

# Overview & Scrutiny Committee



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Tuesday, 3 May 2022

A meeting of the **Overview & Scrutiny Committee** of North Norfolk District Council will be held in the **Council Chamber - Council Offices** on **Wednesday, 11 May 2022** at **9.30 am**.

At the discretion of the Chairman, a short break will be taken after the meeting has been running for approximately one and a half hours

Members of the public who wish to ask a question or speak on an agenda item are requested to notify the committee clerk 24 hours in advance of the meeting and arrive at least 15 minutes before the start of the meeting. This is to allow time for the Committee Chair to rearrange the order of items on the agenda for the convenience of members of the public. Further information on the procedure for public speaking can be obtained from Democratic Services, Tel: 01263 516047, Email: [matthew.stembrowicz@north-norfolk.gov.uk](mailto:matthew.stembrowicz@north-norfolk.gov.uk).

Anyone attending this meeting may take photographs, film or audio-record the proceedings and report on the meeting. Anyone wishing to do so must 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.

Please note that Committee members will be given priority to speak during the debate of agenda items

**Emma Denny**  
**Democratic Services Manager**

**To:** Mr N Dixon, Mr S Penfold, Ms L Withington, Mr H Blathwayt, Mr P Heinrich, Dr V Holliday, Mr N Housden, Mrs E Spagnola, Mr A Varley, Mr C Cushing, Mr A Brown and Mr P Fisher

All other Members of the Council for information.  
Members of the Management Team, appropriate Officers, Press and Public



**If you have any special requirements in order  
to attend this meeting, please let us know in advance**  
If you would like any document in large print, audio, Braille, alternative format or in  
a different language please contact us

**Chief Executive:** Steve Blatch  
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## A G E N D A

**1. TO RECEIVE APOLOGIES FOR ABSENCE**

**2. SUBSTITUTES**

**3. PUBLIC QUESTIONS & STATEMENTS**

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

**4. MINUTES**

1 - 10

To approve as a correct record the minutes of the meeting of the Overview and Scrutiny Committee held on 6<sup>th</sup> April 2022.

**5. 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.

**6. DECLARATIONS OF INTEREST**

11 - 16

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

**7. PETITIONS FROM MEMBERS OF THE PUBLIC**

To consider any petitions received from members of the public.

**8. CONSIDERATION OF ANY MATTER REFERRED TO THE COMMITTEE BY A MEMBER**

To consider any requests made by non-executive Members of the Council, and notified to the Monitoring Officer with seven clear working days' notice, to include an item on the agenda of the Overview and Scrutiny Committee.

**9. RESPONSES OF THE COUNCIL OR THE CABINET TO THE COMMITTEE'S REPORTS OR RECOMMENDATIONS**

To consider any responses of the Council or the Cabinet to the Committee's reports or recommendations:

**10. ANGLIAN WATER SEWAGE OUTFLOWS BRIEFING**

To receive and note the briefing.

11. **PRE-SCRUTINY: SALE OF PARKLANDS MOBILE HOMES SITE - 17 - 26**  
**PUDDING NORTON, FAKENHAM**

**Summary:** This report provides information regarding the robust disposal process and detailed due diligence undertaken in relation to the freehold sale of the Parklands mobile home site located in Pudding Norton, Fakenham.

**Options considered:** Officers have previously considered a range of options with regards to the sale of this property. The Council could decide not to accept any of the bids to acquire the site and either retain the site or reconsider the previous alternative options.

**Conclusions:** Following approval from Cabinet to sell the site, Officers have undertaken a robust disposal process, having procured and appointed a specialist agent to advertise the site on the open market through a range of mediums. This extensive marketing has resulted in a number of offers from bidders to purchase the property asset and Officers have since undertaken detailed due diligence as part of the assessment process including an interview process, financial and conduct checks. Alongside this and to demonstrate that best value has been obtained, an updated independent valuation has been undertaken, dated April 2022.

**Recommendations:** **It is recommended Overview & Scrutiny:**

- 1. Note the robust process and extensive due diligence carried out regarding assessment of the bids received.**
- 2. That Officers present a report to Cabinet recommending sale of the Parklands mobile home site to the highest bidder on the basis of best value in accordance with section 123 Local Government Act 1972.**

**Reasons for Recommendations:** **To show that robust due diligence has been undertaken and best value has been obtained in relation to the sale of Parklands mobile home site.**

**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)*

Cabinet Member(s)	Ward(s) affected
Cllr Eric Seward	The Raynhams

Officer Neil Turvey, Strategic Asset Manager  
Tel: 01263 516124 Email: Neil.turvey@north-norfolk.gov.uk

**12. PRE-SCRUTINY: ENGAGEMENT STRATEGY** 27 - 44

To review the draft Engagement Strategy and consider any necessary amendments or recommendations for Cabinet.

**13. OFFICER DELEGATED DECISIONS - FEBRUARY TO APRIL 2022** 45 - 48

**Summary:** This report details the decisions taken by Senior Officers under delegated powers from February to April 2022

**Options considered:** Not applicable.

**Recommendations:** **To receive and note the report and the register of officer decisions taken under delegated powers.**

**Reasons for Recommendations:** The Constitution: Chapter 6, Part 5, sections 5.1 and 5.2. details the exercise of any power or function of the Council where waiting until a meeting of Council or a committee would disadvantage the Council. The Constitution requires that any exercise of such powers should be reported to the next meeting of Council, Cabinet or working party (as appropriate)

**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)*

Delegated decision forms – as completed by the relevant officer

Cabinet Member(s)  
All

Contact Officer, telephone number and email:  
Emma Denny, Democratic Services Manager, 01263 516010

**OVERVIEW & SCRUTINY COMMITTEE – WORK PROGRAMME SETTING 2022-23**

**Summary:** This reports aims to assist the Committee in setting its draft Work Programme for the 2022-23 municipal year.

**Options considered:** The draft 22/23 Work Programme and additional options are presented for consideration by the Committee, and Members are encouraged to raise items for consideration during the meeting.

**Conclusions:** The draft 22/23 Work Programme provides a calendar of regulatory and expected items as previously requested by the Committee, Council or Cabinet. Additional items have been included for consideration by the Committee.

**Recommendations:** **To review and agree the draft Overview & Scrutiny Work Programme for the 2022-23 municipal year, and any additional items to be added.**

**Reasons for Recommendations:** To set the Committee's annual work Programme.

**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)*

N/a.

Cabinet Member(s)	Ward(s) affected
N/a.	All

Contact Officer, telephone number and email:

Matt Stembrowicz – Scrutiny Officer

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## WORK PROGRAMMES

**15. THE CABINET WORK PROGRAMME** 59 - 60

To note the upcoming Cabinet Work Programme.

**16. OVERVIEW & SCRUTINY WORK PROGRAMME AND UPDATE** 61 - 64

To receive an update from the Scrutiny Officer on progress made with topics on its agreed work programme, training updates and to receive any further information which Members may have requested at a previous meeting.

**17. EXCLUSION OF THE PRESS AND PUBLIC**

To pass the following resolution, if necessary:

“That under Section 100A(4) of the Local Government Act 1972 the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph \_ of Part I of Schedule 12A (as amended) to the Act.”