

# Cabinet



**Please contact:** Emma Denny

**Please email:** [emma.denny@north-norfolk.gov.uk](mailto:emma.denny@north-norfolk.gov.uk)

**Please Direct Dial on:** 01263 516010

Friday, 26 January 2024

A meeting of the **Cabinet** of North Norfolk District Council will be held in the Council Chamber - Council Offices on **Monday, 5 February 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](mailto: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 that this meeting is livestreamed: [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](mailto:districtcouncil@north-norfolk.gov.uk) **Web site** [www.north-norfolk.gov.uk](http://www.north-norfolk.gov.uk)

## 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 08 January 2024.

**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 OVERVIEW & SCRUTINY COMMITTEE**

The following recommendations were made to Cabinet by the Overview & Scrutiny Committee at the meeting held on 24<sup>th</sup> January 2024:

Agenda Item 9: Draft Revenue Budget 2024/25

**Recommended**

**A) Council's budget monitoring to include the expected level income streams within the Council budget should be reported in future to the Overview and Scrutiny Committee, and**

**(B) the Director of Resources be requested to produce at the start of the new financial year a timetable that sets out the key events as the budget is developed throughout the year such as which committee meetings it will be reported to and periods of public consultation.**

Agenda item 11: Corporate Peer Review Draft Action Plan

**Recommended**

**(A) the Overview and Scrutiny Committee agrees that the Peer**

**Review Action Plan be presented to Cabinet for agreement and adoption.**

**(B) a report be submitted to the Overview and Scrutiny Committee following the Local Government’s Association revisit to the Council on the progress that had been on the changes proposed within the Action Plan.**

**8. RECOMMENDATIONS FROM LICENSING COMMITTEE**

13 - 18

The following recommendation was made by the Licensing Committee (Regulatory) to Cabinet at the meeting on Monday 22nd January:

To recommend that Cabinet agrees to increase the current Hackney Carriage fare charges by 15%, subject to successful statutory consultation.

*Please note that the appendices to the report can be accessed via the Licensing Committee Agenda for 22nd January.*

**9. DRAFT REVENUE BUDGET 2024-2025**

19 - 86

Executive Summary	This report presents the latest iteration of the 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 final 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. Consultation with other stakeholders is planned to take place, e.g. Council Taxpayers and Business Rates payers, the results of which will be incorporated into the report being presented to full Council on 21 Feb 2024.
Recommendations	That Cabinet consider any recommendations made by Overview and Scrutiny. That Cabinet consider the list of proposed savings, the use of reserves and the setting of a savings target and decide on the combination to include in the Budget for 2024/25 so that a balanced budget can be recommended to full Council. That Cabinet agree to use of any additional funding announced as part of the final Local Government

	Settlement announcement to replace the use of reserves. That Cabinet decide which proposed new capital bids should be recommended to full Council for inclusion in the Capital Programme.
<b>Reasons for recommendations</b>	To enable the Council to set a balanced budget.
<b>Background papers</b>	2023/24 Budget report presented to full Council on 22 February 2023. 2024/25 Budget Report presented to Cabinet on 8 January 2024

<b>Wards affected</b>	All
<b>Cabinet member(s)</b>	Cllr Lucy Shires
<b>Contact Officer</b>	Tina Stankley Director of Resources and s151 Officer <a href="mailto:tina.stankley@north-norfolk.gov.uk">tina.stankley@north-norfolk.gov.uk</a>

<b>Links to key documents:</b>	
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.

<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	

## 10. TREASURY MANAGEMENT STRATEGY 2024 – 2025

87 - 126

Executive Summary	This report sets out the Council's Treasury Management Strategy for the year 2024/25. It sets out details of the Council's Treasury Management activities and presents a strategy for the prudent investment of the Council's resources. It also sets out the Council's approach to the deployment of capital resources in meeting the Council's overall aims and objectives.
Options considered	No other options considered. It is a requirement that the Treasury Management Strategy report must be approved

	by full Council each year in advance of the new financial year to ensure the Council is compliant with the CIPFA Treasury Management, CIPFA Prudential Codes and guidance issued by the Department of Levelling Up, Housing & Communities (DLUHC).
Consultation(s)	Cabinet Member Section 151 Officer  This report has been prepared with the assistance of Link Treasury Services, the Council's Treasury Management advisors.
Recommendations	To recommend to full Council that the Treasury Management Strategy 2024/25 is approved.
Reasons for recommendations	Approval by Full Council demonstrates compliance with the Prudential Codes to ensure; <ul style="list-style-type: none"> <li>• A flexible investment strategy enabling the Council to respond to changing market conditions.</li> <li>• Ensure compliance with CIPFA and DHLUC guidance.</li> <li>• Confirming capital resources available for delivery of the Council's capital programme.</li> </ul> <p>It is a requirement that any proposed changes to the prudential indicators are approved by Full Council.</p>
Background papers	The Council's Treasury Management Strategy 2023/24.  CIPFA Prudential Code (Treasury Management in the Public Services: Code of Practice 2021 Edition).  CIPFA Prudential Code (Capital Finance in Local Authorities: Code of Practice 2021 Edition).

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

<b>Links to key documents:</b>	
Corporate Plan:	This report is required to ensure that 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 for the Council to operate its regular functions alongside delivering the Council's Capital Programme.

Council Policies Strategies	N/A
-----------------------------	-----

**11. NORTH NORFOLK DISTRICT COUNCIL CORPORATE PEER CHALLENGE - DRAFT ACTION PLAN** 127 - 172

Executive Summary	The District Council is required to develop an Action Plan in response to recommendations made through the recent Corporate Peer Challenge of the authority. This draft Action Plan seeks to meet this requirement.
Options considered	This report and the Corporate Peer Challenge Action Plan details the Council's proposed response to recommendations made within the Peer Challenge Report. Development of the draft Action Plan has involved consideration of potential options / actions in response to the recommendations made.
Consultation(s)	Preparation of the draft Action Plan in response to the recommendations made in the Corporate Peer Challenge report has involved consultation with Corporate Leadership Team, Management Team and the Leader of the Council.  This report and the draft Action Plan has been presented to the Overview and Scrutiny Committee for comment as an item of pre-scrutiny business before presentation of the Action Plan for agreement by Cabinet
<b>Recommendations</b>	<b>Cabinet is invited to comment on the draft Action Plan and then agree for adoption.</b>
Reasons for recommendations	To ensure the objectives of the Council are achieved and to support the Council in its future development, learning and continuous improvement.
Background papers	LGA Corporate Peer Challenge report conducted 12 <sup>th</sup> – 15 <sup>th</sup> September 2023

<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> <a href="tel:01263516232">Tel:- 01263 516232</a>

<b>Links to key documents:</b>	
Corporate Plan:	<p>Theme:- A Strong, Responsible &amp; Accountable Council</p> <p>Objective:- We will ensure the Council maintains a financially sound position, seeking to make best use of its assets and staff resources, effective partnership working and maximising the opportunities of external funding and income.</p> <p>Action:-</p> <p>We will:-</p> <p>1. Produce an Action Plan in response to the recommendations made by the recent LGA Corporate Peer Challenge by end December 2023 and thereafter deliver the Action Plan objectives over the period to June 2025.</p>
Medium Term Financial Strategy (MTFS)	There are a number of comments made within the Corporate Peer Challenge which seek to support and strengthen the Council's MTFS and strategic financial position given the changing context of local government finances and, as appropriate, these are responded to through the Action Plan
Council Policies & Strategies	All – the Corporate Peer Challenge process promotes sector-led improvement and is intended to support the Council in its objectives in the provision of quality services which meet the needs of the district's residents, communities, businesses and visitors and of our ambitions around continuous improvement

<b>Corporate Governance:</b>	
Is this a key decision	No
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

## 12. CABBELL PARK, CROMER

173 - 182

Executive Summary	<p>Cabbell Park is situated on Mill Road in Cromer and was previously the home of Cromer Town Football Club.</p> <p>Ownership of Cabbell Park was taken on by NNDC in 2015, with a section at the front of the site sold to make</p>
-------------------	--

	<p>way for a new medical practice. The capital sum from this sale (approx. £360k) is held for the purpose of providing/improving football facilities in the town.</p> <p>Cromer Youth Football Club (CYFC) have for many years been seeking a home for their club. Since the late 80s they have been playing matches at various satellite sites across the district, including Fearn's Field, Northrepps, Southrepps, Bodham, East Runton and more.</p> <p>A project is currently underway to build a 3G football facility on the adjacent Academy/Sports Centre site, for which the youth football club are a partner club.</p> <p>It is proposed that Cabbell Park could become the home of CYFC.</p>
Options considered	<ol style="list-style-type: none"> <li>1. The necessary improvements are made, and additional facilities added, to Cabbell Park to enable CYFC to lease the ground and have a home for all of their football operations. The car parking area would be leased to the NHS from 6am-6pm Monday to Friday.</li> <li>2. Do not follow option one and investigate further options for the site.</li> </ol>
Consultation(s)	<p>This proposal has been loosely discussed with CYFC, Norfolk FA, The Local Member and senior officers prior to the report being brought forward.</p>
Recommendations	<ol style="list-style-type: none"> <li><b>1. That Cabinet supports in principle the necessary improvements and provision of additional facilities to Cabbell Park to enable Cromer Youth Football Club to lease the ground and have a home for all of their football operations.</b></li> <li><b>2. Officers are instructed to undertake further work to develop the scope of improvements, design of additional facilities and appropriate permissions and costings and present these in a paper to a future Cabinet meeting for consideration.</b></li> </ol>
Reasons for recommendations	<p>This is the first time in 30 years that a tangible option exists to provide a home for CYFC, a solution which will also maximise the use of Cabbell Park. A permanent home in Cromer for the club would enable them to grow and secure football in the town for a number of years to come. Football clubs for many are the heart of the community and this is an opportunity to bring this back to the town.</p>



Background papers	NA
-------------------	----

Wards affected	Cromer Town & Suffield Park
Cabinet member(s)	Cllr Liz Withington
Contact Officer	Colin Brown, Leisure and Locality Services Manager

<b>Links to key documents:</b>	
Corporate Plan:	Developing our Communities
Medium Term Financial Strategy (MTFS)	The proposal as a whole could generate a small amount of additional income
Council Policies & Strategies	List here which existing council policies and strategies the proposals are linked to

<b>Corporate Governance:</b>	
Is this a key decision	No
Has the public interest test been applied	
Details of any previous decision(s) on this matter	

**13. PROPOSED DISPOSAL OF HIGHFIELD ROAD CAR PARK FOR AFFORDABLE HOUSING**

183 - 190

Executive Summary	This report sets out a proposal to dispose of the NNDC owned car park at Highfield Road, Fakenham to Flagship Housing for the development of affordable housing.
Options considered	<ul style="list-style-type: none"> <li>- Retain site as a car park</li> <li>- Exchange site for Fakenham Town Council owned land elsewhere in Fakenham</li> </ul>
Consultation(s)	Fakenham Town Council District Councillors for Lancaster South & North Portfolio Holder for Housing and Peoples' Services Estates and Property Services
<b>Recommendations</b>	<p><b>It is recommended that Cabinet:</b></p> <ul style="list-style-type: none"> <li>- <b>Agree that Highfield Road is surplus to requirements</b></li> <li>- <b>That NNDC enter into an option agreement with Flagship Housing (subject to Planning Permission) for sale of the Highfield Road car park to be developed for affordable housing.</b></li> </ul>

	- <b>That demolition of the existing toilet block on the site is undertaken as soon as is possible</b>
Reasons for recommendations	The development of the Highfield Car park offers the opportunity to make better use of an under-used car park, to deliver badly needed affordable homes, to generate a capital receipt and to reduce the current revenue liabilities at the site.
Background papers	None

Wards affected	Lancaster South
Cabinet member(s)	Cllr Fredericks, Portfolio Holder for Housing and Peoples' Services
Contact Officer	Nicky Debbage, Housing Strategy & Delivery Manager, <a href="mailto:nicky.debbage@north-norfolk.gov.uk">nicky.debbage@north-norfolk.gov.uk</a>

<b>Links to key documents:</b>	
Corporate Plan:	Meeting our Housing Need.
Medium Term Financial Strategy (MTFS)	New affordable homes will help the council tackle housing need and potentially reduce the cost of temporary accommodation for homeless households the Council has a duty to accommodate
Council Policies & Strategies	NNDC Housing Strategy 2021-2025

<b>Corporate Governance:</b>	
Is this a key decision	Yes
Has the public interest test been applied	Appendix A is exempt as it contains commercial information that may prejudice future asset sales
Details of any previous decision(s) on this matter	NA

*Please note that there is an exempt appendix to this item.*

#### 14. **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 paragraph 3 of Part I of Schedule 12A (as amended) to the Act.”

The appendix to the report [Agenda item 13] is to be treated as exempt for the following reason: Information in this appendix involves the likely disclosure of exempt information as defined in paragraph 3, Part 1 of schedule 12A (as amended) to the Local Government Act 1972.

This paragraph relates to:  
Information relating to the financial or business affairs of any particular person (including the authority holding that information) The public interest in maintaining the exemption outweighs the public interest in disclosure for the following reasons:

*The document contains information relating to the business affairs of the Council and other external parties and contains commercially confidential information.*

**15. PRIVATE BUSINESS**

191 - 192