

# Cabinet



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Thursday 26th October 2023

A meeting of the **Cabinet** of North Norfolk District Council will be held in the Council Chamber - Council Offices on **Monday, 6 November 2023 at 10.00 am.**

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

Members of the public who wish to ask a question or speak on an agenda item are requested to arrive at least 15 minutes before the start of the meeting so that the Chairman can re-order the agenda if necessary.

Further information on the procedure for public speaking can be obtained from Democratic Services, Tel: 01263 516010, Email: [emma.denny@north-norfolk.gov.uk](mailto:emma.denny@north-norfolk.gov.uk). Please note that this meeting is livestreamed: <https://www.youtube.com/channel/UCsShJeAVZMS0kSWcz-WyEzq>

Anyone attending this meeting may take photographs, film or audio-record the proceedings and report on the meeting. Anyone wishing to do so should inform the Chairman. If you are a member of the public and you wish to speak on an item on the agenda, please be aware that you may be filmed or photographed.

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

**To:** Cllr W Fredericks, Cllr L Shires, Cllr T Adams, Cllr A Brown, Cllr H Blathwayt, Cllr P Heinrich, Cllr C Ringer, Cllr A Varley and Cllr L Withington

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. MINUTES**

1 - 6

To approve, as a correct record, the minutes of the meeting of the Cabinet held on 02 October 2023.

**3. PUBLIC QUESTIONS AND STATEMENTS**

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

**4. DECLARATIONS OF INTEREST**

7 - 12

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

**5. 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. MEMBERS' QUESTIONS**

To receive oral questions from Members, if any

**7. RECOMMENDATIONS FROM CABINET WORKING PARTIES**

Planning Policy & Built Heritage Working Party

The following recommendations were made to Cabinet at the meeting held on 9<sup>th</sup> October 2023:

To recommend to Cabinet that:

1.
  - a. The Blakeney Neighbourhood Plan be made (brought into force) as part of the statutory Development Plan for North Norfolk in accordance with section 38A(4) of the Planning and Compulsory Purchase Act 2004 (as amended) as soon as practical and within the 8 week statutory time frame
  - b. The issuing of the Decision Statement required under Regulation 19 of the Neighbourhood Planning (General) Regulations 2012 (as amended) in order to bring to the attention of the qualifying body, the people who live, work and or carry out business in the Neighbourhood Plan Area is delegated to the Assistant Director of Planning in conjunction with the Planning Policy Team Leader;
2. Acknowledge that the required consequential amendments to the adopted policies map and the required minor consequential

changes to the referendum version of the neighbourhood plan through delegated powers to the Planning Policy Team Leader.

**8. RECOMMENDATIONS FROM OVERVIEW & SCRUTINY COMMITTEE**

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

**9. CORPORATE PLAN 2023 - 2027 - ANNUAL ACTION PLAN 2024/2025**

13 – 26

Executive Summary	This report and accompanying appendix present the 2023 – 2027 Corporate Plan Action Plan for the period April 2024 – March 2025 to Cabinet for approval.
Options considered	<p>The actions detailed in the Action Plan have been developed in support of the five themes in the adopted Corporate Plan through a series of member/officer workshops, recognising the challenges and opportunities facing the district and the Council over the next 18 months.</p> <p>The actions proposed seek to balance the capacity of the organisation to deliver, taking into account the staff and financial resources available to the Council and potential to access external funding or partnership resources, with the aspirations laid out in the Corporate Plan. In this respect it is recognised that there is a degree of choice and prioritisation as to the actions proposed for delivery in the period April 2024 – March 2025.</p>
Consultation(s)	The recent workshops involving elected members and officers have been an inclusive and consultative process, the outcomes from which have informed future priority actions and work programming by the Cabinet for delivery in the 2024/25 civic year. These will need to be aligned with the 2024/25 budget preparation and revised Medium-Term Financial Strategy in the coming weeks.
Recommendations	That the Cabinet approves the Corporate Plan Annual Action Plan for 2024/25.
Reasons for recommendations	Sound management of the authority’s staff, property and financial resources to deliver projects and initiatives which support improved service delivery and positive outcomes aligned to the previously agreed Corporate Plan themes.
Background papers	2023 – 2027 Corporate Plan Notes from the recent themed workshop events attached as appendices to this report

<b>Wards affected</b>	All
<b>Cabinet member(s)</b>	Cllr Tim Adams, Leader of the Council
<b>Contact Officer</b>	Steve Blatch, Chief Executive

	Email:- <a href="mailto:steve.blatch@north-norfolk.gov.uk">steve.blatch@north-norfolk.gov.uk</a> Tel:- 01263 516232
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<b>Links to key documents:</b>	
Corporate Plan:	This report details the list of actions and proposals the Council proposes taking forward in support of the five Corporate Plan themes in the twelve months April 2024 – March 2025.
Medium Term Financial Strategy (MTFS)	Proposed actions, projects or initiatives will need to give due consideration to the Council's financial position as detailed in finance reports and a revised Medium-Term Financial Strategy and have the necessary resources allocated to them or efficiency savings identified through the preparation of the 2024/25 budget.
Council Policies & Strategies	See comment under Corporate Plan heading above

<b>Corporate Governance:</b>	
Is this a key decision	Yes
Has the public interest test been applied	Yes – there is no private or confidential information to be considered by this report
Details of any previous decision(s) on this matter	N/A

## 10. BUDGET MONITORING P6 2023 – 2024

27 - 62

Executive Summary	<p>This report provides an update on the Council's financial performance and projected outturn for 2023/24 for the revenue account, capital programme and reserves statement as at the end of September 2023.</p> <p>The overall position at the end of September 2023 shows a £1.685m underspend for the net operating expenditure on the revenue account, this is however an unadjusted position that does not include any known variations e.g. the inclusion of the pay award for 2023/24.</p> <p>As at 30 September 2023, the General Fund projected a deficit of £0.515m for the full year 2023/24. This is after adjusting for all known variations and full year forecasting by service managers.</p>
Options considered	This is an update report on the Council's financial position and so no other options were considered.

Consultation(s)	Cabinet Member Section 151 officer Budget Managers
Recommendations	<p>It is recommended that Cabinet:</p> <ol style="list-style-type: none"> <li>1) Note the contents of the report and the current budget monitoring position and note that officers will work together to take action to reduce the overall projected deficit on the General Fund at the year-end of 2023/24.</li> </ol> <p>recommends to full Council that it</p> <ol style="list-style-type: none"> <li>2) Approves an additional capital budget of £58k so that the work for the refurbishment of the Red Lion roof (Cromer), the Art Deco Block roof and handrails (Cromer) and the Chalet Block at Sheringham can be awarded as one contract. And that approval be given to fund the additional expenditure from the Asset Management Reserve.</li> <li>3) Approves an increase to the DFG capital budget of £118k and approves that it is funded by the additional grant received for this purpose from the Government.</li> <li>4) Approves the provision of a new play area at the Lees in Sheringham and approves a capital project budget for this of £65k and that funding for this should come from the Delivery Plan Reserve.</li> <li>5) Approves the capital spending of £11k on the Morris Street Car Park Boundary Wall and that it be funded from the Asset Management Reserve.</li> <li>6) Approves that the £85k of the Car Park refurbishment capital budget is reallocated to the Public Conveniences so that the outstanding works can be carried out and complete the scheme.</li> </ol>
Reasons for recommendations	To update members on the current budget monitoring position for the Council.
Background papers	E:\Moderngov\Data\AgendaDocs\4\1\0\A00002014\\$\$Agenda.doc
Wards affected	All
Cabinet member(s)	Cllr Lucy Shires
Contact Officer	s151 Tina Stankley, Tina.stankley@north-norfolk.gov.uk

<b>Links to key documents:</b>	
Corporate Plan:	Budgets set to support the Corporate Plan objectives.

Medium Term Financial Strategy (MTFS)	Budget process in line with MTFS
Council Policies & Strategies	Service Budgets set in line with the council policies and strategies.

<b>Corporate Governance:</b>	
Is this a key decision	no
Has the public interest test been applied	Not an exempt item
Details of any previous decision(s) on this matter	N/A

## 11. TREASURY MANAGEMENT MID YEAR REPORT 2023/24

63 - 82

Executive Summary	This report sets out the Treasury Management activities undertaken during the first half of the 2023/24 Financial Year compared with the Treasury Management Strategy for the year.
Options considered	This report must be prepared to ensure the Council is compliant with the CIPFA Treasury Management and Prudential Codes.
Consultation(s)	Cabinet Member Section 151 Officer  This report has been prepared with the assistance of Link Treasury Services, the Council's Treasury advisors.
Recommendations	To recommend to Full Council that the Treasury Management Mid Year Report 2023/24 is approved.
Reasons for recommendations	Approval by Full Council demonstrates compliance with the Prudential Code to ensure adequate monitoring of the capital expenditure plans and treasury management activity.  It is a requirement that any proposed changes to the 2023/24 prudential indicators are approved by Full Council.
<b>Background papers</b>	The Council's Treasury Management Strategy 2023/24.

<b>Wards affected</b>	All
<b>Cabinet member(s)</b>	Cllr. Lucy Shires
<b>Contact Officer</b>	James Moore

<b>Links to key documents:</b>	
Corporate Plan:	This report is required to ensure the Council can demonstrate it is in a sound financial position and able to deliver the projects in the Capital Programme which support the Corporate Plan Objectives.
Medium Term Financial Strategy (MTFS)	This report supports the MTFS in confirming adequate financing is in place to deliver the Council's Capital Programme.
Council Policies & Strategies	The Council's Treasury Management Strategy 2023/24

<b>Corporate Governance:</b>	
Is this a key decision	No
Has the public interest test been applied	Not an exempt item.
Details of any previous decision(s) on this matter	N/A

## 12. COUNCIL TAX DISCOUNTS & PREMIUMS DETERMINATION 2024-25

83 – 98

Executive Summary	This report sets out the proposed level of council tax discounts which shall apply to classes of dwelling for the financial year 2024-25.
Options considered.	The recommendations enable the Council to take action, as a result of the reforms included in the Local Government Finance Act 2012 (as amended), to encourage homeowners to bring their homes back into use and generate council tax income.
Consultation(s)	<p>The legislation provides local authorities with the power to determine the level of council tax discount in relation to certain classes of property. The Council must approve its determinations for each financial year. The calculation of the tax base for 2024/25 will be made on the assumption that the determinations recommended below will apply.</p> <p>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.</p>

Recommendations	<p>Recommend to Full Council 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:</p> <ol style="list-style-type: none"><li>1) The discounts for the year 2024-25 and beyond are set at the levels indicated in the table at paragraph 3.1.</li><li>2) To continue to award a local discount of 100% in 2024-25 for eligible cases of hardship under Section 13A of the Local Government Finance Act 1992 (as amended). See the associated policy in Appendix B.</li><li>3) That an exception to the levy charges may continue to be made by the Revenues Manager in the circumstances laid out in section 3.2 of this report.</li><li>4) The premiums for the year 2024-25 and beyond are set at the levels indicated in the table at paragraph 4.2.</li><li>5) To continue to award a local discount of 100% in 2024-25 for eligible cases of care leavers under Section 13A of the Local Government Finance Act 1992 (as amended).</li><li>6) 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 as set out in paragraph 2.1 of this report.</li><li>7) Those dwellings described or geographically defined at Appendix A which in the reasonable opinion of the Revenues Manager 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.</li><li>8) The long-term empty-property premium of 100% is brought forward to increase from 12 months rather than 24 months from 1 April 2025, subject to the necessary legislation.</li><li>9) A new second homes premium of 100% as detailed in paragraph 4.3 is applied from 1 April 2025, subject to the necessary legislation.</li></ol>
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Reasons for recommendations	To set appropriate council tax discounts and premiums which will apply in 2024-25 and to raise council tax revenue.
Background papers	Local Authorities are required to approve their Council Tax discount determinations each year. The legislation provides local authorities with powers to make changes to the level of council tax discount in relation to certain types of properties.

<b>Wards affected</b>	All
<b>Cabinet member(s)</b>	Cllr Lucy Shires
<b>Contact Officer</b>	Sean Knight Revenues Manger <a href="mailto:Sean.Knight@north-norfolk.gov.uk">Sean.Knight@north-norfolk.gov.uk</a>

<b>Links to key documents:</b>	
Corporate Plan:	Strong Responsible & Accountable Council.
Medium Term Financial Strategy (MTFS)	The discounts and premiums approved by Members will be used for calculating the tax base used in the budget setting and is part of the Medium-Term Finance Strategy.
Council Policies & Strategies	Budget Setting & Medium-Term Finance Strategy.

<b>Corporate Governance:</b>	
Is this a key decision	Yes
Has the public interest test been applied	Yes
Details of any previous decision(s) on this matter	October 2022, Council Tax Discounts & Premiums Determination 2023-24.

**13. FUTURE OF EMERGENCY PHONES**

99 - 106

Executive Summary	<p>Emergency phones are in place at 22 locations along the North Norfolk coast from Morston to Horsey. Providing emergency telephones on beaches is not a statutory requirement, however North Norfolk's have remained in place for over 30 years. Usage data shows not a single emergency telephone anywhere along the coast has been used for a documented emergency for many years.</p> <p>BT have announced their move to digital by 2025 raising</p>
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	<p>uncertainty about the future viability of the emergency phones. Unfortunately BT have been unable to say one way or another whether an alternative option will be available following the change.</p> <p>The cost of keeping these phones operational is over £30k per year. The necessity of providing these phones has now vastly reduced and an opportunity to consider their future now exists.</p>
Options considered	<p><b>Option 1:</b> Do nothing and keep the phones in operation. This option will be affected by the move to digital but we are not sure exactly how at this stage as BT are unable to confirm if there will be an alternative option following the change.</p> <p><b>Option 2:</b> Remove all emergency phones from the districts coastline.</p> <p><b>Option 3:</b> Remove only the emergency phones where mobile phone signal is known to be adequate, leaving those where signal is particularly poor. This option will be affected by the move to digital but we are not sure exactly how at this stage as BT are unable to confirm if there will be an alternative option following the change.</p>
Consultation(s)	<p>Discussions have been held internally within the Leisure Team and the IT department.</p> <p>Externally discussions have been held with the RNLI and Coastguard, who showed no concern about the proposal and indicated that they are reviewing their own processes as a result of BT's digital move.</p>
Recommendations	<p>The Council takes the decision to remove all Emergency Phones in the district.</p>
Reasons for recommendations	<p>1.1 It is proposed that the necessity for Emergency Phones is no longer as important as it once was. Their lack of use and the imminent move by BT to go digital mean that we believe the requirement for these phones no longer exists.</p> <p>1.2 BT are unable to provide assurances that an alternative to analogue lines will be available to keep the emergency phones operational post digitilisation. However they have given assurances that mobile phone signal is being targeted for improvement throughout the district.</p> <p>1.3 The Council could make a financial saving of over £30k per annum by removing this service.</p> <p>1.4 It is not deemed that removal would cause significant community safety issues. Partners such as the RNLI have been consulted and raised no concerns either.</p>

Background papers	NA
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Wards affected	Coastal, Sheringham South, Beeston Regis and The Runtons, Cromer Town, Suffield Park, Poppyland, Mundesley, Bacton, Happisburgh, Hickling.
Cabinet member(s)	Cllr. Liz Withington Cllr. Harry Blathwayt
Contact Officer	Colin Brown, Leisure & Locality Services Manager, 01263516001

<b>Links to key documents:</b>	
Corporate Plan:	NA
Medium Term Financial Strategy (MTFS)	This could generate a saving to the Council of £30k+
Council Policies & Strategies	NA

<b>Corporate Governance:</b>	
Is this a key decision	Yes
Has the public interest test been applied	Yes
Details of any previous decision(s) on this matter	None

#### 14 STALHAM SPORTS CENTRE

107 - 112

Executive Summary	<p>Stalham Sports Centre is one of three dual use community sports centres operated on behalf of the Council by Everyone Active as part of the current Leisure Contract. It has consistently been the least well attended of the three sites and last calendar year only received a little over 5000 visits. The Council budgets £17k per annum for its share of maintenance and utility costs as per the dual use agreement in place.</p> <p>A proposal has been made for the incumbent trust – Synergy Multi Academy Trust – to take the operations of the site back in-house. Everyone Active have indicated that they are open to this transfer taking place and the Leisure Contract contains a clause allowing it to happen.</p>
Options considered	<ol style="list-style-type: none"> <li>1. To hand back the operation of the Stalham dual use sports centre to the Synergy Multi Academy Trust.</li> <li>2. To not hand back the operation of Stalham dual use</li> </ol>

	sport centre and for it to continue to be operated as part of the NNDC leisure contract with Everyone Active.
Consultation(s)	Meetings with local ward members for Stalham have been undertaken, alongside meetings with Everyone Active, The Synergy Trust and the NNDC Communications Manager.
Recommendations	Cabinet agrees to hand back operations of the Stalham dual use sports centre to Synergy Multi Academy Trust and instruct the Leisure and Locality Services Manager to undertake this process.
Reasons for recommendations	The Council have been approached by the Synergy Multi Academy Trust to operate Dual Use Centre.  The council have put a lot of resource into this site over a number of years, both in-house and through a Leisure Operator. Neither have been overly successful and therefore it is believed to be a good option to allow the Academy themselves to operate the site for community use.
Background papers	

Wards affected	Stalham
Cabinet member(s)	Cllr. L, Withington
Contact Officer	Colin Brown Leisure and Localities Manager 01263 516001 Emily Capps- Assistant Director for Environmental and Leisure Services

<b>Links to key documents:</b>	
Corporate Plan:	Developing Communities
Medium Term Financial Strategy (MTFS)	The proposal could generate a saving to the Council of £17k per annum
Council Policies & Strategies	N/A

<b>Corporate Governance:</b>	
Is this a key decision	Yes
Has the public interest test been applied	N/A
Details of any previous decision(s) on this matter	N/A

<b>Annual Update - Regulation of Investigatory Powers Act 2000 (RIPA)</b>	
Executive Summary	<p>The Council is required to have a Policy for the use of powers under the Regulation of Investigatory Powers Act 2000 (RIPA).</p> <p>Home Office guidance recommends that elected members should review the use of the RIPA powers and ensure the policy remains fit for purpose, at least once per year.</p> <p>Officers have reviewed the Regulation of Investigatory Powers Act 2000 (RIPA) Policy and Procedures document and made a number of minor changes. These changes reflect references in the document to relevant Codes of Practice and removed references to a guidance document which has been withdrawn and not yet replaced.</p> <p>Officers have reviewed the Internet &amp; Social Media Research &amp; Investigations Policy and identified that no changes are necessary at this time.</p> <p>The Council has made use of powers under RIPA on one occasion in the last 12 months.</p>
Options considered	The Policy is required to ensure proper application of the Act, so there is not an alternative option.
Consultation(s)	Consultation has been undertaken with the Monitoring Officer, who also acts as the Gatekeeper for RIPA activity.
Recommendations	<ol style="list-style-type: none"> <li>1. That the amendments to the revised Regulation of Investigatory Powers Act 2000 Policy and Procedures, set out at Appendix A, be accepted.</li> <li>2. That Members note that there are no amendments required to the Internet &amp; Social Media Research &amp; Investigations Policy</li> <li>3. That Members note the activity undertaken under RIPA.</li> </ol>
Reasons for recommendations	<p>The Council is required to have an up to date policy/procedure in order to exercise its powers.</p> <p>Members are required to be aware of the RIPA activity undertaken by the Council.</p>
Background papers	None
Wards affected	All
Cabinet member(s)	Cllr Calum Ringer

Contact Officer	Steve Hems, Director for Communities 01263 516192 Steve.hems@north-norfolk.gov.uk
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Links to key documents:	
Corporate Plan:	This item does not directly relate to delivery of the Corporate Plan objectives but is a statutory requirement.
Medium Term Financial Strategy (MTFS)	There is no direct impact on the Medium-Term Financial Strategy.
Council Policies & Strategies	NNDC Regulation of Investigatory Powers Act 2000 (RIPA) Policy and Procedures  NNDC Internet & Social Media Research & Investigations Policy

Corporate Governance:	
Is this a key decision	No
Has the public interest test been applied	Yes, not exempt
Details of any previous decision(s) on this matter	N/A

**16. NET ZERO FAST FOLLOWERS PROGRAMME**

To receive a verbal update from Jonathan Ward on the 'Net Zero Fast Followers' programme.

**17. EXCLUSION OF PRESS AND PUBLIC**

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

**18. PRIVATE BUSINESS**