

Cabinet



Please contact: Emma Denny

Please email: emma.denny@north-norfolk.gov.uk

Please Direct Dial on: 01263 516010

Friday, 22 December 2023

A meeting of the **Cabinet** of North Norfolk District Council will be held in the Council Chamber - Council Offices on **Monday, 8 January 2024 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. It will not always be possible to accommodate requests after that time. 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 516010, Email:emma.denny@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 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. Please note this meeting is live-streamed: [\(1\) NNDC eDemocracy - YouTube](#)

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
Tel 01263 513811 **Fax** 01263 515042 **Minicom** 01263 516005
Email districtcouncil@north-norfolk.gov.uk **Web site** www.north-norfolk.gov.uk

A G E N D A

1. TO RECEIVE APOLOGIES FOR ABSENCE

2. MINUTES

1 - 12

To approve, as a correct record, the minutes of the meeting of the Cabinet held on 06 November 2023

3. PUBLIC QUESTIONS AND STATEMENTS

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

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. DECLARATIONS OF INTEREST

13 - 18

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. MEMBERS' QUESTIONS

To receive oral questions from Members, if any

7. RECOMMENDATIONS FROM CABINET WORKING PARTIES

At the meeting of the Planning Policy & Built Heritage Working Party held on 13 November 2023, the following recommendations were made to Cabinet:

1. To adopt the Glaven Valley Conservation Appraisal following the amendments itemised in the report, for statutory planning purposes and for the Appraisal document to become a material consideration in the planning process.
2. To agree the proposed boundary changes as recommended in the draft Appraisal document and those further changes detailed in this report, and that they be published in accordance with the Planning (Listed Buildings & Conservation Areas) Act 1990.
3. To agree the proposed Local Listings as identified within the draft Appraisal documents.

8. RECOMMENDATIONS FROM OVERVIEW & SCRUTINY COMMITTEE

The following recommendations were made to Cabinet by Overview & Scrutiny Committee at the meeting held on 13th December 2023:

1. Draft Revenue Budget 2024-2025 (Including MTFS)

RESOLVED

To recommend the following two stage process for scrutiny of the draft Budget and Medium Term Financial Strategy:

1. Cabinet to identify areas for cost reductions from: efficiencies, service redesign, CP delivery plan budget, etc; and, income generation from: raising discretionary charges, new income streams, council tax, etc. This should include opportunities to invest to save schemes. The Overview & Scrutiny Committee to review Cabinet proposals at their next meeting in January.
2. Preparations for the 2025-2026 Budget and MTFS gap closure proposals to commence in early 2024 to ensure early engagement and input from Members and more implementation lead time.

2. Fees & Charges 2024 – 2025

To recommend that Cabinet supports the following recommendations to Full Council

1. The Fees & Charges from 1st April 2024 as included in Appendix A
2. That delegated authority be given to the Section 151 Officer, in consultation with the Portfolio Holder for Finance and relevant Directors/Assistant Director to agree the fees and charges not included within Appendix A as required (outlined within the report).

In addition, the Committee **resolved** to recommend that for those charges where the Council has the discretion to vary fees, Cabinet ensures they are reviewed with the following three key issues in mind -

- a commercial approach
- benchmarking
- market forces

9. DELEGATED DECISIONS SEPTEMBER TO NOVEMBER 2023

19 - 24

Executive Summary	This report details the decisions taken under delegated powers from September to November 2023.
Options considered	Not applicable – the recording and reporting of delegated decisions is a statutory requirement.

Consultation(s)	Consultation is not required as this report and accompanying appendix is for information only. No decision is required and the outcome cannot be changed as it is historic, factual information.
Recommendations	To receive and note the report and the register of 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) Section 2.1 sets out the requirements regarding the reporting of conditional delegated decisions.
Background papers	Signed delegated decision forms.

Wards affected	All
Cabinet member(s)	Leader, Cllr T Adams
Contact Officer	Emma Denny, Democratic Services Manager, emma.denny@north-norfolk.gov.uk

Links to key documents:	
Corporate Plan:	N/A
Medium Term Financial Strategy (MTFS)	N/A – information report only
Council Policies & Strategies	N/A

Corporate Governance:	
Is this a key decision	No
Has the public interest test been applied	Yes – no exempt information is included.
Details of any previous decision(s) on this matter	Dates of any Cabinet decisions providing delegated authority are included in the attached appendix.

Executive Summary	This report presents the first iteration of budget for 2024/25. It is intended to present the position as we currently know it and it will need to be updated as more information becomes available e.g. the impact of the Local Government Finance Settlement for 2024/25.
Options considered.	No other options have been considered as it is a requirement to calculate “the expenditure which the authority estimates it will incur in the forthcoming year in performing its functions” and then subtract “the sums which it estimates will be payable for the year into its general fund”. This is required to set a balanced budget before 11 March 2024.
Consultation(s)	The Overview and Scrutiny Committee have reviewed the content and have made recommendations to Cabinet for its consideration. This is the only consultation that has taken place prior to this paper being presented to Cabinet. This paper is the first stage of consultation and as the budget setting process progresses consultation will take place with other stakeholders e.g. Council Tax payers and Business Rates payers.
Recommendations	That Cabinet consider any recommendations made by Overview and Scrutiny. That Cabinet consider the options for achieving the required level savings so that a balanced budget can be recommended to full Council.
Reasons for recommendations	To enable the Council to set a balanced budget.
Background papers	2023/24 Budget report presented to full Council on 22 February 2023.

Wards affected	All
Cabinet member(s)	Cllr Lucy Shires
Contact Officer	Tina Stankley Director of Resources and s151 Officer tina.stankley@north-norfolk.gov.uk

Links to key documents:	
Corporate Plan:	Strong Responsible & Accountable Council.
Medium Term Financial Strategy (MTFS)	The setting of a balanced budget for 2024/25 provides the base position for reviewing the following years of the Medium-Term Finance Plan.

Council Policies & Strategies	Budget Setting & Medium-Term Finance Strategy.
-------------------------------	---

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

11. FEES & CHARGES 2024 -2025

37 - 98

Executive Summary	This report recommends the fees and charges for the financial year 2024-25 that will come into effect from the 1 st April 2024.
Options considered	Alternatives for the individual service fees and charges proposed have been considered by service managers as part of the process of creating this report.
Consultation(s)	Portfolio Holder Director of Resources/S151 Officer Budget Managers
Recommendations	That Cabinet agree and recommend to Full Council: <ul style="list-style-type: none"> • The fees and charges from 1st April 2024 as included in Appendix A. • That delegated authority be given to the Section 151 Officer, in consultation with the Portfolio Holder for Finance and relevant Directors/Assistant Director to agree the fees and charges not included within Appendix A as required (outlined within the report).
Reasons for recommendations	To approve the Council's proposed fees and charges for 2024/25.
Background papers	Fees & Charges 2023/24 report (Full Council – 12 th December 2022)

Wards affected	All
Cabinet member(s)	Cllr Lucy Shires
Contact Officer	James Moore, Technical Accountant, James.Moore@north-norfolk.gov.uk

Links to key documents:	
Corporate Plan:	This report helps to ensure that the Council is financially sound by setting charges for external services, adequately reimbursing the costs of delivering the Council's services and generating extra income where appropriate.
Medium Term Financial Strategy (MTFS)	This report includes opportunities that service managers have identified to generate extra income from within their current operations.
Council Policies & Strategies	N/A

Corporate Governance:	
Is this a key decision	Yes
Has the public interest test been applied	Not an exempt item
Details of any previous decision(s) on this matter	Current Fees & Charges 2023/24 report (Full Council – 22 February 2023)

12. MANAGING PERFORMANCE 2019 – 2023

99 - 126

Executive Summary	<p>This report is the final managing performance report for the Corporate Plan 2019 – 2023.</p> <p>It summarises delivery against the Corporate Plan agreed by the Council in November 2019 and the Delivery Plan agreed by Cabinet at its meeting of February 2020.</p>
Options considered	There are no options to be considered in the discussion or presentation of this report – it is a report which closes down reporting on objectives agreed in the 2019 – 2023 Corporate Plan.
Consultation(s)	This is a report which looks backwards to report on the Council's progress and achievements over the past four years; as such it doesn't require any process of consultation beyond review by the Section 151 Officer and the Monitoring Officer.
Recommendations	That Cabinet receives and agrees this report and acknowledges that the majority of the Corporate Plan 2019-2023 priorities and objectives for this period were achieved despite the unprecedented circumstances presented by the global COVID pandemic.

Reasons for recommendations	To ensure the objectives of the Council are achieved and service performance monitored, and, as appropriate, improved so as to ensure the provision of good quality, value for money services to the District's residents, businesses and visitors and inform future corporate learning and improvement.
Background papers	The 2019 – 2023 Corporate Plan and In-Phase performance management system

Wards affected	All
Cabinet member(s)	Cllr Tim Adams
Contact Officer	Steve Blatch, Chief Executive Email:- steve.blatch@north-norfolk.gov.uk

Links to key documents:	
Corporate Plan:	This report details the Council's performance in delivering the objectives of the Corporate Plan 2019 - 2023.
Medium Term Financial Strategy (MTFS)	Achieving the objectives in the Corporate Plan 2019 - 2023 and delivering services effectively and efficiently is a part of ensuring the MTFS is achieved.
Council Policies & Strategies	Corporate Plan 2019 - 2023

13. MANAGING PERFORMANCE Q2

127 – 156

Executive Summary	The Quarter 2 Managing Performance Report attached, as Appendix A, enables the Council to assess operational service performance for the second quarter of the 2023/24 civic year – i.e. 1st July – 30th September 2023.
Options considered	The report provides information on the Council's performance in the period 1st July – 30th September 2023 and as appropriate proposes a management response to any issues highlighted.
Consultation(s)	The Section 151 officer and the Monitoring Officer reviewed this report.
Recommendations	That Cabinet resolves to note this report and endorse the actions being taken by Corporate Leadership Team detailed in Appendix A.

Reasons for recommendations	To ensure the objectives of the Council are achieved and service performance monitored, reviewed and, as necessary, improved.
Background papers	The In-Phase performance management system

Wards affected	All
Cabinet member(s)	Cllr Tim Adams
Contact Officer	Steve Blatch, Chief Executive Email:- steve.blatch@north-norfolk.gov.uk

Links to key documents:	
Corporate Plan:	This report details levels of Council performance for the period 1 st July – 30 th September 2023 in support of the Council's Corporate Plan objective of Being a Strong, Responsible and Accountable Council.
Medium Term Financial Strategy (MTFS)	
Council Policies & Strategies	Corporate Plan 2023 - 2027

Corporate Governance:	
Is this a key decision	No
Has the public interest test been applied	Not applicable. Item not exempt.
Details of any previous decision(s) on this matter	Not applicable. Quarterly performance management reports.

14. ROCKET HOUSE BUILDING, CROMER - BUILDING REPAIR INVESTIGATIONS
157 - 162

Executive Summary	<p>The Rocket House building is a multi-let property with community facilities on Cromer East Promenade that requires substantial repairs, maintenance and energy improvement works to ensure a sustainable future for the building.</p> <p>Following the previous report to Cabinet 4th September 2023, a visit to the property and technical briefing was made available for members.</p> <p>To gain further clarity over the damp issues, it is proposed to</p>
--------------------------	---

	commission detailed investigations into the fabric of the building to identify the cause of damp, establish remedial options and budget costings.
Options considered	None.
Consultation(s)	Local Members
Recommendations	That Cabinet: <ol style="list-style-type: none"> 1. Delegate to Officers to commission detailed investigations into the fabric of the building in 2 phases to identify the cause of damp, establish remedial options and budget costings. 2. A further report back to Cabinet with the findings.
Reasons for recommendations	To respond to the need for essential repairs, maintenance and energy improvement works to the building.
Background papers	

Wards affected	Cromer Town and Suffield Park
Cabinet member(s)	Cllr L Shires, Cllr H Blathwayt, Cllr A Varley, Cllr L Withington
Contact Officer	Renata Garfoot, Asset Strategy Manager Renata.garfoot@north-norfolk.gov.uk

Links to key documents:	
Corporate Plan:	Our greener future Developing our communities Investing in our local economy and infrastructure A strong responsible and accountable Council
Medium Term Financial Strategy (MTFS)	A capital budget of £1,000,000 has been allocated as part of the annual budget setting process to address the maintenance issues of this asset.
Council Policies & Strategies	Asset Management Plan 2018 - 22

Corporate Governance:	
Is this a key decision	No
Has the public interest test been applied	N/A

Details of any previous decision(s) on this matter	Cabinet - 4 th September 2023
--	--

15. 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.”

16. PRIVATE BUSINESS