yields (i.e. a fall in price) was reflected in the Authority's investments. The increase in policy rates in the UK, US and Eurozone and the prospect of low to no growth and a recessionary period ahead was also a challenging period for equities, the FTSE All Share index falling from 4187 on 31st March to 3763 on 30th September, whilst the MSCI World Index fell from 3053 to 2378 over the same period.

Significant financial market volatility and uncertainty remain due to stagflation fears, little sight of the war in Ukraine ending soon and ongoing supply chain issues, a lingering problem over the past 30 months, yet to be fully resolved.

Because these funds have no defined maturity date, but are available for withdrawal after a notice period (typically 100 days, apart from the LAMIT which has increased to six months from 26th September 2022) their performance and continued suitability in meeting the Authority's medium- to long-term investment objectives are regularly reviewed. Strategic fund investments are made in the knowledge that capital values will move both up and down on months, quarters and even years; but with the confidence that over a three- to five-year period total returns will exceed cash interest rates.

The Authority had budgeted £532k income from Pooled Fund investments in 2022/23. Income received to the end of period six is £620k.

Non-Treasury Investments

The definition of investments in CIPFA's revised 2021 Treasury Management Code covers all the financial assets of the Authority as well as other non-financial assets which the Authority holds primarily for financial return. Investments that do not meet the definition of treasury management investments (i.e. management of surplus cash) are categorised as either for service purposes (made explicitly to further service objectives) and or for commercial purposes (made primarily for financial return).

Investment Guidance issued by the Department for Levelling Up Housing and Communities (DLUHC) and Welsh Government also includes within the definition of investments all such assets held partially or wholly for financial return.

The Authority also held £2.850m of such investments in:

- Directly owned property £0.390m
- loans to housing associations £2.460m

A full list of the Authority's non-treasury investments is below:

- Grove Lane Depot, Holt, Norfolk - Valued at £389,700 (4.49% fixed interest rate)
- Loan to Broadland Housing Association - Outstanding value of £2,288,465 (3.80%)
- Loan to Homes for Wells - Outstanding value of £171,645 (3.00%)

These investments have generated £46,055.68 of investment income for the Authority, representing a rate of return of 3.74%.

Treasury Performance

The Authority measures the financial performance of its treasury management activities both in terms of its impact on the revenue budget and its relationship to benchmark interest rates, as shown in the table below.

Performance

	Actual £m	Budget £m	Over/ under	Avg. Interest Rate %	Over/ under
Short-term Borrowing from other LAs	0.0053	0.0073	Under	3.01	Under
Long-term Borrowing	0.0000	0.0000	Under	N/A	Under
Total borrowing	0.0077	0.1546	Under	0.36	Under
Money Market Fund	0.0048	0.0001	Over	2.09	Over
Pooled Funds	0.6200	0.5320	Over	3.86	Over
Total treasury investments	0.6683	0.5324	Over	3.80	Over

Compliance

The Temporary s151 officer reports that all treasury management activities undertaken during the quarter complied fully with the CIPFA Code of Practice and the Authority's approved Treasury Management Strategy. Compliance with specific investment limits is demonstrated in the table below.

Compliance with the authorised limit and operational boundary for external debt is demonstrated in the table below.

Debt Limits

	2022/23 (Half Year) Maximum £	30.9.22 Actual £	2022/23 Operational Boundary £	2022/23 Authorised Limit £	Complied? Yes/No
Borrowing	13.000m	7.000m	23.530m	28.400m	Yes
Total debt	13.000m	7.000m	23.530m	28.400m	Yes

Since the operational boundary is a management tool for in-year monitoring it is not significant if the operational boundary is breached on occasions due to variations in cash flow, and this is not counted as a compliance failure.

Investment Limits

	2022/23 Half-Year Maximum	30.9.22 Actual	2022/23 Limit	Complied? Yes/No
Local authorities & other government entities	nil	nil	Unlimited	Yes
Secured investments	nil	nil	Unlimited	Yes
Banks (unsecured)	nil	nil	£5m	Yes
Building societies (unsecured)	nil	nil	£5m	Yes
Registered providers (unsecured)	nil	nil	£10m	Yes
Money market funds	£20m	£1.2m	£20m	Yes
Strategic pooled funds	£32m	£32m	Unlimited	Yes
Real estate investment trusts	nil	nil	£10m	Yes
The UK Government	nil	nil	Unlimited	Yes
Other investments	nil	nil	£5m	Yes
Any group of pooled funds under the same management	£7m	£7m	£15m	Yes

Treasury Management Indicators

The Authority measures and manages its exposures to treasury management risks using the following indicators.

Security: The Authority has adopted a voluntary measure of its exposure to credit risk by monitoring the value-weighted average credit score of its investment portfolio. This is calculated by applying a score to each investment (AAA=1, AA+=2, etc.) and taking the arithmetic average, weighted by the size of each investment. Unrated investments are assigned a score based on their perceived risk.

	30.9.22 Actual	2022/23 Target	Complied?
Portfolio average credit score	4.71 (A+)	6.0	Yes

Liquidity: The Authority has adopted a voluntary measure of its exposure to liquidity risk by monitoring the amount of cash available to meet unexpected payments within a rolling three-month period, without additional borrowing.

	30.9.22 Actual	2022/23 Target	Complied?
Total sum borrowed in past 3 months without prior notice	£0	£10m	Yes

Interest Rate Exposures: This indicator is set to control the Authority's exposure to interest rate risk. The upper limits on the one-year revenue impact of a 1% rise or fall in interests was:

Interest rate risk indicator	30.9.22 Actual	2022/23 Limit	Complied?
Upper limit on one-year revenue impact of a 1% <u>rise</u> in interest rates	£332k	£600k	Yes
Upper limit on one-year revenue impact of a 1% <u>fall</u> in interest rates	£332k	£600k	£Yes

The impact of a change in interest rates is calculated on the assumption that maturing loans and investment will be replaced at current rates.

Maturity Structure of Borrowing: This indicator is set to control the Authority's exposure to refinancing risk. The upper and lower limits on the maturity structure of all borrowing were:

	30.9.22 Actual	Upper Limit	Lower Limit	Complied?
Under 12 months	100%	100%	0%	Yes
12 months and within 24 months	0%	100%	0%	Yes
24 months and within 5 years	0%	100%	0%	Yes
5 years and within 10 years	0%	100%	0%	Yes
10 years and above	0%	100%	0%	Yes

Time periods start on the first day of each financial year. The maturity date of borrowing is the earliest date on which the lender can demand repayment

Principal Sums Invested for Periods Longer than a year: The purpose of this indicator is to control the Authority's exposure to the risk of incurring losses by seeking early repayment of its investments. The limits on the long-term principal sum invested to final maturities beyond the period end were:

	2022/23	2023/24	2024/25
Actual principal invested beyond year end	£32m	£32m	£32m
Limit on principal invested beyond year end	£50m	£50m	£50m
Complied?	Yes	Yes	Yes

Arlingclose’s Economic Outlook for the remainder of 2022/23 (based on 26th September 2022 interest rate forecast)

	Current	Dec-22	Mar-23	Jun-23	Sep-23	Dec-23	Mar-24	Jun-24	Sep-24	Dec-24	Mar-25	Jun-25	Sep-25
Official Bank Rate													
Upside risk	0.00	0.50	0.75	0.75	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Arlingclose Central Case	2.25	4.25	5.00	5.00	5.00	5.00	5.00	5.00	5.00	4.75	4.25	3.75	3.25
Downside risk	0.00	-1.00	-1.00	-0.75	-0.50	-0.50	-0.50	-0.75	-1.25	-1.50	-1.75	-1.75	-1.75

Arlingclose expects Bank Rate to rise further during 2022/23 to reach 5% by the end of the year.

The MPC is particularly concerned about the demand implications of fiscal loosening, the tight labour market, sterling weakness and the willingness of firms to raise prices and wages.

The MPC may therefore raise Bank Rate more quickly and to a higher level to dampen aggregate demand and reduce the risk of sustained higher inflation. Arlingclose now expects Bank Rate to peak at 5.0%, with 200bps of increases this calendar year. This action by the MPC will slow the economy, necessitating cuts in Bank Rate later in 2024.

Gilt yields will face further upward pressure in the short term due to lower confidence in UK fiscal policy, higher inflation expectations and asset sales by the BoE. Given the recent sharp rises in gilt yields, the risks are now broadly balanced to either side. Over the longer term, gilt yields are forecast to fall slightly over the forecast period.

Background:

Monetary policymakers are behind the curve having only raising rates by 50bps in September. This was before the “Mini-Budget”, poorly received by the markets, triggered a rout in gilts with a huge spike in yields and a further fall in sterling. In a shift from recent trends, the focus now is perceived to be on supporting sterling whilst also focusing on subduing high inflation.

There is now an increased possibility of a special Bank of England MPC meeting to raise rates to support the currency. Followed by a more forceful stance over concerns on the looser fiscal outlook. The MPC is therefore likely to raise Bank Rate higher than would otherwise have been necessary given already declining demand. A prolonged economic downturn could ensue.

Uncertainty on the path of interest rates has increased dramatically due to the possible risk from unknowns which could include for instance another Conservative leadership contest, a general election, or further tax changes including implementing windfall taxes.

The government’s blank cheque approach to energy price caps, combined with international energy markets priced in dollars, presents a fiscal mismatch that has contributed to significant decline in sterling and sharp rises in gilt yields which will feed through to consumers’ loans and mortgages and business funding costs.

UK government policy has mitigated some of the expected rise in energy inflation for households and businesses flattening the peak for CPI, whilst extending the duration of elevated CPI. Continued currency weakness could add inflationary pressure. The UK economy already appears to be in recession, with business activity and household spending falling. The short- to medium-term outlook for the UK economy is relatively bleak.

Global bond yields have jumped as investors focus on higher and stickier US policy rates. The rise in UK government bond yields has been sharper, due to both an apparent decline in investor confidence and a rise in interest rate expectations, following the UK government’s shift to borrow to loosen fiscal policy. Gilt yields will remain higher unless the government’s plans are perceived to be fiscally responsible. The housing market impact of increases in the Base Rate could act as a “circuit breaker” which stops rates rising much beyond 5.0%, but this remains an uncertainty.

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NORTH WALSHAM MARKET PLACE IMPROVEMENT SCHEME

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

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

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

Options considered: Alternative options would be:

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

Conclusions: The jointly funded (Government and Local Authority) place-making scheme will be enormously beneficial and the opportunity exists to capitalise on the effort but that

will require additional budget. Due to cost increases, the scope of the scheme has been amended but with additional budget, greater outcomes can be achieved. It is therefore proposed that additional financial resources are made available from the Business Rates Retention Reserve (which currently holds circa £600,000 within the overall balance. This was the share of the distributed surplus from the pooling arrangement in 2019/20 and which was agreed should be set aside for regeneration projects such as this) in order to complete the proposed Market Place scheme and to undertake improvements to ancillary areas.

Recommendations:

Recommendations:

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

Reasons for

Recommendations:

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

LIST OF BACKGROUND PAPERS AS REQUIRED BY LAW

(Papers relied on to write the report, which do not contain exempt information and which are not published elsewhere)

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

1. Introduction

- 1.1 A central element of the North Walsham High Street Heritage Action Zone (NWSHAZ) is the ‘place-making’ scheme. This includes improvements to key areas of public realm and to the accessibility and circulation within the town centre.
- 1.2 Council, at its meeting in September 2020, gave the go-ahead for the scheme to proceed following confirmation of the funding package. Cabinet, at its meeting on 1st November 2021, delegated “the determination of the final place making designs to the Assistant Director for Sustainable Growth in consultation with the Portfolio Holder for Sustainable Growth.”
- 1.3 The programme of interventions under the HSHAZ has followed the Council’s project management and governance procedures and has most recently been

overseen by the Council's HSHAZ Board, with periodic reports to the Cabinet Major Projects Working Party.

- 1.4 The second phase of the place-making scheme involves the improvement to the appearance, accessibility and amenity of the Market Place area of North Walsham. The Traffic Regulation Order (TRO) for the scheme was approved on 18th August 2022 and consequently the works commenced in September 2022. The improvements to the Market Place are expected to take 23 weeks to complete. Council officers have been working with the appointed design and funding advisors, together with Norfolk County Council and the contractor, to ensure that the scheme can be implemented in a way that makes most effective use of the available funding, optimises the achievement of the HSHAZ objectives and minimises temporary disturbance and short-term adverse impact on town centre interests, including businesses, customers, market traders and other town centre users.
- 1.5 This report sets out the scope of the place making scheme, and identifies the budgetary challenges it faces, identifying the additional funds sought in order for the scheme to achieve its potential and meet the North Walsham High Street Heritage Action Zone Objectives.

2. The scope and impacts of the scheme

- 2.1 The scheme is part of a programme of measures that will make very significant improvements to the attractiveness and accessibility of North Walsham town centre and its historic assets, thereby improving town centre vitality and the viability of local businesses. This includes significant townscape improvements within the Market Place and traffic management changes, aimed at alleviating the impacts on pedestrians and businesses of through-traffic, which included buses and heavy goods vehicles passing through the main shopping street. The aim is also to create spaces where customers and visitors can dwell in the town centre and where markets and events can take place year-round.

Church Approach

- 2.2 The first phase of the town centre public realm improvement programme (place-making), was the creation of an attractive landscaped amenity area at the eastern end of Market Street (Church Approach) enhancing the setting of St Nicholas Church with public seating and spaces used by neighbouring businesses. This phase is expected to be completed shortly, once the improvements to the wall to the building flanking the space to the north are finished and the remaining 'snagging' issues have been rectified. This element of the scheme commenced early on in order to meet the requirements of external funding constraints and to demonstrate the opportunities that the HSHAZ scheme will bring to the town. This element has been fully funded, although some of the costs are shared with the second phase of the place-making scheme (for example set up costs and the site compound etc.). The scheme did take longer than initially anticipated due to delays encountered in the implementation of the works (namely, ground conditions, underground services and availability of materials). As a result, the cost of phase one was higher than anticipated due to the programme extending and the rapidly rising costs of construction.

Transport Hub

- 2.3 A complementary (but separately funded) part of the programme was the establishment of a transport hub on the site of New Road Car Park, where the creation of three new bus bays and ancillary facilities (seating, shelters etc.) has enabled the removal of buses from the main Market Place and from nearby roads, where congestion and pollution detracted from the environmental quality and safety of town centre streets. This has improved accessibility to the town centre by public transport and has improved passenger comfort. In doing so, it has enabled a redesign of the Market Place to materialise. This scheme was jointly funded by Norfolk County Council, North Norfolk District Council (through land, lost income and staff resources) and North Walsham Town Council (contributing to the bus shelters). It was not funded from the HSHAZ budget, although there were economies of scale achieved through its delivery alongside the place making works. The site has been fully operational for some three months.

Market Place

- 2.4 The most significant part of the scheme is the redesign of Market Place. This will make it a more accessible and attractive area for shoppers and visitors to enjoy by the widening of pavements, the removal of through traffic, the introduction of landscape and amenity features, and infrastructure to better facilitate markets and events. This phase commenced in early September and good progress is being made, with the scheme generally proceeding in accordance with the programme and due for completion in March 2023. This phase of the scheme has been 'de-scoped' to fit within the available budget, however, an additional budget is necessary in order to ensure the scheme is able to incorporate the overall streetscape, amenities, street furniture etc. that were originally intended.

The Lokes

- 2.5 The enhancement of the routes into the Market Place from the town centre car park at Bank Loke is a highly desirable supplementary element of the place making project. Currently, this car park is connected to the main commercial centre via two paths (Bank Loke and Black Swan Loke), which, for many people arriving by car will be the gateway to the town, but neither are attractive or well-lit at night. Bank Loke Car Park accommodates ten of the one-hour free parking spaces that replace those removed from Market Place and it is within minutes by foot from the centre. Proposals to improve the Lokes are outlined as follows.

Black Swan Loke

- 2.6 Early on in the HSHAZ scheme's gestation, the Council acquired an area of unused and derelict land (considered an unsightly 'gap site') adjacent to the Black Swan pub and to the rear of the grade II* Listed no. 7 Market Place. The funding for this came from the HSHAZ budget, supplemented by a further grant from Historic England (approximately fifty percent of the purchase price). This site will enable a direct link to be made between the car park and Black Swan Loke, and Planning Permission has been obtained to facilitate this through the partial demolition of the boundary wall and the creation of a ramped access. The balance of the site is proposed to be transformed into a town centre amenity space or community garden. The owners of No 7. Market Street have cooperated with the Council in improving its rear façade by relocating unsightly paraphernalia and painting the rear wall, leaving a south facing and potentially attractive walled site. The design work has been undertaken, and a revised method of implementation has been agreed for this project, however there is insufficient budget for its implementation. Further

funds would enable the access between Bank Loke car park and Black Swan Loke to be created, and improvements to the overall amenity and appearance of the site to be made; additional funds will be sought, perhaps in collaboration with local organisations, to establish a community/wellbeing garden within the site, if that is the chosen option.

Bank Loke

- 2.7 Bank Loke is the principal route joining Bank Loke Car Park with Market Place. The Council has been working with the owners of properties that adjoin the route to remove clutter (bins, parking etc.) and improve accessibility. It would however be desirable for the streetscape and lighting to be improved and a draft scheme had been designed to achieve this. In the light of budgetary constraints, it has been suggested that these works be further revised and it is anticipated that, in addition to the 'de-cluttering,' significant improvements to the appearance and accessibility of the Loke could be achieved with lighting and signage.

3 Budget

- 3.2 The original bid for funding to deliver the HSHAZ programme was submitted to Historic England in 2019 and the final approval was announced in June 2020. Subsequently, additional Government funds were successfully gained in late 2020 to develop and deliver the place making scheme.
- 3.3 The North Walsham High Street Heritage Action Zone place making total budget is set at £2,224,008. This includes a grant given at the tail end of the last financial year, when Historic England offered additional funds (from underspends from other HSHAZ schemes) over and above the original grant, but the available window for spending it was extremely short – a matter of weeks. The only realistic way of spending this additional money was by purchasing materials up-front for the impending Market Place works, not only enabling the Council to secure the funds but also to avoid further materials cost increases which were expected. The Council was consequently awarded an additional grant of £257,920.44, which helped to further subsidise the scheme and to avoid inevitable inflation cost increases.
- 3.4 The breakdown of the place-making budget is currently as follows.
Historic England: £669,008
Getting Building Fund: £1,170,000
NNDC: £385,000
- 3.5 As the budget for the scheme was fixed prior to the detailed design work being undertaken and before the work was tendered, the scheme has had to be tailored to fit within the budget. The additional plot of land at Black Swan Loke (not included in the original bid) was acquired with funds allocated to the place making scheme after the programme had been developed, which increased the scope of the scheme and further reduced the available funding. There was a need to spend a significant proportion of the funding by the end of the last financial year, and so phase one of the work (Church Approach) commenced before the cost of the main scheme (Market Place) or the ancillary works (the Lokes) was known.
- 3.6 Due to the inflation experienced in the construction industry, the cost of the place-making scheme is significantly above what had originally been anticipated. Now that the target cost for the Market Place is known and the

cost of the works on the Lokes can be reasonably estimated, it is possible to accurately anticipate the total cost of the scheme. As stated above, there are currently insufficient funds to implement the level of improvements at Market Place that were originally planned, and no budget is in place to fund the anticipated improvements to the Lokes.

- 3.7 An additional budget of £400,000 is needed to complete the place-making scheme satisfactorily. It is recommended that this sum be taken from the Business Rates Retention Reserve, which currently holds circa £600,000 within the overall balance. This was the share of the distributed surplus from the pooling arrangement in 2019/20 and which was agreed should be set aside for regeneration projects such as this place-making scheme.

4 Programme

- 4.2 The implementation of the place making work is being managed on behalf of the Council by Norfolk County Council's Highway Design team and undertaken by Tarmac under the County's framework contract. The work is programmed to be completed by the end of March - the date by which the external funds have to be defrayed - and it is hoped that any additional work to the lokes can be incorporated within that programme timeframe. Progress on the implementation of the scheme will be reported to the HSHAZ Board and periodic updates will continue to be provided to the Overview and Scrutiny Committee.

5 Corporate Plan Objectives

- 5.2 The matters addressed in this report relate to the following Corporate Plan objectives and delivery themes:

Boosting business sustainability and growth: "facilitating the transition of our town centres to be places which are attractive and accessible for living, working and for leisure"

Quality of life: "delivery of the North Walsham Heritage Action Zone programme"

Financial sustainability and growth: "investing in environmental and economic initiatives which deliver positive outcomes and a financial return for the authority."

6 Medium Term Financial Strategy

There are not considered to be any material impacts upon the MTFS as a result of the recommendations in this report as the recommended capital sum would come from the Business Rates Retention Reserve. This would leave circa £200,000 funding available for other regeneration schemes in the future.

7 Financial and Resource Implications

Additional funds of £400,000 are recommended to be allocated from the Business Rates Retention Reserve in order to meet the costs outlined in this report. After this there would still be £200,000 available to fund other such schemes.

8 Legal Implications

There are no legal implications thought to arise from matters outlined in this report or recommended course of action.

9 Risks

As with all construction projects at this point in time, inflation has been a major risk factor. The additional budget recommended in this report is considered to be an accurate reflection of the anticipated costs based on the advice of the appointed external consultant quantity surveyor, following his review of the contractor's progress and the contract sums.

10 Sustainability

There are not considered to be any impacts upon sustainability as a result of the recommendations in this report.

11 Climate / Carbon impact

The matters referred to in this report relate to reinforcing the vitality and viability of North Walsham town centre. If the town remains as a thriving service centre, it should reduce the number and length of car journeys made by residents of the town and its catchment. The impact on carbon emissions cannot realistically be calculated but it is hoped that the proposals will help to facilitate no net increase.

12 Equality and Diversity

There are not considered to be any impacts upon equality and diversity as a result of the recommendations in this report.

13 Section 17 Crime and Disorder considerations

There are not considered to be any impacts upon crime and disorder as a result of the recommendations in this report.

14 Conclusion and Recommendations

The jointly funded (Government and Local Authority) place-making scheme will be enormously beneficial and the opportunity exists to capitalise on the effort but that will require additional budget. Due to cost increases, the scope of the scheme has been amended but with additional budget, greater outcomes can be achieved. It is therefore proposed that additional financial resources (£400,000) are made available from the Business Rates Retention Reserve (which was intended for investment in regeneration activities such as this) in order to deliver the additional town centre improvements as part of the HSHAZ place making scheme.

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FORMER SHANNOCKS HOTEL SITE, SHERINGHAM

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

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

Options considered:

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

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

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

Conclusions: The owner has completed phase 1 of the agreed works by demolishing the former Shannoeks Hotel building by June 2021. Beyond this, notwithstanding consistent pressure on the owner by the Council for a number of months, redevelopment of the Shannoeks site remains stalled. The owners have stated that they are making their best efforts to start re-development of the site. However, progress has historically been either at a slow pace or non-existent. The owner has repeatedly asked to extend the agreed project start dates, whilst providing no practical evidence of being ready to commence redevelopment.

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

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

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

The Cabinet agreed service of the General Vesting Document at its meeting of 5 December 2022.

Recommendations:

Council is recommended:-

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

2. To approve the additional capital budget for the full valuation cost as set out at section 6 of the confidential appended report, and an additional £10,000 to cover the costs associated with the purchase of the property to be financed from the Capital Projects Reserve and Delivery Plan Reserve.

Reasons for
Recommendations:

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

LIST OF BACKGROUND PAPERS AS REQUIRED BY LAW

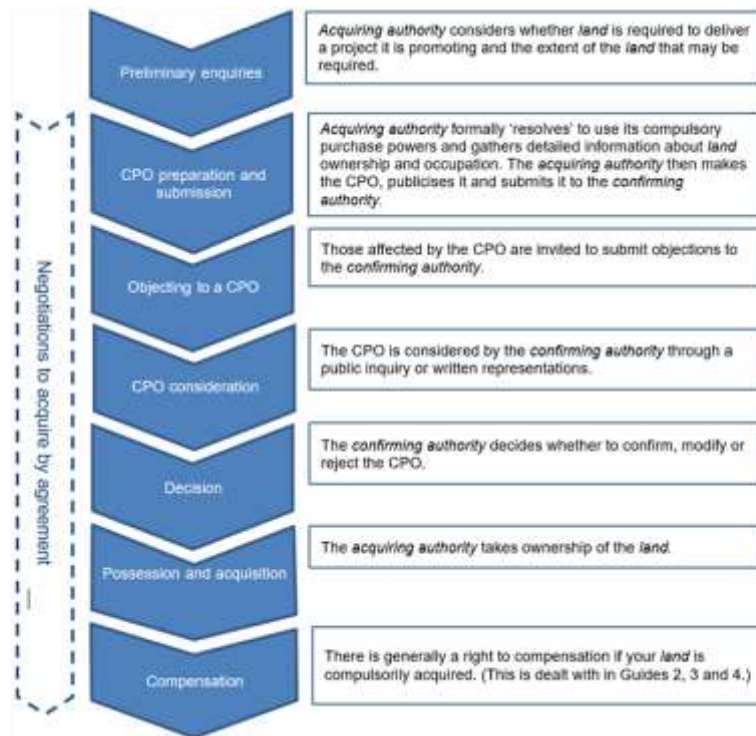
(Papers relied on to write the report, which do not contain exempt information and which are not published elsewhere)

Valuation report October 2022

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

1. Background:-

- 1.1 The former Shannoeks Hotel building was a prominent building on Sheringham Seafront and has been in its current ownership since 2010. Since that time several measures have been taken to engage the owner to make improvements and secure new uses for the building befitting of its prominent location on the seafront.
- 1.2 Following years of vacancy and deteriorating condition the District Council pursued enforcement action and subsequently resolved to obtain a Compulsory Purchase Order at a meeting of the Cabinet on 4th November 2019 to allow it to acquire the property for clearance and redevelopment, if similar action was not taken within an agreed period of time by the property's owners.
- 1.3 Compulsory purchase is a legal mechanism by which certain bodies (known as 'acquiring authorities') can acquire land without the consent of the owner. The Council is the acquiring authority in this matter. Law and procedures relating to compulsory purchase are complex. The Council must follow procedures, principally set out in the Acquisition of Land Act 1981 and related legislation, to exercise its powers. This can proceed over a protracted timeframe. Within these procedures there is included the right to object and challenge. The following image sets out the general process:



1.4 The Council was granted approval to pursue a Compulsory Purchase Order to acquire the site on 13 April 2021, when the order was confirmed by the Planning Inspectorate, as the Council had previously agreed a reasonable timeframe for the owner time to progress its own development. In 2019 and 2022 further variations of the owner's planning consents were granted. The owners completed demolition of the former hotel building in June 2021 in accordance with the agreed timeline but have since not commenced any further redevelopment of the site as required – meaning that the site has now been vacant for a period of 18 months.

1.5 The Compulsory Purchase Order process was supported by an agreement between the owners and the Council. This agreement is binding and required:-

- demolition of the former hotel building and site clearance to be complete by June 2021
- commencement of redevelopment by 23 November 2022
- and completion by June 2023

All these deadlines were agreed with the owner and formed part of the binding agreement. Failure to meet these deadlines would result in the owner being liable to cede ownership of the site to the Council under the Order granted by the Public Inquiry.

1.6 The agreement envisaged a redevelopment process that considered the complexity of demolition, construction methods and a desirability to not unreasonably disrupt the main tourism season in Sheringham. The expectation was to demolish by June 2021, commence re-development by June 2022 (which was updated to November 2022), and complete by June 2023. These dates were made clear and the owner agreed to them.

2. Current position:-

- 2.1 As stated above, beyond the demolition of the building, completed in June 2021, no further work has been commenced to take forward the development of the approved new building. Work should have started by June 2022, with an extended date of 23rd November 2022. This date has also now passed and, with increasing public concern about the lack of progress made, it is appropriate for the District Council to consider again whether it should exercise the Compulsory Purchase Order by serving the General Vesting Document on the site owner as soon as possible.
- 2.2 In serving the General Vesting Document the Council will be required to meet the costs of obtaining a reasonable valuation of the site and all relevant costs associated with taking ownership under the CPO. Details of these costs are provided for Members information in an Exempt Appendix on the grounds of commercial sensitivity.
- 2.3 However, for the Council to acquire the property under the General Vesting Document it is necessary to approve a Capital Budget of £10,000 plus the purchase price as detailed in the confidential valuation report. This capital budget would be funded from the Capital Projects Reserve and the Delivery Plan Reserve.
- 2.4 Alternatively, it may be resolved that the owner should be permitted further time to commence its development, in which case no further action is required to be taken by the Council at this time, but this would not change the deadline of June 2023 for the completion of the development. The Council could then review the provisions under the CPO once again.
- 2.5 Finally, a view may be taken that the Council should stand down further action under the CPO process allowing the owner to progress the development at their own pace, allowing the CPO to lapse in April 2024. This would be contrary to the provisions of the CPO and would be likely to result in significant reputational damage to the Council.

3. Medium Term Financial Strategy

- 3.1 The proposals outlined in this report would contribute to the Council's Corporate Plan and MTFs i.e. in purchasing the property and its consequent redevelopment it will either generate revenue income streams or a capital receipt for the authority, if sold, which would then be available to fund future capital schemes. All options will be considered for its redevelopment and future use so that the future benefit to the Council can be maximised in order that it makes a positive contribution to the Council's MTFs. The use of the two reserves could impact upon the ability to fund other projects, however the Council is likely to generate a capital receipt which could then be used for funding future capital projects.

4. Financial and Resource Implications

- 4.1 The Council has already incurred costs for the CPO process and supporting the agreement with the site owners.
- 4.2 The CPO process requires that the Council pays the market value and reasonable costs to acquire The Shannocks Hotel site if it is to be taken into

the Council's ownership. The valuation report as attached at the Exempt Appendix has been recently drafted and is considered to accurately reflect current values. The report is drafted by senior experts in CPO valuation from a respected professional surveying company.

4.3 Previously, the Council has had an approved capital budget to acquire the Shannocks Hotel through a CPO. However, this budget was released when the owner proceeded with demolition, at which point the Council reasonably took the view that redevelopment would proceed as per the joint agreement. Now, however, as re-development has not commenced, it is necessary for the Council to consider its position further, following Cabinet approval of this recommendation if Full Council decide to proceed with the CPO then it will need to approve the re-instatement of the capital project budget.

4.4 Once acquired under the General Vesting Document of the Compulsory Purchase Order it would be necessary for the Council to consider its options for the future re-development or onward sale of the site. If the authority was to look to develop the site out itself, this would require a further capital budget to be approved. It would be expected that the funding for the purchase and subsequent redevelopment would ultimately be recovered if the development was then to be leased or sold.

5. Legal Implications

5.1 There would not appear to be any legal impediments relating to the recommendations of this report, the recommendation follows previous Cabinet minutes and the CPO secured at a Public Inquiry. Professional advice will continue to be obtained in completion of the CPO process to secure a robust outcome.

5.2 The Council is duty bound to obtain Best Financial Consideration under section 123 Local Government Act 1972.

6. Risks

6.1 Given the public concern expressed about this long-term empty commercial property and support secured for redevelopment of the site through the CPO process it is believed that momentum must be maintained in progressing the redevelopment of the site, otherwise the reputation of the Council in looking to take enforcement action against long-term empty and prominent sites will be undermined.

6.2 Future decisions will need to be taken as to the Council developing out the site, possibly using "back to back" development partnerships, considering whether to use the fallback position by implementing the current live planning permission, or review best use / development of the site.

7. Sustainability

7.1 There are positive sustainability implications arising from this report, as development has been stalled for many years. Bringing a prominent brownfield site back into active use in a key resort and service centre will ensure local services and facilities are supported.

8. Climate / Carbon impact

8.1 Demolition is completed, so there are no adverse impacts arising from this report.

9. Equality and Diversity

9.1 There are no equality and diversity implications arising from this report.

10. Section 17 Crime and Disorder considerations

10.1 Dilapidated buildings and vacant sites are often associated with crime and disorder. Active engagement to deliver re-use will reduce potential for crime and disorder.

11. Conclusion and Recommendations

11.1 Notwithstanding consistent pressure on the owner by the Council for several years, the former Shannoeks Hotel site remains undeveloped. Despite the owner providing assurances on numerous occasions that the re-development would commence, there has been no obvious progress made. Rather it appears that development is at a standstill.

11.2 As the owner has failed to meet its commitments, the Council can take ownership of the site through the serving of a General Vesting Document as part of the CPO process. So far, the Council has refrained from taking this action, primarily to give the owner every opportunity to develop the Shannoeks site itself. There have been numerous extensions to accommodate the owner, with the most recent projected start date given to the Council for re-development being 23 November 2022 – a date which has also passed.

11.3 Officers therefore recommend that Council :-

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

2. Approve the additional capital budget for the full valuation cost as set out at section 6 of the confidential appended report, plus an additional £10,000 to cover the costs associated with the purchase of the property. This would be financed by the use of the Capital Projects Reserve and Delivery Plan Reserve.

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Appointment of Independent Persons

Summary

The Localism Act 2011 requires the appointment by the Authority of at least one Independent Person to provide a view on Code of Conduct complaints and if required, to be consulted and to sit on the disciplinary Panel when dealing with Statutory Officers disciplinary or dismissal processes.

Following the Council's current Independent Person reaching the end of their term of office, a recruitment exercise has been undertaken to replace them. It is proposed that, in line with best practice, two Independent Persons are appointed.

Options considered

The Council could continue with just one Independent Person but this is not considered to be good practice.

Conclusion

Following a recruitment exercise, it is anticipated that the Council will be able to appoint two Independent Persons. Interviews took place on 13th December (after the Full Council agenda was published) so an oral update will be provided at the meeting.

Recommendation:

To appoint two Independent Persons (names to be confirmed by the recruitment panel) for a term of four years.

Member(s)	Ward(s) affected
Cllr H Blathwayt	All

Contact: Emma Denny, Democratic Services Manager

Email: emma.denny@north-norfolk.gov.uk

1. Background

- 1.1 Section 28 of the Localism Act 2011 and the Council's arrangements for dealing with Member Code of Conduct complaints require an Independent Persons views to be sought by the Monitoring Officer before making a decision on a Member Code of Conduct allegation.
- 1.2 The best practice recommendations report published in January 2019 by the Committee on Standards in Public Life recommends that local authorities should have access to at least **two** Independent Persons.
- 1.3 An Independent Person should be appointed for a term of no more than four years.
- 1.4 The Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015, also requires at least two Independent Persons to be consulted and to sit on the disciplinary Panel when dealing with Statutory Officers disciplinary or dismissal processes.
- 1.5 The Council has been operating with one Independent Person since 2012. Recruiting

two new Independent Persons will ensure the Council is following best practice recommendations, is able to call on two Independent Persons should the need arise and will provide more resilience should a conflict or sickness issue arise.

- 2.6 In accordance with the requirements set out in the Localism Act 2011, a public recruitment exercise has taken place in November and December 2022.

2. Recruitment Process

- 3.1 Recruitment for the role commenced in November 2022. There was considerable interest and six candidates were shortlisted. Interviews were held on 13th December. The Panel was comprised of Cllr Blathwayt (Chairman of Standards Committee), Cllr C Cushing, Cllr J Rest and the Monitoring Officer.

3. Financial implications

Independent Persons are paid £25 per hour for any work undertaken. This is in line with other Norfolk Authorities and remains unchanged from 2012, when the role was established.

Requirement to hold Interim Polling Review

Cabinet Member(s) Cllr. Tim Adams	District Ward(s) affected: Stody; Priory; Poppyland; Hoveton & Tunstead; Wells with Holkham; North Walsham West
Contact Officer, telephone number and email: Rob Henry; x6327; robert.henry@north-norfolk.gov.uk	

1. Introduction

Over the summer, the Electoral Services team has visited the designated polling stations across the district to assess their continued suitability ahead of the forthcoming 2023 Local Elections. This has been the first chance the current team has had to fulfil a visit to each site location to conduct such a review and on the whole it is reassuring to see that the locations we use for polling purposes are suitable, given the rurality of our district.

There is a need however to run an interim review under The Electoral Registration and Administration Act 2013 and the Representation of the People Act 1982. This review is to act on the findings from these assessments and is only looking to make changes where existing arrangements are deemed to be unsuitable for a variety of reasons such as poor accessibility or condition of hire, comfort of staff or ongoing unavailability.

The proposed changes would be implemented from the District and Parish elections being held on Thursday 4th May 2023 if it is agreed that consultation on the proposed changes can proceed.

2. Polling Stations proposed for change

2.1 Thornage All Saints Church Vestry – Thornage (ST07)

Currently the parish of Thornage votes at the Vestry of All Saints Church and has done so for a number of years. Whilst there have never been any incidents at this polling station, staff have often stated that it is not a nice place to spend over 15 hours in on polling day.

On visiting the polling station it is apparent that there is very restricted parking, indeed if you have two members of staff in separate vehicles, there is room for only one other vehicle.

This parking is also some way from the church and is a walk across a poorly lit and uneven grass path through the graveyard. It is not suitable for anyone with mobility issues. Access from The Street is also stepped and is direct from the highway itself which provides a significant risk during hours of darkness and to those with poor mobility. At the top of

these steps it is too a winding grass pathway that leads to the Church which again is not ideal.

Access into the church itself is stepped and although there is a ramp it was quite heavy and didn't seem like it would be easy to move into position.

Inside the polling station itself there are now toilet and a small kitchenette area where a food could be heated and a hot drink made. The space inside where polling would take place was small and not well lit and would not provide comfortable working conditions, especially if the weather was not favourable. Extra lighting would need to be provided to provide sufficient light as would extra heaters, both of which would need to be carried the significant distance over the uneven path.

The proposal would be for electors from the parish of Thornage to attend Briningham Village Hall to conduct their vote. This location is 1.5 miles away from the current polling station and serves a parish which is in the same District Council ward. This polling station currently serves 73 polling station voters from Briningham and has the size and facilities to be able to accommodate the extra numbers from Thornage which on most recent figures would be 135 electors. There is ample space to park, but given the increased vehicle movements which this proposal would attract consideration would be given to requesting signage be placed on the corner of the entrance to the polling station on the B1110.

2.2 Overstrand Parish Hall – Overstrand (PO2)

There are concerns over the accessibility to the Parish Hall as it can only be accessed on foot down the Londs pathway from the High Street which is not good for any electors who may suffer from poor mobility. There is very limited parking available on the High Street and this also proves a concern for staff working at the station in that they need to safely transport their materials down the poorly lit passage late at night after the poll.

The entrance to the Parish hall could also provide a wheelchair user with difficulty as the turn into the doorway is quite sharp from the concrete ramp outside.

We are proposing the use of either The Belfry Centre on Cromer Road or The Pavilion at the Overstrand Sports Club but further visits to both venues are required ahead of any consultation.

2.3 Thursford Methodist Chapel – Thursford (PR7)

This proposal would be to trial the relocation of the polling place from the Methodist Chapel on Clarks Lane to St Andrews' which is accessed down the track to the Old Hall, off Heath Lane.

The Methodist chapel was on visiting seemed very damp and didn't appear to be in the best condition. The outside area was poorly lit and the pathway was covered in moss which could potentially be slippery if

wet although it does not appear hazardous other than that. There is a step up into the entrance which given the space it would be hard to position a suitable ramp.

The facilities were also very basic and dated in the hall in respect of staff comfort over a long day working at the polling station.

Parking close to the station is on the verge immediately outside the station with not much space once you consider parking will also be required nearby by the staff working here. This could then create a hazard at the junction of Clarks Lane and The Street/North Lane.

St Andrew's church, although slightly further outside of the main centre of the village is considered to be a better venue in terms of accessibility into the station, car parking and for voter comfort.

It should be mentioned that there have not been any complaints about the use of the Methodist Church however, given that St Andrews is quoted on its website as 'having built up a reputation as a community hub for the village' and it looks to have several events held there including film nights it would provide a better solution for parish polling going forward.

Should we receive a favourable response, we would re-designate the polling place for Thursford parish to St Andrews in the next full review of the district.

2.4 Hoveton Village Hall – Hoveton (HT4)

At the 2021 County Council and PCC election the Village Hall was unavailable due to it initially being used as a Covid Vaccination centre. The replacement station was at the Broadland Youth and Community Centre which is next door to the Village Hall on Stalham Road.

This proved to be a good alternative station with good access, facilities and parking arrangements.

The main driver for change here is the cost of hire, with Hoveton Village Hall asking for in excess of £1000 to hire the hall and all other associated rooms on the premises whereas the Youth and Community Centre are requesting £10 per hour (£160) for use of their hall.

2.5 The Victoria Resident's Lounge – Holkham (WH1)

Due to changes at The Victoria, The Resident's lounge is now used as an office and as such no longer available for use as a Polling Station. We have been offered use of a suite on the ground floor of The Ancient House which is a short distance across from The Victoria.

This too provides a suitable location on a par with the previous provision but with the benefit of level access for wheelchairs which the Residents Lounge did not have.

This proposal is that this location should be used on a trial basis for the forthcoming May 2023 elections with a view to being made permanent at the next full review.

2.6 Designated Polling Place for North Walsham North polling district (NWW2)

The St John’s Ambulance Hall on Bacton Road which is currently the designated polling place for the North Walsham North polling district, is no longer available for hire. Therefore we will take this opportunity to formally propose the venue at St Benet Church Hall, Vicarage Street as the designated polling station for this ward.

It was used at the May 2021 elections and no negative feedback was received. Although it is not located in the North Walsham North polling district, the lack of other suitable locations within the district means St Benets Hall provides a credible solution, and it is also situated in close proximity to the previous location at St John’s Ambulance Hall.

3. Conclusion

Having conducted a comprehensive review of the Polling Stations over the late spring and summer the Elections Team is satisfied that we are in the vast majority of places, using the best location available in each parish. It is not always easy in a rural district to provide the ‘model’ polling station but we have made suggestions where applicable on improvements which could be made which would improve the voter experience in terms of accessibility and comfort, which would also benefit our members of staff.

The proposed changes are seen as essential where the existing arrangements are not suitable, and in one case, unavailable, and the only alternative is a change of polling place.

4. Recommendation

The recommendation is that Full Council allow for the commencement of an Interim Polling Place review including consultation with the parishes/polling districts who are proposed for a change to their current arrangements.

A timetable for review is suggested as follows:

Stage	Action	Dates
Authorisation	Council resolve to undertake review	20 th December 2022
Commencement	Notice of Review published	On 21 st December 2022
Stage One	Initial Consultation with stakeholders – submissions invited from all interested parties	By 31 st January 2023
Stage Two	1. Publication and Consideration of submissions received 2. Final recommendations prepared.	By 10 th February 2023

Stage Three	Final recommendations to be considered and approved by Full Council.	Early Feb 2023 – date TBC
Completion	Publication of conclusions of review.	By 27 th February 2023
Adoption	Implementation of new polling arrangements if adopted	4 th May 2023

5. Implications and Risks

The implications of this are that some electors will have to travel further to cast their vote. All will be offered the opportunity to apply for an Absent Vote if they do not wish to visit their new polling station.

6. Financial Implications and Risks

None as such, however it is always the aim to strive for the best value for money where possible and this is evident in section 2.4 of this report.

7. Sustainability

There are no sustainability issues relating to this report

8. Equality and Diversity

Legislation requires all polling stations to be accessible for all people wishing to exercise the right to cast their vote in person. The District Council gives this issue detailed consideration in the planning and conduct of elections in the District. Regular reviewing of the buildings we use indicates a commitment in continuous improvement and giving the best experience for our electors when they visit their polling station.

9. Section 17 Crime and Disorder considerations

There are no considerations required in relation to this.

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DRAFT PROGRAMME OF MEETINGS 2023-24

Summary: A draft Programme of Meetings for 2023-24 has been prepared and circulated for consultation and is attached at Appendix A .

Conclusions: Following review, the proposed draft Programme of Meetings 2023-24 follows the established cycle of meetings as closely as possible.

Recommendations: **That Members adopt the Programme of Meetings for 2023-24.**

Cabinet Member(s)	Ward(s) affected
	All
Contact Officer, telephone number and email: Alison Argent, Tel: 01263 516058, Email: alison.argent@north-norfolk.gov.uk	

1. Preparation of Programme of Meetings 2023-24

1.1 A draft Programme of Meetings for 2023-24 has been prepared and circulated for consultation. The following issues should also be noted:

- 1.2
- a) It has been assumed that the times of the meetings will be as they are currently, so all meetings will be held in the day, with the exception of Full Council.
 - b) Most standing committees meet on set cycles and this cycle has been retained as closely as possible within this draft programme. However, some variations have been made to avoid clashes with other meetings, particularly Full Council, Cabinet and Overview and Scrutiny Committee meetings.
 - c) School holidays have been avoided as far as possible especially for meetings of Full Council, Cabinet and Overview and Scrutiny Committee. Please note that Full Council in February 2024 will take place during half-term to allow sufficient time for the processing of Council Tax bills.
 - d) The Norfolk Rivers Internal Drainage Board and the Broads Internal Drainage Board have forwarded dates of their meetings for 2023 so that we can highlight where there will be meeting clashes in our 2023/24 programme, as there is very little flexibility to change these dates:

Meeting date clashes	IDB meeting	NNDC meeting
Weds, 17 May 2023	Norfolk Rivers, 10.00	Full Council, 18.00
Mon, 5 June 2023	Broads, 10.00	Cabinet, 10.00 Sustainable Communities Fund Panel, 13.00

2. Financial Implications and Risks to the Council

- 2.1 If we did not have an agreed schedule of meetings, the Council would not be able to adequately carry out its business. This would have wide-ranging financial implications and make it difficult, if not impossible, to plan and agree a budget.
- 2.2 An agreed programme of meetings is essential to the management of the Council's business to ensure that it is carried out in a timely manner in accordance with legislation. Failure to do so could result in financial penalty and litigation. Furthermore, if the programme of meetings was not published in the public domain, the Council would not be complying with legislation and would be open to challenge.

3. Equality and Diversity

- 3.1 The process of preparing the programme of meetings has included reference to the multi-faith calendar. The times of the meetings reflects the preference of the majority of Members in the current Council.

DRAFT PROGRAMME OF MEETINGS 2023/2024 DRAFT

			2023								2024			
MEETING	DAY	TIME	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR
FULL COUNCIL	Wed	18.00	17	21	19	-	20	-	22	20	-	21	27	-
CABINET	Mon	10.00	-	5	3	-	4	2	6	4	8	5	11	15
OVERVIEW & SCRUTINY COMMITTEE	Wed	9.30	-	14	12	-	13	11	15	13	17	14	20	17
DEVELOPMENT COMMITTEE	Thurs	9.30	25	22	20	17	14	12	9	7	11	8	7	4
DEVELOPMENT COMMITTEE (RESERVE)	Thurs	9.30	-	8	6	3/31	28	26	23	18 (Mon)	25	22	21	18
SITE MEETINGS**	Thurs		24 (Weds)	15	13	10	7	5	2/30	-	4	1/29	28	25
SITE MEETINGS (RESERVE)**	Thurs			1/ 30(Fri)	27	24	21	19	16	14	18	15	14	11
PLANNING POLICY AND BUILT HERITAGE WORKING PARTY	Mon	10.00	-	12	10	7	11	9	13	11	15	12	25	29
LICENSING AND APPEALS COMMITTEE (PREMISES & GAMBLING / REGULATORY)	Mon	10.00	-	19	17	-	18	-	20	-	22	-	4	-
LICENSING SUB-COMMITTEES (PREMISES & GAMBLING / REGULATORY)	Tues/ Wed	10.00	-	7 (Weds)	4 (Tu)	1 (Tu)	5 (Tu)	10 (Tu)	7 (Tu)	6 (Weds)	16 (Tu)	13 (Tu)	19 (Tu)	24 (Weds)
GOVERNANCE, RISK AND AUDIT COMMITTEE ^SP MTG- ANNUAL ACCOUNTS	Tues	14.00	-	13	18^	-	12	-	-	5	-	-	26	-
CONSTITUTION WORKING PARTY**	Tues	10.00	-	27	-	-	26	-	-	12	-	-	12	-
STANDARDS COMMITTEE	Tues	14.00	-	-	-	-	-	3	-	-	-	-	-	23
JOINT STAFF CONSULTATIVE COMMITTEE*	Mon/ Wed	14.00	-	-	5 (Weds)	-	6 (Weds)	-	8	-	-	7 (Weds)	-	22 (Mon)
MEMBER DEVELOPMENT GROUP** ^RESERVE DAY FOR MEMBER DEVELOPMENT WORKSHOP	Mon/ Wed	10.00	-	26 (Mon)	-	-	27^ (Weds)	18	29^	-	24	-	6^ (Weds)	16
COASTAL FORUM** ^FIELD TRIP	Tues	10.00	-	-	11^	-	-	-	14	-	-	-	5	-
NORTH NORFOLK SUSTAINABLE COMMUNITIES FUND PANEL**	Mon	13.00	-	5	-	-	4	-	-	4	-	-	11	-
GENERAL RESERVE DAYS (FOR POSSIBLE EXTRA MEETINGS)			-	6/23	7/21	9/23	8/25	4/17	1/27	1/8	10/29	6/26	8/18	19/30

Notes: Committees marked * are occasional Committees and will not meet unless express notification is given.

Meetings marked ** are not formal meetings and are recorded here for convenience.

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

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